



## Meeting of the Board of Trustees

June 24, 2019

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

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call to Order

##### 1.2 Public Comments

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

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

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).) (4 matters)
  - B. Public Employee Performance Evaluation (Government Code Section 54957(b).)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
  - A. Faculty Association (FA)  
Agency Designated Negotiator: Ann-Marie Gabel, Vice Chancellor of Business Services
  - B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Ann-Marie Gabel, Vice Chancellor of Business Services
  - C. Police Officers Association (POA)  
Agency Designated Negotiator: Ann-Marie Gabel, Vice Chancellor of Business Services
- 1.5 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) and paragraph (3) of subdivision (e) of Section 54956.9. (1 case)
  - B. Anticipated Litigation (Government Code Section 54956.9(d)(2).) (4 potential cases)

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

### **2.0 PROCEDURAL MATTERS**

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

#### **2.2 Invocation**

Led by Trustee Tim Jemal

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

Led by Trustee David Lang

#### **2.4 Public Comments**

*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit prior to the beginning of open session. These forms are available outside the board room. **Speakers are limited to 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 SOCCCD: FY 2019-2020 Tentative Budget**

Approve the FY 2019-2020 tentative budget as presented.

### **5.0 CONSENT CALENDAR ITEMS**

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

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

Approve minutes of a Special Meeting held on May 20, 2019 and a Regular Meeting held on May 20, 2019.

- 5.2 **Irvine Valley College: Curriculum Revisions for the 2019-2020 Academic Year**  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2019-2020 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **Irvine Valley College: Community Education, Summer 2019**  
Approve the Community Education courses, presenters and compensation
- 5.4 **Saddleback College and Irvine Valley College: Community Education Fall 2019**  
Approve Fall 2019 Community Education courses, presenters, and compensation.
- 5.5 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.6 **Saddleback College: Revised and Deleted Curriculum for the 2019-20 and 2020-21 Academic Years**  
Approve the proposed curriculum changes for the 2019-20 and 2020-21 academic years at Saddleback College
- 5.7 **SOCCCD: Advanced Technology and Education Park (ATEP) – Temporary Fencing Project, Notice of Completion, Amtek Construction.**  
Authorize filing the Notice of Completion for the Advanced Technology and Education Park Temporary Fencing project to Amtek Construction, for a final contract amount of \$769,637.
- 5.8 **SOCCCD: Authorize the Purchase of Maintenance Service Subscriptions and Support for Palo Alto Networks, Inc. Network Security Firewall Equipment, Optiv Security, Inc.**  
Approve the use of Master Price Agreement No. AR626, Amendment No. 3, as awarded by the state of Utah in association with the NASPO/WSCA, and approved for usage by the state of California pursuant to the California Participating Addendum No. 7-14-70-11. This approval applies to procurement of ongoing annual maintenance service subscriptions and support for the network security firewall equipment from Optiv Security, Inc.
- 5.9 **SOCCCD: Declare Miscellaneous Furniture and Equipment as Surplus**  
Approve the sale or disposal of surplus property and authorize the Executive Director of Procurement, Central Services and Risk Management to hire a private auction firm to conduct the auction, and/or donate, recycle or dispose of items.
- 5.10 **SOCCCD: Move/Relocation Services Agreement for Task Orders, PENN Corporate Relocation Services**  
Approve the Move/Relocation Services agreement for Task Orders with PENN

Corporate Relocation Services from June 25, 2019 to June 24, 2024.

**5.11 SOCCCD: Trustees' Requests for Attending Conferences**

Approve trustees' requests for attending conference(s).

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

Approve the college student out of state travel for the participants, date, location and costs listed.

**5.13 SOCCCD: Transfer of Budget Appropriations.**

Ratify the transfer of budget appropriations as listed.

**5.14 SOCCCD: Budget Amendment: Adopt Resolution No.19-12 to Amend FY 2018-2019 Adopted Budget.**

Adopt Resolution No. 19-12 to amend the Adopted Budget as listed.

**5.15 SOCCCD: May 2019 Change Orders/Amendments.**

Ratify the change orders/amendments as listed.

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

Ratify the purchase orders and checks as listed.

**5.17 SOCCCD: Contracts.**

Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

**6.1 SOCCCD: FY 2019-2020 Tentative Budget**

Approve the FY 2019-2020 tentative budget as presented.

**6.2 SOCCCD: Saddleback College Stadium and Site Improvement Project, Material Testing and Inspection Services Amendment No. 01, C.E.M. Lab Corp.**

Approve Amendment No. 01 of the Saddleback College Stadium and Site Improvement project, Material Testing and Inspection Services agreement with C.E.M. Lab Corp., increasing the contract amount by \$264,600 and a contract extension to May 31, 2020, for a not to exceed amount of \$737,053.

**6.3 SOCCCD: Saddleback College Stadium and Site Improvement Project, Change Order No. 5, PCL Construction Services, Inc.**

Approve Change Order No. 5 for the Saddleback College Stadium and Site Improvement project and authorize staff to execute the corresponding change order with PCL Construction Services, Inc., resulting in an increase of \$954,963, for a revised contract total of \$53,263,676.

**6.4 SOCCCD: Saddleback College Stadium and Site Improvement Project, Division of the State Architect (DSA) Inspection Services, Knowland**

### **Construction Services**

Approve the Knowland Construction Services agreement for Division of the State Architect (DSA) Inspection and Assistant DSA Inspection Services for the Saddleback College Stadium and Site Improvement project, in the amount of \$349,532 for the term ending May 29, 2020.

**6.5 SOCCCD: FY 2021-2022 Five Year Construction Plan and IPP / FPP Submittal to the State Chancellor's Office**

Approve the FY 2021-2022 Five Year Construction Plan. The Chancellor also recommends that the Board of Trustees approve the Initial Project Proposals and Final Project Proposals as submitted with a 50/50 match for state supported items, and approve all five documents for signature and submittal to the State Chancellor's Office.

**6.6 SOCCCD: Professional Services Agreements for Task Orders of Audio-Visual Design and Integration/Implementation Services with Golden Star Technology, Inc. and Southland Technology, Inc.**

Approve the Professional Services Agreements for Task Orders with Golden Star Technology, Inc. and Southland Technology, Inc. from June 25, 2019 through June 24, 2024.

**6.7 SOCCCD: Board Policy Revision: BP-3100 Budget Preparation, BP-3205 Insurance, BP-3340 Employee Phone Allowance, BP-3515 Reporting of Crimes and/or Safety Concerns, BP-4009 Certification of Freedom from Tuberculosis, BP-4012 Academic Administrators and Classified Management Personnel Files, BP-4013 Confidentiality and Conflicts of Interest in Hiring, BP-4017 Child Abuse Reporting, BP-4020 Designated Administrators and Classified Management Personnel, BP-4050 Workplace Violence, BP-4073 Faculty Reassigned Time and Stipends, BP-4077.1 Change of Assignment Classified Managers, BP-4079 Bereavement Leave for Management Personnel, BP-4082 Medical Benefits for Management Personnel While on Leave, BP-4101 Salary Schedules and Annual Step Increments for Management Personnel, BP-4102 Salary Schedule Placement for Management Personnel and Classified Bargaining Unit Employees, BP-4203 Sick Leave for Management Personnel, BP-4209 Classified Management Personnel Reduction in Force Notification, BP-5410 Student Equity, BP-5604 Admissions, BP-5605 Residence Determination, BP-5615 Student Records Compliance with Family Educational Rights and Privacy Act (FERPA), BP-5627 Student Participation in Governance.**

Accept for review and study the board policies as listed.

**6.8 SOCCCD: Board Policy Revision: BP-1311 Civic Center and Other Facilities Use, BP-3453 Emergency Operations Plan, BP-3502 Campus Police and Safety Services, BP-3517 Student Organizations at Off-Campus Locations, BP-3600 Disposition of District Property, BP-3610 Auxiliary Organizations, Including Foundations, BP-4008 Fingerprinting of Personnel, BP-4014 Electronic Communication, BP-4083 Vacation**

**Leave for Management Personnel, BP-4111 Professional Growth and Development Leave for Administrators and Classified Managers, BP-5608 Student Fee Refunds, BP-5700 Intercollegiate Athletics**

Approve the board policies as listed.

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

Ratify Academic Employee and Classified Administrator Personnel Actions.

**6.10 SOCCCD: Faculty Conversion to Canvas One – Time Stipends**

Ratify Academic Employee Personnel Actions.

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

Ratify Classified Employee Personnel Actions.

**6.12 SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items**

Ratify Non-Bargaining Unit Employee Personnel Actions.

**6.13 SOCCCD: Adjustment to the Police Officers Association (POA) Salary Schedule 2019 - 2020**

Approve the increase to the POA salary schedule for 2019 – 2020.

**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**

Response from public comment from May 20, 2019 Board Meeting.

**7.3 SOCCCD: List of Board Requested Reports**

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

**7.4 SOCCCD: CCCT Student Trustee Member Election – 2019**

CCCT Student Trustee Member Election Information.

**7.5 SOCCCD: Facilities Plan Status Report.**

Report on the status of major capital projects.

**7.6 SOCCCD: Monthly Financial Status Report.**

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

7.7 **SOCCCD: Retiree (OPEB) Trust Fund.**  
Report for period ending April 30, 2019.

8.0 **REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

- A. Saddleback College Academic Senate
- B. 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:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: FY 2019-2020 Tentative Budget

**ACTION:** Discussion

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58305(a) requires that each community college district Board of Trustees adopt a tentative budget no later than July 1 of each fiscal year. Approval of this budget allows the normal processing of payrolls and vendor payments at the start of the new fiscal year.

The District Resource Allocation Council (DRAC) has met and completed its work on the tentative budget model. The Basic Aid Allocation Recommendation Committee (BAARC) has also completed its process for tentative budget and funding recommendations are included in the presented tentative budget.

**STATUS**

The estimate of financial resources available to the District has been based on the Governor's May Budget Revision. The tentative budget includes a projected unrestricted ending balance for June 30, 2019 in the amount of \$55,534,358 plus unrestricted general fund resources of \$283,944,533. The actual ending balance for June 30, 2019 and the State Budget Act are not finalized; these projections will be updated before the adopted budget is presented to the Board on August 26, 2019. The Reserve for Economic Uncertainties has been set at 7.5% in accordance with the Budget Development Guidelines adopted by the Board of Trustees.

The tentative budget will be presented to the Board of Trustees (EXHIBIT A).



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

# SOCCCD FY 2019-2020 TENTATIVE BUDGET

BOARD OF TRUSTEES MEETING  
June 24, 2019





# Agenda

- Board Philosophy and Budget Guidelines
- Tentative Budget 2019-2020
- Budget Assumptions
- Basic Aid Allocation
- Budget Trends
- Next Steps



# Tentative Budget FY 2019-2020



- **Tentative Budget** is the “**draft**” budget used to start out the fiscal year which begins on July 1st; based on the best information at this point in time
- Our fiscal year ends on June 30, 2019, after which we will have actual revenue and expenses for the year confirmed
- **Adopted Budget** is the year’s Final Budget; annually adopted by the Board in August; based on final State Budget information and actual amounts from the previous year; assumptions are more concrete



# Board Philosophy on Budget

- Ensure wise and prudent use of public resources
- Promote financial strength and stability
- Maximize educational opportunities for students





# Budget Development Guidelines



1. Reserve for Economic Uncertainties
2. Future Long Term Debt Issues
3. Retirement Incentives
4. Area/College Allocations
5. Deficit Financing
6. GASB 45/OPEB Trust (retiree medical benefit liability)
7. Basic Aid
8. One time Cost Savings
9. Full Time Equivalent Student Targets
10. Funding for Growth



# 2019-2020 Tentative Budget Overview

	Beginning Balance	Revenues	Expenditures	Surplus/ (Deficit)	Ending Balance
Unrestricted General Fund	\$55,845,189	\$283,944,533	\$305,873,963	(\$21,929,430)	\$33,915,759
Restricted General Fund	<u>9,790,623</u>	<u>70,259,327</u>	<u>80,049,950</u>	<u>(9,790,623)</u>	<u>0</u>
Total General Fund	\$65,635,812	\$354,203,860	\$385,923,913	(\$31,720,053)	\$33,915,759
Community Education Funds	305,000	2,560,324	2,865,324	(305,000)	0
SC Child Development Fund	130,000	931,232	1,061,232	(130,000)	0
Capital Outlay Fund	287,079,741	91,785,966	377,979,825	(286,193,859)	885,882
Self-Insurance Fund	3,120,696	455,000	1,130,696	(675,696)	2,445,000
Retiree Benefit & OPEB Trust Funds	123,093,000	16,750,000	11,090,000	5,660,000	128,753,000
Pension Stability Trust Fund	29,514,000	700,000	8,238,000	(7,538,000)	21,976,000
Student Financial Aid Fund	0	21,770,000	21,770,000	0	0
Associated Student Government Funds	<u>310,000</u>	<u>1,058,278</u>	<u>1,284,278</u>	<u>(226,000)</u>	<u>84,000</u>
Total All Funds	\$509,188,249	\$490,214,660	\$811,343,268	(\$321,128,608)	\$188,059,641



# 2019-2020 Tentative Budget Overview

	Beginning Balance	Revenues	Total
<b>Unrestricted General Fund</b>	<b>\$55,845,189</b>	<b>\$283,944,533</b>	<b>\$339,789,722</b>
Restricted General Fund	<u>9,790,623</u>	<u>70,259,327</u>	<u>80,049,950</u>
<b>Total General Fund</b>	<b>\$65,635,812</b>	<b>\$354,203,860</b>	<b>\$419,839,672</b>
Community Education Funds	305,000	2,560,324	2,865,324
SC Child Development Fund	130,000	931,232	1,061,232
Capital Outlay Fund	287,079,741	91,785,966	378,865,707
Self-Insurance Fund	3,120,696	455,000	3,575,696
Retiree Benefit & OPEB Trust Funds	123,093,000	16,750,000	139,843,000
Pension Stability Trust Fund	29,514,000	700,000	30,214,000
Student Financial Aid Fund	0	21,770,000	21,770,000
Associated Student Government Funds	<u>310,000</u>	<u>1,058,278</u>	<u>1,368,278</u>
<b>Total All Funds</b>	<b>\$509,188,249</b>	<b>\$490,214,660</b>	<b>\$999,402,909</b>



## 2019-2020 Tentative Budget Overview

	Salaries and Benefits	Supplies and Services	Capital Outlay	Payments to Students and Other Uses	Total
Unrestricted General Fund	\$189,424,306	\$24,032,575	\$709,999	\$91,707,083	\$305,873,963
Restricted General Fund	<u>29,184,633</u>	<u>34,009,892</u>	<u>6,443,139</u>	<u>10,412,286</u>	<u>80,049,950</u>
Total General Fund	\$218,608,939	\$58,042,467	\$7,153,138	\$102,119,369	\$385,923,913
Community Education Funds	1,312,472	1,502,852	50,000	0	2,865,324
SC Child Development Fund	1,033,232	28,000	0	0	1,061,232
Capital Outlay Fund	482,921	5,796,488	370,900,416	800000	377,979,825
Self-Insurance Fund	461,867	666,829	2,000	0	1,130,696
Retiree Benefit & OPEB Trust Funds	10,640,000	450,000	0	0	11,090,000
Pension Stability Trust Fund	0	100,000	0	8138000	8,238,000
Student Financial Aid Fund	0	0	0	21,770,000	21,770,000
Associated Student Government Funds	<u>225,651</u>	<u>936,751</u>	<u>0</u>	<u>121,876</u>	<u>1,284,278</u>
Total All Funds	\$232,765,082	\$67,523,387	\$378,105,554	\$132,949,245	\$811,343,268



## FY 2019-2020 Tentative Budget Assumptions

- Tentative Budget is based on Governor's May Revise
- Implemented Student Centered Funding Formula (SCFF)
  - COLA = **3.26%**
  - Growth Funding = 0.0%
  - Hold Harmless = \$3.3M
  - Overall funding increase from prior year = \$1.1M
- Property Tax revenue increase of 3.5%
- Enrollment Fees remain at **\$46/unit**



# FY 2019-2020 Tentative Budget

## Assumptions (continued)

- Salary Increases – includes step and column increases and all negotiated increases
- PERS approved rate of 20.733%
- STRS estimated rate of 17.130%, expected to be lower at adopted budget
- Health & Welfare Benefits – 6% estimated increase, expected to be lower at adopted budget
- Unemployment Insurance remains flat at 0.05%
- Worker's Compensation is estimated at 1.7 %



# FY 2019-2020 Tentative Budget Assumptions (continued)

- 7.5% Reserve for Economic Uncertainties = \$14.2M
- 20% Reserve for Unrealized Tax Collections = \$16.4M
- Property & Liability Insurance = \$1M
- State Categorical Funding - budgeted at 95% of last year's Adopted Budget
- Education Protection Act (EPA) Revenue is estimated at \$2.7M
  - EPA Expenses are budgeted for part-time faculty salaries and benefits
- Apartment Complex revenue = \$2.8M



## Available “Basic Aid” Funds

<u>FY 2019-2020 RESOURCES</u>	<u>AMOUNT</u>
Balance at July 1, 2019*	\$28,016,485
Receipts FY 2019-2020	<u>\$82,110,097</u>
Estimated Property Taxes for Basic Aid	\$110,126,582
Unallocated Funds**	(\$248,365)
Contingency (20%)	<u>(\$16,422,019)</u>
<b>Total Allocated Funds FY 2019-2020</b>	<b>\$93,456,198</b>

*\*Estimated (exact amounts will be available after the close of the fiscal year).*

*\*\*Unallocated Basic aid funds may be allocated at a future time.*



## Basic Aid Allocations

Long Term Obligations* and Fixed Expenses	\$ 5,830,000
Capital Projects	
Capital Projects in EFMP	52,452,981
Capital Projects Support	5,833,118
Access Control Projects	2,481,185
ADA Projects	3,000,000
Scheduled Maintenance/Renovation Projects	8,660,000
District-wide Technology Priority Projects	15,198,914
<b>Total</b>	<b>\$93,456,198</b>



# Budget Trends

- As with the prior year, the tentative budget conflicts with the Board's Budget Guidelines by using one-time funds for on-going expenses.
- District-wide **personnel costs** make up an average of 88.2% of total budget (excluding reserves and basic aid funds), which is a decrease from 88.8% last year.
- State COLA and Growth have not been adequate to support the increased personnel costs over the past several years





# Budget Trends (continued)

- Some personnel related expense categories are showing **upward trends in costs**:
  - Health and Welfare Costs
  - STRS and PERS
  - Salaries
    - Negotiated increases
    - Step and column movement
    - Stipends and other additional payments



# PERS/STRS Rates & Cost Increases

## SOCCCD

### STRS & PERS Projected Rate and Cost Increases (Unrestricted General Fund)

Fiscal Year	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	2021-2022 Estimated	Annual Increase over 2015-2016	Cumulative Increase
<b>STRS Annual Rate</b>	10.730%	12.580%	14.430%	16.280%	17.130%	18.100%	18.100%		
<b>STRS Contribution</b>	6,692,933	8,553,945	9,765,138	11,422,507	12,343,401	13,399,717	13,399,717	6,706,784	28,726,827
Annual Increase		1,861,012	1,211,193	1,657,369	920,894	1,056,316	-		
<b>PERS Annual Rate</b>	11.847%	13.888%	15.531%	18.062%	20.733%	23.600%	24.900%		
<b>PERS Contribution</b>	4,491,723	5,646,703	6,282,896	7,591,018	8,894,817	10,339,455	10,909,002	6,417,279	22,713,553
Annual Increase		1,154,980	636,193	1,308,122	1,303,799	1,444,639	569,546		
<b>Combined Annual Increase</b>		<b>3,015,992</b>	<b>1,847,386</b>	<b>2,965,492</b>	<b>2,224,693</b>	<b>2,500,954</b>	<b>569,546</b>	<b>13,124,063</b>	<b>51,440,381</b>

Notes: FY 2018-2019 through FY 2020-2021 include negotiated salary increases  
FY 2021-2022 estimate assumes no changes in salaries



# Next Steps

- Ongoing budget challenges:
  - Revenue increases not keeping pace with on-going cost increases.
  - Monitor PERS/STRS increases moving forward.
  - Enrollment trends.
  - Final State Budget information will be included in the FY 2019-2020 Adopted Budget.
  - Continue to monitor SCFF changes





**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** SOCCCD: Minutes of the Board of Trustees Meeting  
**ACTION:** Approval

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Minutes from:

May 20, 2019 Special Meeting of the Board of Trustees (Exhibit A) and

May 20, 2019 Regular Meeting of the Board of Trustees (Exhibit B)

are submitted to the Board for review and approval.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S CONFERENCE ROOM - HS 324  
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE SPECIAL BOARD OF TRUSTEES' MEETING  
May 20, 2019**

**PRESENT**

Members of the Board of Trustees:

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

**ABSENT**

T.J. Prendergast, III, President

Also present for the duration of the meeting were:

Kathleen F. Burke, Chancellor  
Cindy Vyskocil, Vice Chancellor, Human Resources  
Martha Uriarte, Student Trustee (Sworn-in at the May Board Meeting)

**CALL TO ORDER: 4 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 set forth on the agenda. **Speakers are limited to up to two minutes each.***

**2.0 DISCUSSION ITEMS**

- 2.1 The District's Board of Trustees will receive training on the elimination of bias in hiring and employment at least once every election cycle.

Vice Chancellor of Human Resources, Dr. Cindy Vyskocil and the District's Legal Counsel, Rex Randall Erickson presented the Equal Employment Opportunity (EEO), Hiring Committee Training to the Board of Trustees. The training covered topics dealing with equity, inclusion and compliance.


Dr. Vyskocil indicated that per Title 5 guidelines, the governing board of each community college district is responsible for proper implementation of their EEO Plan.

The Board of Trustees was also briefed on the EEO Fund Multiple Method Allocation Certification for Fiscal Year 2018-2019 that details the District's implementation of various activities to promote equal employment opportunities for each of the 9 Multiple Measures. The purpose of implementing the Multiple Method Allocation model is to increase compliance with legal EEO requirements and provide students with the educational benefits of a diverse workforce.

Dr. Vyskocil stated that our District has not met Multiple Method 3 – Incentives for Hard to Hire Areas/Disciplines and Multiple Method 9 – Grow-Your-Own Programs, however, the District is working towards meeting those methods.

## ADJOURNMENT

The meeting adjourned at 4:58 p.m.



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Kathleen F. Burke  
Secretary, Board of Trustees

**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  
May 20, 2019**

**PRESENT**

Members of the Board of Trustees:

Timothy Jemal, Vice President  
James R. Wright, Clerk  
Barbara J. Jay, Member  
David B. Lang, Member  
Marcia Milchiker, Member  
Terri Whitt, Member  
Evelyn Hoang, Student Member

**ABSENT**

T.J. Prendergast, III, Board of Trustees President  
Ann-Marie Gabel, Vice Chancellor, Business Services

**Administrative Officers:**

Kathleen F. Burke, Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Cindy Vyskocil, Vice Chancellor, Human Resources  
Elliot Stern, 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 prior to the start of closed session. These forms are available outside the board room. Speakers are limited to two minutes each.**

No public comments.

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

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

- A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).) (2 matters)

**1.4 Conference with Labor Negotiators (Government Code Section 54957.6)**

- A. Faculty Association

**Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor - Human Resources**

- B. CSEA

**Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor - Human Resources**

- C. POA

**Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor - Human Resources**

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

- A. Anticipated Litigation (Government Code Section 54956.9(d)(2).)

**Significant exposure to litigation: 2 Cases**

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

On a 6 - 0 vote with Trustee Prendergast absent, the board approved the resignation of the Dean of Fine Arts and Media Technology.

**2.2 Invocation**

**Led by Trustee Barbara Jay**

**2.3 Pledge of Allegiance**

**Led by Trustee Tim Jemal**

**2.4 Swearing In: Student Trustee Martha Uriarte**

**Oath of Office to be administered by Board Vice President, Tim Jemal**

## 2.5 Public Comments

Three public comments regarding the alleged closure of the Saddleback College Fine Arts Gallery and the lack of funding.

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

## 3.0 REPORTS

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

- A. Board Reports
- B. Chancellor's Report

#### Written Report

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

#### Irvine Valley College Written Report

#### Saddleback College Written Report

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

## 4.0 DISCUSSION ITEMS

### 4.1 SOCCCD: Adoption of Tentative IVC and SC Associated Student Government Budgets

**Presentation of FY 2019-20 Tentative Budget for Saddleback College ASG and Irvine Valley College ASIVC.**

#### Item 4.1 PowerPoint Presentation

The Saddleback College ASG Tentative Budget FY 2019-20 was presented by Perry Meade, ASG President and Jake Rybczyk, ASG Director of Budget and Finance and President-Elect.

The Irvine Valley College ASG Tentative Budget FY 2019-20 was presented by Matt Rosborough, ASG of IVC President and Ian Rennie, ASG of IVC Vice President of Budget and Finance.

4.2      [SOCCCD: California Community College Chancellor's Office \(CCCCO\) Local Vision Goal Setting](#)

**A presentation on the subject will be made to the Board of Trustees.**

[Item 4.2](#)  
[PowerPoint Presentation](#)

The California Community Colleges Vision for Success for Irvine Valley College and Saddleback College was presented by Jennifer Klein, Director of Research, Planning and Accreditation at Saddleback College, Loris Fagioli, Director of Research, Planning and Accreditation at Irvine Valley College and Denice Inciong, District Director, Research, Planning and Data Management at District Services.

A correction was noted on the second slide of the presentation. Goal #4 should read, "... statewide average of 68% to an improved rate of 76%.

**5.0**      **CONSENT CALENDAR ITEMS**

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

On a motion made by Trustee Lang and seconded by Trustee Jay, the balance of the consent calendar was approved on a 6 - 0 vote, with Trustee Prendergast absent.

5.1      SOCCCD: Board of Trustees Meeting Minutes

**Approve minutes of Regular Meeting held on April 22, 2019.**

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

[5.2](#)      [SOCCCD: Resolutions](#)  
[Item 5.2](#)

1.      Lois Schwartz, Classified Employee Outstanding Service Award, District Services

[Resolution](#)

2. Craig Connor, Outstanding Classified Employee of the Year, Saddleback College

[Resolution](#)

3. Rachel Manders, Outstanding Classified Employee of the Year, Irvine Valley College

[Resolution](#)

The honorees receiving resolutions were acknowledged and congratulated by Board Vice President Jemal.

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

- 5.3 Saddleback College: New, Revised, and Deleted Curriculum for the 2019-20 and 2020-21 Academic Years

**Approve the proposed curriculum changes for the 2019-20 and 2020-21 academic years at Saddleback College.**

[Item 5.3](#)  
[Exhibits A-D](#)

- 5.4 Irvine Valley College: Curriculum Revisions for the 2019-2020 Academic Year

**Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2019-2020 academic year, pursuant to Title 5, Section 53200 et seq.**

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

- 5.5 Saddleback College and Irvine Valley College: Speakers

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

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

- 5.6 Irvine Valley College: IVC Prop 39 Clean Energy Project, Notice of Completion, Amtek Construction.

**Authorize filing the Notice of Completion for the Irvine Valley College Prop 39 Clean Energy project to Amtek Construction, for a final contract amount of \$598,882.**

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

- 5.7 SOCCCD: Irvine Valley College B300 Exterior Improvements Project, Notice of Completion, Amtek Construction.

**Authorize filing the Notice of Completion for the Irvine Valley College B300 Exterior Improvements project to Amtek Construction, for a final contract amount of \$779,362.17.**

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

- 5.8 SOCCCD: Student Out of State Travel.

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

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

- 5.9 SOCCCD: 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.19-11 to Amend FY 2018-2019 Adopted Budget.

**Adopt Resolution No. 19-11 to amend the Adopted Budget as listed.**

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

- 5.11 SOCCCD: March-April 2019 Change Orders/Amendments.

**Ratify the change orders/ amendments as listed.**

[Item 5.11](#)  
[Exhibits A-E](#)

- 5.12 SOCCCD: Purchase Orders and Checks.

**Ratify the purchase orders and checks as listed.**

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

- 5.13 SOCCCD: Contracts.

**Ratify contracts as listed.**

[Item 5.13](#)  
[Exhibits A-C](#)

## **6.0 GENERAL ACTION ITEMS**

- 6.1 [Saddleback College and Irvine Valley College: Student Government Tentative Budgets FY 2019-2020](#)

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

**Approve the FY 2019-2020 tentative student government budgets as listed.**

[Item 6.1](#)  
[Exhibits A-B](#)

[6.2](#)     [SOCCCD: California Community College Chancellor's Office \(CCCCO\)](#)  
\_\_\_\_\_ [Local Vision Goal Setting](#)

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

**Approve the local vision goals for Irvine Valley College and Saddleback College.**

[Item 6.2](#)  
[Exhibits A-B](#)

[6.3](#)     [SOCCCD: Annual Approval for Student Trustee to Receive](#)  
\_\_\_\_\_ [Compensation and to Make/Second Motions for Board Meetings](#)

On a motion made by Trustee Jay and seconded by Trustee Wright, this item was approved on a 6 - 0 vote with Trustee Prendergast absent.

**Approve compensation for the Student Trustee; allow the student trustee to make and second motions; and approve the term commencement date of May 15.**

[Item 6.3](#)

[6.4](#)     [Saddleback College and Irvine Valley College: Student Equity Plans](#)

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

**Approve the 2019-2022 Student Equity Plans for Saddleback College and Irvine Valley College.**

[Item 6.4](#)  
[Exhibits A-B](#)

[6.5](#)     [Saddleback College: Regional Strong Workforce Program Amended](#)  
            [Participation Agreement](#)

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

**Approve the reduction of the regional Strong Workforce Program participation agreement for the Vertical Sector Lead: Allied Health project, by \$149,000 for the same term of July 1, 2017 to December 31, 2019.**

[Item 6.5](#)  
[Exhibits A-B](#)

[6.6](#)     [SOCCCD: Saddleback College, Vocational Cosmetology and Cosmetician \(Esthetician\) Education Services Agreements, Amendments](#)

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

**Approve the Vocational Cosmetology and Cosmetician Education Services Agreements with Santa Ana Beauty Academy, Inc., New America Beauty Education Corp., DBA Hair California Beauty Academy, Saddleback Beauty Academy, Inc., and Advance Beauty College, Inc. from July 1, 2019 through June 30, 2024 for an estimated spend of \$1,500,000 per year, subject to increase with program growth.**

[Item 6.6](#)  
[Exhibits A-H](#)

[6.7](#)     [SOCCCD: Saddleback College Community Education, Emeritus Institute, and K-12 Partnerships Memorandum of Understanding with Saddleback Valley Unified School District \(SVUSD\).](#)

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

**Approve the Memorandum of Understanding with the Saddleback Valley Unified School District for a total of \$241,182.82 for the upgrade of classroom technology and furniture.**

[Item 6.7](#)  
[Exhibits A-B](#)

[6.8](#)     [SOCCCD: Saddleback College Community Education, Emeritus Institute, and K-12 Partnership Facility Use Agreement with Saddleback Valley Unified School District \(SVUSD\) Amendment No. 01.](#)

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

**Approve the Facility Use Agreement Amendment No. 01 with the Saddleback Valley Unified School District for the use of facilities from May**

**21, 2019 through June 30, 2023 to include custodial services for a not to exceed value of \$200,000 and for any additional costs related to District requested property improvements as incurred through the term of the amendment.**

[Item 6.8](#)  
[Exhibits A-B](#)

[6.9](#)     [SOCCCD: Instruction Services Agreement: Customized Not-for-Credit Training for Amazon.com Services Inc.](#)

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

**Approve the instruction services agreement with Amazon.com Services Inc. for the period of May 21, 2019 through April 30, 2020 to provide customized, not-for-credit training for revenues not to exceed \$482,608.**

[Item 6.9](#)  
[Exhibit A](#)

[6.10](#)     [SOCCCD: Grant Award, Collaborative Research: NSF INCLUDES Alliance: STEM Core Expansion Subaward Issuance to Stanford University](#)

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

**Approve the revised subaward agreement with Stanford University for \$653,400 over five years under Saddleback College's NSF Cooperative Agreement award HRD-1834628.**

[Item 6.10](#)  
[Exhibits A-B](#)

[6.11](#)     [SOCCCD: Authorize the Purchase of Cisco Network Equipment, Warranty of Hardware, Maintenance, Repair Services, Software, and Software Maintenance, ePlus Technology, Inc.](#)

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

**Approve the use of California Multiple Award Schedule Contract No. 3-08-70-1633T, Supplement No. 8 as awarded to ePlus Technology, Inc. for the purchase of Cisco network equipment, warranty of hardware, maintenance, repair services, software, and software maintenance, ePlus Technology, Inc.**

[Item 6.11](#)

6.12 SOCCCD: Contract for Information Technology Consultancy, Gartner, Inc.

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

**Approve the agreement with Gartner, Inc., for an amount of \$354,900 for the term July 1, 2019 through June 30, 2022.**

Item 6.12  
Exhibit A

6.13 SOCCCD: Board Policy Revision: BP-1311 Civic Center and Other Facilities Use, BP-3453 Emergency Operations Plan, BP-3502 Campus Police and Safety Services, BP-3517 Student Organizations at Off-Campus Locations, BP-3600 Disposition of District Property, BP-3610 Auxiliary Organizations, Including Foundations, BP-4008 Fingerprinting of Personnel, BP-4014 Electronic Communication, BP-4083 Vacation Leave for Management Personnel, BP-4111 Professional Growth and Development Leave for Administrators and Classified Managers, BP-5608 Student Fee Refunds, BP-5700 Intercollegiate Athletics

On a motion made by Trustee Wright and seconded by Trustee Whitt, this item was accepted for review and study on a 6 - 0 vote with Trustee Prendergast absent.

**Accept for review and study the board policies as listed.**

Item 6.13  
Exhibits A-L

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

On a motion made by Trustee Wright and seconded by Trustee Jay, this item was approved on a 6 - 0 vote with Trustee Prendergast absent.

**Ratify Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.**

Item 6.14  
Exhibit A

6.15 SOCCCD: Faculty Conversion to Canvas One-Time Stipends

On a motion made by Trustee Jay and seconded by Trustee Whitt, this item was approved on a 5 - 1 vote with Trustee Lang casting a negative vote and Trustee Prendergast absent.

**Ratify Additional Compensation: Canvas Conversion-General Fund.**

[Item 6.15](#)  
[Exhibit A](#)

[6.16 SOCCCD: Classified Personnel Actions - Regular Items](#)

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

**Ratify New Personnel Appointments, Authorization to Eliminate (a) Classified Position(s) and/or Position Number(s), Authorization to Increase/Decrease Hours Per Week and/or Months Per Year on (a) Classified Position(s), Change of Status, Out of Class Assignments for Positions that are Vacant During Recruitment for Permanent Appointments (Limited to 960 Hours Per Fiscal Year), Out of Class Assignments for Positions that are Temporarily Available Due to Leaves of Absence, etc., Resignation/Retirement/Conclusion of Employment.**

[Item 6.16](#)  
[Exhibit A](#)

[6.17 SOCCCD: Non-Bargaining Unit Personnel Action - Regular Items](#)

On a motion made by Trustee Jay and seconded by Trustee Milchiker, this item was approved on a 6 - 0 vote with Trustee Prendergast absent.

**Ratify New Personnel Appointments, and Volunteers.**

[Item 6.17](#)  
[Exhibit A](#)

[6.18 SOCCCD: Equal Employment Opportunity \(EEO\) Plan 2019 - 2022](#)

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

**Approve the SOCCCD Equal Employment Opportunity Plan, designed to communicate the importance of diversity in the workplace and eliminate barriers to equal employment opportunities.**

[Item 6.18](#)

[6.19 SOCCCD: Destruction of Class 3 Disposable Records](#)

On a motion made by Trustee Jay and seconded by Trustee Wright, this item was approved on a 6 - 0 vote with Trustee Prendergast absent.

**Approve destruction of Class 3 disposable records in compliance with code.**

[Item 6.19](#)  
[Exhibit A](#)

[6.20](#) [SOCCCD: Adjourn July 29, 2019 Regular Meeting of the Board of Trustees to July 15, 2019](#)

On a motion made by Trustee Milchiker and seconded by Trustee Jay, this item was approved on a 6 - 0 vote with Trustee Prendergast absent.

**Approve request to adjourn July 2019 Regular meeting to July 15, 2019, in accordance with California Government Code Section 54955.**

[Item 6.20](#)

**7.0** **REPORTS**

[7.1](#) [Saddleback College and Irvine Valley College: Speakers](#)

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

[Item 7.1](#)  
[Exhibit A](#)

[7.2](#) [SOCCCD: Staff Response to Public Comments from Previous Board Meeting](#)

**None**

[Item 7.2](#)

[7.3](#) [SOCCCD: Facilities Plan Status Report.](#)

**Report on the status of major capital projects.**

[Item 7.3](#)  
[Exhibit A](#)

[7.4](#) [SOCCCD: Monthly Financial Status Report.](#)

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

[Item 7.4](#)  
[Exhibit A](#)

[7.5](#) [SOCCCD: Quarterly Investment Report.](#)

**Report for period ending March 31, 2019.**

Item 7.5

7.6     SOCCCD: Pension Stabilization Trust Fund.

**Report for the period ending March 31, 2019.**

Item 7.6

Exhibit A

7.7     SOCCCD: Retiree (OPEB) Trust Fund.

**Report for period ending March 31, 2019.**

Item 7.7

Exhibit A

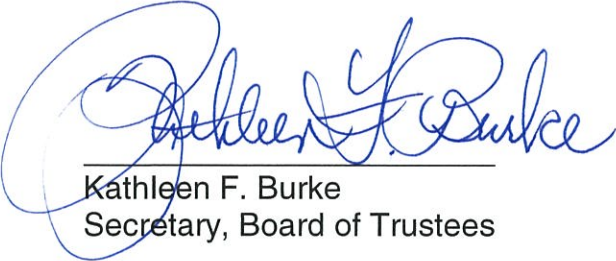
**8.0     REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

- 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 8:37 p.m.



Kathleen F. Burke  
Secretary, Board of Trustees

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** Irvine Valley College: Curriculum Revisions for the 2019-2020 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 2019-2020 academic year pursuant to Title 5, Section 53200 et seq.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2019-2020 academic year at IVC.

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Administration of Justice Associate in Science for Transfer

See next page

The curriculum is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice in America. Involvement in courses offered each semester will provide a sound foundation for students intending to transfer and continue further study in criminal justice programs.

Program Student Learning Outcomes

Upon completion of the Administration of Justice AS-T, students will be able to:

- Identify career opportunities within the three components of the criminal justice system.
- Identify the skills and abilities required to be an effective member the criminal justice profession.
- Describe the importance of ethical decision-making within the criminal justice system.

Course ID	Title	Units
<i>Complete the following core courses:</i>		
AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3
<i>Complete 6 units from among the following List A courses:</i>		
AJ 5	The Community and the Justice System	3
AJ 8	Juvenile Law and Procedures	3
AJ 6	Criminal Procedures	3
AJ 3	Introduction to Evidence	3
AJ 105	Introduction to Investigation	3
AJ 19	Introduction to Corrections	3
<i>Complete 6 units from among the following List B courses:</i>		
SOC 1	Introduction to Sociology	3
PSYC 10	Statistical Methods in the Behavioral Sciences	3
OR		
MATH 10	Introduction to Statistics	3
PSYC 1	Introduction to Psychology	3
AJ 106	Police Field Operations	3
AJ 7	Criminal Law II	3
AJ 112	Police Supervision	3
AJ 13	Constitutional Law and the Justice System	3
AJ 150	Report Writing for Administration of Justice	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
SOC 1H	Introduction to Sociology Honors	3
PSYC 1H	Introduction to Psychology Honors	3
PSYC 10H	Statistical Methods in the Behavioral Sciences Honors	3

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Total	18
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**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**Revised**  
**Administration of Justice Associate in Science for Transfer**

OR		
MGT 10	Statistics for Business and Economics	3
OR		
MGT 10H	Statistics for Business and Economics Honors	3

The curriculum is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice in America. Involvement in courses offered each semester will provide a sound foundation for students intending to transfer and continue further study in criminal justice programs.

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Total	18
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Upon completion of the Administration of Justice AS-T, students will be able to:

- Identify career opportunities within the three components of the criminal justice system.
- Identify the skills and abilities required to be an effective member the criminal justice profession.
- Describe the importance of ethical decision-making within the criminal justice system.

Course ID	Title	Units
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**Required Core** - Complete the following core courses:

AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3

**List A: Select two courses (6 units):**

AJ 5	The Community and the Justice System	3
AJ 8	Juvenile Law and Procedures	3
AJ 6	Criminal Procedures	3
AJ 3	Introduction to Evidence	3
AJ 105	Introduction to Investigation	3
AJ 19	Introduction to Corrections	3

**LIST B: Select two courses (6 units)**

Any LIST A course not already used.

SOC 1	Introduction to Sociology	3
OR		
SOC 1H	Introduction to Sociology Honors	3
PSYC 1	Introduction to Psychology	3
OR		
PSYC 1H	Introduction to Psychology Honors	3
AJ 106	Police Field Operations	3
AJ 7	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 13	Constitutional Law and the Justice System	3
AJ 150	Report Writing for Administration of Justice	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
PSYC 10	Statistical Methods in the Behavioral Sciences	3
OR		
PSYC 10H	Statistical Methods in the Behavioral Sciences	3
OR		
MATH 10	Introduction to Statistics	3
OR		
ECON 10	Statistics for Business and Economics Honors	3
OR		
ECON 10H	Statistics for Business and Economics Honors	3

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Administrative Assistant Certificate of Achievement

~~CIM 209 Introduction to Outlook 0.5~~

The goal of the Administrative Assistant Certificate of Achievement program is to prepare students for employment as Administrative Assistants or Business Office/Information Specialists in various business sectors in the community. The objectives of the Administrative Assistant program include: composing correspondence, preparing a variety of business documents, scheduling and coordinating meetings/events, creating, updating, and managing word processing files, spreadsheet files, and database files, managing projects, organizing and maintaining paper and electronic files, providing support to colleagues and customers, assisting with all aspects of administrative management, coordinating within departments and operating units, and performing multifaceted office support and all day-to-day operations. Expected outcomes of the Administrative Assistant program include the ability to demonstrate skills needed for entry-level positions in a business office including the ability to: apply computing techniques to solve common business problems; manipulate and interpret data; disseminate the data methodology, analysis, and results; engage in critical thinking; manipulate the features and functions of common business applications to produce a variety of business documents; and to compose, criticize, evaluate, and revise the content and structure of written business communications. Coursework is designed to develop students' communication, keyboarding, word processing, spreadsheet, and database skills. Potential careers include Secretary, Executive Secretary, Office Assistant, Executive Assistant, Receptionist, Office Clerk, Administrative Assistant, and/or Word Processors/Typists.

Total 18.5

See next page

Program Student Learning Outcomes

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

- Apply computing techniques to solve common business problems, to manipulate and interpret data, and to disseminate the data, methodology, analysis, and results.
- Engage in critical thinking to manipulate the features and functions of common business applications to produce a variety of business documents.
- Compose, criticize, evaluate, and revise the content and structure of written business communications.

Course ID	Title	Units
<i>Complete the following courses</i>		
CIM 107	Introduction to Personal Computer Applications	3
CIM 201A	Introduction to Computers, Keyboarding and Word I	3
CIM 201B	Introduction to Computers, Keyboarding and Word II	3
CIM 112.1	Spreadsheets I	1.5
CIM 112.2	Spreadsheets II	1.5
MGT 104	Business Communication	3
MGT 203	Business English	3
CIM 210.2	Word Processing II	1.5
CIM 115	Databases	3

Recommended electives

<del>CIM 103</del>	<del>Introduction to Windows</del>	<del>1.5</del>
<del>CIM 201C</del>	<del>Introduction to Computers, Keyboarding, and Word Processing III</del>	<del>1</del>
<del>CIM 210.1</del>	<del>Word Processing I</del>	<del>1</del>
<del>CIM 212.3</del>	<del>Spreadsheets III- Certification</del>	<del>3</del>

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**Revised**  
**Administrative Assistant Certificate of Achievement**

The goal of the Administrative Assistant Certificate of Achievement program is to prepare students for employment as Administrative Assistants or Business Office/Information Specialists in various business sectors in the community. The objectives of the Administrative Assistant program include: composing correspondence, preparing a variety of business documents, scheduling and coordinating meetings/events, creating, updating, and managing word processing files, spreadsheet files, and database files, managing projects, organizing and maintaining paper and electronic files, providing support to colleagues and customers, assisting with all aspects of administrative management, coordinating within departments and operating units, and performing multifaceted office support and all day-to-day operations. Expected outcomes of the Administrative Assistant program include the ability to demonstrate skills needed for entry-level positions in a business office including the ability to: apply computing techniques to solve common business problems; manipulate and interpret data; disseminate the data methodology, analysis, and results; engage in critical thinking; manipulate the features and functions of common business applications to produce a variety of business documents; and to compose, criticize, evaluate, and revise the content and structure of written business communications. Coursework is designed to develop students' communication, keyboarding, word processing, spreadsheet, and database skills. Potential careers include Secretary, Executive Secretary, Office Assistant, Executive Assistant, Receptionist, Office Clerk, Administrative Assistant, and/or Word Processors/Typists.

**Program Student Learning Outcomes**

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

- Apply computing techniques to solve common business problems, to manipulate and interpret data, and to disseminate the data, methodology, analysis, and results.
- Engage in critical thinking to manipulate the features and functions of common business applications to produce a variety of business documents.
- Compose, criticize, evaluate, and revise the content and structure of written business communications.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<i>Complete the following courses, in the order recommended below:</i>		
CIM 201A	Introduction to Computers, Keyboarding and Word I	3
CIM 201B	Introduction to Computers, Keyboarding and Word II	3
CIM 107	Introduction to Personal Computer Applications	3
CIM 112.1	Spreadsheets I	1.5
CIM 112.2	Spreadsheets II	1.5
CIM 115	Databases	3
CIM 210.2	Word Processing II	1.5
MGT 104	Business Communication	3
MGT 203	Business English	3

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Total	18.5
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IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

New

Adult English as a Second Language: Beginning Certificate of Competency

This sequence of courses is designed to help non-native English language learners acquire basic communication skills and cultural/civic proficiencies used in everyday life situations encountered at home, at school, at work, and in the community. The program prepares students to participate in simple conversations, read and understand basic directions and texts, fill out basic forms, and write simple sentences. It also prepares students for the intermediate level program.

Course ID	Title	Units
<i>Complete the following courses:</i>		
AESL 501	Beginning Adult ESL Level 1	0
AESL 502	Beginning Adult ESL Level 2	0
<i>Complete one of the following courses:</i>		
AESL 531	Beginning Pronunciation	0
AESL 541	Beginning Conversation	0
<b>Total</b>		<b>0</b>

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**New**

**Adult English as a Second Language: Intermediate Certificate of Competency**

This sequence of courses is designed to help non-native English language learners strengthen communication skills and cultural/civic proficiencies used in everyday life situations encountered at home, at school, at work, and in the community. The program prepares students to engage in conversations on a variety of subjects beyond that of personal experience, read and understand texts from different genres, and write basic paragraphs. It also prepares students for the advanced level program.

Course ID	Title	Units
<i>Complete the following courses:</i>		
AESL 503	Intermediate Adult ESL Level 3	0
AESL 504	Intermediate Adult ESL Level 4	0
<i>Complete one of the following courses:</i>		
AESL 533	Intermediate Pronunciation	0
AESL 543	Intermediate Conversation	0
AESL 563	Idioms in American English	0
<b>Total</b>		<b>0</b>

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

New

Adult English as a Second Language: Advanced Certificate of Competency

This sequence of courses is designed to help non-native English language learners refine communication skills and cultural/civic proficiencies used in everyday life situations they will encounter at home, at school, at work, and in the community. The program prepares students to develop extended oral fluency, read and understand work-specific and simple academic texts, and write extended paragraphs. It prepares students for ESL academic credit courses and oral and written communication needs in the workplace.

Course ID	Title	Units
<i>Complete the following courses:</i>		
AESL 504	Intermediate Adult ESL Level 4	0
AESL 505	Advanced Adult ESL Level 5	0
<i>Complete one of the following courses:</i>		
AESL 535	Advanced Pronunciation	0
AESL 545	Advanced Conversation	0
<b>Total</b>		<b>0</b>

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Communication Studies Associate in Arts

The communication studies and forensics curriculum emphasizes the ability to speak and perform in front of audiences. Courses teach students the skills required for presenting a speech—analyzing an audience, listening, coping with fear, using visual aids—as well as the skills they will need to prepare a speech—researching a topic, analyzing arguments and texts, and organizing and outlining material. Courses offered through the program meet transfer requirements for general education, and they may be applied toward an Associate in Arts degree with a major in speech/forensics. Students majoring in speech/forensics at the lower division level concentrate on learning the basics of public speaking and performance.

Program Student Learning Outcomes

Upon completion of the Communication Studies AA, students will be able to:

- Advocate a specific topic to an audience of any size.
- Critically assess other speakers' format, content, and delivery and articulate constructive criticism in an oral critique.
- Articulate and dissect models of communication and apply such methods in public speaking and interpersonal settings.
- Research and construct positions on a set topic to communicate and advocate a particular point of view.
- Critically think about how meaning is exchanged and the implications of our messages.

Course ID	Title	Units
<i>Complete the following course:</i>		
COMM 1	Communication Fundamentals	3
<i>Complete 15 units from any of the following courses:</i>		
COMM 2	Persuasion	3
COMM 3	Argumentation and Debate	3
COMM 9	Intercultural Communication	3
COMM 30	Introduction to Oral Interpretation	3
COMM 35	Voice and Diction	3
COMM 10	Group Dynamics and Leadership	3
COMM 5	Interpersonal Communication	3
COMM 106A	Forensic Activity A	1
COMM 106B	Forensic Activity B	2.5
COMM 106C	Forensic Activity C	4
TA 1	Acting	3
TA 12	Directing	3

~~Speech 106~~ is recommended each semester.

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Total 18

Revised  
Communication Studies Associate in Arts

The Communication Studies curriculum emphasizes the ability to speak and perform in front of audiences. Courses teach students the skills required for presenting a speech such as analyzing an audience, listening, and coping with fear. Students will learn how to prepare a speech by researching a topic, analyzing arguments and texts, plus organizing and outlining ideas and themes. Courses offered through the program meet transfer requirements for general education, and they may be applied toward an Associate in Arts degree with a major in Communication Studies.

Program Student Learning Outcomes

Upon completion of the Communication Studies AA, students will be able to:

- Advocate a specific topic to an audience of any size.
- Critically assess other speakers' format, content, and delivery and articulate constructive criticism in an oral critique.
- Articulate and dissect models of communication and apply such methods in public speaking and interpersonal settings.
- Research and construct positions on a set topic to communicate and advocate a particular point of view.
- Critically think about how meaning is exchanged and the implications of our messages.

Course ID	Title	Units
<i>Complete the following course:</i>		
COMM 1	Communication Fundamentals	3
<b>OR</b>		
<b>COMM 1H</b>	<b>Communication Fundamentals Honors</b>	<b>3</b>
<i>Complete 15 units from any of the following courses:</i>		
COMM 2	Persuasion	3
COMM 3	Argumentation and Debate	3
COMM 9	Intercultural Communication	3
COMM 30	Introduction to Oral Interpretation	3
COMM 35	Voice and Diction	3
COMM 10	Group Dynamics and Leadership	3
COMM 5	Interpersonal Communication	3
COMM 106A	Forensic Activity A	1
COMM 106B	Forensic Activity B	2.5
COMM 106C	Forensic Activity C	4
TA 1	Acting	3
TA 12	Directing	3

**COMM 106A, B, or C** is recommended each semester.

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Total 18-20.5

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Communication Studies Associate in Arts for Transfer

The Communication Studies curriculum emphasizes the ability to communicate effectively among a variety of contexts and audiences. Courses will focus on public speaking, argumentation, critical thinking, researching, outlining, performance skills, case construction, relationship management, and teamwork. Students will receive training on how communication is used interpersonally, within small groups, diversely, and in large audiences and mass mediated formats. The curriculum is designed to meet the educational, professional, and personal demands of our students. Students will be prepared to transfer to a four-year institution with a broad range of communication course-work completed. Students majoring in Communication Studies at the lower-division level concentrate on learning how meaning is exchanged in public speaking, small group, interpersonal, and intercultural settings. Students will be able to construct and perform presentations in front of a variety of audiences, assess and evaluate presentations and performances, analyze audiences in multiple contexts, monitor individual communication skills, and research a plethora of topics.

JRNL 41	Newswriting	3
PSYC 1	Introduction to Psychology	3
OR		
PSYC 1H	Introduction to Psychology Honors	3
SOC 1	Introduction to Sociology	3
WR 2	College Writing 2- Critical Thinking, Writing	4
OR		
WR 2H	College Writing 2: Critical Thinking/Writing Honors	4
ANTH 2	Cultural Anthropology	3
OR		
ANTH 2H	Cultural Anthropology Honors	3
LIT 1	Introduction to Literature	3

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Total 18-19

See next page

Program Student Learning Outcomes

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

- Articulate the necessary parts of a speech, presentation, or performance.
- Critically evaluate and assess oral presentations by examining claims, evidence, and methods of delivery
- Demonstrate awareness of global issues and diverse topics.
- Actively communicate in interpersonal, intercultural, small group, and large audience settings.
- Utilize self-evaluation techniques to assess individual progression.

Course ID	Title	Units
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Complete the following courses (3 units):

COMM 1	Communication Fundamentals	3
OR		
COMM 1H	Communication Fundamentals Honors	3

~~GROUP A:~~

Select two courses (6 units) ~~from the following:~~

COMM 3	Argumentation and Debate	3
COMM 10	Group Dynamics and Leadership	3
COMM 5	Interpersonal Communication	3

~~GROUP B:~~

Any ~~GROUP A~~ course not already used.

Select two courses (6 units) ~~from the following:~~

COMM 2	Persuasion	3
COMM 9	Intercultural Communication	3
COMM 30	Introduction to Oral Interpretation	3
COMM 106A	Forensic Activity A	1
COMM 106B	Forensic Activity B	2.5
COMM 106C	Forensic Activity C	4
JRNL 40	Mass Media and Society	3

~~GROUP C:~~

Any ~~GROUP A~~ or ~~B~~ course not already used.

Select one course (3-4 units) ~~from the following:~~

COMM 35	Voice and Diction	3
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**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**Revised**  
**Communication Studies Associate in Arts for Transfer**

The Communication Studies curriculum emphasizes the ability to communicate effectively among a variety of contexts and audiences. Courses will focus on public speaking, argumentation, critical thinking, researching, outlining, performance skills, case construction, relationship management, and teamwork. Students will receive training on how communication is used interpersonally, within small groups, diversely, and in large audiences and mass mediated formats. The curriculum is designed to meet the educational, professional, and personal demands of our students. Students will be prepared to transfer to a four-year institution with a broad range of communication course-work completed. Students majoring in Communication Studies at the lower-division level concentrate on learning how meaning is exchanged in public speaking, small group, interpersonal, and intercultural settings. Students will be able to construct and perform presentations in front of a variety of audiences, assess and evaluate presentations and performances, analyze audiences in multiple contexts, monitor individual communication skills, and research a plethora of topics.

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

- Articulate the necessary parts of a speech, presentation, or performance.
- Critically evaluate and assess oral presentations by examining claims, evidence, and methods of delivery
- Demonstrate awareness of global issues and diverse topics.
- Actively communicate in interpersonal, intercultural, small group, and large audience settings.
- Utilize self-evaluation techniques to assess individual progression.

JRNL 41	Newswriting	3
PSYC 1	Introduction to Psychology	3
OR		
PSYC 1H	Introduction to Psychology Honors	3
SOC 1	Introduction to Sociology	3
OR		
SOC 1H	Introduction to Sociology Honors	3
WR 2	College Writing 2- Critical Thinking, Writing	4
OR		
WR 2H	College Writing 2: Critical Thinking/Writing Honors	4
ANTH 2	Cultural Anthropology	3
OR		
ANTH 2H	Cultural Anthropology Honors	3
LIT 1	Introduction to Literature	3

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Total	18-22.5
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Course ID	Title	Units
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*Complete the following courses (3 units):*

COMM 1	Communication Fundamentals	3
OR		
COMM 1H	Communication Fundamentals Honors	3

**LIST A:** *Select two courses (6 units)*

COMM 3	Argumentation and Debate	3
COMM 10	Group Dynamics and Leadership	3
COMM 5	Interpersonal Communication	3

**LIST B:** *Select two courses (6 units)*

*Any LIST A course not already used.*

COMM 2	Persuasion	3
COMM 9	Intercultural Communication	3
COMM 30	Introduction to Oral Interpretation	3
OR		
TA 30	Introduction to Oral Interpretation	3
JRNL 40	Mass Media and Society	3

**A maximum of 3 units can be used from below out of the 6 units in LIST B**

COMM 106A	Forensic Activity A	1
COMM 106B	Forensic Activity B	2.5
COMM 106C	Forensic Activity C	4

**LIST C:** *Select one course (3-4 units)*

*Any LIST A or B course not already used.*

COMM 35	Voice and Diction	3
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IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Digital Media Art Associate in Science

The curriculum includes courses in digital media arts, typography, publication design, web design, and graphic design history, as well as a cooperative work experience course which allows students to intern in the field. Studio courses teach students to expand both their basic design and digital design skills and develop a portfolio in preparation for working in the field or transferring to a four-year college or university. All courses in the curriculum are intended to develop the student's understanding and appreciation of the artist's technical and aesthetic concerns; an awareness of the forces that continually reshape popular design; and familiarity with the job opportunities and work environments available to graphic designers.

Program Student Learning Outcomes

Upon successful completion of the Digital Media Art AS, students should be able to:

- Analyze and integrate historical and contemporary art theory and design principles with digital media art fundamentals.
- Demonstrate an understanding of the digital media art workflow including research, concept development, project production, and presentation considerations.
- Demonstrate a proficiency of industry-standard software to produce digital media art projects for a variety of creative content.
- Apply critical thinking and problem solving skills to analyze and evaluate art and design projects.
- Develop a portfolio of original creative work.

Course ID	Title	Units
<i>Complete the following courses</i>		
DMA 51	Beginning Digital Photography	3
DMA 55	Graphic Design I	3
DMA 65	Typography	3
<del>DMA 140</del>	<del>Digital 2D Design and Color Theory</del>	<del>3</del>
<del>DMA 160</del>	<del>Graphic Design II</del>	<del>3</del>
DMA 175	Corporate Identity- Trademarks and Logos	3

*Complete a total of 6 units from the following courses:*

DMA 52	Intermediate Digital Photography	3
DMA 70	Digital Video Production	3
<del>DMA 120</del>	<del>Motion Graphics</del>	<del>3</del>
DMA 130	3D Animation	3
<del>DMA 50</del>	<del>History of Graphic Design</del>	<del>3</del>
<del>DMA 170</del>	<del>Print Media Design and Production</del>	<del>3</del>
<del>DMA 180</del>	<del>Visual Design for the Web</del>	<del>3</del>
DMA 195	Illustration	3

*Recommended electives:*

<del>ART 91</del>	<del>Portfolio Development</del>	<del>3</del>
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Total 24

Revised  
Digital Media Art Associate in Science

The Digital Media Art program prepares students with a strong foundation in digital creative content for art and design. The program begins with design fundamentals where students develop critical thinking and problem-solving skills in a project-based curriculum. The courses in the program provide a hands-on experience for students to develop an understanding of the creative process. Students are encouraged to take a diverse range of Digital Media Art courses including digital photography, graphic design, motion design, and video production classes. All Digital Media Art courses require students to develop a professional portfolio for entry level positions in the creative industry.

Program Student Learning Outcomes

Upon successful completion of the Digital Media Art AS, students should be able to:

- Analyze and integrate historical and contemporary art theory and design principles with digital media art fundamentals.
- Demonstrate an understanding of the digital media art workflow including research, concept development, project production, and presentation considerations.
- Demonstrate a proficiency of industry-standard software to produce digital media art projects for a variety of creative content.
- Apply critical thinking and problem solving skills to analyze and evaluate art and design projects.
- Develop a portfolio of original creative work.

Course ID	Title	Units
<i>Complete <b>all of</b> the following courses</i>		
<b>DMA 10</b>	<b>Introduction to Digital Media</b>	<b>3</b>
DMA 51	Beginning Digital Photography	3
DMA 55	Graphic Design I	3
<b>DMA 91</b>	<b>Portfolio Development</b>	<b>3</b>

*Complete a total of 9 units from the following Courses:*

DMA 52	Intermediate Digital Photography	3
<b>DMA 56</b>	<b>Graphic Design II</b>	<b>3</b>
<b>DMA 62</b>	<b>Motion Graphics</b>	<b>3</b>
DMA 65	Typography	3
DMA 70	Digital Video Production	3
<b>DMA 85</b>	<b>Visual Storytelling</b>	<b>3</b>
DMA 175	Corporate Identity- Trademarks and Logos	3
DMA 195	Illustration	3

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Total 21

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Digital Media Art Certificate of Achievement

The curriculum includes courses in digital media arts, typography, publication design, web design, and graphic design history, as well as a cooperative work experience course which allows students to intern in the field. Studio courses teach students to expand both their basic design and digital design skills and develop a portfolio in preparation for working in the field or transferring to a four-year college or university. All courses in the curriculum are intended to develop the student's understanding and appreciation of the artist's technical and aesthetic concerns; an awareness of the forces that continually reshape popular design; and familiarity with the job opportunities and work environments available to graphic designers.

Program Student Learning Outcomes

Upon successful completion of the Digital Media Art COA, students should be able to:

- Analyze and integrate historical and contemporary art theory and design principles with digital media art fundamentals.
- Demonstrate an understanding of the digital media art workflow including research, concept development, project production, and presentation considerations.
- Demonstrate a proficiency of industry-standard software to produce digital media art projects for a variety of creative content.
- Apply critical thinking and problem solving skills to analyze and evaluate art and design projects.
- Develop a portfolio of original creative work.

Course ID	Title	Units
<i>Complete the following courses</i>		
DMA 51	Beginning Digital Photography	3
DMA 55	Graphic Design I	3
DMA 65	Typography	3
<del>DMA 140</del>	<del>Digital 2D Design and Color Theory</del>	<del>3</del>
<del>DMA 160</del>	<del>Graphic Design II</del>	<del>3</del>
DMA 175	Corporate Identity- Trademarks and Logos	3
<i>Complete a total of 9 units from the following courses:</i>		
DMA 52	Intermediate Digital Photography	3
DMA 70	Digital Video Production	3
<del>DMA 120</del>	<del>Motion Graphics</del>	<del>3</del>
DMA 130	3D Animation	3
<del>DMA 50</del>	<del>History of Graphic Design</del>	<del>3</del>
<del>DMA 170</del>	<del>Print Media Design and Production</del>	<del>3</del>
<del>DMA 180</del>	<del>Visual Design for the Web</del>	<del>3</del>
DMA 195	Illustration	3

Total 24

Revised  
Digital Media Art Certificate in Achievement

The Digital Media Art program prepares students with a strong foundation in digital creative content for art and design. The program begins with design fundamentals where students develop critical thinking and problem-solving skills in a project-based curriculum. The courses in the program provide a hands-on experience for students to develop an understanding of the creative process. Students are encouraged to take a diverse range of Digital Media Art courses including digital photography, graphic design, motion design, and video production classes. All Digital Media Art courses require students to develop a professional portfolio for entry level positions in the creative industry.

Program Student Learning Outcomes

Upon successful completion of the Digital Media Art COA, students should be able to:

- Analyze and integrate historical and contemporary art theory and design principles with digital media art fundamentals.
- Demonstrate an understanding of the digital media art workflow including research, concept development, project production, and presentation considerations.
- Demonstrate a proficiency of industry-standard software to produce digital media art projects for a variety of creative content.
- Apply critical thinking and problem solving skills to analyze and evaluate art and design projects.
- Develop a portfolio of original creative work.

Course ID	Title	Units
<i>Complete all of the following courses</i>		
<b>DMA 10</b>	<b>Introduction to Digital Media</b>	<b>3</b>
DMA 51	Beginning Digital Photography	3
DMA 55	Graphic Design I	3
<b>DMA 91</b>	<b>Portfolio Development</b>	<b>3</b>
<i>Complete a total of 9 units from the following Courses:</i>		
DMA 52	Intermediate Digital Photography	3
<b>DMA 56</b>	<b>Graphic Design II</b>	<b>3</b>
<b>DMA 62</b>	<b>Motion Graphics</b>	<b>3</b>
DMA 65	Typography	3
DMA 70	Digital Video Production	3
<b>DMA 85</b>	<b>Visual Storytelling</b>	<b>3</b>
DMA 175	Corporate Identity- Trademarks and Logos	3
DMA 195	Illustration	3
Total		21

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

New  
Film and Digital Media Associate in Arts

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

Program Student Learning Outcomes

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

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

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

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**Total** **24**

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**Current**  
**Law Enforcement Associate in Science**

Local Civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.

**Program Student Learning Outcomes**

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

- Identify career opportunities within the three components of the criminal justice system.
- Identify the skills and abilities required to be an effective member the criminal justice profession.
- Describe the importance of ethical decision-making within the criminal justice system.

Course ID	Title	Units
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*Complete the following courses:*

AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3
AJ 5	The Community and the Justice System	3
<del>AJ 6</del>	<del>Criminal Procedures</del>	<del>3</del>
AJ 3	Introduction to Evidence	3
<del>AJ 150</del>	<del>Report Writing for Administration of Justice</del>	<del>3</del>

*Complete 9 units from the following courses:*

AJ 8	Juvenile Law and Procedures	3
AJ 105	Introduction to Investigation	3
AJ 106	Police Field Operations	3
AJ 7	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 13	Constitutional Law and the Justice System	3
AJ 19	Introduction to Corrections	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
AJ 250	P.O.S.T. Certified-Arrest, Search, Seizure, and Firearms	3
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

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Total 27

**Revised**  
**Administration of Justice: Law Enforcement Associate in Science**

**Local Civil service regulations govern the appointment of police officers in most cities and counties. Eligibility for appointment depends upon performance in competitive examinations as well as educational preparation and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.**

**Program Student Learning Outcomes**

Upon successful completion of the **Administration of Justice: Law Enforcement AS**, students should be able to:

- Identify career opportunities within the three components of the criminal justice system.
- Identify the skills and abilities required to be an effective member the criminal justice profession.
- Describe the importance of ethical decision-making within the criminal justice system.

Course ID	Title	Units
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*Complete the following courses:*

AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3
AJ 5	The Community and the Justice System	3
AJ 3	Introduction to Evidence	3
AJ 105	Introduction to Investigation	3

*Complete a minimum of 12 units from the following courses:*

AJ 8	Juvenile Law and Procedures	3
AJ 13	Constitutional Law and the Justice System	3
AJ 19	Introduction to Corrections	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
<b>AJ 6</b>	<b>Criminal Procedures</b>	<b>3</b>
AJ 106	Police Field Operations	3
AJ 7	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 250	P.O.S.T. Certified-Arrest, Search, Seizure, and Firearms	3
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

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Total 27-29

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**Current**  
**Law Enforcement Certificate of Achievement**

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn either the Associate in Science degree or Certificate of Achievement in administration of justice, with an emphasis in either law enforcement or supervision.

**Program Student Learning Outcomes**

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

- Identify career opportunities within the three components of the criminal justice system.
- Identify the skills and abilities required to be an effective member the criminal justice profession.
- Describe the importance of ethical decision-making within the criminal justice system.

Course ID	Title	Units
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*Complete the following courses*

AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3
AJ 5	The Community and the Justice System	3
<del>AJ 6</del>	<del>Criminal Procedures</del>	<del>3</del>
AJ 3	Introduction to Evidence	3
<del>AJ 150</del>	<del>Report Writing for Administration of Justice</del>	<del>3</del>

*Complete 9 units from the following courses*

AJ 8	Juvenile Law and Procedures	3
AJ 105	Introduction to Investigation	3
AJ 106	Police Field Operations	3
AJ 7	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 13	Constitutional Law and the Justice System	3
AJ 19	Introduction to Corrections	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
AJ 250	P.O.S.T. Certified-Arrest, Search, Seizure, and Firearms	3
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

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Total		27
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**Revised**  
**Administration of Justice: Law Enforcement Certificate of Achievement**

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn either the Associate in Science degree or Certificate of Achievement in administration of justice, with an emphasis in either law enforcement or supervision.

**Program Student Learning Outcomes**

Upon successful completion of the **Administration of Justice: Law Enforcement COA**, students should be able to:

- Identify career opportunities within the three components of the criminal justice system.
- Identify the skills and abilities required to be an effective member the criminal justice profession.
- Describe the importance of ethical decision-making within the criminal justice system.

Course ID	Title	Units
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*Complete the following core courses:*

AJ 2	Introduction to Administration of Justice	3
AJ 4	Criminal Law I	3
AJ 5	The Community and the Justice System	3
AJ 3	Introduction to Evidence	3
AJ 105	Introduction to Investigation	3

*Complete a minimum of 12 units from the following courses:*

AJ 8	Juvenile Law and Procedures	3
AJ 13	Constitutional Law and the Justice System	3
AJ 19	Introduction to Corrections	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
<b>AJ 6</b>	<b>Criminal Procedures</b>	<b>3</b>
AJ 106	Police Field Operations	3
AJ 7	Criminal Law II	3
AJ 111	Law Enforcement Administration	3
AJ 112	Police Supervision	3
AJ 250	P.O.S.T. Certified-Arrest, Search, Seizure, and Firearms	3
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

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Total		27-29
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**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**New**  
**Real Estate Sales Certificate of Achievement**

This certificate of achievement parallels the California Department of Real Estate's education requirement for the Real Estate Salesperson examination. This certificate is recommended for anyone wishing to obtain a "transcriptable" program certificate and Real Estate Salesperson license, which allows for immediate vocational employment. The goal of the program is to prepare the student for entry into the real estate field in such career areas as Real Estate Salesperson, Loan Officer, Property Manager, Leasing Agent, Title Examiner, Escrow Officer and other real-estate-related fields. Students also earn transferable lower-division credit that may be applied toward a baccalaureate degree in business-related areas. In addition, individual courses in such areas as appraisal, property management, and real estate finance will provide students with entry-level skills in these areas. Courses are offered either online or during the evening to allow individuals with family and employment commitments the opportunity to study for a new or re-entry career.

**Program Student Learning Outcomes**

Upon successful completion of the Real Estate Sales COA, students should be able to:

- Identify the requirements and functions of different state licenses, agency relationships and fiduciary duty
- Explain the various ways of holding title, the benefits of them, how title transfers and the potential issues that can arise in transfer
- Meet the requirements of the Department of Real Estate Salesperson License.

Course ID	Title	Units
<i>Complete the following courses</i>		
RE 170	Real Estate Principles	3
RE 172	Real Estate Practice	3

*Select 1 course from the following:*

RE 174	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3
RE 190	Escrow I	3
RE 195	Property Management I	3
MGT 12A	The Legal Environment of Business	3
MGT 12AH	The Legal Environment of Business	3
ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
ACCT 1BH	Managerial Accounting Honors	4
ACCT 204	Accounting Applications: Quickbooks	3
ACCT 215	Bookkeeping and General Accounting	3
ECON 1	Principles of Economics- Micro	3
ECON 1H	Principles of Economics- Micro Honors	3
ECON 2	Principles of Economics- Macro	3
ECON 2H	Principles of Economics- Macro Honors	3
ECON 13	Global Economics	3
ECON 20	Introductory Economics	3
ECON 20H	Introductory Economics Honors	3

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<b>Total</b>	<b>9-10</b>
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**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**New**  
**Real Estate Success Certificate of Achievement**

This certificate of achievement parallels the California Department of Real Estate's education requirement for the Real Estate Salesperson License and prepares a student to succeed as a business owner and self-employed agent, by gaining business skills. This certificate is recommended for anyone wishing to obtain a "transcriptable" program certificate and start a successful real estate business, which allows for immediate vocational employment. The goal of the program is to prepare the student for entry into the real estate field in such career areas as Real Estate Salesperson, Loan Officer, Property Manager, Leasing Agent, Title Examiner, Escrow Officer and other real-estate-related fields. In addition, individual courses in such areas as appraisal, property management, and real estate finance will provide students with entry-level skills in these areas. Courses are offered either online or during the evening to allow individuals with family and employment commitments the opportunity to study for a new or re-entry career.

MGT 105	Personal Financial Planning	3
MGT 120	Principles of Business Management	3
MGT 135	Principles of Marketing	3
MGT 203	Business English	3
MGT 235	Advertising	3
ENTR 117	Social Media Marketing	3
ENTR 160	Entrepreneurship: Managing Your Business	3
ENTR 200	Pathways to Success	1
ENTR 211	Business Models: The Design and Delivery of Value	2
ENTR 221	Money, Accounting and Finance for Entrepreneurs	2
ENTR 224	Operations Management for Entrepreneurs	1
ENTR 241	The Successful Business Plan	2
ENTR 242	Persuasive Presentations	2

**Program Student Learning Outcomes**

Upon successful completion of the Real Estate Success COA, students should be able to:

- Identify the requirements and functions of different state licenses, agency relationships and fiduciary duty
- Explain the various ways of holding title, the benefits of them, how title transfers and the potential issues that can arise in transfer
- Meet the requirements of the Department of Real Estate Salesperson License
- Prepare students to succeed as a business owner and self-employed agent by gaining additional business skills.

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**Total** **16-19**

Course ID Title Units

*Complete the following courses*

RE 170	Real Estate Principles	3
RE 172	Real Estate Practice	3

*Select 1 course from the following:*

RE 174	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3
RE 190	Escrow I	3
RE 195	Property Management I	3
MGT 12A	The Legal Environment of Business	3
MGT 12AH	The Legal Environment of Business	3
ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
ACCT 1BH	Managerial Accounting Honors	4
ACCT 204	Accounting Applications: Quickbooks	3
ACCT 215	Bookkeeping and General Accounting	3
ECON 1	Principles of Economics- Micro	3
ECON 1H	Principles of Economics- Micro Honors	3
ECON 2	Principles of Economics- Macro	3
ECON 2H	Principles of Economics- Macro Honors	3
ECON 13	Global Economics	3
ECON 20	Introductory Economics	3
ECON 20H	Introductory Economics Honors	3

*Complete at least 7 units from the following:*

MGT 1	Introduction to Business	3
MGT 102	Public Speaking for Business	3
MGT 104	Business Communication	3

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2019-2020**

**New**  
**Social Justice Studies Associate in Arts for Transfer**

Social Justice focuses on analyzing and challenging systems of oppression, seeking to understand both the social and historical forces that have perpetuated social inequality. Social Justice studies seeks to promote justice, cultural diversity, critical thought, democracy, and inclusiveness. The subject arena ranges from race & ethnicity, women & gender issues, lesbian, gay, bisexual, & transgender (LGBT) studies, social class issues, disability issues, and other related areas including the intersection of these areas of study, primarily in U.S. context, with relevant linkages to global systems of oppression. Courses offered in the curriculum may be taken to fulfill general education requirements in the social sciences; and they may be applied toward a major in Social Justice for the Associate of Arts in Social Justice for Transfer. In studying Social Justice, students develop an understanding of the cultural and social influences that interact in the world and that affect people's lives. Thus those who are considering careers in such professions as law, business, education, architecture, medicine, social work, politics, public administration, or related areas will find that the Social Justice major provides a rich fund of knowledge directly concerning each of these fields.

**Program Student Learning Outcomes**

Upon completion of the Social Justice Studies AA-T, students will be able to:

- Understand and apply key social justice concepts: cultural diversity, equity, justice, democracy, inclusion, and access.
- Communicate effectively via writing/and or oral presentations about various socio-cultural systems and historical processes that contribute to oppression (i.e.: social inequality, racism, sexism, classism, heterosexism, ageism, etc.)
- Understand and articulate the importance of change towards a just, equitable, and inclusive society
- Articulate the role of social research methods within social justice studies (an ability to compare and contrast methods of social research).
- Articulate the role of theory in social justice (an ability to compare and contrast theoretical orientations and apply social justice theories to areas of social reality).
- Understand how the science of social justice produces knowledge about the various systems of oppression in society, and how that impacts social interaction, and human behavior (an ability to describe and to apply the social justice framework to understanding systems of oppression in society, and how that impacts social interaction, and human behavior).

Course ID	Title	Units
<i>Required Core: (9 units)</i>		
SOC 19	The Sociology of Sex and Gender	3
SOC 20	Race and Ethnic Group Relations	3
SOC 1	Introduction to Sociology	3
OR		
SOC 1H	Introduction to Sociology Honors	3
SOC 2	Social Problems	3

*LIST A: Select three courses from at least two of the following areas (9-14 units)*

*Area 1: History or Government (3 units)*

AJ 2	Introduction to Administration of Justice	3
AJ 8	Juvenile Law and Procedures	3
HIST 30	History of Ethnicity and Culture in the United States	3
HIST 33	The History of the Mexican American People	3
HIST 40	The History of East Asia Before 1800	3
HIST 41	The History of East Asia Since 1800	3
HIST 51	Women in American History	3

OR		
HIST 51H	Women in American History Honors	3
PS 1	American Government	3
OR		
PS 1H	American Government Honors	3

*Area 2: Arts and Humanities (3-5 units)*

CHI 1	Beginning Chinese I	5
CHI 2	Beginning Chinese II	5
FR 1	Beginning French I	5
OR		
FR 1H	Beginning French I Honors	5
FR 2	Beginning French II	5
HUM 20	Religion and the Quest for Meaning	3
HUM 21	Introduction to Asian Religions	3
HUM 22	Introduction to Judaism, Christianity, and Islam	3
HUM 27	World Religions	3
JA 1	Beginning Japanese I	5
OR		
JA 1H	Beginning Japanese I Honors	5
JA 2	Beginning Japanese II	5
OR		
JA 2H	Beginning Japanese II Honors	5
SIGN 21	Beginning American Sign Language I	4
SIGN 22	Beginning American Sign Language II	4
SPAN 1	Beginning Spanish I	5
OR		
SPAN 1H	Beginning Spanish I Honors	5
SPAN 2	Beginning Spanish II	5
OR		
SPAN 2H	Beginning Spanish II Honors	5

*Area 3: Social Science (3 units)*

ANTH 2	Cultural Anthropology	3
OR		
ANTH 2H	Cultural Anthropology Honors	3
PSYC 30	Social Psychology	3
OR		
SOC 30	Social Psychology	3
SOC 3	Global Sociology: Change in the Modern World System	3
SOC 10	Introduction to Marriage and Family	3

*Area 4: Quantitative Reasoning and Research Methods (3-4 units)*

ECON 10	Statistics for Business and Economics	3
OR		
ECON 10H	Statistics for Business and Economics Honors	3
MGT 10	Statistics for Business and Economics	3
OR		
MGT 10H	Statistics for Business and Economics Honors	3
MATH 10	Introduction to Statistics	3
PSYC 2	Research Methods in Psychology	3
PSYC 10	Statistical Methods in the Behavioral Sciences	3

**See next page**

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

OR		
PSYC 10H	Statistical Methods in the Behavioral Sciences Honors	3

*Area 5: Major Preparation (3 Units)*

ETHN 10	Introduction to Ethnic Studies	3
GS 10	Introduction to Women, Gender, and Sexuality Studies	3
GS 20	Gender and Contemporary Society	3

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<b>Total</b>	<b>18-23</b>
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IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Supervision Associate in Science

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.

Program Student Learning Outcomes

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

- Identify the skills and abilities required to be an effective law enforcement supervisor.
- Describe the importance of ethical decision-making while in a supervisory and/or leadership role.

Course ID	Title	Units
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Complete the following courses

AJ 4	Criminal Law I	3
<del>AJ 106</del>	<del>Police Field Operations</del>	<del>3</del>
<del>AJ 111</del>	<del>Law Enforcement Administration</del>	<del>3</del>
<del>AJ 112</del>	<del>Police Supervision</del>	<del>3</del>
<del>AJ 150</del>	<del>Report Writing for Administration of Justice</del>	<del>3</del>
PSYC 1	Introduction to Psychology	3

Complete ~~9~~ units from the following courses:

<del>AJ 5</del>	<del>The Community and the Justice System</del>	<del>3</del>
AJ 8	Juvenile Law and Procedures	3
AJ 6	Criminal Procedures	3
<del>AJ 3</del>	<del>Introduction to Evidence</del>	<del>3</del>
<del>AJ 105</del>	<del>Introduction to Investigation</del>	<del>3</del>
AJ 7	Criminal Law II	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

Total	27
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Revised  
Administration of Justice: Supervision Associate in Science

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.

Program Student Learning Outcomes

Upon successful completion of the **Administration of Justice: Supervision AS**, students should be able to:

- Identify the skills and abilities required to be an effective law enforcement supervisor.
- Describe the importance of ethical decision-making while in a supervisory and/or leadership role.

Course ID	Title	Units
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Complete the following **core** courses:

AJ 4	Criminal Law I	3
<b>AJ 5</b>	<b>The Community and the Justice System</b>	<b>3</b>
<b>AJ 3</b>	<b>Introduction to Evidence</b>	<b>3</b>
<b>AJ 105</b>	<b>Introduction to Investigation</b>	<b>3</b>
PSYC 1	Introduction to Psychology	3
OR		
<b>PSYC 1H</b>	<b>Introduction to Psychology Honors</b>	<b>3</b>

Complete a minimum of **12** units from the following courses:

AJ 6	Criminal Procedures	3
AJ 7	Criminal Law II	3
AJ 8	Juvenile Law and Procedures	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
<b>AJ 111</b>	<b>Law Enforcement Administration</b>	<b>3</b>
<b>AJ 112</b>	<b>Police Supervision</b>	<b>3</b>
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

**Recommended Electives:**

<b>AJ 2</b>	<b>Introduction to Administration of Justice</b>	<b>3</b>
<b>ANTH 2</b>	<b>Cultural Anthropology</b>	<b>3</b>
OR		
<b>ANTH 2H</b>	<b>Cultural Anthropology Honors</b>	<b>3</b>
<b>SOC 1</b>	<b>Introduction to Sociology</b>	<b>3</b>
OR		
<b>SOC 1H</b>	<b>Introduction to Sociology Honors</b>	<b>3</b>

Total	27-29
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IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2019-2020

Current  
Supervision Certificate of Achievement

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.

Program Student Learning Outcomes

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

- Identify the skills and abilities required to be an effective law enforcement supervisor.
- Describe the importance of ethical decision-making while in a supervisory and/or leadership role.

Course ID	Title	Units
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Complete the following courses

AJ 4	Criminal Law I	3
<del>AJ 106</del>	<del>Police Field Operations</del>	<del>3</del>
<del>AJ 111</del>	<del>Law Enforcement Administration</del>	<del>3</del>
<del>AJ 112</del>	<del>Police Supervision</del>	<del>3</del>
<del>AJ 150</del>	<del>Report Writing for Administration of Justice</del>	<del>3</del>
PSYC 1	Introduction to Psychology	3

Complete ~~9~~ units from the following courses:

<del>AJ 5</del>	<del>The Community and the Justice System</del>	<del>3</del>
AJ 8	Juvenile Law and Procedures	3
AJ 6	Criminal Procedures	3
<del>AJ 3</del>	<del>Introduction to Evidence</del>	<del>3</del>
<del>AJ 105</del>	<del>Introduction to Investigation</del>	<del>3</del>
AJ 7	Criminal Law II	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

Recommended Electives:

AJ 2	Introduction to Administration of Justice	3
ANTH 2	Cultural Anthropology	3
SOC 1	Introduction to Sociology	3

Total	27
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Revised  
Administration of Justice: Supervision Certificate of Achievement

Local civil service regulations govern the appointment of police officers in practically all large and many small cities. Eligibility for appointment depends upon performance in competitive examinations as well as education and experience. Students at Irvine Valley College may earn the Associate in Science degree or Certificate of Achievement in either law enforcement or supervision.

Program Student Learning Outcomes

Upon successful completion of the **Administration of Justice: Supervision COA**, students should be able to:

- Identify the skills and abilities required to be an effective law enforcement supervisor.
- Describe the importance of ethical decision-making while in a supervisory and/or leadership role.

Course ID	Title	Units
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Complete the following **core** courses:

AJ 4	Criminal Law I	3
<b>AJ 5</b>	<b>The Community and the Justice System</b>	<b>3</b>
<b>AJ 3</b>	<b>Introduction to Evidence</b>	<b>3</b>
<b>AJ 105</b>	<b>Introduction to Investigation</b>	<b>3</b>
PSYC 1	Introduction to Psychology	3
<b>OR</b>		
<b>PSYC 1H</b>	<b>Introduction to Psychology Honors</b>	<b>3</b>

Complete **a minimum of 12** units from the following courses:

AJ 8	Juvenile Law and Procedures	3
AJ 61	Organized Crime and Criminal Enterprise in America	3
AJ 6	Criminal Procedures	3
AJ 7	Criminal Law II	3
<b>AJ 111</b>	<b>Law Enforcement Administration</b>	<b>3</b>
<b>AJ 112</b>	<b>Police Supervision</b>	<b>3</b>
<b>AJ 150</b>	<b>Report Writing for Administration of Justice</b>	<b>3</b>
AJ 168	Cooperative Work Experience: Administration of Justice	1
AJ 168	Cooperative Work Experience: Administration of Justice	2
AJ 168	Cooperative Work Experience: Administration of Justice	3
AJ 168	Cooperative Work Experience: Administration of Justice	4

Recommended Electives:

AJ 2	Introduction to Administration of Justice	3
ANTH 2	Cultural Anthropology	3
<b>OR</b>		
<b>ANTH 2H</b>	<b>Cultural Anthropology Honors</b>	<b>3</b>
SOC 1	Introduction to Sociology	3
<b>OR</b>		
<b>SOC 1H</b>	<b>Introduction to Sociology Honors</b>	<b>3</b>

Total

27-29

**IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED COURSES  
ACADEMIC YEAR 2019-2020**

**Exhibit A  
Page 22 of 23**

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 2019-2020

Exhibit A  
Page 23 of 23

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
<b>Arts</b>	715.00	ARTH 4	Introduction to Art Theory	txt
	885.00	ARTH 26	Art History Survey II: Western	txt
	890.00	ARTH 28	Contemporary Art History	txt
	11009.00	ARTH 29	19th and Early 20th Century Art	txt
	11010.00	ARTH 31	Medieval Art	txt
	14258.00	ARTH 32	History of World Architecture	txt
	11012.00	ARTH 33	American Art	txt
	14830.00	RE 550	Fundamentals of Real Estate	nc
<b>LST</b>	985.00	BIO 2	Plant Biology	prereq fr BIO 1 and MATH 253 to BIO 1 and placement by current assessment process of successful completion of MATH 253 with a 'C' or better
	990.00	BIO 5	Animal Biology	prereq fr MATH 253 and BIO 1 or 1H to BIO 1 or 1H placement by current assessment process of successful completion of MATH 253 with a 'C' or better
<b>MCS</b>	14822.00	MATH 317	Skills for Statistics	cat desc, sch desc
	14800.00	MATH 327	Skills for Pre-Calculus	cat desc, sch desc
	14801.00	MATH 347	Skills for Trigonometry	cat desc, sch desc
	14799.00	MATH 387	Skills for College Algebra	cat desc, sch desc
<b>PST</b>	1290.00	CHEM 3	Fundamental Chemistry	prereq fr MATH 253 to Placement by current assessment process or successful completion of MATH 253 with a 'C' or better

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** Irvine Valley College: Community Education Summer 2019

**ACTION:** Approval

---

### **BACKGROUND**

The South Orange Community College District is known for offering high-quality, non-credit programs and fee-based classes. Irvine Valley College (IVC) performs important services and fulfills a vital part of their mission by offering these classes and programs through Community Education. The Community Education programs, presenters, and accompanying compensation require the approval of the Board of Trustees.

### **STATUS**

A variety of educational and recreational events have been planned by IVC Community Education to serve the community during Summer 2019. Expenses for conducting these classes will be paid by the income from participant fees. Exhibit A includes additional class offerings, presenters, and compensations for the Summer 2019 semester.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters and compensations.

*South Orange County Community College District*

*IRVINE VALLEY COLLEGE*

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2019

[illegible]

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** Saddleback College and Irvine Valley College: Community Education, Fall 2019

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

A variety of educational and recreational events have been planned by Saddleback College and Irvine Valley College Community Education to serve the community during the Fall semester 2019. Expenses for conducting these courses will be paid by the income from participant fees. Exhibit A lists the Saddleback College course offerings, presenters, and compensation. Exhibit B is the Irvine Valley College list of course offerings, presenters, and compensation.

**RECOMMENDATION**

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

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

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
1 of 6

COMMUNITY EDUCATION NOT-FOR-CREDIT/FEE-BASED PROGRAM - Fall 2019

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
Adult	52 Essential Conversations to Have with Your Tweens and Teens	8/1 - 12/31	Mind Brain Parenting (I)	40% Net	\$39
	Acrylic/Oil Painting Workshop	8/1 - 12/31	Jean Marie Christian (I)	40% Net	\$147
	Advanced Selling on eBay	8/1 - 12/31	Frances Greenspan (E)	40% Net	\$65
	Become a Live Scan Fingerprint Roller/Operator	8/1 - 12/31	livescanclasses.com (I)	40% Net	\$349
	Become A Professional Organizer	8/1 - 12/31	Nancy Miller (E)	40% Net	\$39
	Beginning and Intermediate Watercolor Workshop	8/1 - 12/31	Jean Marie Christian (I)	40% Net	\$168
	Beginning Blues Harmonica	8/1 - 12/31	David Broida (E)	40% Net	\$49
	Beginning Guitar	8/1 - 12/31	Ron Gorman (E)	40% Net	\$99
	Beginning Ukulele	8/1 - 12/31	Ron Gorman (E)	40% Net	\$100
	Blogging for Fun and Profit	8/1 - 12/31	Bob Cohen (I)	40% Net	\$39
	Botanicals Watercolor Workshop	8/1 - 12/31	Jean Marie Christian (I)	40% Net	\$168
	CBEST - California Basic Educational Skills Test	8/1 - 12/31	BTPS Testing Sandra Edwards (I)	40% Net	\$355
	Community (HOA) Leadership Training Program	8/1 - 12/31	Community Associations Institution (I)	40% Net	\$75
	Create Your Own Beautiful, Living Succulent Arrangement	8/1 - 12/31	Robert Farnsworth (E)	40% Net	TBA
	Creating Lasting Memories with Your Smart Phone	8/1 - 12/31	Mike Pourarian (E)	40% Net	TBA
	Creative Calligraphy: English Round-Hand	8/1 - 12/31	Victoria Kibildis (E)	40% Net	\$185
	Creative Digital Portrait Photography	8/1 - 12/31	Laura Hoffman (E)	40% Net	\$168
	Dance Classes for Adults	8/1 - 12/31	Bumpin' Ballroom (I)	40% Net	\$59
	Discover Photography: Part 1	8/1 - 12/31	Laura Hoffman (E)	40% Net	\$135
	Discover Photography: Part 2	8/1 - 12/31	Laura Hoffman (E)	40% Net	\$168
	Drawing Workshop	8/1 - 12/31	Jean Marie Christian (I)	40% Net	\$147
	Eagles Intermediate Guitar	8/1 - 12/31	Ron Gorman (E)	40% Net	\$99
	Eliminate Clutter in Your Home and Office	8/1 - 12/31	Nancy Miller (E)	40% Net	\$39
	Essential Oil Make and Take Series	8/1 - 12/31	Amber Cambria (E)	40% Net	\$175
	Financial Management for Women	8/1 - 12/31	James Peters (E)	40% Net	\$39
	Fingerstyle Guitar	8/1 - 12/31	Ron Gorman (E)	40% Net	\$90
	First Hand French	8/1 - 12/31	TBA	40% Net	\$85
	Five Weeks to a Beautiful Garden!	8/1 - 12/31	Robert Farnsworth (E)	40% Net	\$290
	Foreign Language Students	8/1 - 12/31	FLS International (I)	Varies	Varies
	Get to Know the US Constitution	8/1 - 12/31	Mike Pourarian (E)	40% Net	\$69
	Hand and Wheel Ceramics	8/1 - 12/31	Don Ryan (E)	\$30/hr	\$150
	Having the Talk: Parent-Based Sexuality Health Education for Families	8/1 - 12/31	Jill Halbert (E)	40% Net	\$148
	Healthy Harmonica: Songs and Rhythms	8/1 - 12/31	David Broida (E)	40% Net	\$39
	HiSet Testing	8/1 - 12/31	Javier Corrales (E)	Varies	Varies
	Home Computer Networks for Beginners	8/1 - 12/31	Bob Cohen (I)	40% Net	\$49
	How to Apply Design Thinking at Work and in Life	8/1 - 12/31	Mind Brain Parenting (I)	40% Net	\$49
	How to Be a Mystery Shopper	8/1 - 12/31	Jennifer Hayes Schutza (I)	40% Net	\$49
	How To Be Published for FREE!	8/1 - 12/31	Mike Rounds (E)	40% Net	\$39
	How To Create A Website in 24 Hours for FREE!	8/1 - 12/31	Mike Rounds (E)	40% Net	\$39
	How To Play Piano By Ear	8/1 - 12/31	Craig Coffman (I)	40% Net	\$45
	How To Sell on eBay®	8/1 - 12/31	Frances Greenspan (E)	40% Net	\$65
	How to Sell Your Ideas and Inventions	8/1 - 12/31	Mike Rounds (E)	40% Net	\$39
	HSE Computer Technology Learning Center	8/1 - 12/31	Adult Education Instructor (E)	Grant	Grant
	HSE Math	8/1 - 12/31	Adult Education Instructor (E)	Grant	Grant
	HSE Math - Spanish	8/1 - 12/31	Adult Education Instructor (E)	Grant	Grant
	HSE Reading/Writing	8/1 - 12/31	Adult Education Instructor (E)	Grant	Grant
	HSE Reading/Writing - Spanish	8/1 - 12/31	Adult Education Instructor (E)	Grant	Grant
	Increase Your Income with a Home-Based Business	8/1 - 12/31	Nancy Miller (E)	40% Net	\$39
	Instant Piano for Hopelessly Busy People	8/1 - 12/31	Craig Coffman (I)	40% Net	\$45
	Intermediate Beatles Guitar	8/1 - 12/31	Ron Gorman (E)	40% Net	\$99
	Intermediate Blues Guitar	8/1 - 12/31	Ron Gorman (E)	40% Net	\$99
	Intermediate Guitar	8/1 - 12/31	Ron Gorman (E)	40% Net	\$99
	Introduction to Digital Photography: "The Camera Class"	8/1 - 12/31	Laura Hoffman (E)	40% Net	\$45
	Introduction to Wine Appreciation	8/1 - 12/31	Michelle Mooney (E)	40% Net	\$85
	Investment Boot Camp	8/1 - 12/31	Jalon O'Connell (E)	40% Net	\$39
	Investment Strategies for Growth and income	8/1 - 12/31	Charles Goffin (E)	40% Net	\$39
	iPhones®, iPads®. . . and I'm Lost®	8/1 - 12/31	Bob Cohen (I)	40% Net	\$39
	iPhones®, iPads®: Beyond the Basics	8/1 - 12/31	Bob Cohen (I)	40% Net	\$39
	Italian Supreme: A Taste of Italy	8/1 - 12/31	Conversa (I)	40% Net	\$153
	Loan Signing Specialist Training	8/1 - 12/31	Masters Notary Academy (I)	40% Net	\$70
	Makeup 101	8/1 - 12/31	Michele Godinez (E)	40% Net	\$175
	Marketing Your Business on Facebook and Social Media Sites	8/1 - 12/31	Bob Cohen (I)	40% Net	\$49
	Master Your Investments	8/1 - 12/31	Jalon O'Connell-Morton (E)	40% Net	\$70
	Notary Public Training	8/1 - 12/31	Masters Notary Academy (I)	40% Net	\$70
	Online No-Credit Classes	8/1 - 12/31	Education To Go (I)	\$55-\$175pp	\$94-299
	Organic Gardening and Composting: Create a Home Vegetable Garden	8/1 - 12/31	Robert Farnsworth (E)	40% Net	TBA
	Piano Made Easy Series	8/1 - 12/31	Craig Coffman (I)	40% Net	\$75
	Plant-Based Diets: The Why and How	8/1 - 12/31	Lori Hoolihan (E)	40% Net	\$49
	Plein Air Landscape Watercolor Workshop	8/1 - 12/31	Jean Marie Christian (I)	40% Net	\$126
	Podcasting for Profit	8/1 - 12/31	Mike Rounds (E)	40% Net	\$49
	Proctoring Services	8/1 - 12/31	In-House Services (E)	PP	\$50-75
	Protect Your Property with Patents, Trademarks, and Copyrights	8/1 - 12/31	Mike Rounds (E)	40% Net	\$49
	Quilting	8/1 - 12/31	Pam Hadfield (E)	40% Net	\$150
	Retirement: A Phase of Life?	8/1 - 12/31	TBA	TBA	\$39
	Savvy Cyber Security	8/1 - 12/31	James Peters (E)	40% Net	\$39
	Secrets of Social Media and Internet Marketing	8/1 - 12/31	Bob Cohen (I)	40% Net	\$49

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COMMUNITY EDUCATION NOT-FOR-CREDIT/FEE-BASED PROGRAM - Fall 2019

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
CFK	Social Security Strategies and Retirement Planning	8/1 - 12/31	Jalon O'Connell (E)	40% Net	\$70
	Sound Retirement Strategies	8/1 - 12/31	David Brown (E)	40% Net	\$39
	Speed Spanish	8/1 - 12/31	Christy Nelson (E)	40% Net	\$59
	SRT - Motorcyclist Safety Program	8/1 - 12/31	Saddleback Rider Training (I)	Varies	\$250
	Stained Glass for Beginners	8/1 - 12/31	Glass Spectrum (I)	60% Net	\$190
	Surface Decoration: Ceramics	8/1 - 12/31	Don Ryan (E)	\$30/hr	\$185
	Surface Decoration: Ceramics	8/1 - 12/31	Kathryn Stovall-Dennis (E)	50% Net	\$185
	Teen Road To Safety	8/1 - 12/31	Teen Road To Safety Inc. (I)	Varies	Varies
	Travel Tours/Multi-Day Trips	8/1 - 12/31	Good Times Travel (I)	PP	PP
	Using Your Computer to Make Money	8/1 - 12/31	Nancy Miller (E)	40% Net	\$39
	Veterans Art Project	8/1 - 12/31	TBA	Varies	Varies
	What Were You Born To Do?	8/1 - 12/31	Curtis Adney (E)	40% Net	\$55
	Woodworking Workshop	8/1 - 12/31	Barbara Holmes	50% Net	TBA
	Zumba	8/1 - 12/31	Elizabeth Lorenzo (E)	40% Net	\$49
	24	8/1 - 12/31	Chris Elliott (E)	30% Net	\$180
	24	8/1 - 12/31	Robert Johnson (E)	30% Net	\$180
	Academic Bridge	8/1 - 12/31	Academic Bridge Academy (I)	60% Net	\$720
	Academic Chess	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$120
	Academic Chess: Modular and Action Origami	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$120
	Academic Origami	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$120
	Academic Origami: Magic Origami	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$120
	Academic Origami: Modular in Action Origami	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$120
	Academic Origami: Paper Airplanes and Aerodynamics	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$120
	Advanced Robotics	8/1 - 12/31	Ann Berger (E)	60% Net	\$120
	Algebra for Teens - Level 1A	8/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level 1B	8/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level 1	8/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level II	8/1 - 12/31	CFK Staff (E)	50% Net	\$99
	Art	8/1 - 12/31	Mary Jo Barharm (E)	30% Net	\$120
	Art	8/1 - 12/31	Tanya Bonetti (E)	30% Net	\$120
	Art Camp	8/1 - 12/31	Art Just Create It (I)	60% Net	\$110
	ARTime Academy	8/1 - 12/31	ARTime (I)	60% Net	\$160
	Arts and Crafts	8/1 - 12/31	Ann Berger (E)	60% Net	\$100
	Babysitter's Training	8/1 - 12/31	Premier Aquatics (I)	Varies	\$95
	Beginner Computer Fashion with Adobe Illustrator	8/1 - 12/31	Laurie Murphy-Klein (E)	50% Net	\$100
	Beginners Fashion Design Program	8/1 - 12/31	Laurie Murphy-Klein (E)	50% Net	\$300
	Beginning Guitar & Ukulele Ensemble Class	8/1 - 12/31	Ron Gorman (E)	40-60% Net	\$99
	Beginning Guitar for Kids/Teens	8/1 - 12/31	Ron Gorman (E)	40-60% Net	\$120
	Beginning Robotics	8/1 - 12/31	Ann Berger (E)	60% Net	\$120
	Beginning Ukulele for Kids/Teens	8/1 - 12/31	Ron Gorman (E)	40-60% Net	\$95
	Bionerds: Animal Kingdom: Wilder Than You Think!	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: Aquatic Creatures: No Gills Required!	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: Dinosaurs: Fantastic Pre-Historic World	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: From Head to Toes	8/1 - 12/31	Bionerds (I)	60% Net	\$200
	Bionerds: Human Body: We are Super!	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: Insects: Bug Me if You Dare!	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: It's All About Life	8/1 - 12/31	Bionerds (I)	60% Net	\$128
	Bionerds: Land and Water Creatures	8/1 - 12/31	Bionerds (I)	60% Net	\$280
	Bionerds: Marine Animals: Amazing Waterworld!	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: Microscopic World: What You Can't See May Surprise You!	8/1 - 12/31	Bionerds (I)	60% Net	\$136
	Bionerds: Mix and Match Biology	8/1 - 12/31	Bionerds (I)	60% Net	\$280
	Brain Builders: Chess Club	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Crazy Contraptions	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Junkyard Challenge	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Robo Olympics	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Super Structures	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Super Stunt Vehicles	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Xtreme Catapults	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: Engineering with LEGO®: Xtreme Race Cars	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: STEM Lab Air Propulsion	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brain Builders: STEM Lab: Forensics	8/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Brainstorm: Code Academy: 3D Game Design	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Code Academy: Advanced Apps, Arduino & Robotics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Brainstorm: Code Academy: Android Apps & Arduino Electronics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: Android Studio	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: App and Game Design	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Code Academy: App and Game Development	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: App and Inventor Edition	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Code Academy: Game Development and Design	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Code Academy: HTML & CSS	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: IT & Cyber Security	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: Kodu Game Lab	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: Python Programming	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Code Academy: Scratch	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Code Academy: Scratch & Kodu Programming	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Code Academy: Tech Titans	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140

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COMMUNITY EDUCATION NOT-FOR-CREDIT/FEE-BASED PROGRAM - Fall 2019

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	Brainstorm: Code Academy: Web Development	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Engineering & Robotics: Robo Revolution	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Brainstorm: Filmmaking	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Game Development & Minecraft Programming	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: GameMaker: 2D Game Dev	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: GameMaker: 3D Game Design	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: GameMaker: 3D Game Development with Unity & Unreal	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Brainstorm: GameMaker: Code & Create	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: GameMaker: Coders and Creators	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: GameMaker: Game Development with Unity	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: GameMaker: Game Development with Unreal	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Go Think!	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: LEGO® Engineering & Robotics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: LEGO® Engineering & Robotics: Motors & Mindstorms	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: LEGO® Engineering: Evolution of Engineering	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: LEGO® Engineering: Jedi Academy	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: LEGO® Engineering: Jedi's and Superheroes	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: LEGO® Engineering: Medieval Machines	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: LEGO® Engineering: Modern Machines	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: LEGO® Engineering: Superhero City	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: LEGO® Robotics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: LEGO® Robotics Academy	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: LEGO® Robotics: BattleBots	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: MakerStudio: 3D Printing	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Minecraft University: Advanced Modding	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Minecraft University: California Missions	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Minecraft University: Circuits & Electronics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Minecraft University: Civilizations	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Minecraft University: Dinocraft	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University: Java Modding	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Minecraft University: Math	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Minecraft University: Minecraft Modding	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University: Programming and Modding	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Minecraft University: Python Modding	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University: Python Temple	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University: Revolutions	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University: Robotics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Minecraft University: Robotics and Redstones	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$225
	Brainstorm: Minecraft University: Robotics Programming	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Minecraft University: Rocketry	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: STEAM Studio: 3D Printing	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: STEAM Studio: CodeFlyers Drone Developer	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: STEAM Studio: CodeFlyers Flight School	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: STEAM Studio: Engineering & Robotics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: STEAM Studio: Rocketry	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: STEAM Studio: YouTube & Moviemaking Masters	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Brainstorm: STEAM University: Excellence Through Engineering	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: STEAM University: Mastering Math	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: STEAM University: Success in Science!	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: STEAM University: Teaching with Technology	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: VEX Robotics: BotSports	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$140
	Brainstorm: Young Einsteins: Coding and Robotics	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Young Einsteins: Rocketry	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Young Einsteins: STEAM Academy	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Brainstorm: Young Einsteins: STEM Lab	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$210
	Brainstorm: Young Einsteins: STEM Lab 2!	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab Cubed (3)!	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab Squared (2)!	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab, Jr.	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$120
	Brainstorm: Young Einsteins: Super Scientists	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Brainstorm: Young Einsteins: Tech Academy	8/1 - 12/31	Brainstorm Studios, LLC (I)	62.5% Net	\$249
	Building Number Sense One Game at a Time	8/1 - 12/31	Valerie Robbins-Meyers (E)	60% Net	\$120
	Calling All Detectives: Solve the Mystery of Felix, the Missing Millionaire	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$120
	Camp Galileo	8/1 - 12/31	Galileo Learning, LLC (I)	TBD	\$379
	Camp Invention	8/1 - 12/31	Camp Invention (I)	85% Net	Varies
	Capture the Flag	8/1 - 12/31	Chris Elliott (E)	30% Net	\$120
	Capture the Flag	8/1 - 12/31	Robert Johnson (E)	30% Net	\$120
	Catch a Wave into First Grade	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$180
	Catch a Wave into Second Grade	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$150
	Ceramics FUNdamentals	8/1 - 12/31	TBA	50% Net	\$145
	Cheerleading	8/1 - 12/31	TBA	40-60% Net	\$120
	Cheerleading Skills Clinics	8/1 - 12/31	College for Kids Staff (E)	Varies	\$65
	Chess Day Camp	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$139
	CodeSpeak Labs: Coding and Artificial Intelligence	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	CodeSpeak Labs: Coding for Kids	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225

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COMMUNITY EDUCATION NOT-FOR-CREDIT/FEE-BASED PROGRAM - Fall 2019

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	CodeSpeak Labs: Coding for Kids, Jr.	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	CodeSpeak Labs: Computer Coding and Graphic Design	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	CodeSpeak Labs: Computer Coding to Save the World!	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	CodeSpeak Labs: JavaScript Programming	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	CodeSpeak Labs: Python Programming	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	CodeSpeak Labs: Web Development	8/1 - 12/31	CodeSpeakLabs (I)	62.5% Net	\$225
	Cookie Parade	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$125
	Cooking for Kids classes	8/1 - 12/31	LIFT Enrichment (I)	40% Net	\$140
	Cooking with Science	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$125
	Craft-tivities	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$120
	Craft-tivities	8/1 - 12/31	Tanya Bonetti (E)	60% Net	\$120
	Creating with Clay	8/1 - 12/31	Art Just Create It (I)	60% Net	\$120
	Creative Cooks	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$230
	Creative Writing for Kids	8/1 - 12/31	TBA	40% Net	\$99
	CSI: introduction To forensic Anthropology	8/1 - 12/31	Renee Garcia (E)	40% Net	\$110
	Cut and Dissect - Level A	8/1 - 12/31	TBA	\$30/hr	\$110
	Cut and Dissect - Level B	8/1 - 12/31	TBA	\$30/hr	\$110
	Dare to Draw Anything!	8/1 - 12/31	TBA	\$30/hr	\$98
	Daydreamers Academy: Create Your Own Fairytale/Super Hero Movie	8/1 - 12/31	Good for Nothing, Inc. (I)	40-60% Net	\$136
	Daydreamers Academy: Daydreamers Music Production Madness	8/1 - 12/31	Good for Nothing, Inc. (I)	40-60% Net	\$175
	Daydreamers Academy: Jelly Time Music Workshop	8/1 - 12/31	Good for Nothing, Inc. (I)	40-60% Net	\$136
	Daydreamers Academy: Movie Magic	8/1 - 12/31	Good for Nothing, Inc. (I)	40-60% Net	\$136
	Daydreamers Academy: My Books Come To Life	8/1 - 12/31	Good for Nothing, Inc. (I)	40-60% Net	\$175
	Daydreamers Academy: YouTube Production Academy	8/1 - 12/31	Good for Nothing, Inc. (I)	40-60% Net	\$120
	Developmental Reading for Teens	8/1 - 12/31	CFK Staff (E)	\$30/hr	\$99
	Diving Classes	8/1 - 12/31	Premier Aquatics (I)	Varies	\$141
	Drama Kids International	8/1 - 12/31	Drama Kids International (I)	60% Net	\$136
	Drop-In Aftercare	8/1 - 12/31	College for Kids Staff (E)	Varies	\$10
	Early Morning Art	8/1 - 12/31	Art Just Create It (I)	60% Net	\$98
	Emerald Cove Day Camp	8/1 - 12/31	Emerald Cove Camp, Inc.	Varies	Varies
	English Composition for Teens	8/1 - 12/31	TBA	40% Net	\$125
	Experienced Fashion Design Program	8/1 - 12/31	Laurie Murphy-Klein (E)	50% Net	\$300
	Fairy Tale Feast	8/1 - 12/31	Ann Berger (E)	60% Net	\$180
	First Grade Head Start	8/1 - 12/31	Chris Saalberg (E)	60% Net	\$350
	Fit Kids	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$180
	Fit Kids: Basketball	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Cheerleading	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Dodgeball	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Field Games	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$180
	Fit Kids: Flag Football	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Hip Hop	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Kindergarten Sports	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Lacrosse	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Soccer	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	Fit Kids: Tennis	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$120
	Fit Kids: Volleyball	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$169
	Four-Day Beginner Sewing and Fashion Design for Kids	8/1 - 12/31	Laurie Murphy-Klein (E)	50% Net	\$175
	Fun in the Sun	8/1 - 12/31	Dawn Trumbo (E)	30% Net	\$180
	Fun in the Sun	8/1 - 12/31	Kristi Martin (E)	30% Net	\$180
	Fun with Photoshop	8/1 - 12/31	Laura Hoffman (E)	40% Net	\$149
	Games Galore	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$104
	Games Galore	8/1 - 12/31	Heather Carlsen (E)	60% Net	\$104
	Games Galore	8/1 - 12/31	Tanya Bonetti (E)	60% Net	\$104
	Geometry for Teens	8/1 - 12/31	Doug Hill (E)	\$30/hr	\$99
	Getting Excited for Kindergarten	8/1 - 12/31	Brandye Iverson (E)	60% Net	\$200
	Golf Skills Clinics Advanced	8/1 - 12/31	SCPGA (I)	60% Net	\$125
	Golf Skills Clinics Beginners	8/1 - 12/31	SCPGA (I)	60% Net	\$125
	Golf: Tee It Up With TGA/SCPGA	8/1 - 12/31	SCPGA (I)	60% Net	\$130
	Handwriting Heroes	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$112
	High School Algebra 1 Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	High School Algebra 2 Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	High School Geometry Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Hip Hop	8/1 - 12/31	TBA	40-60% Net	\$169
	Hip Hop Dance Camp	8/1 - 12/31	Fit Kids America (I)	40-60% Net	\$112
	I Love Craft-tivities	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$120
	Incrediflix	8/1 - 12/31	Incrediflix (I)	60% Net	\$185
	Incrediflix: Action Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$175
	Incrediflix: Action Movie Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Action Stop Motion Flix ft Roblox	8/1 - 12/31	Incrediflix (I)	60% Net	\$130
	Incrediflix: Animation Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Creature Animation Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$135
	Incrediflix: Filmmaking Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: GoPro Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$145
	Incrediflix: Green Screen Lego Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$130
	Incrediflix: Imagination Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Lego Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$170

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
5 of 6

COMMUNITY EDUCATION NOT-FOR-CREDIT/FEE-BASED PROGRAM - Fall 2019

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	Incrediflix: Live Action Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Minecraft Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Minecraft Movie Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$130
	Incrediflix: Star Wars Live Action	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Star Wars Stop Motion Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Stop Motion Experience	8/1 - 12/31	Incrediflix (I)	60% Net	\$125
	Incrediflix: Stop Motion Tricks and Effects	8/1 - 12/31	Incrediflix (I)	60% Net	\$155
	Incrediflix: Superhero Filmmaking Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$185
	Incrediflix: Viral Flix	8/1 - 12/31	Incrediflix (I)	60% Net	\$125
	Institute of Reading Development	8/1 - 12/31	Inst. of Reading Development (I)	PP	Varies
	Interactive Writing Workshop	8/1 - 12/31	Nancy D'Aleo-Russey (E)	\$30/hr	\$99
	Intro to Art Journaling	8/1 - 12/31	Sarah Donawerth (E)	40-60% Net	\$75
	Intro to Mixed-Media Art	8/1 - 12/31	Sarah Donawerth (E)	40-60% Net	\$75
	Irish Dance	8/1 - 12/31	Liz Lightner (E)	60% Net	\$96
	Jazz Camp	8/1 - 12/31	TBA	TBA	TBA
	Jump Start Fifth Grade	8/1 - 12/31	Ann Berger (E)	60% Net	\$180
	Jump Start First Grade	8/1 - 12/31	Kim Downing (E)	60% Net	\$150
	Jump Start First Grade	8/1 - 12/31	Avonnette Bruce Tutoring (I)	60% Net	\$125
	Jump Start Kindergarten	8/1 - 12/31	Amy Clarke (E)	30% Net	\$125
	Jump Start Kindergarten	8/1 - 12/31	Kylie Schofield (E)	30% Net	\$125
	Jump Start Kindergarten	8/1 - 12/31	Avonnette Bruce Tutoring (I)	60% Net	\$125
	Jump Start Second Grade	8/1 - 12/31	Christy Grudynski (E)	60% Net	\$150
	Jump Start Third Grade	8/1 - 12/31	Christy Grudynski (E)	60% Net	\$150
	Junior Gauchos Fun Club	8/1 - 12/31	College for Kids Staff (E)	Varies	\$80
	Keyboarding	8/1 - 12/31	Heather Carlsen (E)	60% Net	\$120
	Keyboarding	8/1 - 12/31	Tanya Bonetti (E)	60% Net	\$120
	Keyboarding on Personal Computers	8/1 - 12/31	Joyce Quade (E)	40-60% Net	\$126
	Kid Power	8/1 - 12/31	Mark Baines (E)	40-60% Net	\$290
	Kids Yoga and Mindfulness	8/1 - 12/31	TBA	40-60% Net	\$120
	Kindergarten Kickoff	8/1 - 12/31	Avonnette Bruce Tutoring (I)	60% Net	\$125
	Landscapes: Whimsical to Abstract Art	8/1 - 12/31	Sarah Jaques (E)	\$30/hr	\$98
	Learning To Dig	8/1 - 12/31	Renee Garcia (E)	40% Net	\$110
	Lil' Chef School	8/1 - 12/31	Lil' Chef School (I)	40-60% Net	\$120
	Lions Club	8/1 - 12/31	Andrika Bowen (E)	30% Net	\$240
	Lions Club	8/1 - 12/31	Deanna Bleidistel (E)	30% Net	\$240
	Mad Science: Chemistry Lab	8/1 - 12/31	Mad Science (I)	40-60% Net	\$215
	Mad Science: Crazy Chemworks	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Mad Science: Exploration Science	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Mad Science: Inventor's Workshop: Eureka!	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Mad Science: Molecule Mania	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Mad Science: NASA	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Mad Science: Physics Lab	8/1 - 12/31	Mad Science (I)	40-60% Net	\$215
	Mad Science: Robotics Lab	8/1 - 12/31	Mad Science (I)	40-60% Net	\$215
	Mad Science: Rocketry	8/1 - 12/31	Mad Science (I)	40-60% Net	\$215
	Mad Science: Science in Action	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Mad Science: Secret Agent Lab	8/1 - 12/31	Mad Science (I)	40-60% Net	\$215
	Mad Science: STEMulating Science	8/1 - 12/31	Mad Science (I)	40-60% Net	\$120
	Magic Origami	8/1 - 12/31	Academic Chess (I)	40-60% Net	\$139
	MainStage Kids	8/1 - 12/31	CFK Staff (E)	\$25/hr	\$395
	Manners Made Fun	8/1 - 12/31	Laura Little (E)	40% Net	\$100
	Math	8/1 - 12/31	Darren Gibson (E)	\$30/hr	\$99
	Math 6 Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Math 6/7	8/1 - 12/31	Michael Hale (E)	60% Net	\$180
	Math 7 Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Math 7 Plus Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Math 8 Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Math Tutoring By Experienced Math Teachers	8/1 - 12/31	wikiTHINK (I)	Varies	\$269
	Mathobotix	8/1 - 12/31	Mathobotix (I)	40-60% Net	\$259
	Mathobotix: STEM Robotics Camp	8/1 - 12/31	Mathobotix (I)	40-60% Net	\$259
	Middle School Algebra 1 Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Middle School Boot Camp	8/1 - 12/31	Deanna Bleidistel (E)	30% Net	\$120
	Middle School Boot Camp	8/1 - 12/31	Stephanie Avera (E)	30% Net	\$120
	Middle School Geometry Critical Concepts	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Middle School Math Prep	8/1 - 12/31	Michael Hale (E)	60% Net	\$160
	Mini-Kindergarten	8/1 - 12/31	Lori Walker (E)	60% Net	\$325
	Modeling and Style	8/1 - 12/31	Tara Meyer (E)	40% Net	\$120
	Mommy/Daddy and Me Preschool!	8/1 - 12/31	Kris McCartney (E)	60% Net	\$250
	Mommy/Daddy and Me Preschool!	8/1 - 12/31	Patti Peviani (E)	60% Net	\$250
	Mommy/Daddy and Me Preschool!	8/1 - 12/31	Wendy Marcot (E)	60% Net	\$250
	Mr. E.' Writing Class	8/1 - 12/31	Chris Elliott (E)	60% Net	\$89
	Musical theater	8/1 - 12/31	Heather Carlsen (E)	60% Net	\$180
	Musical theater	8/1 - 12/31	Tanya Bonetti (E)	60% Net	\$180
	Natural A's	8/1 - 12/31	Curtis Adney (E)	40% Net	\$49
	Natural A's: Parent/Adult Registration	8/1 - 12/31	Curtis Adney (E)	40% Net	\$49
	Nature Explorers After-School Program	8/1 - 12/31	Environmental Nature Center (I)	60% Net	\$112
	Ocean Animals	8/1 - 12/31	Sarah O'Connor (E)	\$30/hr	\$98

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
6 of 6

COMMUNITY EDUCATION NOT-FOR-CREDIT/FEE-BASED PROGRAM - Fall 2019

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	Pen and Ink Art Magic	8/1 - 12/31	CFK Staff (E)	\$30/hr	\$98
	Photography	8/1 - 12/31	Laura Hoffman (E)	40-60% Net	Varies
	Playground Games	8/1 - 12/31	Mark Baines (E)	40-60% Net	\$290
	Pre-Algebra	8/1 - 12/31	Lindsey Peck (E)	\$30/hr	\$99
	Pre-Geometry	8/1 - 12/31	Darren Gibson (E)	\$30/hr	\$120
	Reading Comprehension Essentials I	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Reading Comprehension Essentials II	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Reading Fun with Jr Great Books and More	8/1 - 12/31	Lori Walker (E)	60% Net	\$110
	Running Skills Clinics: Beginners	8/1 - 12/31	GrassRoots Athletics Organization (I)	40% Net	\$125
	SCPGA Golf and S.T.E.A.M. Camp	8/1 - 12/31	SCPGA (I)	60% Net	\$179
	Second Grade Common Core Camp	8/1 - 12/31	Christy Grudynski (E)	60% Net	\$180
	Second Grade Common Core Camp	8/1 - 12/31	Kim Downing (E)	60% Net	\$180
	Second Grade Head Start	8/1 - 12/31	Valerie Robbins-Meyers (E)	60% Net	\$350
	So You Want To Be A Teacher?	8/1 - 12/31	Lori Walker (E)	60% Net	\$125
	Softball Clinics	8/1 - 12/31	Nick Trani (E)	40% Net	\$139
	Spanish for Children	8/1 - 12/31	Conversa (I)	40-60% Net	\$145
	Spanish for Children: Levels 1 and 2	8/1 - 12/31	Conversa (I)	40-60% Net	\$120
	Spanish for Preschoolers	8/1 - 12/31	Conversa (I)	40-60% Net	\$145
	Strategic Kids: LEGO Architecture: Building Through the Ages	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$120
	Strategic Kids: LEGO Engineering: Crazy Carnival	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$112
	Strategic Kids: LEGO Simple Machines	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$112
	Strategic Kids: LEGO Storytellers	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$112
	Strategic Kids: Science of Magic	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$112
	Strategic Kids: Star Wars LEGO: Jedi Storytellers	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$112
	Strategic Kids: Strategic Magic	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$112
	Strategic Kids:LEGO Engineering: Motor Madness	8/1 - 12/31	Strategic Kids (I)	40-60% Net	\$120
	Study Strategies for Teens	8/1 - 12/31	Jason Turney (E)	\$30/hr	\$56
	Successful Study Strategies for Kids	8/1 - 12/31	Jason Turney (E)	\$30/hr	\$56
	Swing Dance for Kids	8/1 - 12/31	Arianna Caligiuri (E)	40% Net	\$120
	Tennis Skills Clinics	8/1 - 12/31	Nick Trani (E)	40% Net	\$149
	The Photography Club	8/1 - 12/31	Excel Education Programs (I)	40% Net	\$120
	Theatre Fun with Improvisation	8/1 - 12/31	Tara Meyer (E)	40% Net	\$120
	Third Grade Common Core Camp	8/1 - 12/31	Christy Grudynski (E)	60% Net	\$180
	Third Grade Head Start	8/1 - 12/31	Julie Hansen (E)	60% Net	\$350
	Toddler Time	8/1 - 12/31	Dawn Trumbo (E)	30% Net	\$250
	Toddler Time	8/1 - 12/31	Kristi Martin (E)	30% Net	\$250
	UCI Writing Project	8/1 - 12/31	UCI Youth Programs (I)	Varies	\$690
	Volleyball	8/1 - 12/31	Heather Carlsen (E)	60% Net	\$180
	Volleyball	8/1 - 12/31	Tanya Bonetti (E)	60% Net	\$180
	Water Polo	8/1 - 12/31	Premier Aquatics (I)	Varies	\$149
	Weight Training	8/1 - 12/31	Ryan Nett (E)	60% Net	\$198
	Writing Skills Development for High School Composition	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Writing Skills Development I	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Writing Skills Development II	8/1 - 12/31	CFK Staff (E)	\$38/hr	\$169
	Yoga: Health and Wellness for Kids	8/1 - 12/31	Heather Carlsen (E)	60% Net	\$120
	Yoga: Health and Wellness for Kids	8/1 - 12/31	Tanya Bonetti (E)	60% Net	\$120
	Young Artists and Authors Studio	8/1 - 12/31	Carrie Gray (E)	40-60% Net	\$180
	Young Illustrators	8/1 - 12/31	CFK Staff (E)	\$30/hr	\$98
	Youth Aquatics - Various Classes	8/1 - 12/31	Premier Aquatics (I)	Varies	Varies

(E) Employee

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<i>South Orange County Community College District</i>				
<i>IRVINE VALLEY COLLEGE</i>				
<i>COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Fall 2019</i>				
<i><b>COURSE TITLE</b></i>	<i><b>DATES</b></i>	<i><b>INSTRUCTOR</b></i>	<i><b>HONORARIA</b></i>	<i><b>FEE</b></i>
Art & Hobby Courses	8/19-12/18	Diana-Sofia Estrada	70% gross	\$60
Art & Hobby Courses	8/19-12/18	Robert Maller	50% gross	\$60
Art & Hobby Courses	8/19-12/18	Quayum Adbul	50% gross	\$39
Art & Hobby Courses	8/19-12/18	Theo Siegle	50% gross	\$60
Art & Hobby Courses	8/19-12/18	Jennessey Tyler	50% gross	\$299
Medical Billing Classes/Career	8/19-12/18	Kris G. Hall-Patterson	50% gross	\$150
Voice Over Courses/Career	8/19-12/18	Alicia Midgley	50% gross	\$49
Notary Classes/Career	8/19-12/18	Carrie Christensen	50% gross	\$50-\$99
Personal Enrichment Courses	8/19-12/18	LeeAnne Krusemark	50% gross	\$10-\$20
Personal Enrichment Courses	8/19-12/18	Richard Katz	50% gross	\$59
Financial Management Workshop	8/19-12/18	Rod Kamps	50% gross	\$59
Financial Management Workshop	8/19-12/18	Ronald Gable	50% gross	\$39-\$49
Financial Management Workshop	8/19-12/18	Charla Sue Riley	50% gross	\$29
Financial Management Workshop	8/19-12/18	Gene Konstant	50% gross	\$24
Financial Management Workshop	8/19-12/18	James Wigen	50% gross	\$89
Fitness Courses	8/19-12/18	JoAnna Schoon	70% gross	\$75
Computer Course	8/19-12/18	Vazi Okhandiar	50% gross	\$149
Computer Course	8/19-12/18	Josef Balahan	50% gross	\$249
Piano Courses	8/19-12/18	Craig Coffman	50% gross	\$39
Travel	8/19-12/18	Matt Vitug	50% gross	\$50
Educational Courses for Kids	8/19-12/18	Amanda Bosson	50% gross	\$99
Educational Courses for Kids	8/19-12/18	Curtis Adney	50% gross	\$59

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

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

**ACTION:** Approval

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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 and/or ATEP since the last board meeting. Travel expenses and/or honorarium for speakers must be recommended by the Chancellor or college president and submitted to the Board prior to reimbursement of travel expenses or payment of honorarium.

**RECOMMENDATION**

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

Item Submitted By: *Dr. Elliott Stern, 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>
None				

**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>
8/13/19 9:00am, PAC	Professional Development Week President's Opening Session	Audrey Dow, Campaign for College Opportunity	Hiring for Diversity	\$1,600 General Fund
8/13/19 9:00am, PAC	Professional Development Week President's Opening Session	Dr. Shaun Harper, USC Race & Equity Center	Cultural Competence	\$8,000 General Fund
8/14/19 9:00am, gym	Laser Day 2019	Sumun Pendakur	Keynote speaker for Laser Day Welcome Orientation 2019	\$2,500 IEPI Grant Fund

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** [Saddleback College: Revised and Deleted Curriculum for the 2019-20 and 2020-21 Academic Years]

**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 revisions to the curriculum of the College for the 2019-20 and 2020-21 academic years. Exhibit A includes revised programs for academic year 2019-20. Exhibit B includes revised, and deleted courses and Exhibit C includes revised programs for academic year 2020-21. The revised, and deleted curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Section 53200 et seq.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2019-20 and 2020-21 academic years at Saddleback College as listed in Exhibits A, B, and C.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2019-2020

**Current  
Event Planner  
Occupational Skills Award**

The Event Planner Occupational Skills Award prepares the student with skills that are necessary to become a successful planner within the industry. The focus will be on details, vision, organization and the means to ~~pull-off~~ both big and small events. Event planners may work on a freelance basis, for an event planning company and/or nonprofit organization and for profit corporations. Coursework covers planning and directing an event from start to finish. This will include: promotions, music, hospitality, merchandise and/or vendors, stage, rentals, culinary, lighting, selecting a venue, budget, and an internship in the field.

**Required Courses**

Course ID	Title	Units
BUS 160	Entrepreneurship	3
FASH 145*§	Internship	1
or		
<del>BUS 145*§</del>	<del>Internship</del>	<del>1</del>
and		
CWE 180*†	Co-Op-Ed Fashion	1
FASH 147	Special Events Coordination and Promotion (Spring & Fall)	3, 3
or		
<del>BUS 147</del>	<del>Special Events Coordination and Promotion (Spring &amp; Fall)</del>	<del>3, 3</del>
FASH 148	Visual Merchandising	3
or		
<del>BUS 148</del>	<del>Visual Merchandising</del>	<del>3</del>
<b>Total Units for the Award</b>		<b>14</b>

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

**Revised  
Event Planner  
Occupational Skills Award**

The Event Planner Occupational Skills Award prepares the student with skills that are necessary to become a successful planner within the industry. The focus will be on details, vision, organization and the means to **produce** both big and small events. Event planners may work on a freelance basis, for an event planning company and/or nonprofit organization and for profit corporations. Coursework covers planning and directing an event from start to finish. This will include: promotions, music, hospitality, merchandise and/or vendors, stage, rentals, culinary, lighting, selecting a venue, budget, and an internship in the field.

**After completion of the skills award, students will be eligible for a position in the following areas: fashion event planner, assistant event planner, fashion show event planner, assistant event coordinator, and assistant event manager.**

**Program Student Learning Outcomes**

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

- **Produce a special event which will include: selecting the venue, theme, stage, promotions, music, lighting, merchandise, hospitality and staying within a given budget.**
- **Create a professional portfolio depicting their produced event while highlighting all of the necessary skills to become a successful event planner. Skills include: budgeting, logistics, promotion, communication, scheduling, procurement and measuring the overall success of the event.**
- **Complete an industry internship including the completion of three individual goals/objectives as determined by themselves and an industry supervisor.**

**Required Core**

Course ID	Title	Units
BUS 160	Entrepreneurship	3
<b>FASH 101</b>	<b>Introduction to Fashion Careers</b>	<b>3</b>
FASH 147	Special Events Coordination and Promotion	3
FASH 148	Visual Merchandising	3
FASH 145*§	Internship	1
CWE 180*†	Co-Op-Ed Fashion	1
<b>Total Units for the Award</b>		<b>14</b>

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180\*.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2019-2020

**Current  
Fashion Stylist  
Occupational Skills Award**

The Fashion Stylist Occupational Skills Award prepares the student with skills that are necessary to develop knowledge of fabrics, fit and trends to create a look that a client will display to the world. The student will use art, science, and psychology of dress to enhance their subjects and project an image. Coursework covers color, line, texture, principles of design, clothing quality and care, wardrobe planning and purchasing, dress codes, body types, face shapes, hair styles, and an internship in the field.

**Required Courses**

Course ID	Title	Units
BUS 160	Entrepreneurship	3
FASH 145*§	Internship	1
<del>or</del>		
<del>BUS 145*§</del>	<del>Internship</del>	<del>1</del>
<del>and</del>		
CWE 180*†	Co-Op-Ed Fashion	1
FASH 140	Fashion Image	3
FASH 141	Apparel Selection	3
FASH 147	Special Events Coordination and Promotion	3
<del>or</del>		
<del>BUS 147</del>	<del>Special Events Coordination and Promotion</del>	<del>3</del>
<b>Total Units for the Award</b>		<b>14</b>

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180\*

**Revised  
Fashion Stylist  
Occupational Skills Award**

The Fashion Stylist Occupational Skills Award prepares the student with skills that are necessary to develop knowledge of fabrics, fit and trends to create a look that a client will display to the world. The student will use art, science, and psychology of dress to enhance their subjects and project an image. Coursework covers color, line, texture, principles of design, clothing quality and care, wardrobe planning and purchasing, dress codes, body types, face shapes, hair styles, and an internship in the field.

**After completion of the skills award, students will be eligible for the following positions: Image consultant, assistant celebrity stylist, wardrobe stylist, personal shopper, editorial and lifestyle for print stylist, digital stylist, and runway stylist.**

**Program Student Learning Outcomes**

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

- **Produce a professional working wardrobe for a client by selecting garments and outfits that compliments their body type, clothing personality, color season, and face shape which will enhance the client's overall image.**
- **Create a professional portfolio depicting their completed working wardrobe for various clients. Skills include: determining clothing personalities, color seasons, budgeting, fit, proportion, knowledge of current brands and designers and understanding design elements and principles of clothing.**
- **Complete an industry internship including the completion of three individual goals/objectives as determined by themselves and an industry supervisor.**

**Required Core**

Course ID	Title	Units
BUS 160	Entrepreneurship	3
FASH 140	Fashion Image	3
FASH 147	Special Events Coordination and Promotion	3
FASH 141	Apparel Selection	3
FASH 145*§	Internship	1
CWE 180*†	Co-Op-Ed Fashion	1
<b>Total Units for the Award</b>		<b>14</b>

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180\*.

SADDLEBACK COLLEGE  
REVISED COURSES  
ACADEMIC YEAR 2020-2021

Exhibit B  
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Division	Course Id	Catalog Id		Action Taken
				assign=assignments
				cat desc= catalog description
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	CMT 235	432772.00	A+ EXAM PREPARATION	tps, lrng obj, txt
ATAS	ET 133	431637.00	DC/AC FUNDAMENTALS	sch desc, tps
ATAS	ET 135	431638.00	SEMICONDUCTOR DEVICES	sr
ATAS	ET 200	433737.00	DIG SIG PROCS MICROCO	sch desc, SLOs
ATAS	ET 201	433938.00	ROBOTICS FUNDAMENTALS	tps, lrng obj, SLOs
ATAS	ET 202	992271.00	INTERMEDIATE ROBOTICS	val
BS	ACCT 241	692149.00	CREDIT/FS ANALYSIS I	lrng obj, SLOs, txt
BS	ACCT 242	692150.00	CREDIT/FS ANALYSIS II	SLOs, txt, val
BS	ACCT 276	542168.00	FRAUD EXAMINATION	sr

SADDLEBACK COLLEGE  
REVISED COURSES  
ACADEMIC YEAR 2020-2021

Exhibit B  
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BS	BUS 1	500010.05	INTRO TO BUSINESS	SLOs, txt
BS	BUS 103	500040.05	BUSINESS ENGLISH	cat desc, sch desc, txt
BS	BUS 125	500130.00	HUMAN RELATNS IN BUSN	moe, assign, txt
BS	BUS 135	500160.05	MARKETING	sch desc, tps, lrng obj, SLOs,
BS	BUS 160	500300.07	ENTREPRENEURSHIP	txt
BS	BUS 196	405128.00	WORKPLACE SKILLS	lrng obj, txt
BS	BUS 223	450163.00	HR & EMPLOYMENT LAW	txt
BS	BUS 237	450205.00	FINANCE ENTREP BUS	txt
BS	BUS 260	431663.00	EXPORTING & IMPORTING	cat desc, txt
BS	CIMA 102A	192360.05	BEGINNING	dc
BS	CIMA 102B	192360.35	WORD PROCESSING - WORD-- ADVANCED	dc
BS	CIMN 100A	429849.00	COMPUTER OPERATING SYSTEMS - WINDOWS-- BEGINNING	dc
BS	CIMN 100B	429849.05	SYSTEMS - WINDOWS-- INTERMEDIATE	dc
BS	CIMN 220B	992296.00	MCSE EXAM PREP II	cat desc, sch desc, txt
BS	CIMN 250	432335.00	NETWK SECURITY ADMIN	dc
BS	CIMW 262	992269.00	AJAX - ADV JAVASCRIPT	dc
BS	CIS 405	692170.00	DATABASE SQL	ti fr <del>Workforce Preparation Database SQL</del> <del>Zero Unit</del> to <u>Workforce Preparation</u> <u>Database SQL</u> , hrs fr <del>3 hrs lec/0 hr lab/0</del> <del>lrng cnt</del> to <u>2 hrs lec/3 hrs lab/0 hr lrng</u> <u>cntr</u>
BS	CIS 415	632171.00	CREATING WEB PAGES	hrs fr <del>3 hrs lec/0 hr lab/0 lrng cnt</del> to <u>2 hrs</u> <u>lec/3 hrs lab/0 hr lrng cntr</u> , txt
BS	CIS 460	692172.00	INTRO WEB PROGRAMMING	hrs fr <del>3 hrs lec/0 hr lab/0 lrng cnt</del> to <u>2 hrs</u> <u>lec/3 hrs lab/0 hr lrng cntr</u> , txt
LA	ENG 19	314100.00	SHAKESPEARE COMEDIES	dc
LA	ENG 22	405126.00	INTRO TO SHAKESPEARE	prereq fr <del>ENG 1A</del> or <u>ENG 1A or ENG 1AH</u> , cat desc, sch desc, val
LA	ESL 320	302090.05	BEG MULTISKILLS I	tps, SLOs, moe, txt
LA	ESL 320	429671.00	BEG MULTISKILLS I	gr fr <del>NC (Noncredit)</del> to <u>SP (Noncredit</u> <u>Graded Pass/SP/No Pass</u> , tps, SLOs, txt
LA	ESL 321	429674.00	BEG MULTISKILLS II	gr fr <del>NC ((Noncredit)</del> to <u>SP (Noncredit</u> <u>Graded Pass/SP/No Pass</u> , cat desc, sch desc, tps, SLOs, txt
LA	ESL 321	992558.00	BEG MULTISKILLS II	cat desc, sch desc, tps, SLOs, txt

SADDLEBACK COLLEGE  
REVISED COURSES  
ACADEMIC YEAR 2020-2021

Exhibit B  
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				gr fr <del>NC (Noncredit)</del> to <b>SP (Noncredit Graded Pass/SP/No Pass</b> , tps, lrng obj, SLOs, moe, assign, txt
LA	ESL 330	429675.00	INTER MULTISKILLS I	
LA	ESL 330	429886.00	INTER MULTISKILLS I	tps, lrng obj, SLOs, moe, assign, txt
LA	ESL 903	650752.00	ESL LANGUAGE LAB	dc
LA	HEBR 3	434004.00	INTERMEDIATE HEBREW	dc
LA	HEBR 903	405031.00	HEBREW LANGUAGE LAB	dc
LA	JRN 106	992742.00	VIDEO JOURNALISM	sr
LA	JRN 108	992744.00	AUDIO STORYTELLING	fr <del>e/I w/CTVR 108 cross listed with JRN 108</del> to <del>no e/I</del> , cat desc, sch desc, txt
LA	PHIL 2	410031.00	HISTORY OF ANCIENT PHILOSOPHY	dc
LA	PORT 21	716010.00	PORT AND BRAZ CULTURE	dc
MSE	BIO 104	650731.00	FORENSIC BIOLOGY	dc
MSE	BIO 110	992362.00	ANATOMY DISCUSSION	cat desc, SLOs, moe, assign, txt, val
MSE	BIO 120	992363.00	PHYSIOLOGY DISCUSSION	cat desc, tps, lrng obj, SLOs, assign, txt, val
MSE	BIO 22	144240.00	HUMAN GENETICS	tps, lrng obj, SLOs, assign, txt, val
MSE	CHEM 106	150120.00	BASICS OF CHEMISTRY	SLOs, moe, assign, txt
MSE	GEOG 1	350010.00	PHYSICAL GEOGRAPHY	cat desc, sch desc, txt
MSE	GEOG 1L	430812.00	PHYSICAL GEOGRAPHY LAB	txt
SS	ANTH 10	430507.00	CELTIC CULTURES	dc
SS	ANTH 13	429275.00	MAGIC, WITCHCRFT, RELIG	lrng obj, SLOs, moe, assign, txt
SS	ANTH 15	430814.00	WORLD OF PRIMATES	lrng obj, SLOs, moe, assign, txt
SS	ANTH 16	30130.00	ARCH FIELD METHODS	lrng obj, SLOs, assign, txt, val
SS	ANTH 9	30120.00	INTRO TO ARCHAEOLOGY	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
SS	ECON 20	248030.00	THE AMERICAN ECONOMY	dc
SS	SOC 10	776070.00	INTRO TO MARR AND FAM	SLOs, txt
SS	SOC 6	429602.00	INTRO ASIAN CULT U.S.	dc

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Clinical Medical Assistant**  
**Certificate of Achievement**

~~This program prepares the student for employment as a clinical (back office) medical assistant in a physician's office or clinic. The program is designed to prepare the student to aid the physician by assisting with examinations and treatments, performing venipunctures and collecting other routine laboratory procedures, assisting with office surgery, giving medications including by injection, performing electrocardiograms, practicing medical and surgical asepsis, and working with electronic health records and other medical records. An externship in the back office of a physician's office will help provide the student with the clinical experience necessary to enter the workforce. Students are required to hold a valid basic life support CPR card for healthcare providers and carry malpractice insurance while in MA 217B\*.~~

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate clinical patient skills
- **Describe** legal and ethical practices related to medical care
- Demonstrate **medical office employability skills**

A minimum grade of "C" in all courses is required to receive the certificate.

**Required Courses:**

Course ID	Title	Units
<b>HSC 201</b>	Medical Terminology	3
MA 206	Introduction to Medical Assisting	3
MA 211B	Physical-Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration <b>for Medical Assistants</b>	3
MA 218B	Electrocardiography for the Medical Assistant	3
<b>MA 260</b>	<b>Computer Applications HER in Health Care</b>	<b>3</b>
<b>HSC 233</b>	Legal and Ethical Aspects of Health Information	3
MA 217B	Medical Assisting Clinical Experience Clinical	3
<b>Total Units for the Certificate:</b>		<b>29</b>

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

**Suggested coursework not required for the major: BIO 113; EMT 207\*, EMT 207C; INSR 200; MA 211A, MA 212A, MA 213A, MA 224A, MA 226A\*, MA 228A\*.**

**Revised**  
**Clinical Medical Assistant**  
**Certificate of Achievement**

The Clinical Medical Assistant certificate is a Career Technical Education (CTE) program that includes competency based training to prepare to assist the physician in the medical back office or clinic. Students are taught and demonstrate skills including: electrocardiography (ECG), specimen collection, venipuncture, capillary puncture, medication administration, injections, medical, surgical asepsis, preparing and assisting with minor office surgery and physical examination procedures. Students practice documentation ensuring accurate data collection, quality results and regulatory compliance. Several courses are shared with health science and may apply towards earning the Associate Degree in Health Science.

Students complete 150 hours of supervised directed practice in the back office of a medical office or clinic. All courses must be completed with a grade of C or better. Proof of medical malpractice insurance, current Basic Life Support (BLS) CPR certification, health clearance, background check and drug screening are required prior to the clinical externship, MA 217B. Letter grade only.

Program completion meets California Certifying Board for Medical Assistant certification examination requirements (CCBMA).

Clinical experience (MA 217B) must be taken the session immediately following MA 212B and MA 214B due to patient safety requirements. Students should take, MA 211B, MA 213B prior to taking MA 212B and MA 214B.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate clinical procedure skills, **accurately and safely.**
- **Recognize and understand** legal and ethical practices related to medical care.
- Demonstrate **employable medical office skills and professionalism.**

**Required Courses:**

Course ID	Title	Units
<b>HSC 104</b>	Medical Terminology	3
<b>HSC 106</b>	Legal and Ethical Aspects of Health Information	3
MA 206	Introduction to Medical Assisting	3
<b>MA 280</b>	<b>Healthcare Organization Practices</b>	<b>3</b>
MA 211B	Physical-Examination Procedures	3
MA 213B*	Medical Asepsis and Surgical Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 214B	Medication Administration <b>Procedures</b>	3
MA 218B	Electrocardiography for the Medical Assistant	3
MA 217B*	Medical Assisting Clinical Experience Clinical	3
<b>Total Units for the Certificate:</b>		<b>30</b>

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

SADDLEBACK COLLEGE  
REVISED PROGRAM  
ACADEMIC YEAR 2020-2021

**Current**  
**Gender and Sexuality Studies**  
**Associate in Arts**

The curriculum in the Gender and Sexuality Studies program is designed to provide the transfer student with a critical understanding of how gender and sexuality as socially constructed forms of identity rooted in belief structures, historical processes, political systems, and social and economic institutions interact with other systems of inequality and privilege such as race, class, ethnicity, nationality, religion, and ability to shape the lives of women and men in the United States and around the world. ~~It~~ offers the opportunity to achieve an Associate ~~in~~ Arts (AA) degree in Gender and Sexuality Studies by providing the necessary breadth in the field, an introduction to the methods used in the study of gender and sexuality, and the ability to complete both major preparatory coursework along with courses required for general education. While a baccalaureate or higher degree is recommended for those considering this major, earning an Associate degree may support entry-level positions as a staff member in human services departments, advocate for victims of domestic violence and hate crimes; and a staff member in a women's health clinic, social service agency, or human rights organization.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Explain how gender and sexuality are socially or culturally constructed identities.
- Discuss how gender and sexuality intersect with other structures of power and privilege to shape individuals' lives.
- Articulate an interdisciplinary understanding of gender and gender dynamics.
- Explain diversity and difference in human experience based on gender, race, class, sexual orientation, nationality, religion, and ability.
- Describe key theories and concepts in the fields of women's, gender, and sexuality studies.
- Analyze social problems as they relate to gender and sexuality.

**Core Requirements**

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>WS 10</b>	Introduction to Women's Studies	3
Or		
<b>WS 10H</b>	Honors Introduction to Women's Studies	3

**Majors must also select a minimum of 15 units from the following courses:**

<b>WS 31</b>	Gender and Popular Culture	3
<b>WS 11H</b>	Honors Introduction to Feminist Theory	3
<b>WS 15</b>	Introduction to Queer Studies	3
<b>ANTH 21</b>	Women, Gender, and Culture – Cross-Cultural Perspectives	3
<b>CTVR 9</b>	Women in Cinema and Television	3
<b>HIST 21</b>	Women in United States History – A Multi-Cultural Perspective	3
<b>HLTH 3</b>	Women's Health Issues	3
<b>PSYC 21</b>	The Psychology of Women	3
<b>SOC 21</b>	Women in Contemporary Society	3
<b>SP 8</b>	Gender Communication	3
<b>WS 120</b>	Women and Careers	3
<b>Total Units for the Major:</b>		<b>18</b>

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

**Revised**  
**Gender and Sexuality Studies**  
**Associate of Arts**

The curriculum in the Gender and Sexuality Studies Associate of Arts program is designed to provide the transfer student with a critical understanding of how gender and sexuality as socially constructed forms of identity, are rooted in belief structures, historical processes, political systems and social and economic institutions. The focus of academic inquiry is on how gender and sexuality interact with other systems of inequality and privilege such as race, class, ethnicity, nationality, religion, and ability to shape the lives of women and men in the United States and around the world. The program offers the opportunity to achieve an Associate of Arts (AA) degree in Gender and Sexuality Studies by providing the necessary breadth in the field, an introduction to the methods used in the study of gender and sexuality, and the ability to complete both major preparatory coursework along with courses required for general education. While a baccalaureate or higher degree is recommended for those considering this major, earning an Associate degree may support entry-level positions as a staff member in human services departments, advocate for victims of domestic violence and hate crimes; and a staff member in a women's health clinic, social service agency, or human rights organization.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Explain how gender and sexuality are socially or culturally constructed identities.
- Discuss how gender and sexuality intersect with other structures of power and privilege to shape individuals' lives.
- Articulate an interdisciplinary understanding of gender and gender dynamics.
- Explain diversity and difference in human experience based on factors such as gender, race, class, sexual orientation, nationality, religion, and ability.
- Describe key theories and concepts in the fields of women's, gender, and sexuality studies.
- Analyze social problems as they relate to gender and sexuality.

**Required Courses:**

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>GSS 10</b>	Introduction to Women's Studies	3
Or		
<b>GSS 10H</b>	Honors Introduction to Women's Studies	3
<b>And</b>		
<b>GSS 15</b>	<b>Introduction to Queer Studies</b>	<b>3</b>
<b>Select from Restricted Electives</b>		<b>12</b>
<b>Total Units for the Major:</b>		<b>18</b>

**Restricted Electives: Select four (4) courses**

<b>ANTH 21</b>	Women, Gender, and Culture – Cross-Cultural Perspectives	3
<b>COMM 8</b>	Gender Communication	3
<b>CTVR 9</b>	Women in Cinema and Television	3
<b>GSS 11H</b>	Honors Introduction to Feminist Theory	3
<b>GSS 31</b>	Gender and Popular Culture	3
<b>GSS 120</b>	Women and Careers	3
<b>HIST 21</b>	Women in United States History – A Multi-Cultural Perspective	3
<b>HLTH 3</b>	Women's Health Issues	3
<b>PSYC 21</b>	The Psychology of Women	3
<b>SOC 21</b>	Women in Contemporary Society	3

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

SADDLEBACK COLLEGE  
REVISED PROGRAM  
ACADEMIC YEAR 2020-2021

**Associate ~~in~~ Arts Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify 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.

**Associate ~~of~~ Arts Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate ~~of~~ 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 REVISED PROGRAMS ACADEMIC YEAR 2020-2021

### Current

#### General Business Certificate of Achievement

The General Business Skills low-unit certificate prepares students for entry-level positions for many industries. Students learn how businesses operate, under what influences, with what stakeholders. They learn to communicate clearly on business matters, and they develop an understanding of human relations in the workplace. Completion of this low-unit certificate with the BUS13 elective option provides students with the three core courses required of most of the Business Certificates of Achievement. Entry level positions that need the skills learned by students who complete this low-unit certificate include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, and many others across a wide range of industries.

#### Program Student Learning Outcomes

Students who complete this program will be able to:

- Effectively and appropriately apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. Use correct grammar, style, and format.
- Apply familiarity with the functions of business including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate, to business communications.
- Behave in a professional manner appropriate to organizational expectations, including getting along well with others, exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Apply analytical and organizational skills, including the ability to exercise judgment, manage finances and solve workplace problems, as well as ability manage time and prioritize tasks.

Course ID	Title	Units
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 104*	Business Communication	3
BUS 103	Business English	3
Or		
ENG 1A*	English Composition	4
Or		
ENG 1AH*	Honors English Composition	4
BUS 125	Human Relations	3
BUS 196	Workplace Success Skills	1
<b>Restricted Electives 3 units</b>		
BUS 13	Legal Environment & Business Law	3
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 16	Personal Law, Street Law	3
BUS 135	Marketing	3
BUS 160	Entrepreneurship	3
CWE 180	<b>Cooperative Work Experience</b>	<b>1-3</b>
CIM 112	Microsoft Office	3
CIMA 102	Word Processing – Word	3
<del>CIMA 102A</del>	<del>Word Processing – Word Beginning</del>	<del>1.5</del>
<del>CIMA 102B</del>	<del>Word Processing – Word Intermediate</del>	<del>1.5</del>
CIMA 104	Spreadsheets – Excel	3
<del>CIMA 104A</del>	<del>Spreadsheets – Excel – Beginning</del>	<del>1.5</del>
<del>CIMA 104B</del>	<del>Spreadsheets – Excel – Intermediate</del>	<del>1.5</del>
CIMA 108	Business Presentations – Powerpoint	3
<b>Total</b>		<b>16-17</b>

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

### Revised

#### General Business Certificate of Achievement

The General Business Skills low-unit certificate prepares students for entry-level positions for many industries. Students learn how businesses operate, under what influences, with what stakeholders. They learn to communicate clearly on business matters, and they develop an understanding of human relations in the workplace. Completion of this low-unit certificate with the BUS13 elective option provides students with the three core courses required of most of the Business Certificates of Achievement. Entry level positions that need the skills learned by students who complete this low-unit certificate include entry level office clerks, accounting assistants, production assistants, office assistants, recreation assistants, audio and video equipment assistants, billing and posting clerks, and many others across a wide range of industries.

#### Program Student Learning Outcomes

Students who complete this program will be able to:

- Effectively and appropriately apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. Use correct grammar, style, and format.
- Apply familiarity with the functions of business including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate, to business communications.
- Behave in a professional manner appropriate to organizational expectations, including getting along well with others, exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Apply analytical and organizational skills, including the ability to exercise judgment, manage finances and solve workplace problems, as well as ability manage time and prioritize tasks.
- **Propose effective solutions to common human relations problems in an organization.**

Course ID	Title	Units
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 104*	Business Communication	3
BUS 103	Business English	3
Or		
ENG 1A*	English Composition	4
Or		
ENG 1AH*	Honors English Composition	4
BUS 125	Human Relations	3
BUS 196	Workplace Success Skills	1
<b>Restricted Electives</b>		<b>3</b>
<b>Total Units for the Certificate:</b>		<b>16-17</b>

#### Restricted Electives: Select 3 Units

BUS 13	Legal Environment & Business Law	3
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 16	Personal Law, Street Law	3
BUS 135	Marketing	3
BUS 160	Entrepreneurship	3
CWE 180	<b>CO-OP-ED Business</b>	<b>3</b>
CIM 112	Microsoft Office	3
CIMA 102	Word Processing – Word	3
CIMA 104	Spreadsheets – Excel	3
CIMA 108	Business Presentations – Powerpoint	3

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**New Media Marketing Certificate of Achievement**

This certificate in New Media Marketing is designed to prepare students for various marketing, sales, and retail store entry-level or management assistant positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open new career opportunities within the marketing field. Upon successful completion of the requirements for this certificate, students will have enough knowledge of marketing to succeed in an entry-level position related to marketing.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply effective classic and contemporary marketing functions, including strategic planning, pricing, distribution, promotion, product and service development, and uses of new technologies, including social media and e-commerce.
- Use essential employability skills, including: communication, collaboration, thinking and innovation, professionalism, initiative and self-direction, intergenerational and cross-cultural competence, organizational culture, and legal and ethical practices.
- Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 196	Workplace Success Skills	1
	<b>Restricted Electives</b>	<b>6</b>

**Restricted Electives select 6 units from the following:**

BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
BUS 109	E-Commerce Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling <b>Fundamentals</b>	3
BUS 138	Advertising	3
CWE 180	CO-OP-ED Business	4
CIM 112	Microsoft Office	3
<del>CIM 274A</del>	<del>Web Digital Imagery – Photoshop – Beginning</del>	<del>1.5</del>
CIMA 102	Word Processing – Word	3
<del>CIMA 102A</del>	<del>Word Processing – Word Beginning</del>	<del>1.5</del>
<del>CIMA 102B</del>	<del>Word Processing – Word Advanced</del>	<del>1.5</del>
CIMA 108	Business Presentations - Powerpoint	3

**Total Units for the Certificate: 13**

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

**Revised**  
**New Media Marketing Certificate of Achievement**

This certificate in New Media Marketing is designed to prepare students for various marketing, sales, and retail store entry-level or management assistant positions; to assist existing marketing managers and sales professionals in upgrading their skills; and to open new career opportunities within the marketing field. Upon successful completion of the requirements for this certificate, students will have enough knowledge of marketing to succeed in an entry-level position related to marketing.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply effective classic and contemporary marketing functions, including strategic planning, pricing, distribution, promotion, product and service development, and uses of new technologies, including social media and e-commerce.
- Use essential employability skills, including: communication, collaboration, thinking and innovation, professionalism, initiative and self-direction, intergenerational and cross-cultural competence, organizational culture, and legal and ethical practices.
- Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
BUS 105	Social Media Marketing	3
BUS 135	Marketing	3
BUS 196	Workplace Success Skills	1
	<b>Restricted Electives</b>	<b>5-6</b>
	<b>Total Units for the Certificate:</b>	<b>12-13</b>

**Restricted Electives select two (2) from the following:**

BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
BUS 109	E-Commerce Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling <b>Fundamentals</b>	3
BUS 138	Advertising	3
CWE 180	CO-OP-ED Business	<b>2-3</b>
CIM 112	Microsoft Office	3
CIMA 102	Word Processing – Word	3
CIMA 108	Business Presentations - Powerpoint	3

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current  
Seamanship  
Certificate of Achievement**

This program is designed to prepare individuals to become sailors, small motor-boat operators, and to pass the United States Coast Guard (USCG) examination to receive a USCG Master or Mate license with a scope of 25-100 gross tons. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

The Seamanship program will provide individuals with the requisite knowledge and skills to perform work on a vessel in an entry level position in the maritime industry, such as an ordinary seaman. An ordinary seaman employed in the maritime industry works as a deckhand on commercial vessels and is responsible for keeping the vessel and its equipment in working order.

After completing the Seamanship program and meeting minimum sea time requirements, individuals will be eligible to take a US Coast Guard exam for advancement to Able Seaman. Those meeting the USCG requirements and having enough deck service time may also qualify for a Merchant Mariner's Credential.

Individuals should be aware that there are high regulatory and security requirements for employment and that most water transportation jobs also require the Transportation Worker Identification Credential (TWIC) from the Transportation Security Administration.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate intermediate sailing skills, including basic maneuvers, navigational strategies, marlinspike seamanship techniques, anchoring techniques, and line handling.
- Demonstrate understanding of nautical terms, marine weather, points of sail and maneuvers, and demonstrate proficiency in their practical use.
- Demonstrate understanding of basic emergency and proper boating safety techniques and procedures.

**Required Courses:**

Course ID	Title	Units
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	3
MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select three courses from Restricted Electives	7.5-9

**Total Units for the Certificate 21.5-23**

**Restricted Electives**

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
<b>MST 216</b>	<b>USCG Master License and Examination</b>	
	<b>Preparation Course</b>	<b>3</b>
<b>MST 218*</b>	<b>Electronic Aids to Navigation</b>	<b>3</b>
MST 224	Introduction to Cruising the Channel Islands	1.5

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

**Revised  
Seamanship  
Certificate of Achievement**

This program is designed to prepare individuals to become sailors, small motor-boat operators, and to pass the United States Coast Guard (USCG) examination to receive a USCG Master or Mate license with a scope of 25-100 gross tons. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

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Individuals should be aware that there are high regulatory and security requirements for employment and that most water transportation jobs also require the Transportation Worker Identification Credential (TWIC) from the Transportation Security Administration.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate intermediate sailing skills, including basic maneuvers, navigational strategies, marlinspike seamanship techniques, anchoring techniques, and line handling.
- Demonstrate understanding of nautical terms, marine weather, points of sail and maneuvers, and demonstrate proficiency in their practical use.
- Demonstrate understanding of basic emergency and proper boating safety techniques and procedures.

**Required Courses:**

Course ID	Title	Units
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MST 202	Marine Weather	3
MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select three courses from Restricted Electives	7.5-9

**Total Units for the Certificate 21.5-23**

**Restricted Electives**

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 224	Introduction to Cruising the Channel Islands	1.5

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current  
Seamanship  
Associate of Science**

This program is designed to prepare individuals to become sailors, small motor-boat operators, and to pass the United States Coast Guard (USCG) examination to receive a USCG Master or Mate license with a scope of 25-100 gross tons. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

The Seamanship program will provide individuals with the requisite knowledge and skills to perform work on a vessel in an entry level position in the maritime industry, such as an ordinary seaman. An ordinary seaman employed in the maritime industry works as a deckhand on commercial vessels and is responsible for keeping the vessel and its equipment in working order.

After completing the Seamanship program and meeting minimum sea time requirements, individuals will be eligible to take a US Coast Guard exam for advancement to Able Seaman. Those meeting the USCG requirements and having enough deck service time may also qualify for a Merchant Mariner's Credential.

Individuals should be aware that there are high regulatory and security requirements for employment and that most water transportation jobs also require the Transportation Worker Identification Credential (TWIC) from the Transportation Security Administration.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate intermediate sailing skills, including basic maneuvers, navigational strategies, marlinspike seamanship techniques, anchoring techniques, and line handling.
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Course ID	Title	Units
MST 201	Marlinspike Seamanship	2
MST 202	Marine Weather	3
MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select three courses from Restricted Electives	7.5-9

**Total Units for the Major 21.5-23**

**Restricted Electives**

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
<b>MST 216</b>	<b>USCG Master License and Examination</b>	
	<b>Preparation Course</b>	<b>3</b>
<b>MST 218*</b>	<b>Electronic Aids to Navigation</b>	<b>3</b>
MST 224	Introduction to Cruising the Channel Islands	1.5

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

**Associate Degree**

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science 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.

**Revised  
Seamanship  
Associate of Science**

This program is designed to prepare individuals to become sailors, small motor-boat operators, and to pass the United States Coast Guard (USCG) examination to receive a USCG Master or Mate license with a scope of 25-100 gross tons. Fieldwork is conducted throughout Southern California and the Channel Islands from Dana Point and Newport harbors. Boats include 28 to 48-foot sailing and power vessels, as well as safety sail training and introductory boating experience on Saddleback's fleet of 14-foot Capri sailboats.

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MST 210	Coastal Navigation	3
MST 214B*	Advanced Cruising Under Sail	3
MST 215*	Vessel Command and Organization	3
	Select three courses from Restricted Electives	7.5-9

**Total Units for the Major 21.5-23**

**Restricted Electives**

MST 211	Celestial Navigation	3
MST 212	Sailing, Seamanship, and Boating Safety	3
MST 214A*	Intermediate Ocean Sailing	3
MST 224	Introduction to Cruising the Channel Islands	1.5

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

**Associate Degree**

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science 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:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Advanced Technology and Education Park (ATEP) –  
Temporary Fencing Project, Notice of Completion, Amtek Construction

**ACTION:** Approval

---

**BACKGROUND**

On October 29, 2018, the Board of Trustees approved an agreement with Amtek Construction for the ATEP Temporary Fencing project, in the amount of \$783,333. At this June board meeting, staff recommends the Board of Trustees ratify Change Order No. 1 decreasing the contract amount by \$13,696, for a revised contract total of \$769,637.

**STATUS**

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT A) be filed for the ATEP Temporary Fencing project.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion for the Advanced Technology and Education Park Temporary Fencing project to Amtek Construction, for a final contract amount of \$769,637. It is also recommended that the Board of Trustees authorize the release of retention 35 days after filing.

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Bid 25 ATEP Temporary Fencing project at ADVANCED TECHNOLOGY AND EDUCATION PARK, the contract for the doing of which was heretofore entered into the 29th day of October 2018, which contract was made with AMTEK CONSTRUCTION, as Contractor; that said improvements were completed on the 10th day of May 2019, and accepted by formal action of the governing board of said District on the 24th day of June 2019, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is THE OHIO CASUALTY INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

ADVANCED TECHNOLOGY AND EDUCATION PARK  
1624 VALENCIA AVENUE  
TUSTIN, CA 92782

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

Dated \_\_\_\_\_

A notary public or other office completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

by \_\_\_\_\_  
Ann-Marie Gabel  
(Name of Signer)

proved to me on the basis of satisfactory evidence  
to be the person(s) who appeared before me.

Signature \_\_\_\_\_  
*Signature of Notary Public*

(Seal)

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Authorize the Purchase of Maintenance Service Subscriptions and Support for Palo Alto Networks, Inc. Network Security Firewall Equipment, Optiv Security, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On August 22, 2016, the Board of Trustees approved the District-wide Network Security Firewall Refresh project. These network security firewalls require ongoing annual maintenance service subscription and support.

California Public Contract Code Section 20652 allows public agencies to utilize bids awarded by other public agencies (also known as “piggyback”) obtaining the same price and the same terms and conditions as the awarding agency, when the awarding agency follows the statutory criteria for competitive bidding and when the pricing and terms have proven to be in the best interest of the district.

On December 12, 2016, the Board of Trustees approved the use of National Association of State Procurement Officials/Western State Contracting Alliance (NASPO/WSCA) Cooperative Purchasing Program, Master Price Agreement No. AR626, in accordance with state of California Participating Addendum No. 7-14-70-11, which was effective June 1, 2014 through May 31, 2019. Amendment No. 3 to the Agreement extends the term through May 31, 2020.

### **STATUS**

The state of Utah, in association with NASPO/WSCA conducted a competitive bid for data communications products and services and awarded Master Price Agreement No. AR626 to Palo Alto Networks. The state of California approved use of the agreement through the California Participating Addendum No. 7-14-70-11, which is available for use by all California community college districts. The agreement allows the District to go through various resellers that offer the NASPO/WSCA pricing. District staff requested quotes from authorized resellers and determined that Optiv Security, Inc. offers the best pricing and that it is in the District’s best interest to procure the maintenance service subscriptions and support for Palo Alto Networks, Inc. network security firewall equipment utilizing the NASPO/WSCA agreement. Contract documents are available for review in the Procurement, Central Services and Risk Management Department.

This approval applies to purchases made within the terms of Amendment No. 3 to the agreement through May 31, 2020, and is contingent upon the availability of funds for each purchase.

Funding is available in the District IT approved basic aid account. The cost for current needs is estimated at \$250,000.

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

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the use of Master Price Agreement No. AR626, Amendment No. 3, as awarded by the state of Utah in association with the NASPO/WSCA, and approved for usage by the state of California pursuant to the California Participating Addendum No. 7-14-70-11. This approval applies to procurement of ongoing annual maintenance service subscriptions and support for the network security firewall equipment from Optiv Security, Inc.

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Declare Miscellaneous Furniture and Equipment as Surplus

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

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

### **RECOMMENDATION**

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

**SOCCCD SURPLUS**  
**June 24, 2019**

EXHIBIT A  
Page 1 of 2

Item	Category	Quantity
Epson Projectors	A/V	46
Hitachi Projectors	A/V	105
Pioneer Speakers	A/V	6
IVC Kiosk	A/V	6
PictureTel Venue Video Computer	A/V	1
Digital ES Sual TBC Expansion	A/V	1
Adcart TEU Tape Encoder	A/V	1
Link PCE Closed Caption Encoder	A/V	1
JVC Monitor	A/V	1
Sony Monitor	A/V	6
Hughes Receiver	A/V	1
3M 9200 Projector	A/V	1
Parkervision Remote Control Camera	A/V	2
Videonics Sound Effect Mixer	A/V	1
Extron Video Scaler	A/V	1
Extron Video Scan Converter	A/V	1
RCA Mini Chro-Bar Generator	A/V	1
Creston Camera Control	A/V	1
TV - Miscellaneous	A/V	4
Cisco Phones	A/V	44
Video Recorder - Miscellaneous	A/V	9
Video Switcher - Miscellaneous	A/V	8
Bookshelf	Furniture	10
Chairs	Furniture	44
Tables	Furniture	17
File Cabinets	Furniture	42
Desks	Furniture	47
Overhead Storage File Cabinet	Furniture	30
Gray and Black Modular	Furniture	1
Xerox	Printer	1
HP	Printer	19
HP Computers	Computer	1
Apple iMacs	Computer	114
Dell Computer	Computer	1
Dell Monitors	Monitors	39
Assorted Cubicle Wall Hardware	Hardware	6
Monitor Stands and Brackets (Boxes)	Hardware	4
A/V Cables - Miscellaneous (Boxes)	Hardware	3
Monitor Arms	Hardware	47
Keyboard Trays	Hardware	4
File Organizer	Accessories	1
Hula-Hoops	Accessories	3
Storage Bins	Accessories	2
Magazine Rack	Accessories	1
Refrigerators	Equipment	4

**SOCCCD SURPLUS****June 24, 2019**

EXHIBIT A

Page 2 of 2

White Boards	Equipment	4
Cash Register	Equipment	1
Safe Lock	Equipment	1
Rolling Carts	Equipment	6
Photo Hot Lights	Equipment	40
Drying Rack	Equipment	1
Cordless Drills	Equipment	8
Lamp	Equipment	1
Podium	Equipment	1
Safe	Equipment	1
Room Divider	Equipment	1
Laminator	Equipment	1
Labconco Fume Hood	Equipment	2
Nuaire Science Equipment	Equipment	1
Labgard Biological Safety Cabinet	Equipment	1
Assorted Stainless Steel Pressure Tanks	Equipment	9
Bosch Brute Electric Jack Hammer	Equipment	1
Lindberg Blue M Electric Kiln	Equipment	1
NuStep Adaptive Recumbent Arm	Equipment	1
Ingersoll Rand Upright Compressor	Equipment	1
Baby Scale	Equipment	1
Wheelchair	Equipment	1
Blood Pressure Stands	Equipment	6
EKG Machines	Equipment	2
Wooden Cubby	Equipment	1
Vent Cover	Equipment	1
Lost and Found - Miscellaneous Boxes	Accessories	9
Office Supplies - Miscellaneous	Accessories	6
Ez Go Cart	Vehicle	1
Picnic Tables w/ Benches	Furniture	5
Broadcast Equipment Racks	Hardware	2
Toner Cartridges (Boxes)	Equipment	3
Honeywell Air Purifier	Equipment	1
Navigator Globes	Equipment	5
Bicycles	Equipment	3
Super Coach Backpack Vacuum	Equipment	5
Nobles Typhoon Wet/Dry Vacuum	Equipment	3
Waxie Air Dryers	Equipment	2
Advance Carpetwin 16	Equipment	1
PowerElite	Equipment	1

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Move/Relocation Services Agreement for Task Orders,  
PENN Corporate Relocation Services

**ACTION:** Approval

---

### **BACKGROUND**

The District employs move/relocation services at various times for capital improvement projects, scheduled maintenance projects and college program relocations. The services are required on a reoccurring and ongoing basis.

### **STATUS**

On April 8, 2019 and April 15, 2019, SOCCCD ran a newspaper advertisement for consideration of Move/Relocation Consultant Services. Additional marketing efforts included placing a copy of the "Requests for Qualifications and Proposals" (RFQ&P) on the District's website and notifying eighteen (18) firms registered on the PlanetBids website.

On May 7, 2019, one proposal from PENN Corporate Relocation Services was received. Upon verification, it was identified that most move/relocation service providers as an industry practice do not typically work with large public agencies such as ours, due to the compliance driven nature of our operations.

Both District and college Facilities departments joined as a committee to evaluate the submittal. Criteria for evaluation of the proposal included move experience with similar community college projects, proven track record of successful moves on demanding timelines, number of years performing services, and fees that are fair and reasonable. Based on the set criteria the selection committee deemed PENN Corporate Relocation Services proposal as responsible and responsive and recommends award of the Move/Relocation Services agreement (EXHIBIT A) to them, from June 25, 2019 to June 24, 2024.

The award of the Move/Relocation Services agreement for Task Orders and all work performed pursuant to the agreement will be by issuance of a Task Order only. The award of the agreement is not a guaranteed award of work. All future Task Orders will be issued by the District as per the agreed upon schedule and will be assigned to the firm based on the originally contracted price and other terms, as negotiated per the scope of the Task Order.

All Task Orders will be funded as a component of capital improvement projects and/or by respective college funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Move/Relocation Services agreement for Task Orders with PENN Corporate Relocation Services from June 25, 2019 to June 24, 2024.

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



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**INDEPENDENT CONTRACTOR AGREEMENT for TASK ORDERS**

This Agreement ("Agreement") is between South Orange County Community College District - SOCCCD ("District"), at 28000 Marguerite Parkway, Mission Viejo CA 92692, a California community college district and political subdivision of the State of California, and PENN Corporate Relocation Services ("Contractor"), at 1515 West Marble Street, Anaheim, CA 92802. District and Contractor are also referred to collectively as the "Parties", and individually as "Party".

WHEREAS, District is in need of services and advice as it will assist the District in discharging its legal obligation to provide an adequate educational program;

WHEREAS, Contractor has represented to the District that Contractor is knowledgeable and qualified in skills required for this project and covenants that Contractor is capable of performing the services required under the Agreement; and

WHEREAS, District desires to obtain specialized services and/or advice stated in Article 1 and is hereinafter referred to as the "Project" or "Services", located within the District.

NOW THEREFORE, the Parties agree as follows:

1. **Statement of Service.** Contractor shall provide and deliver all aspects of services related to the Move/Relocation Services specified in the District's Request for Qualification & Proposal ("RFQ&P") No. 374D referenced herein and made a part hereof, and the proposal ("Proposal") submitted by Contractor to District, dated May 7, 2019, referenced herein and made a part hereof, (Collectively, the "Services") to District. However, the Parties understand and agree that the services specified in the RFQ&P and/or Proposal are intended to cooperate and be complementary and shall be interpreted per the provisions in Article 26. Entire Agreement and Amendment.

As set forth herein, the District may pursuant to this Agreement, from time to time, issue Task Orders to Contractor authorizing certain work, and the provisions of this Agreement shall apply to all such Task Orders. Contractor shall not perform and District shall not be liable for any work performed by Contractor unless written authorization from District is given to Contractor in the form of such Task Order(s) prior to the performance of such work.

The Contractor shall provide to the District on the terms set forth herein, and within the time stipulated in each individual Task Order, all the services articulated in the Contractor's scope of work ("Services"), which may be more particularly described in a Task Order issued pursuant to this Agreement. The Parties agree if there is a proposal or similar document that the terms of this Agreement shall be controlling over any of the terms contained within the Contractor's proposal or similar document.

2. **Contract Documents.** The following contract documents are considered part of the final Agreement, in order of precedence:
  - a. All properly executed Task Orders, and any Exhibits thereto.
  - b. The final executed Agreement between the Contractor and District.
  - c. Request for Proposal ("RFP") No. 374D for Move/Relocation Services dated April 8, 2019, as originally released, with Proposal Forms, Appendices and any addenda thereto – Exhibit A referenced herein and made a part hereof.
  - d. Contractor's proposal dated May 6, 2019, including all addenda and attachments, but not including any provisions which do not exceed the minimum standards set forth in the RFP – Exhibit B referenced herein and made a part hereof.
3. **Contract Term.** The term of this Agreement shall begin June 25, 2019 and shall end June 24, 2024, in accordance with the schedule. This contract is for a "Base Period" of three (3) years. The District has the option

to extend the term of the contract for two (2) additional periods consisting of 12 months each. This Agreement will not exceed five (5) years total. The time for completing the Services set forth in a Task Order shall be established in each individual Task Order issued to Contractor.

4. **Payment.** Contractor shall not be entitled to any compensation for any services unless and until a written Task Order has been issued by the District. Upon issuance of such a Task Order, Contractor agrees to perform basic Services provided by this Agreement and the Task Order, and District agrees to pay Contractor for such Services in accordance with the fee schedule set forth in Attachment A – Hourly Rate Proposal and confirmed as a not to exceed price in the Task Order.

The District will not pay any reimbursable expenses of the Contractor and the total contract not to exceed amount shall include all costs for the services rendered.

District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing services for District, unless otherwise specifically stated in this Agreement.

The District may withhold, or on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the District from loss, including costs and attorneys' fees, on account of:

(1) defective or deficient work product not remedied; (2) failure of the Consultant to make payments properly to its employees or sub- Consultants; or (3) failure of Consultant to perform its services in a timely manner so as to conform to Project schedule.

5. **Invoice.** Contractor to send invoices to [AccountsPayable@socccd.edu](mailto:AccountsPayable@socccd.edu) or mail to South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692, Attn: Accounts Payable. Payment shall be net 30 days upon satisfactory completion and acceptance of Work.
6. **Indemnification.** To the fullest extent permitted by law, and as a material part of this agreement, the Contractor shall indemnify, defend and hold harmless the District, the District's Board of Trustees and all members thereof and the District's employees, officers, agents volunteers and representatives (collectively "Indemnified Parties") from all claims, demands, causes of action, losses, damages or liabilities, including without limitation, contractual liability, compensatory damages, regulatory fines and penalties, consequential damages, attorneys' fees and other related legal fees, costs, expenses and obligations, which arise out of or related in any manner to the errors, omissions, negligent, grossly negligent or willful conduct of the Contractor, its Subcontractors or their respective employees, agents or representatives however caused in connection with the Work or performance of obligations hereunder. The Contractor's obligations hereunder include without limitation: (i) injury to, or death of, persons; (ii) damage to property; (iii) theft or loss of property; (iv) Stop Payment Notice claims; and (v) other losses, damages or costs arising out of, in whole or in part, of the negligent, grossly negligent or willful conduct of the Contractor or Subcontractors. The Contractor's obligations hereunder shall survive termination of the Contract and/or completion of the Work. The Contractor's indemnity, defense and hold harmless obligations set forth herein is not limited by availability of insurance coverage or insurance policy limits. In no event shall the District be liable for any loss of Consultant's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages.

The District will indemnify and hold harmless the Contractor from claims arising out of bodily injury or death of persons or damage to property which arise out of the negligent, grossly negligent or willful misconduct of the District.

- (a) The Parties understand and agree that Article VIII, Paragraph 1 of this Agreement shall be the sole indemnity as defined by California Civil Code § 2772, governing this Agreement. Any other indemnity that may be attached to this Agreement as an Exhibit shall be void and unenforceable between the Parties.
- (b) Any attempt to limit the Contractor's liability to the District in an attached exhibit shall be void and unenforceable between the District and the Contractor.

7. **Insurance.** The Contractor and its Subcontractors shall, at all times during the Work, maintain the policies of insurance in the minimum coverage amounts set forth in the Contract. The Contractor's Commercial General Liability Insurance and Automobile Liability Insurance shall name the District as an Additional Insured. All policies of insurance shall include provisions that the policy of insurance will not be materially modified, cancelled or allowed to expire without at least thirty (30) days advance notice to the District. Prior to commencing the Work, the Contractor shall deliver Certificates of Insurance for the Contractor and its Subcontractors evidencing the required insurance coverages, in the minimum coverage limits required by the Contract and the District as the Certificate Holder, along with endorsements reflecting the District as an Additional Insured to the Commercial General Liability insurance policies. Policies of insurance required of the Contractor and Subcontractors is primary; policies of insurance maintained by the District are excess and non-contributory to the Contractor/Subcontractor policies of insurance. All policies of insurance shall be issued by insurers AM Best rated at least VII/A-. No Work at the Site by the Contractor or any Subcontractor will be permitted unless the Contractor and Subcontractor, as applicable has/have submitted Certificates of Insurance evidencing the required insurance policies hereunder to the District Representative.
- a. The aforementioned insurance shall include coverage for:
    - (a) The Contractor shall carry Workers' Compensation in accordance with the laws of the State of California. Employer's Liability Insurance in an amount not less than ONE MILLION DOLLARS (\$1,000,000).
    - (b) Commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate including coverage for the following:
      - ii) Blanket contractual;
      - iii) Broad form property damage;
      - iv) Products/completed operations; and
      - v) Personal injury.
    - (c) Automobile liability insurance with combined single limits of not less than one million dollars (\$1,000,000) per occurrence for "Any Auto".

The Contractor waive all rights of subrogation against the District and the District's employees, officers, agents, volunteers and representatives for loss, damage or destruction caused by any perils to the extent covered by all insurance obtained pursuant to this Contract.

8. **Independent Contractor.** Contractor, in the performance of this Agreement, shall be customarily engaged in an independently established trade, occupation, or business of the same nature as the work performed and shall act as an independent contractor and not an officer, agent or employee of the District, Saddleback College or Irvine Valley College. Contractor understands and agrees that Contractor and all their employees shall not be considered officers, employees or agents of the District, Saddleback College or Irvine Valley College, 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. Contractor assumes the full responsibility for the acts and /or omissions of their employees or agents as they relate to the service to be provided under this Agreement. Contractor should be aware the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year.
9. **Standard of Care and Professional Conduct.** Contractor shall perform all Services under this Agreement in a skillful, competent and timely manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Contractor represents and maintains that it is skilled in the professional calling necessary to perform the Services. Contractor warrants that all of Contractor's employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them.

Contractor further represents that it, its employees and subcontractors or sub-Contractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Contractor's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Contractor's employees who fail or refuse to perform, the Services in a manner acceptable District, shall be promptly removed from the Project by the Contractor and shall not be re-employed to perform any of the Services or to work on the Project.

10. **Profanity Prohibited.** Profanity, including, but not limited to, racial, ethnic, or sexual slurs or comments which could be considered harassment on any District property is prohibited.
11. **Mandatory Dress Code.** Appropriate attire is mandatory. Therefore, clothing with inappropriate language/suggestions/gestures graphics, indecent exposure, tank tops, cut-offs, and shorts are not allowed. Additionally, what is written or pictured on clothing must comply with the requirements of acceptable language as stated in the above section.
12. **Taxes.** Contractor acknowledges and agrees that it is the sole responsibility of Contractor to report as income its compensation received from District and to make the requisite tax filings and payments to the appropriate federal, state or local tax authority. No part of Contractor's compensation shall be subject to withholding by District for the payment of social security, unemployment, or disability insurance or any other similar state or federal tax obligation.
13. **Materials.** Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Contract unless otherwise specifically stated in the Contract. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.
14. **Audit and Inspection of Records.** At any time during the normal business hours and as often as District may deem necessary, Contractor shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Contract and Contractor will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract.
15. **Confidentiality and Use of Information.** Contractor shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.

Contractor shall advise the District of any and all materials used, or recommended for use by Contractor to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Contractor shall fail to so advise the District and as a result of the use of any programs or materials developed by Contractor under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Contractor agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.

Notwithstanding the above requirements, to the extent any records or documents associated with the Contractor's services and/or the project are or become public records, they shall be subject to disclosure pursuant to the Public Records Act and applicable California law.

16. **Equal Opportunity/Non-Discrimination.** Contractor shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would

deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, or marital status.

Contractor shall ensure that all services and benefits rendered to the District, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, or national origin. Contractor shall comply with the Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

17. **Assignment.** This Agreement is not assignable by Contractor, either in whole or in part, nor shall the Contractor further contract for the performance of any of its obligations hereunder, without the prior written consent of District.

18. **Termination.**

a. **Grounds for Termination-** District may, by written notice to Contractor, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Contractor of such termination, and specifying the effective date thereof, at thirty (30) days before the effective date of such termination. Upon termination, Contractor shall be compensated only for those services which have been adequately rendered to District, and Contractor shall be entitled to no further compensation. Contractor may not terminate this Agreement except for cause.

b. **Effect of Termination-** If this Agreement is terminated as provided in this Section, District may require Contractor to provide all finished or unfinished documents, data, programming source code, reports, or any other items prepared by Contractor in connection with the performance of Services under this Agreement. Contractor shall be required to provide such documents and other information within fifteen (15) day of the request.

c. **Additional Services-** In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such, manner as it may determine appropriate, services similar or identical to those terminated.

19. **Originality.** Contractor agrees that all material produced by the Contractor and delivered to District hereunder shall be original, except for such portion as is included with permission of the copyright owners thereof, that it shall contain no libelous or unlawful statements or materials, and will not infringe upon any copyright, trademark, patent, statutory or other proprietary rights of others and that it will hold harmless the District from any costs, expenses and damages resulting from any breach of this representation.

20. **Works for Hire.** Contractor understands and agrees that all matters produced under this Contract shall be works for hire and shall become the sole 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.

Contractor consents to use of Contractor name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

21. **Rights in Data.** Contractor grants to the District the right to publish, translate, reproduce, deliver, use and dispose of, and to authorize others to do so, all data, including reports, drawings, blueprints, and technical information resulting from the performance of work under this Contract.

22. **Compliance with Applicable Laws.** The service 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. Contractor

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 Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Contract or accruing out of the performance of such operations.

23. **Permits/Licenses.** Contractor and all Contractor'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 Contract.
24. **Non-Waiver.** The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Contract 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.
25. **Severability.** If any term, condition or provision of this Contract is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
26. **Notices.** All notices to any party hereunder shall be in writing, signed by the party giving it, and shall be sufficiently given or served, if personally served or if sent by registered mail addressed to the parties at their address indicated in this Contract.

DISTRICT: South Orange County Community College District  
Priya Jerome, Executive Director, Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
(949) 582-4850 / PJerome@socccd.edu

CONTRACTOR: PENN Corporate Relocation Services  
Ron Larrieu , CEO  
1515 West Marble Street  
Anaheim, CA 92802  
714-808-9300 / ron.larrieu@pennservices.net

A Party may change its/his/her designated representative and/or address the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.

27. **Entire Agreement and Amendment.** The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved or ratified by District's Board of Trustees, and executed by the Parties shall be interpreted to the benefit of the District. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference. However, the Parties understand and agree that the service specified in the Agreement and any provisions set forth in any referenced attachments or exhibits to this Agreement is intended to cooperate and be complementary; provided further, however, that in the event of a conflict between the Agreement and the provisions set forth in any referenced attachments or exhibits , the Agreement shall control, unless the provisions set forth in any referenced attachments or exhibits to this Agreement provides the District with greater benefits or more expansive services in which case the provisions set forth in any referenced attachments or exhibits to this Agreement shall compliment the terms of this Agreement.
28. **Accessibility of Information and Communication Technology.** The Contractor hereby warrants that the goods or services to be provided to the District comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 194. The Contractor agrees to promptly respond to and resolve any complaint

regarding accessibility of its products or services. Contractor further agrees to indemnify and hold harmless the District from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this order or agreement.

Contractor is responsible for following all Federal and California accessibility laws set forth under Sec 508 of the Rehabilitation Act of 1973, passed in 2000 and updated in 2017 and California Government Code Section 7405. All materials and Information and Communication Technology (ICT) produced or provided by the Contractor, as part of this contract must meet the standards set forth under these laws. These requirements include, but are not limited to, closed captioning of all videos or portions of videos; all presentations; training materials; curriculum; computers; and all other ICT as defined under the law, must be created and delivered in a manner where they meet accessible requirements. All websites developed and maintained must be accessible, built to the most current and highest Web Content Accessibility Guidelines (WCAG), and be delivered with documentation allowing the District to certify it as accessible and in compliance with California Government Code Sections 7405 and 11135. Contractor is responsible for all claims and expenses borne by the District, which arise out of the work under this contract, found to be non-compliant with Federal and California Laws. These costs include but are not limited to legal costs, court costs, and costs for remediation of work produced.

29. **Board Approval.** In accordance with California Education Code section 81655, this Agreement is not a valid or enforceable obligation against the District until approved or ratified by motion of the Board of Trustees the District duly passed and adopted.
30. **Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of California.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the Parties, the day and year signed below.

**CONTRACTOR**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: Ron Larrieu

Print Name: Priya Jerome

Title: Chief Executive Officer

Title: Executive Director, Procurement

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

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

Initiating Department: \_\_\_\_\_

District Facilities Planning

Contact Name: \_\_\_\_\_

Matt Blitch

Contact Phone & Email: \_\_\_\_\_

949-348-6041 / MBlitch@socccd.edu

**SAMPLE: CRITERIA AND BILLING FOR EXTRA WORK**

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective by 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>Move/Relocation Consultant Services</u>	<u>Rate / Unit (Hour, Day)</u>	<u>Overtime Rate</u>
Principal / Coordinator	\$50 /Hour	\$75/Hour
Truck with Driver	\$64 /Hour	\$81/Hour
Packing Crew (2 packers)	\$76 /Hour	\$114/Hour
Moving Crew (6 movers)	\$204/Hour	\$306/Hour
Storage – Off Site	\$1.25/sq. ft. per month	

Provide Itemized fee schedule for extra or additional services that are not within Scope of Services below if appropriate:

<u>Move/Relocation Consultant Services</u>	<u>Rate / Unit (Hour, Day)</u>	<u>Overtime Rate</u>
Installer	\$ 43/Hour	\$64/Hour
Fork Lift Operator	\$43/Hour	\$64/Hour
Computer Tech Support	\$43/Hour	\$64/Hour

Packing Materials

Office/Industrial Carton ( <i>new</i> )	15"x12"x16"		\$2.75
Office/Industrial Carton ( <i>used</i> )	15"x12"x16"		\$1.00
RonDeux Crates with Wheels	Rental Crates ( <i>per week</i> )		\$2.75
Zip-Tie Pack	100 qty. each		\$10.00
Computer Bags	14"x25"		\$1.50
Monitor Sleeves/Covers	24"x24"		\$2.50
Color Coded Labels	1,000 qty. each		\$22.00
Carton – Small	1.5 CF	16"x12"x12"	\$3.00
Carton – Medium	3.0 CF	18"x18"x16"	\$3.75
Carton – Medium/Large	4.5 CF	18"x18"x22"	\$4.75
Carton – Large	6.0 CF	22"x22"x21"	\$5.50
Dishpack	5.0 CF	18"x18"x27"	\$10.00
Boxed Cell Kit for Dishpack	Sold Separately		\$7.50
Wardrobe with Bar	24" Bar	24"x20"x47"	\$14.00

Mirror Carton	4 piece	37"x4"x30"-60"	\$10.00
Lamp Carton	12"x12"x40"		\$5.25
Record Storage Carton with Lid	15"x12"x10"		\$2.75
Unprinted Newspaper	Per Roll		\$25.00
Paper Pads	Each		\$2.50
Tape Roll – Tan	Per Roll		\$4.75
Bubble-wrap – Small	48"x750'	Per Roll	\$350.00
Bubble-wrap – Medium	24"x250'	Per Roll	\$125.00
Bubble-wrap – Large	48"x250'	Per Roll	\$175.00
Shrink-wrap Roll	24"x500'	Per Roll	\$38.00
D Container	L 58"x W 41"x H 45"		\$95.00
E Container	L 41"x W 29"x H 26"		\$65.00
Carpet Mask	Per Roll		\$80.00
Mattress Carton – 3x3	75"x39"x7"		\$14.50
Mattress Carton – 4x6	75"x54"x7"		\$18.50
Mattress Carton – King/Queen	81"x78"x7"		\$18.50
Mattress Carton – King Split	Two		\$24.50
Corrugated	Per Roll		\$95.00

Include fee schedules for sub-consultants if used

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Trustees' Requests for Attending Conferences

**ACTION:** Approval

---

**BACKGROUND**

The Orange County Department of Education requires that all travel/mileage expenses claimed by Trustees for official college business be approved by the Board of Trustees as well as their requests to attend upcoming conferences and meetings.

**STATUS**

The official trips reported in Exhibit A require Board approval for payment by the County of Orange.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' requests for attending conference(s) as shown in Exhibit A. The schedule of events is included in Exhibit B.

## TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
ACCT Governance Leadership Institute (GLI) 2019 The Darcy Hotel Washington, DC	August 8-10, 2019	\$2,175.00	Submitted for information	
CCLC Student Trustee Workshop Mission Valley Double Tree San Diego, CA	August 16-18, 2019	\$1,385.00		Student Trustee Uriarte
ACCT 2019 Leadership Congress San Francisco Hilton Union Square San Francisco, CA	October 16-19, 2019	\$3,100.00	Submitted for Information	

\* The figure in parentheses is the estimated number of nights lodging

\*\* The amount listed includes estimated airfare, lodging, meals, and other expenditures

Item Submitted By: *Kathleen F. Burke, Chancellor*



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NON - PROFIT  
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WASHINGTON, DC  
PERMIT # 8841

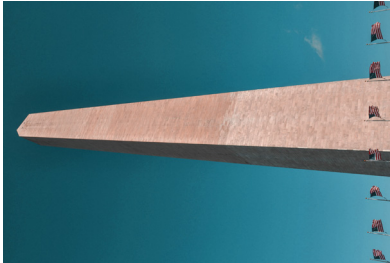
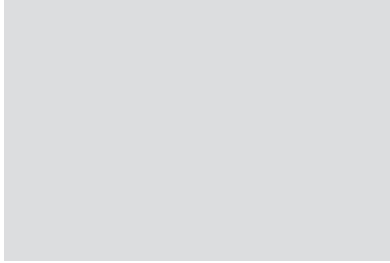
Association of Community College Trustees  
1101 17th Street NW, Suite 300  
Washington, D.C. 20036

—  
GOVERNANCE  
LEADERSHIP  
INSTITUTE

—  
NEW TRUSTEES

—  
WASHINGTON, D.C.

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## ABOUT

ACCT is the nation's premier association providing leadership and education training for community college governing boards.



## INFORMATION

You are invited to participate in ACCT's nationally acclaimed Governance Leadership Institute (GLI). This annual program is designed to orient new and experienced community college trustees, presidents and board staff to learn about their roles and responsibilities, and to discuss current issues and best practices for being a high performing board.



## LOCATION



## LESSONS

- Fundamentals of Effective Trusteeship
- Fiduciary Responsibilities
- The Policy Role of the Board
- The Board-CEO Relationship
- The Role of the Chair
- Diversity and Equity
- Board Self-assessment
- CEO Evaluation
- Student Success
- Building Partnerships
- Accreditation

## CONTACT

SEMHAR ABED

SABED@ACCT.ORG | 202.499.5559

COLLEEN ALLEN

CALLEN@ACCT.ORG | 202.775.6495

# 2019 Student Trustees Workshop

Fri, Aug 16, 2019 to Sun, Aug 18, 2019

Mission Valley DoubleTree

Schedule-At-A-Glance

## Friday, August 16

1:00 p.m.	Registration Opens
2:00 p.m.	Opening Activities
3:00 p.m.	Student Senate for California Community College
3:30 p.m.	State Issues and Advocacy
4:40 p.m.	Being an Effective Student Trustee
6:00 p.m.	Meet & Greet CCCT Board Candidates
6:30 p.m.	Dinner

## Saturday, August 17

8:00 a.m.	Coffee & Carbs (or breakfast on your own)
8:30 a.m.	Election; Student Trustee Position, CCCT Board
9:00 a.m.	California Student Trustee Role, Rights, Responsibilities & Understanding the Agenda
10:30 a.m.	Break
10:40 a.m.	What is Leadership?
12:00 p.m.	Lunch
1:00 p.m.	Effective Trusteeship – Accreditation, Participatory Governance, Student Success, Fiscal Responsibilities
4:10p.m.	Dinner on Own

## Sunday, August 18

8:00 a.m.	Coffee & Carbs (or breakfast on your own & hotel checkout)
9:00 a.m.	Group Photo
9:15 a.m.	Leading Effective Teams
10:30 a.m.	Break & Hotel Checkout
11:00 a.m.	Workshop Closing & Graduation
12:00 p.m.	Adjourn



## 2019 ACCT Leadership Congress San Francisco, California October 16 – 19, 2019 Draft Schedule at a Glance

Tuesday, October 15 <sup>th</sup>	
8 a.m. – 10 a.m.	Finance and Audit Committee Meeting
9 a.m. – 11 a.m.	Member Communications & Education Committee Meeting
10 a.m. – 12 p.m.	Governance and Bylaws Committee Meeting
1 p.m. – 3 p.m.	Public Policy Committee Meeting
1 p.m. – 3 p.m.	Diversity, Equity, and Inclusion Committee Meeting
2 p.m. – 3 p.m.	Trustee Advisory Committee
4 p.m. – 5 p.m.	Student Trustee Advisory Committee Meeting
Wednesday, October 16 <sup>th</sup>	
7:30 a.m. – 5 p.m.	Registration
	Voting Delegate Desk
8:30 a.m. – 11a.m.	ACCT Board of Directors Meeting
10:30 a.m. – 4 p.m.	Pre-Congress Academy: The Chair's Academy — The Leadership Team of the Board; Lunch Provided ( <i>Special Registration Required</i> )
11 a.m. – 4 p.m.	Pre-Congress Academy: Effective Ethical Board Governance: Board Ethics, Bylaws and Policies ( <i>Special Registration Required</i> )
11 a.m. – 4 p.m.	Pre-Congress Academy: Blaze Your Trail to the Presidency; Lunch Provided ( <i>Special Registration Required</i> )
11 a.m. – 4 p.m.	Pre-Congress Academy: Policy Guidelines for Fiscal Health and Management; Lunch Provided ( <i>Special Registration Required</i> )
11 a.m. – 4 p.m.	Pre-Congress Academy: Legal Academy — The Role of the Community College Legal Representative and Emerging Trends in Higher Education Law; Lunch Provided ( <i>Special Registration Required</i> )
11 a.m. – 4 p.m.	Pre-Congress Academy: The Trustees Role in Advocacy ( <i>Special Registration Required</i> )
3 p.m. – 4 p.m.	SPECIAL SESSION: Welcome to New Trustees and First-Time Attendees
3 p.m. – 4 p.m.	SPECIAL SESSION: Welcome and Information for Guests and Spouses
3 p.m. – 4 p.m.	Meeting: ACCT Corporate Council Roundtable

3 p.m. – 4:30 p.m.	ACCT Regional and Network Meeting: ACCT State, Province, and Territory Coordinators
3:30 p.m. – 4:45 p.m.	ACCT Marketplace
5 p.m. – 6:30 p.m.	OPENING GENERAL SESSION
Thursday, October 17 <sup>th</sup>	
7 a.m. – 5 p.m.	Registration
	Voting Delegate Desk
8 a.m. – 9 a.m.	Concurrent Sessions
9:15 a.m. – 10:15 a.m.	Concurrent Sessions
9:15 a.m. – 11:15 a.m.	Community College Lawyers Roundtable
10:30 a.m. – 11:30 a.m.	Concurrent Sessions
12 p.m. – 1:45 p.m.	MEMBERSHIP CELEBRATION LUNCHEON - COLLEGE PRIDE DAY
2: p.m. – 3 p.m.	Concurrent Sessions
2 p.m. – 3:30 p.m.	ACCT Regional Caucuses and Meetings
2 p.m. – 5 p.m.	Work Session for Professional Board Staff Members
3:15 p.m. – 5:30 p.m.	Concurrent Sessions
3:30 p.m. – 4:45 p.m.	Association of Latino Community College Trustees Meeting
4:15 p.m. – 5:30 p.m.	Asian, Pacific Islander, and Native American Trustees Meeting
5:45 p.m. – 7:15 p.m.	WELCOME RECEPTION & ENTERTAINMENT
Friday, October 18 <sup>th</sup>	
8 a.m. – 4 p.m.	Registration
8 a.m. – 9 a.m.	Concurrent Sessions
8:30 a.m. – 10:30 a.m.	Voting Delegate Desk
8:30 a.m. – 10:30 a.m.	ACCT Senate Meeting
9:15 a.m. – 10:15 a.m.	Concurrent Sessions
9:45 a.m. – 11 a.m.	Professional Board Staff Network Business Meeting
10:30 a.m. – 11:30 a.m.	Concurrent Sessions
10:30 a.m. – 11:45 a.m.	African American Trustees Meeting
12 p.m. – 2 p.m.	REGIONAL AWARDS LUNCHEON
2:15 p.m. – 3:15 p.m.	Concurrent Sessions
2:15 p.m. – 3:30 p.m.	ROUNDTABLE DISCUSSIONS
3 p.m. – 4:15 p.m.	ACCT Board of Directors Meeting
3:30 p.m. – 4:30 p.m.	Concurrent Sessions
7 p.m. – 10 p.m.	ANNUAL AWARDS GALA
Saturday, October 19 <sup>th</sup>	
8 a.m. – 9 a.m.	Concurrent Sessions
9:15 a.m. – 10:15 a.m.	Concurrent Sessions
9:15 a.m. – 10:15 a.m.	Briefing: ACCT Regional Nominating Committees
9:15 a.m. – 10:15 a.m.	SPECIAL SESSION: ACCT Regional and Association Awards Program
10:30 a.m. – 12 p.m.	CLOSING GENERAL SESSION BRUNCH

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

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

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

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

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

### **RECOMMENDATION**

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

Out of State Student Travel  
06/24/19  
Board of Trustees Meeting

**Student Group Travel**

Name of Group/Club, Description of Trip, Location	Trip Dates Inclusive, to/from	No. of students	No. of faculty	Total Cost	Funding Source(s)	College
Saddleback College Men's Water Polo Team  Traveling to: Connecticut College 270 Mohegan Avenue, New London, Connecticut, 06320  Purpose: Water Polo Tournament	9/19/19 - 9/22/19	15	3	\$15,000	\$6,000 KNES/ATH General Fund (hotel, meals, entry fee, rental car)  \$9,000 Foundation (Airfare)	SC

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, 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 reporting period ending May 31, 2019 and in accordance with Administrative Regulation 3101, the transfer of budget appropriations are summarized on EXHIBIT A and presented for ratification.

**RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period ended May 31, 2019**

**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	\$100,723	
2000	Classified Salaries	\$222,761	
3000	Fringe Benefits	\$1,793	
4000	Books and Supplies	\$80,212	
5000	Other Operating Expenses & Services		\$162,400
6000	Capital Outlay		\$203,425
7500	Student Financial Aid		\$1,740
7600	Other Payments to Students		\$37,924
<b>Total Transfers - General Fund</b>		<b>\$405,489</b>	<b>\$405,489</b>

**Community Education - Saddleback College**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
5000	Other Operating Expenses & Services		\$20,000
6000	Capital Outlay	\$20,000	
<b>Total Transfers - Community Education - SC</b>		<b>\$20,000</b>	<b>\$20,000</b>

**Associated Student Government - Saddleback College**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
4000	Books and Supplies	\$105	
5000	Other Operating Expenses & Services		\$1,824
6000	Capital Outlay		\$281
7390	Interfund Transfers Out		\$25,000
7600	Other Payments to Students	\$27,000	
<b>Total Transfers - Associated Student Gov't. - SC</b>		<b>\$27,105</b>	<b>\$27,105</b>

**Associated Student Government - Irvine Valley College**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
4000	Books and Supplies	\$507	
5000	Other Operating Expenses & Services	\$5,493	
6000	Capital Outlay		\$6,000
<b>Total Transfers - Associated Student Gov't. - IVC</b>		<b>\$6,000</b>	<b>\$6,000</b>

<b>Total Transfers</b>		<b>\$458,594</b>	<b>\$458,594</b>
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**TO:** Board of Trustees**FROM:** Kathleen F. Burke, Chancellor**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 19-12 to Amend FY 2018-2019 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 2018-2019 Adopted Budget.

**General Fund**

Student Success Completion Grant, Irvine Valley College	\$200,000
Guided Pathways, Saddleback College	\$398,984
Guided Pathways, Irvine Valley College	\$289,679
VA Reporting Fees, Saddleback College	\$3,855
Child Development Training Consortium, Saddleback College	\$7,450
2017-2018 Basic Skills, Irvine Valley College	\$10,085
Total Increase to the General Fund	<u>\$910,053</u>

<b>Total Budget Amendment</b>	<b><u>\$910,053</u></b>
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**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 19-12 to amend the FY 2018-2019 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION NO. 19-12**

June 24, 2019

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$910,053 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2018-2019 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	\$906,198
8800	Local Revenue	\$3,855
		<b><u>\$910,053</u></b>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$81,128
3000	Fringe Benefits	\$28,285
4000	Books and Supplies	\$1,271
5000	Other Operating Expenses & Services	\$571,919
6000	Capital Outlay	\$20,000
7500	Student Financial Aid	\$207,450
		<b><u>\$910,053</u></b>
<b>Total Budget Amendment</b>		<b><u>\$910,053</u></b>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2018-2019

GENERAL FUND

**RESOLUTION NO. 19-12**

June 24, 2019

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Kathleen F. Burke, 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 \$910,053 duly and regularly adopted by the said Board at a regular meeting thereof held on June 24, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 25th day of June 2019.

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Kathleen F. Burke  
Secretary to the Board of Trustees

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: May 2019 Change Orders/Amendments

**ACTION:** Ratification

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**BACKGROUND**

On November 19, 2018, the Board of Trustees authorized the Chancellor/designee to execute change orders/amendments up to \$200,000 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 / Amendment Amount	Revised Total Contract Amount
A.	<u>Blackstone Builders, Inc.</u> Irvine Valley College B200 Physical Sciences Project – Construction Services Change Order No. 01 – To extend the agreement an additional 32 days under the same terms and conditions from 10/14/19 to 11/15/19. Irvine Valley College	\$0	\$1,784,846
B.	<u>Amtek Construction</u> ATEP Temporary Fencing Project – Construction Services Change Order No. 02 – For a deductive change order for unused project allowance. Irvine Valley College	(\$13,696)	\$769,637

South Orange County Community College District  
B200 Physical Sciences Project  
at Irvine Valley College  
Bid No. 343  
Board Change Order No. 1  
May 24, 2019

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Time Extension (cal days)
344	General Contractor	Blackstone Builders, Inc.		\$1,784,846.00	\$0.00	\$0.00	\$1,784,846.00	32
		8400 Magnolia Ave., Ste. E Santee, CA 92071	<b>TOTAL</b>	<b>1,784,846.00</b>			<b>1,784,846.00</b>	<b>32</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	5/9/2019	No cost time extension due to the need for procurement of lead items prior to start of construction on 06/03/2019.	Unforeseen	reviewed	\$0.00	32
		<b>TOTAL THIS CHANGE ORDER REQUEST</b>			<b>\$0.00</b>	<b>32</b>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ATEP Temporary Fencing Project  
Board Change Order No. 2

May 15, 2019

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 2 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
25	Design-Bid-Build Contractor	Amtek Construction		\$783,333.00	\$0.00	(\$13,696.00)	\$769,637.00	0
		12409 Slauson Ave. Ste "I" Whittier, CA 90606	<b>TOTAL</b>	<b>783,333.00</b>			<b>769,637.00</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	6/24/2019	Deductive CO to close out unused project allowance	by District	reviewed	(\$13,696.00)	0
		<b>TOTAL THIS CHANGE ORDER REQUEST</b>			<b>(\$13,696.00)</b>	<b>0</b>

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

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

**ACTION:** Ratification

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**BACKGROUND**

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

**STATUS**

Purchase orders \$5,000 and above amounting to \$2,366,384.28 and an additional 466 purchase orders below \$5,000 amounting to \$374,131.63 for a combined total of \$2,740,515.91 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 2,304 checks in the amount of \$13,208,434.32 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

**RECOMMENDATION**

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

## Purchase Order Ratification (Supplier)

April 27, 2019 through May 29, 2019

<u>PO #</u>	<u>Supplier</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>
P192221	Agilent Technologies, Inc.	SC	Gas Chromatograph Autosampler for Chemistry Department	70,906.64
P192092	Albertsons LLC	SC	Grocery Cards for Student Equity & Achievement Program students	14,012.50
P191887	Allsteel c/o Corporate Business Interiors	SOCCCD	Allsteel Chairs for District IT	7,484.05
P191817	Apple Computer, Inc.	SC	iPads for Nursing Program	53,106.56
P191873	Apple Computer, Inc.	SC	iMac Computer Refresh	11,787.67
P192020	Apple Computer, Inc.	SC	iPads for Health Science Department	10,895.48
P192351	Art Supply Warehouse	SC	Art Supplies for Architecture Department	6,000.00
P191831	Barnes & Noble Booksellers, Inc.	SC	Books for Saddleback High School Equivalency Program	9,083.33
P191850	Blue Violet Networks, LLC	SOCCCD	Security Cameras for IVC Access Control Project - CMAS Board Approved 06/25/18	620,098.73
P191815	Bound Tree Medical, LLC	SC	Small Equipment and Supplies for EMT/Paramedic Ambulance	6,240.03
P192010	Boundless Network, Inc.	SC	Pocket Folders for Student Success and Support Programs	6,376.25
P192158	CDW Government LLC	IVC	Spectrum Desks/Chairs for IVC and IDEA Building - FCCC Board Approved 06/25/18	343,219.40
P192374	CDW Government LLC	SC	Lecterns for AV Refresh Project - FCCC Board Approved 06/25/18	121,369.60
P192352	CDW Government LLC	SC	Monitor Arms and Cables for AV Refresh Project - FCCC Board Approved 06/25/18	7,327.00
P191945	CDW Government LLC	SC	QNAP NAS Server - FCCC Board Approved 06/25/18	6,490.86
P191874	CDW Government LLC	SC	Skillsets Hands-On Labs Software - FCCC Board Approved 06/25/18	5,585.00
P192233	Creative Conners, Inc.	SC	Automated Scenery Package for Theatre Arts Department	16,125.38
P192226	Dell Marketing	SC	Computers for Adult Education per Board Resolution #19-03	66,197.58
P192077	Dell Marketing	IVC	Computers and Monitors for CEC-3 per Board Resolution #19-03	34,400.88
P192079	Dell Marketing	IVC	Computers and Monitors for CEC-1 per Board Resolution #19-03	34,400.88
P192076	Dell Marketing	IVC	Computers and Monitors for BST-112 Math Lab per Board Resolution #19-03	31,648.75
P191933	Dell Marketing	IVC	Monitors for ATEP IDEA Room 114 per Board Resolution #19-03	11,926.01
P192268	Easy Run Engine Test Stands	SC	Engine Test Stand for Automotive Technology	12,997.63
P192353	Eplus Technology, Inc.	SC	Cisco Switches for Access Control Project - CMAS Board Approved 05/20/19	196,350.05
P192011	Eplus Technology, Inc.	SC	UPS for Access Control Project - CMAS Board Approved 05/20/19	10,773.30
P192376	FHEG Irvine Valley College Bookstore	IVC	Books and Materials for Promise and Equity Program students	33,183.91
P192354	FHEG Irvine Valley College Bookstore	IVC	Student Planners 2019-2020	12,121.88
P192094	FHEG Saddleback College Bookstore	SC	Transportation Cards for Student Equity & Achievement Program students	13,000.00
P191913	Filmtools, Inc.	SC	Instructional Supplies for Cinema/Television/Radio Department	10,193.69
P192134	Fisher Scientific Company, LLC	IVC	Equipment for New Chemistry Lab	64,335.97
P191986	Fuller Truck Accessories, LLC	SC	Accessory Outfitting of Interior for HVAC Van	8,729.00
P191981	Fuller Truck Accessories, LLC	SC	Accessory Outfitting of Interior for Plumbing Van	8,046.50
P192057	GST	SC	Microsoft Surface Pros for Nursing Program per Board Resolution #18-28	21,185.61
P191940	GST	SC	Hitachi Projector Lamps for AV Refresh Project per Board Resolution #18-28	7,973.07
P192008	Hoppers Office & Drafting Furniture	SC	Straightedges for Interior Design Drafting Tables	7,155.69
P191851	Main Graphics	IVC	Career Education Brochures	7,443.92
P192096	Office Depot	SC	Office Supplies for Disabled Students Programs and Services (DSPS)	5,584.67
P192331	Office Depot	SC	Supplies for Architecture Drafting Classes	5,072.98
P192318	O'Reilly Auto Parts	SC	Supplies for Automotive Engine Repair Class	10,001.34
P192136	Pacific Coast Entertainment	IVC	LED Lighting Package for Performing Arts Center	24,012.40
P192266	Pacific Parking Systems, Inc.	SC	4G Cellular Modems for Police Department	6,896.00
P191906	Paradise Bakery & Cafe	SC	Refreshments for Financial Aid Outreach events for FASFA & DREAM ACT	7,626.09
P191950	Parkway Lawnmower Shop	IVC	Equipment for Grounds Department	14,137.22
P191810	Pocket Nurse Enterprises, Inc.	SC	Alaris Pumps for Nursing Program	6,402.86
P191905	RossCo Promotions	SC	ASB Fund Cards and Stickers for 2019-2020	13,361.00
P191941	Saddleback Golf Cars	SC	Wheelchair Accessible Golf Cart for Disabled Students Programs and Services (DSPS)	21,033.88
P192168	Sehi Computer Products	IVC	Computers for ATEP IDEA Room 114 per Board Resolution #18-07	62,948.50
P192133	Sehi Computer Products	SC	Computers and Monitors for HS-103 per Board Resolution #18-07	40,898.06
P191808	Snap-on Business Solutions	SC	Instructor Verification Kit for Automotive Technology per Board Resolution #18-37	10,574.81
P192097	Southwest Offset Printing Company	SC	Student Handbooks for 2019-2020	9,751.06
P191870	Sterling Adaptives, LLC	SC	Braille Equipment for Disabled Students Programs and Services (DSPS)	13,436.86
P192102	Sysco Riverside, Inc.	SC	Food for Pantry in Child Development Center	11,500.00
P192013	Systems Source, Inc.	SC	Furniture for Student Health Center	37,119.76
P192009	The Quantum Group	SC	Financial Aid Promotional Materials for Outreach Events	11,698.25
P192320	Traffic Management Products, Inc.	SC	Lights and Generators for Parking Lots	19,236.43
P192317	Tuttle-Click Inc.	SC	Wiring Harness and Intake Equipment for Automotive Department	18,134.22
P192156	United Direct Marketing	IVC	Summer 2019 Community Education & Emeritus Institute Brochures	11,705.50
P192292	United Interiors	IVC	Outreach Office Furniture for move to SAC Building - Board Approved 09/25/17	74,579.78
P191824	Wenger Corporation	IVC	Music Library System for Music Department	6,065.88
P191829	Wright Express FSC	SOCCCD	Gasoline Purchases for Various Departments for Remainder of FY 2018-2019	16,433.93

**Total Purchase Orders \$5,000 and above****2,366,384.28****466 Purchase Orders Under \$5,000****374,131.63****Total Purchase Orders****2,740,515.91**

## Purchase Order Ratification (Amount)

April 27, 2019 through May 29, 2019

PO #	Supplier	Location	Description	Amount
P191850	Blue Violet Networks, LLC	SOCCCD	Security Cameras for IVC Access Control Project - CMAS Board Approved 06/25/18	620,098.73
P192158	CDW Government LLC	IVC	Spectrum Desks/Chairs for IVC and IDEA Building - FCCC Board Approved 06/25/18	343,219.40
P192353	Eplus Technology, Inc.	SC	Cisco Switches for Access Control Project - CMAS Board Approved 05/20/19	196,350.05
P192374	CDW Government LLC	SC	Lecterns for AV Refresh Project - FCCC Board Approved 06/25/18	121,369.60
P192292	United Interiors	IVC	Outreach Office Furniture for move to SAC Building - Board Approved 09/25/17	74,579.78
P192221	Agilent Technologies, Inc.	SC	Gas Chromatograph Autosampler for Chemistry Department	70,906.64
P192226	Dell Marketing	SC	Computers for Adult Education per Board Resolution #19-03	66,197.58
P192134	Fisher Scientific Company, LLC	IVC	Equipment for New Chemistry Lab	64,335.97
P192168	Sehi Computer Products	IVC	Computers for ATEP IDEA Room 114 per Board Resolution #18-07	62,948.50
P191817	Apple Computer, Inc.	SC	iPads for Nursing Program	53,106.56
P192133	Sehi Computer Products	SC	Computers and Monitors for HS-103 per Board Resolution #18-07	40,898.06
P192013	Systems Source, Inc.	SC	Furniture for Student Health Center	37,119.76
P192077	Dell Marketing	IVC	Computers and Monitors for CEC-3 per Board Resolution #19-03	34,400.88
P192079	Dell Marketing	IVC	Computers and Monitors for CEC-1 per Board Resolution #19-03	34,400.88
P192376	FHEG Irvine Valley College Bookstore	IVC	Books and Materials for Promise and Equity Program students	33,183.91
P192076	Dell Marketing	IVC	Computers and Monitors for BST-112 Math Lab per Board Resolution #19-03	31,648.75
P192136	Pacific Coast Entertainment	IVC	LED Lighting Package for Performing Arts Center	24,012.40
P192057	GST	SC	Microsoft Surface Pros for Nursing Program per Board Resolution #18-28	21,185.61
P191941	Saddleback Golf Cars	SC	Wheelchair Accessible Golf Cart for Disabled Students Programs and Services (DSPS)	21,033.88
P192320	Traffic Management Products, Inc.	SC	Lights and Generators for Parking Lots	19,236.43
P192317	Tuttle-Click Inc.	SC	Wiring Harness and Intake Equipment for Automotive Department	18,134.22
P191829	Wright Express FSC	SOCCCD	Gasoline Purchases for Various Departments for Remainder of FY 2018-2019	16,433.93
P192233	Creative Conners, Inc.	SC	Automated Scenery Package for Theatre Arts Department	16,125.38
P191950	Parkway Lawnmower Shop	IVC	Equipment for Grounds Department	14,137.22
P192092	Albertsons LLC	SC	Grocery Cards for Student Equity & Achievement Program students	14,012.50
P191870	Sterling Adaptives, LLC	SC	Braille Equipment for Disabled Students Programs and Services (DSPS)	13,436.86
P191905	RossCo Promotions	SC	ASB Fund Cards and Stickers for 2019-2020	13,361.00
P192094	FHEG Saddleback College Bookstore	SC	Transportation Cards for Student Equity & Achievement Program students	13,000.00
P192268	Easy Run Engine Test Stands	SC	Engine Test Stand for Automotive Technology	12,997.63
P192354	FHEG Irvine Valley College Bookstore	IVC	Student Planners 2019-2020	12,121.88
P191933	Dell Marketing	IVC	Monitors for ATEP IDEA Room 114 per Board Resolution #19-03	11,926.01
P191873	Apple Computer, Inc.	SC	iMac Computer Refresh	11,787.67
P192156	United Direct Marketing	IVC	Summer 2019 Community Education & Emeritus Institute Brochures	11,705.50
P192009	The Quantum Group	SC	Financial Aid Promotional Materials for Outreach Events	11,698.25
P192102	Sysco Riverside, Inc.	SC	Food for Pantry in Child Development Center	11,500.00
P192020	Apple Computer, Inc.	SC	iPads for Health Science Department	10,895.48
P192011	Eplus Technology, Inc.	SC	UPS for Access Control Project - CMAS Board Approved 05/20/19	10,773.30
P191808	Snap-on Business Solutions	SC	Instructor Verification Kit for Automotive Technology per Board Resolution #18-37	10,574.81
P191913	Filmtools, Inc.	SC	Instructional Supplies for Cinema/Television/Radio Department	10,193.69
P192318	O'Reilly Auto Parts	SC	Supplies for Automotive Engine Repair Class	10,001.34
P192097	Southwest Offset Printing Company	SC	Student Handbooks for 2019-2020	9,751.06
P191831	Barnes & Noble Booksellers, Inc.	SC	Books for Saddleback High School Equivalency Program	9,083.33
P191986	Fuller Truck Accessories, LLC	SC	Accessory Outfitting of Interior for HVAC Van	8,729.00
P191981	Fuller Truck Accessories, LLC	SC	Accessory Outfitting of Interior for Plumbing Van	8,046.50
P191940	GST	SC	Hitachi Projector Lamps for AV Refresh Project per Board Resolution #18-28	7,973.07
P191906	Paradise Bakery & Cafe	SC	Refreshments for Financial Aid Outreach events for FASFA & DREAM ACT	7,626.09
P191887	Allsteel c/o Corporate Business Interiors	SOCCCD	Allsteel Chairs for District IT	7,484.05
P191851	Main Graphics	IVC	Career Education Brochures	7,443.92
P192352	CDW Government LLC	SC	Monitor Arms and Cables for AV Refresh Project - FCCC Board Approved 06/25/18	7,327.00
P192008	Hoppers Office & Drafting Furniture	SC	Straightedges for Interior Design Drafting Tables	7,155.69
P192266	Pacific Parking Systems, Inc.	SC	4G Cellular Modems for Police Department	6,896.00
P191945	CDW Government LLC	SC	QNAP NAS Server - FCCC Board Approved 06/25/18	6,490.86
P191810	Pocket Nurse Enterprises, Inc.	SC	Alaris Pumps for Nursing Program	6,402.86
P192010	Boundless Network, Inc.	SC	Pocket Folders for Student Success and Support Programs	6,376.25
P191815	Bound Tree Medical, LLC	SC	Small Equipment and Supplies for EMT/Paramedic Ambulance	6,240.03
P191824	Wenger Corporation	IVC	Music Library System for Music Department	6,065.88
P192351	Art Supply Warehouse	SC	Art Supplies for Architecture Department	6,000.00
P191874	CDW Government LLC	SC	Skillsets Hands-On Labs Software - FCCC Board Approved 06/25/18	5,585.00
P192096	Office Depot	SC	Office Supplies for Disabled Students Programs and Services (DSPS)	5,584.67
P192331	Office Depot	SC	Supplies for Architecture Drafting Classes	5,072.98

Total Purchase Orders \$5,000 and above

2,366,384.28

466 Purchase Orders Under \$5,000

374,131.63

Total Purchase Orders

2,740,515.91



**South Orange County Community College District**

EXHIBIT C

Page 1 of 1

**Check Ratification**

**April 27, 2019 through May 29, 2019**

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	2,001	9,632,483.08
07 IVC Community Education	7	20,659.98
09 SC Community Education	36	356,084.57
12 Child Development	10	73,463.72
40 Capital Outlay	106	2,422,258.15
68 Self Insurance	2	7,907.38
71 Retiree Benefit	2	501,080.39
95 SC Associated Student Government	63	77,516.23
96 IVC Associated Student Government	77	116,980.82
<b>Total</b>	<b>2,304</b>	<b>13,208,434.32</b>

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Contracts

**ACTION:** Ratification

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**BACKGROUND**

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

**STATUS**

From April 17, 2019, through May 22, 2019, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved 189 total contracts, following review by legal counsel, when appropriate.

Contract summaries are as follows:

EXHIBIT	# OF CONTRACTS	CONTRACT AMOUNT	TOTAL
A	67	\$5,000-\$200,000	\$1,898,275.56
B	12	\$ Zero Value	\$0.00
C	6	\$15,000-\$200,000	\$265,616.64
N/A	104	Under \$5,000	\$156,982.91
TOTAL	<b>189</b>		<b>\$2,320,875.11</b>

**RECOMMENDATION**

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



**April 17, 2019 through May 22, 2019**  
**Contracts with Values between \$5,000 and \$200,000**  
**Board Date: June 24, 2019**

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

<u>Brooks + Scarpa Architects, Inc.</u> Architectural Services Agreement (Amend No. 1) – A no-cost, 20 month extension of IVC Parking Lot Phase 1A Solar Shade Project through 2/24/2021. <div style="text-align: right;">District Services</div>	\$168,000.00
<u>Larry McLaughlin</u> Professional Services Agreement (Amend No. 3) – To increase contract value by \$105,750 from current agreement amount of \$55,680 for Energy, Construction, and Utilities Deputy Sector Navigator (DSN) and to extend term by seven months through 10/31/2019. <div style="text-align: right;">Saddleback College</div>	\$161,430.00
<u>Burlington English, Inc.</u> Software License Agreement – A subscription for online English courses to support Adult ESL curriculum from 6/1/2019 to 5/31/2020. <div style="text-align: right;">Saddleback College</div>	\$115,200.00
<u>KCINOC Partners, LLC dba Drama Kids International</u> Educational Services Agreement (Amend No. 1) – To increase contract value by \$42,000 from current agreement amount of \$56,000 for additional creative expression classes through 6/30/2020. <div style="text-align: right;">Saddleback College</div>	\$98,000.00
<u>Fit Kids America, Inc.</u> Educational Services Agreement (Amend No. 1) – To increase contract value by \$10,000 from current agreement amount of \$80,000 for additional sports related clinics through 6/30/2020. <div style="text-align: right;">Saddleback College</div>	\$90,000.00
<u>Robert Valentino</u> Professional Services Agreement – To provide an on-site customized training in Lean Six Sigma to Amazon employees from 5/22/2019 to 4/30/2020. <div style="text-align: right;">Saddleback College</div>	\$86,000.00
<u>Nuventive, LLC</u> Professional Services Agreement – To perform on-going configuration services of program and administrative unit review software, (formerly TracDat), at District Services, Irvine Valley College and Saddleback College from 3/31/2019 to 3/30/2022. <div style="text-align: right;">District Services</div>	\$68,400.00

<u>Foundation for California Community Colleges</u> Faculty Release Time Agreement – Reimbursement for Summer Serpas' reassignment as Assistant Director for California Acceleration Project (CAP) from 8/12/2019 to 5/21/2020. Irvine Valley College	\$67,500.00 Revenue
<u>Minco Construction</u> Construction Services Agreement (Change Order 1) - To increase contract value to accommodate unforeseen utilities conditions by \$4,437.50 from current agreement amount of \$60,750 for the IVC Electric Utility Installation Support Project and extend term by seven days to 2/15/2019. District Services	\$65,187.50
<u>Strategic Kids, LLC</u> Educational Services Agreement (Amend No. 1) – To increase contract value by \$30,000 from current agreement amount of \$30,000 for additional Learning with Legos classes through 8/14/2020. Saddleback College	\$60,000.00
<u>Ivanti, Ltd.</u> Professional Services Agreement – To provide Endpoint Manager services for post-implementation help desk support from 4/15/2019 to 4/14/2020. District Services	\$51,520.00
<u>Margaret Graham-Safford dba Just Created Art Instructions with Meg Safford</u> Educational Services Agreement – To provide art classes for Community Education programs from 6/10/2019 to 8/20/2021. Saddleback College	\$50,000.00
<u>The Regents of the University Of California</u> Collaboration Agreement – To provide internship opportunities for graduate students to collaborate with various program faculty from 7/1/2019 to 6/30/2022. Irvine Valley College	\$42,000.00
<u>Tableau Software, Inc.</u> Software License Agreement – Annual renewal of data analytics software support and maintenance from 7/24/2019 to 7/23/2020. District Services	\$35,400.00
<u>Conversa, Inc.</u> Educational Services Agreement (Amend No. 1) – To increase contract value by \$8,000 from current agreement amount of \$24,000 for additional Spanish and Italian conversation classes for Community Education programs through 6/30/2020. Saddleback College	\$32,000.00

<u>Vital Inspection Services, Inc.</u> DSA Inspection Services Agreement - To provide consulting services for Accessibility Upgrade, Phase 1 and Classroom Technology and Audio Refresh, Phase 1 Projects from 7/1/2019 to 9/30/2019. Irvine Valley College	\$31,680.00
<u>CDW-G, LLC</u> Software License Agreement – Annual renewal of VMWare Horizon subscription used for desktop virtualization by the math departments from 5/1/2019 to 4/30/2020. Irvine Valley College	\$31,500.00
<u>Cranium Café LLC, dba ConexED</u> Software License Agreement – Annual renewal of software platform used for online tutoring for the Student Success and Support department from 7/1/2019 to 6/30/2020. Saddleback College	\$31,200.00
<u>The Associated Press</u> Subscriber Agreement – To provide text and audio news content for KSBR programming from 4/1/2019 to 3/31/2021. Saddleback College	\$28,672.18
<u>Yosemite Community College District</u> Instructional Agreement (Amend No. 1) – To increase contract value by \$7,450 from current agreement amount of \$21,000 for additional grant funds for Child Development Training Programs through 6/30/2019. Saddleback College	\$28,450.00 Revenue
<u>ThreeForks, Inc.</u> Professional Services Agreement (Amend. No 1) – To increase contract value by \$2,200 from current agreement amount of \$22,200 for additional consulting services for PowerFAIDS Project through 6/30/2019. Saddleback College	\$24,400.00
<u>The Solis Group</u> Labor Compliance Services Agreement (Project Assignment) – For prevailing wage monitoring services for the IVC Access Control and Security Systems and Hardware Project, Phase 2 from 9/2/2019 to 12/2/2020. Irvine Valley College	\$24,030.00
<u>Market-Based Solutions, Inc.</u> Professional Services Agreement – To prepare calculation of the Emission Reduction Targets (ERTs) and submit application to South Coast Air Quality Management District from 5/1/2019 to 9/30/2019. Saddleback College	\$22,417.00
<u>IBI Group</u> Architectural Services Agreement (Amend. No 1) – To increase Team Room Project contract value by \$7,500 from current agreement amount of \$14,800 for DSA submission and certification and to extend term by six months to 6/26/2020. Irvine Valley College	\$22,300.00

<u>Vocational Visions, Inc.</u> Off-Site Facility Use Agreement – Location use to teach various Adult Education Programs from 7/1/2019 to 12/31/2019. Saddleback College	\$20,000.00
<u>Dr. Barbara Sweet, dba Learning Transfer Institute</u> Professional Services Agreement – To provide customized training in Business Management and Continuous Improvement for Alcon employees from 6/4/2019 to 6/10/2020. Saddleback College	\$19,360.00
<u>Pharos Systems International, Inc.</u> Software License Agreement – Renewal of student print system from 4/28/2019 to 4/28/2021. Saddleback College and Irvine Valley College	\$18,516.96
<u>Essence Entertainment</u> Independent Contractor Agreement (Amend. No 1) – To increase contract value by \$3,000 from current agreement amount of \$15,500 for additional musicians to perform at spring concert through 6/30/2019. Irvine Valley College	\$18,500.00
<u>CR Mrig Company, dba Academic Impressions</u> Independent Contractor Agreement - To provide Customer Service Skills Training workshop to Student Equity and Special Program division on 5/17/2019. Saddleback College	\$18,000.00
<u>Greg Atwood, dba The Glass Spectrum</u> Educational Services Agreement – To provide stain glass classes for Community Education programs from 7/1/2019 to 6/30/2021. Saddleback College	\$18,000.00
<u>Data to Design</u> Independent Contractor Agreement – To provide updates to Gaucho Guide and BASE template design for Community Education programs from 5/17/2019 to 6/30/2020. Saddleback College	\$16,000.00
<u>Arbiter, LLC dba ArbiterSports</u> User Agreement – To provide game officials for various athletic events utilizing an online web based system from 4/10/2019 to 4/9/2022. Saddleback College Foundation	\$15,000.00
<u>The Regents of the University of California</u> Educational Services Agreement – For facilities, registration and administrative fees to provide writing, math and science classes for Community Education programs from 5/28/2019 to 8/9/2019. Saddleback College	\$15,000.00 Revenue

<u>C.E.M. Lab Corp.</u> Professional Services Agreement - To provide geotechnical testing and inspection consulting for Accessibility Upgrades, Phase 1 Project from 5/30/2019 to 10/30/2019. Irvine Valley College	\$14,800.00
<u>VoiceThread</u> Technology Services Agreement – Annual renewal of software used to create lecture videos for students from 6/23/2019 to 6/23/2020. Saddleback College	\$14,688.00
<u>Davison+Moore Commercial Flooring</u> Field Services Agreement – To replace carpet at Student Activity Center from 5/15/2019 to 7/31/2019. Irvine Valley College	\$14,310.00
<u>Pyro-Comm Systems, Inc.</u> Professional Services Agreement – To provide annual monitoring, inspection and testing of fire alarm systems from 5/1/2018 to 10/31/2018. Saddleback College	\$14,000.00
<u>Aviva Energy Corp.</u> Independent Contractor Agreement – To provide energy advisory services from 5/1/2019 to 2/29/2020. Saddleback College	\$13,992.00
<u>CDW-G, LLC</u> Software License Agreement – For additional Teradici Management licenses for monitoring virtual desktop machines from 4/19/2019 to 11/29/2020. Irvine Valley College	\$13,950.00
<u>The Solis Group</u> Labor Compliance Services Agreement (Project Assignment) – For prevailing wage monitoring services for B200 Physical Science Project from 6/3/2019 to 3/20/2020. Irvine Valley College	\$13,536.00
<u>IncrediFlix, Inc.</u> Educational Services Agreement (Amend. No 1) – To increase contract value by \$6,000 from current agreement amount of \$7,000 for additional film courses for Community Education programs through 8/9/2019. Saddleback College	\$13,000.00
<u>Graylog, Inc.</u> Independent Contractor Agreement – To provide as-needed configuration and optimization services for digital security system from 3/25/2019 to 6/30/2019. District Services	\$12,500.00

<u>ACCO Engineered Systems</u> Field Services Agreement (Addendum) – To replace defective variable frequency drives (VFD) at two buildings from 4/1/2019 to 6/1/2019. Irvine Valley College	\$11,436.00
<u>Arroyo Trabuco Golf Club</u> Facility Use Agreement – Location use for the 2019 Annual Golf Tournament fundraiser on 5/30/2019. Saddleback College Foundation	\$11,025.12
<u>Paragon Systems, Inc.</u> Field Services Agreement – To install Category 6 data cable for the Career and Re-Entry Center Remodel Project from 5/3/2019 to 6/10/2019. Saddleback College	\$10,975.00
<u>Market-Based Solutions, Inc.</u> Professional Services Agreement – To prepare calculation of the Emission Reduction Targets (ERTs) and submit application to South Coast Air Quality Management District from 5/1/2019 to 9/30/2019. Irvine Valley College	\$10,181.00
<u>Cumming Construction Management, Inc.</u> Professional Services Agreement – To provide estimation services for the maintenance and replacement of roofs and mechanical equipment throughout college from 5/15/2019 to 9/16/2019. Irvine Valley College	\$9,825.00
<u>SARS Software Products, Inc.</u> Software License Agreement – Annual renewal of scheduling and tracking software used for students appointments and lab attendance from 7/1/2019 to 6/30/2020. Saddleback College	\$9,596.00
<u>Avalon Tent &amp; Party</u> Independent Contractor – To provide stage equipment and chair rentals for 2019 Commencement Ceremony from 5/22/2019 to 5/24/2019. Saddleback College	\$9,211.16
<u>H2 Environmental Consulting Services, Inc.</u> Professional Services Agreement - To provide environmental survey services for PE Renovation Project from 5/6/2019 to 11/6/2019. District Services	\$7,520.00
<u>Emerald Mirror and Glass, Inc.</u> Field Services Agreement - To install tempered glass at the counter for the Campus Police department from 4/15/2019 to 6/30/2019. Irvine Valley College	\$6,875.00
<u>Herbalife Nutrition</u> Educational Services Agreement - To receive customized ESL training for employees from 6/15/2019 to 8/10/2019. Saddleback College	\$6,859.60 Revenue

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

<u>Symlicity Corporation</u> Software License Agreement – Annual renewal of student conduct software from 7/1/2019 – 6/30/2020. Saddleback College and Irvine Valley College	\$6,610.83
<u>Forensic Analytical Consulting Services</u> Independent Contractor Agreement - To provide environmental health consulting at Science Math building from 4/20/2019 to 6/28/2019. Saddleback College	\$6,550.50
<u>Pharos Systems International, Inc.</u> Professional Services Agreement – Annual renewal of UNIPRINT support, maintenance and license for student print system from 4/28/2019 to 4/28/2020. Saddleback College	\$6,392.00
<u>ABS Facility Services</u> Field Services Agreement (Change Order 1) - To increase contract value by \$2,756 from current agreement amount of \$3,349 for additional services for the Fine Arts Display Case Project through 7/30/2019. Saddleback College	\$6,105.00
<u>BrightView Landscape Services</u> Field Services Agreement – To provide landscape renovation services at Learning Resource Center from 4/5/2019 to 7/4/2019. Saddleback College	\$6,033.78
<u>Victor Rios</u> Independent Contractor Agreement – Keynote speaker for 2019 Commencement on 5/24/2019. Saddleback College	\$6,000.00
<u>South Coast Family Medical Center</u> Professional Services Agreement (Amend. No 1) – To increase contract value by \$2,000 from current agreement amount of \$4,000 for additional pre-employment exams through 6/30/2019. District Services	\$6,000.00
<u>Asana, Inc.</u> Software License Agreement – Annual renewal of project management software used by Technology Services department from 4/4/2019 to 4/4/2020. Irvine Valley College	\$5,997.50
<u>The Solis Group</u> Labor Compliance Services Agreement (Project Assignment) – For prevailing wage monitoring services for Accessibility Upgrades, Phase 1 project from 5/28/2019 to 11/29/2019. Irvine Valley College	\$5,560.00
<u>The Solis Group</u> Labor Compliance Services Agreement (Project Assignment) – For prevailing wage monitoring services for Classroom Technology and AV Refresh, Phase 1 project from 5/28/2019 to 11/29/2019. Irvine Valley College	\$5,560.00

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

<u>Parchment, Inc.</u> Software License Agreement – Annual renewal of student transcript software subscription from 7/1/2019 to 6/30/2020. Saddleback College	\$5,300.00
<u>Avalon Tent &amp; Party</u> Independent Contractor Agreement – To provide stage equipment and chair rentals for 2019 Commencement Ceremony from 5/22/2019 to 5/28/2019. Irvine Valley College	\$5,222.43
<u>Digital Networks Group</u> Independent Contractor Agreement – To provide as-needed audio/video installation support services from 4/1/2019 to 3/31/2020. Irvine Valley College	\$5,000.00
<u>Smoke Guard California, Inc.</u> Independent Contractor Agreement – To repair elevator smoke curtain in Health Sciences building from 5/1/2019 to 8/1/2019. Saddleback College	\$5,000.00
<u>City of Newport Beach</u> Facility Use Agreement – Location use for fall 2019 California Community Colleges Real Estate Education Center Conference on 10/4/2019. Saddleback College	\$5,000.00



**April 17, 2019 through May 22, 2019**  
**Contracts with Value of \$0**  
**Board Date: June 24, 2019**

<b><u>CONTRACTOR NAME</u></b>	<b><u>CONTRACT AMOUNT</u></b>
<u>College and Career Advantage</u> Student Fieldwork Agreement – For external student to receive internship opportunity with the Athletics’ department from 3/25/2019 to 3/31/2020. Saddleback College	\$0.00
<u>Norigami</u> Catering Services Agreement – To provide catering for ELEVATION event on 4/27/2019. Irvine Valley College	\$0.00
<u>Colorado Technical University</u> Student Field Work Agreement - For external student to receive internship opportunity with the Health Science and Human Services department from 5/1/2019 to 4/30/2020. Irvine Valley College	\$0.00
<u>Irvine Police Department</u> Memorandum of Understanding – For Irvine Police Department and Irvine Valley College Police Department to provide mutual aid during emergency and non-emergency incidents on IVC property effective 4/16/2019. Irvine Valley College	\$0.00
<u>Laguna Beach United Methodist Church</u> Facility Use Agreement – Location use for Emeritus classes from 5/28/2019 to 7/23/2019. Saddleback College	\$0.00
<u>Belmont Village Senior Living</u> Facility Use Agreement – Location use for Emeritus classes from 5/28/2019 to 5/27/2022. Saddleback College	\$0.00
<u>Flywire Payments Corporation</u> Payment Processing Agreement - To provide web based tuition payment service for international students from 4/29/2019 to 4/28/2022. Saddleback College and Irvine Valley College	\$0.00
<u>SHI International Corp.</u> Software License Agreement - For one-month trial use of Mimecast, an email gateway, from 5/17/2019 to 6/13/2019. District Services	\$0.00
<u>Casta del Sol HOA &amp; Powerstone Property Management</u> Facility Use Agreement - Location use for Emeritus classes from 5/28/2019 to 7/23/2019. Saddleback College	\$0.00

<u>Mission Hospital Regional Medical Center</u> Clinical Affiliation Agreement - To provide a clinical site for students enrolled in the Health Sciences program from 6/1/2019 to 5/31/2022. Saddleback College	\$0.00
<u>Public Group, LLC dba Public Surplus</u> Seller Agreement – To provide online auctions services to sell surplus property from 5/17/2019 to 5/16/2024. District Services	\$0.00
<u>PayMac, Inc.</u> Payment Processing Agreement – A payment-processing provider to be used during the sale of surplus property from 5/17/2019 to 5/16/2024. District Services	\$0.00

April 17, 2019 through May 22, 2019



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

**Board Date: June 24, 2019**

Contractor Name / Description of Contract	Change Order	Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
<u>Professional Turf Specialties, Inc.</u> Field Services Agreement – To replace sod on the East Practice Field. Saddleback College	N/A	\$84,060.00	65	2	Contract awarded to lowest responsive, responsible bidder. The requirement for three quotes was waived to ensure project completion prior to the start of the Fall athletic program.
<u>Geary Floors, Inc.</u> Field Services Agreement – To provide repairs for the gymnasium floor. Saddleback College	N/A	\$48,000.00	3	3	Contract awarded to lowest responsive, responsible bidder.
<u>Otero Construction, Inc.</u> Field Services Agreement – To remodel the Career Center. Saddleback College	N/A	45,759.49	33	2	Contract awarded to lowest responsive, responsible bidder. The requirement for three quotes was waived to meet project timelines.
<u>Helix Electric, Inc.</u> Field Services Agreement – To replace currently installed photovoltaic inverters at ATEP with Southern California Edison (SCE) Rule 21 compliant inverters. District Services	N/A	\$33,261.15	1	1	The requirement for three quotes was waived to keep the warranty through Helix Electric, Inc. intact and maintain their responsibility to commission the system upon the Rule 21 Interconnect Agreement execution between the District and SCE.

Contractor Name / Description of Contract	Change Order	Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
<u>Dabco Mechanical</u> Field Services Agreement – To install a new industrial water system in the Sciences building. Saddleback College	N/A	\$33,036.00	7	1	Contract awarded to the sole lowest responsive, responsible bidder. The requirement for three quotes was waived due to the complexity of the project and the timelines associated with it.
<u>Otero Construction, Inc.</u> Field Services Agreement – To provide renovations to room CEC-1 and the Student Activity Center (SAC) building's Yellow Room. Irvine Valley College	N/A	\$21,500.00	3	3	Contract awarded to lowest responsive, responsible bidder.

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: FY 2019-2020 Tentative Budget

**ACTION:** Approval

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### **BACKGROUND**

Title 5, California Code of Regulations, Section 58305(a) requires that each community college district Board of Trustees adopt a tentative budget no later than July 1 of each fiscal year. Approval of this budget allows the normal processing of payrolls and vendor payments at the start of the new fiscal year.

The District Resource Allocation Council (DRAC) has met and completed its work on the tentative budget model. The Basic Aid Allocation Recommendation Committee (BAARC) has also completed its process for tentative budget and funding recommendations are included in the presented tentative budget.

### **STATUS**

The estimate of financial resources available to the District has been based on the Governor's May Budget Revision. The tentative budget includes a projected unrestricted ending balance for June 30, 2019 in the amount of \$55,534,358 plus unrestricted general fund resources of \$283,944,533. The actual ending balance for June 30, 2019 and the State Budget Act are not finalized; these projections will be updated before the adopted budget is presented to the Board on August 26, 2019. The Reserve for Economic Uncertainties has been set at 7.5% in accordance with the Budget Development Guidelines adopted by the Board of Trustees. In addition to the general fund, all other District fund budgets are reported in the tentative budget enclosure (EXHIBIT A).

The budget includes Education Protection Account (EPA) funds of \$2.7 million. These funds are budgeted for expenditures of part-time faculty salaries and benefits.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2019-2020 Tentative Budget (EXHIBIT A) as presented.

# THE DISTRICT . . . . .



**Overview:** The South Orange County Community College District (SOCCCD) is a multi-campus district encompassing Saddleback College (SC) in Mission Viejo, Irvine Valley College (IVC) in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Founded in 1967, the 382-square mile district covers almost 50 percent of Orange County and is governed by a seven-member elected Board of Trustees and a Chancellor.

Over the past three years, SOCCCD student enrollments have declined slightly. Total student headcount for spring 2019 is over 42,000 and resident full time equivalent students (FTES) for FY 2018-2019 is over 26,400 as compared to 27,400 in FY 2016-2017. SOCCCD has approximately 4,000 employees consisting of faculty, administrators, managers, classified staff, and police.

**Budget Outlook:** The district is projecting tight operating budgets over the next several years since cost increases are outpacing revenue increases. Although we have decentralized budget planning, joint meetings with the colleges and district services are taking place to discuss district-wide budget impacts and strategies. These strategies include using a multi-year approach to planning, distinguishing between ongoing and one-time revenues to align with expenses, implementing efficiencies to improve services and lower costs, thoroughly evaluating/assessing all positions as they become vacant, and expanding resource development to supplement revenue.

**Planning Efforts:** District-wide planning and budgeting processes are continually evaluated and improved. In response to accreditation recommendations, the district-wide planning processes were developed and are integral to all aspects of college and district-wide decision-making and resource allocations in a transparent, inclusive and open process. The District-wide Planning Council (DWPC) implements the recommendations and oversees the strategic planning processes with other major district-wide committees making recommendations on resources, such as District Resources Allocation Council (DRAC), Capital Improvement Committee (CIC), District-wide Technology Committee (DTC), and Basic Aid Allocation Recommendation Committee (BAARC).

**State Budget and the Community College System:** The Governor released his May Revision on May 9, 2019. The overall allocation for Proposition 98 funding is \$81.1 billion with 10.99% going to community colleges, which is slightly above the traditional share of 10.93%. The Governor is predicting continued economic expansions with relatively low unemployment rates over the next few years. For community colleges, the budget provides an approximate increase of \$246 million over last year.

There are many proposed changes to the new Student Centered Funding Formula (SCFF). One significant change is to maintain the base allocation calculated on credit FTES (70%), the supplemental allocation calculated on low-income students (20%) and a student success incentive allocation (10%) instead of shifting to 65%, 20%, and 15% for FY 2019-2020. The budget also proposes capping the year-over-year

change in student success metric revenue and adding an additional year of the funding guarantee (hold-harmless) through FY 2021-2022.

The passage of Proposition 55 in the fall of 2016 continues to provide Educational Protection Account (EPA) funds through December 31, 2030.

Some of the budget highlights that relate to community colleges are:

- Enrollment fees remain at \$46 per unit
- \$230 million for COLA (3.26%)
- \$26 million for apportionment growth (0.55%)
- \$3.15 billion investment in the unfunded STRS liability which will reduce the FY 2019-2020 rate from 18.13% to 16.7%
- \$45.2 million to provide a second year of free tuition under the California College Promise Program
- \$31.2 million for COLA on specific categorical programs
- \$39.6 million for deferred maintenance and instructional equipment with no local match requirement for deferred maintenance (one-time funds)

**SOCCCD Budget:** The SOCCCD tentative budget for all funds totals over \$999 million, which is comprised of \$509 million in beginning fund balances and \$490 million in revenue. Our total budgeted expenditures is \$811 million and we anticipate spending down our reserves by \$321 million leaving \$188 million in ending fund balance. Because the District is self-sufficient and is a community supported district, it is essential that the budget is conservative. The district continues to maintain stable funding for the colleges by closely monitoring income and expenses. For this coming year, property tax revenues remain a constant, reliable funding stream. The tentative budget includes conservative estimates for property tax revenues, enrollment fees, non-resident tuition, EPA funds, Lottery, interest, ground lease and other miscellaneous revenue.

Although SOCCCD does not receive state apportionment, proposed changes to the funding formula do have an impact on college operating budgets. This year marks the first year of implementation of the SCFF. The District moved from strictly an enrollment driven model to a bifurcated model focusing on enrollment, low-income students, and student success metrics. While overall the SCFF provides \$1.1 million in revenue above the revenue budgeted under SB361 last year, going from \$160.8 million to \$161.9 million, the District fell into the hold harmless provisions and there is a shift in funding between the colleges.

The Governor's May Revise includes growth funds of 0.55%; however, SOCCCD is not anticipating any growth above the amount currently funded, and therefore has not budgeted any growth revenue. These amounts will be adjusted based on the final state budget, if needed, for the FY 2019-2020 Adopted Budget to be approved by the Board of Trustees in August.

District-wide operating costs continue to increase from negotiated salary increases, health and welfare benefit increases, and pension rate increases. Personnel costs as a percentage of total budget expenditures are 88.2%, which is at the high end of our recommended budget target of 86% - 88%. This indicator demonstrates the need for future budget vigilance. The budget includes the current negotiated salary increases for all units.

STRS and PERS rates are anticipated to continue to increase significantly over the next several years. STRS rate increases have already been set by the legislature through 2021, although the May Revision includes an investment in the STRS unfunded liability. This is estimated to reduce the STRS employer rate to 16.7% for FY 2019-2020. The PERS rates are set each year by the PERS Board and the FY 2019-2020 rate is 20.733%. The estimated increased costs over the current year are \$2.2 million. This will grow an additional \$3 million by FY 2021-2022. The Board has approved participation in a Pension Stabilization Fund to offset these increased costs and deposits totaling \$39.7 million were made to the trust. The current balance of \$22 million continues to earn interest. The District anticipates that the funds should be sufficient to cover the increased costs through FY 2021-2022.

After following the SCFF funding formula for the colleges through the DRAC model, excess property tax revenues available for basic aid distribution this fiscal year total approximately \$93 million. These funds are used for capital expenditures and other one-time projects in lieu of bonds that other community colleges use. These funds are allocated in the budget based on the recommendations from BAARC that were approved at the April 22, 2019 board meeting.

The general fund budget provides for each college's operations, district-wide general expenses, District Services, and a general reserve of 7.5%. The reserve is necessary for a self-sufficient district and allows the District to manage cash-flow throughout the year as well as prepare for unforeseen expenditures and emergencies.

### Saddleback College

Declining enrollment, rising expenses, and a number of high cost programs have resulted in an \$8 million structural deficit for Saddleback College that requires significant and immediate action. These issues are exacerbated in the FY 2019-2020 budget by implementation of the State's new SCFF into the DRAC model, which results in a significant reduction in ongoing revenue.

The combination of declining revenue from the SCFF and rising costs is projected to result in the elimination of the college's reserves in FY 2019-2020.

The following are factors that contribute to the college's deficit and projected use of its reserves in FY 2019-2020:

- Several years of budgeted expenditure growth in a period of declining enrollment. In FY 2018-2019, \$104.9 million was budgeted for revenues based on target enrollment significantly above the actual while \$113.6 million was budgeted for expenditures, projecting a

deficit of \$8.7 million. Actual expenditures historically are less than budget projections but the gap between revenue and expenses is magnified in FY 2019-20 due to a slight decline in revenue and COLA increases.

- High costs for salaries, benefits, and services.
- Lower revenue under the SCFF. The SCFF is particularly unfavorable for Saddleback College due to the demographics of our students, which results in a very low Supplemental Allocation and less potential revenue for Success Outcomes. Even with receiving \$2 million in hold harmless funds for FY 2019-2020, our ongoing revenue from SCFF is \$3 million less than last year.
  - This reduction in SCFF is mostly offset by increases in interest income, apartment complex revenue, and pension stabilization funds resulting in a total revenue decrease of \$397,381 from FY 2018-2019 to FY 2019-2020.
- Diversity of programs and services, some of which are resource intensive.
- Low funding rates for Emeritus Institute (noncredit) courses, which result in \$3.3 million less revenue compared to non-credit Career Development & College Preparation courses.

While the revenues decreased, costs continue to rise due to salary schedule improvements, step and column increases, pension and health and welfare increases, and increases in other continuing operating costs such as utilities and other services. However, in spite of these cost increases, total expenditures budgeted for FY 2019-2020 are \$112.3 million, \$1.3 million less than the FY 2018-2019 Adopted Budget, due to efforts by the college to cut costs and leverage restricted and basic aid funds to maximize reserves. The college is continuing these efforts but as the budget tightens, opportunities for cuts that avoid negative impacts to students and employees will become increasingly difficult.

The college is focused on the following goals to address the budget deficit over the next three years:

- Grow enrollment by 1%, 2% and 3% by reallocating instructional FTE to high demand courses, increasing outreach activities, converting students from noncredit to credit courses, increasing enrollment of high school students, and focusing specifically on retention and persistence using the Guided Pathways framework.
- Increase SCFF revenue by 3%, 2% and 2% by increasing attention on equitable outcomes by outreach to low income populations and improving student success outcomes through auto-conferral of degrees, early alert and follow-up interventions.
- Reduce expenses by 2% annually by carefully reviewing every open position to determine if it is necessary or if the salary placement or work schedule could be reduced, focusing efforts to improve organizational efficiency both in instruction and support services, analyzing the organizational structure against external benchmarks to establish target staffing ratios, utilizing restricted funds whenever possible, evaluating supply and operational budgets to reduce or eliminate nonessential expenses, deferring non-urgent capital outlay expenditures

and leveraging one-time funds.

The college is also working on increasing other operating revenue and improving the alignment of its resource allocation processes with the strategic plan to ensure that resources are used effectively to support the timely completion of all of its students.

#### Irvine Valley College

The resource allocation process at Irvine Valley College is highly transparent and involves all constituency groups of the campus. The Budget Development and Resource Planning (BDRPC) committee regularly conducts short-term and long-term revenue and expenditure projections to recommend budget solutions and strategies for a strong financial position. The FY 2019-2020 tentative budget is focused primarily on maintaining the baseline programs and services that would allow IVC to continue fulfilling the local and district wide vision, mission, and goals. The college has largely filled the vacancies created through the Supplemental Early Retirement Program in FY 2017-2018 and conducted 14 faculty recruitments during Spring 2019.

Beginning in FY 2019-2020, the district has implemented the state's new SCFF as a part of the DRAC Model. In addition to the previous FTES-based funding calculation, known as the base allocation, the SCFF adds supplemental and student success incentive allocations as factors in determining the total computational revenue for the district/college. This change, coupled with the state Student Equity and Achievement Program funding, will allow the college to focus on serving socio-economically disadvantaged students while providing excellent opportunities for success to students at large. Thanks to the additional categories added to the calculation, the new SCFF is a welcome change to ensure long-term financial stability and sustainability during times of softening enrollments.

**Looking Ahead:** DRAC will be reviewing the many proposed changes to the SCFF to determine the impact on the DRAC funding model and college allocations. Changes in the final state budget will be incorporated in the final adopted budget.

Chancellor Burke reviewed the budget and confirms that it is balanced as required by law.

*Ann-Marie Gabel*

*Vice Chancellor, Business Services*

*South Orange County Community College District*

# BUDGET DEVELOPMENT GUIDELINES

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## **Board Philosophy:**

The Board of Trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources.
2. Promote financial strength and stability.
3. Maximize educational opportunities for students.

## **Participatory Governance:**

An opportunity for review and input will be provided to the appropriate participatory governance groups prior to adoption of the budget.

## **Guiding Principles:**

The following guiding principles are provided by the Board of Trustees for use when recommendations are made about the budget.

### **1. Reserve for Economic Uncertainties**

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

### **2. Future Long Term Debt Issues**

No additional Certificates of Participation (COP), or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues.
- b. A dedicated revenue stream has been identified for the payments for the new issue.

The Board has identified this principle as having a very high priority.

### **3. Retirement Incentives**

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive.

#### **4. Area/College Allocations**

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the Vice Chancellor of Business Services and college business officers shall monitor the college budgets to ensure there are no negative balances.

#### **5. Deficit Financing**

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

#### **6. Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans**

To be compliant with GASB 43 and 45, an irrevocable trust was formed in FY 2007-2008 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. This trust was established and the Futuris Public Entity Investment Trust Program was selected to organize the structure and operations of the trust. Benefit Trust Company was selected to manage the funds in the trust. An actuarial study is conducted annually to update the District's OPEB (other post-employment benefits) liability. It is the Board's intent to fully fund the liability once it is identified.

#### **7. Basic Aid**

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment.
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes, such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the District's future financial stability.
- e. BP and AR 3110 will be followed when allocating basic aid funds.

#### **8. One-time Cost Savings**

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.

## **9. Full Time Equivalent Student Targets**

When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community.
- b. The percentage of growth allocation in the state apportionment formula.
- c. The FTES generated in the most recent academic year.
- d. The number of FTES the college administration realistically believes can be generated.

## **10. Funding for Growth**

The District resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by the California Community College System Office, adjusted by subsequent System Office revisions. District growth funding shall also be constrained by FTES growth achieved by the District up to the maximum amount funded through the state funding formula.

## SUMMARY OF GENERAL FUND BUDGET ALLOCATIONS (BEGINNING FUND BALANCE & REVENUES)

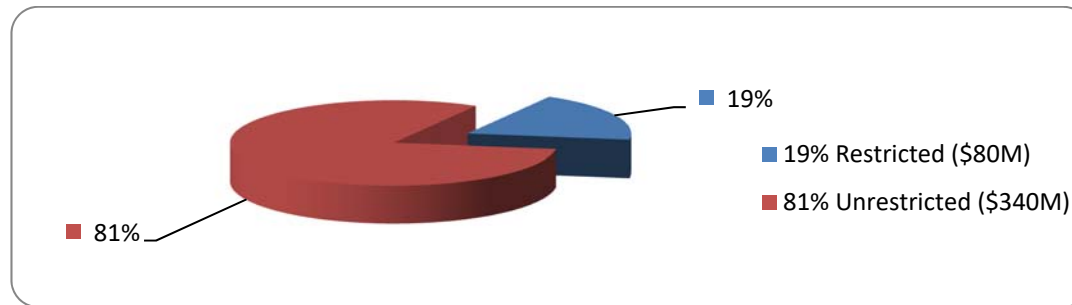
Allocated Area	* Unrestricted	*Restricted	Total
Saddleback College	\$ 112,456,041	\$50,702,286	\$163,158,327
Irvine Valley College	\$ 76,261,987	\$24,602,855	\$100,864,842
District Services	\$ 21,798,956	\$ 4,744,809	\$ 26,543,765
Basic Aid			
Basic Aid Allocation/Transfer**	\$ 93,326,186		\$ 93,326,186
Basic Aid Contingency	\$ 16,670,384		\$ 16,670,384
Other			
District-wide General Expense	\$ 4,466,270		\$ 4,466,270
Part-Time Faculty Parity Funds	\$ 564,523		\$ 564,523
Reserves for Economic Uncertainties	\$ 14,245,375		\$ 14,245,375
<b>TOTALS</b>	<b><u>\$ 339,789,722</u></b>	<b><u>\$ 80,049,950</u></b>	<b><u>\$419,839,672</u></b>

\* See pages 26 and 27 (Revenue, expenditures and change in fund balance for each budget location)

\*\*Prior Year Beginning balance of Basic Aid funds (\$1.5M) is in the Capital Outlay Fund.

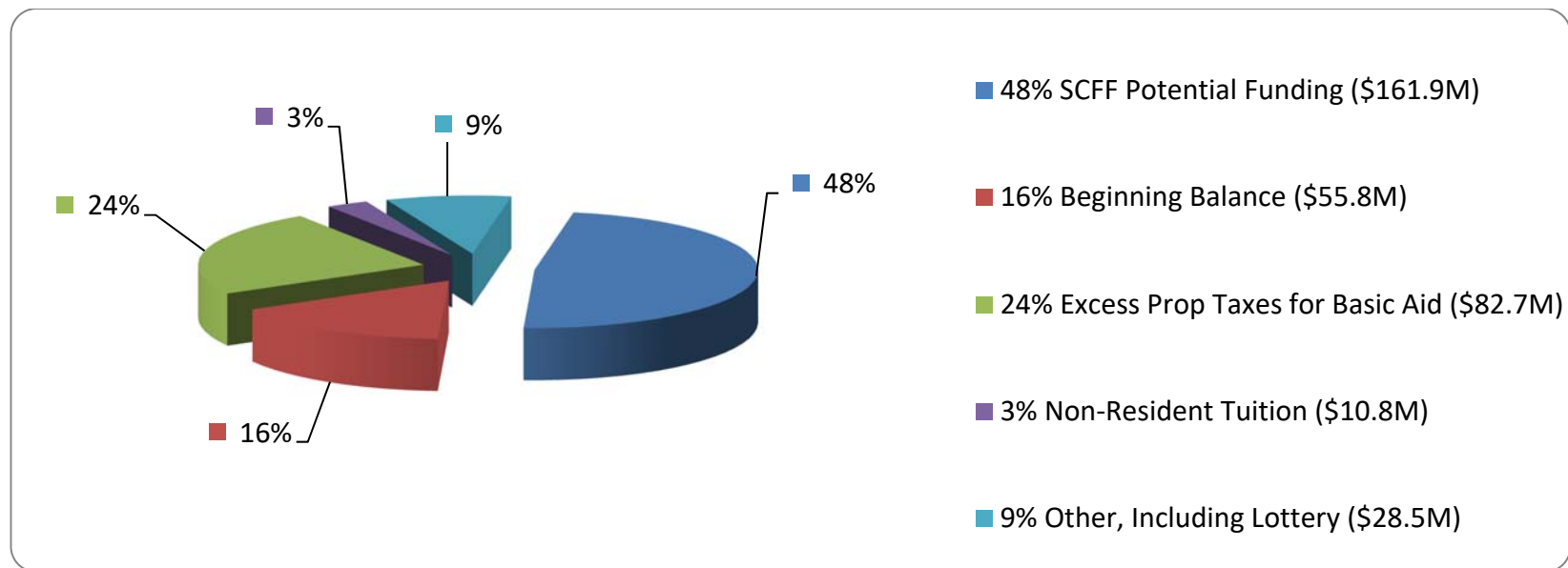
## GENERAL FUND REVENUE

The general fund, which totals \$420 million in beginning balances and revenues, consists of accounts that are not required to be recorded in a separate fund. There are two segments of the general fund: “Unrestricted” and “Restricted.”



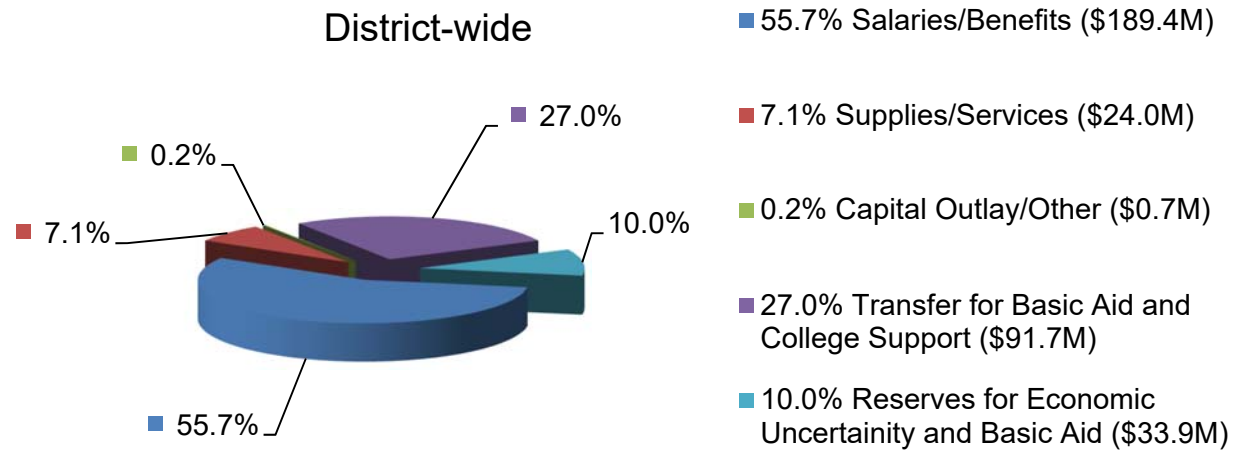
## UNRESTRICTED GENERAL FUND REVENUE

The largest segment of the general fund is the *unrestricted portion*, which totals \$340 million and accounts for resources for the general-purpose programs of the District (81% of the activity). This is an increase of \$11 million over last year due primarily to an increase in property taxes. Of the resources, 48% is equivalent to the amount that would be calculated in the SCFF. The total amount that is equivalent to what would be potentially received from state apportionment funding is determined by the State Budget Act and is distributed to the 73 community college districts by formulas developed by the California Community College Chancellor's Office. The computational revenue recognizes changes in the COLA. The District will not receive state apportionment funding because local property taxes and student enrollment fees exceed the calculation entitlement. The remaining part of the unrestricted resources comes from FY 2019-2020 Basic Aid (24%), Non-Resident Tuition (3%), and other sources, including transfers, EPA funds, interest, ground leases, and Lottery (9%). The beginning balance, carried forward from the prior year, is 16% of available unrestricted funds.

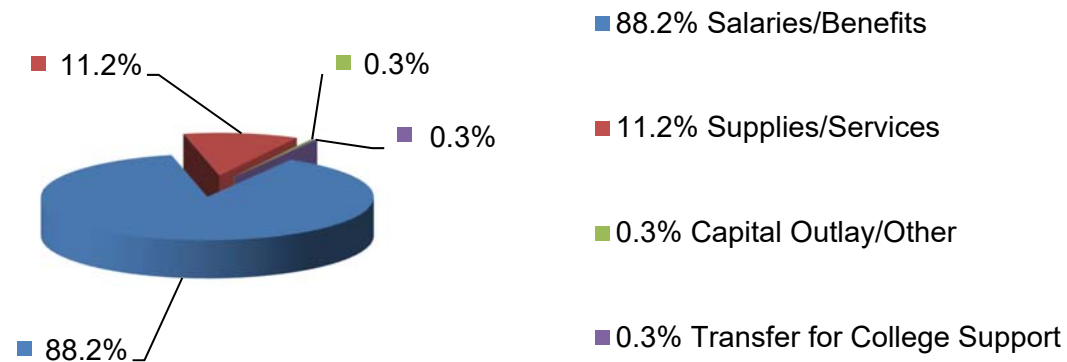


## UNRESTRICTED GENERAL FUND OPERATING EXPENDITURES

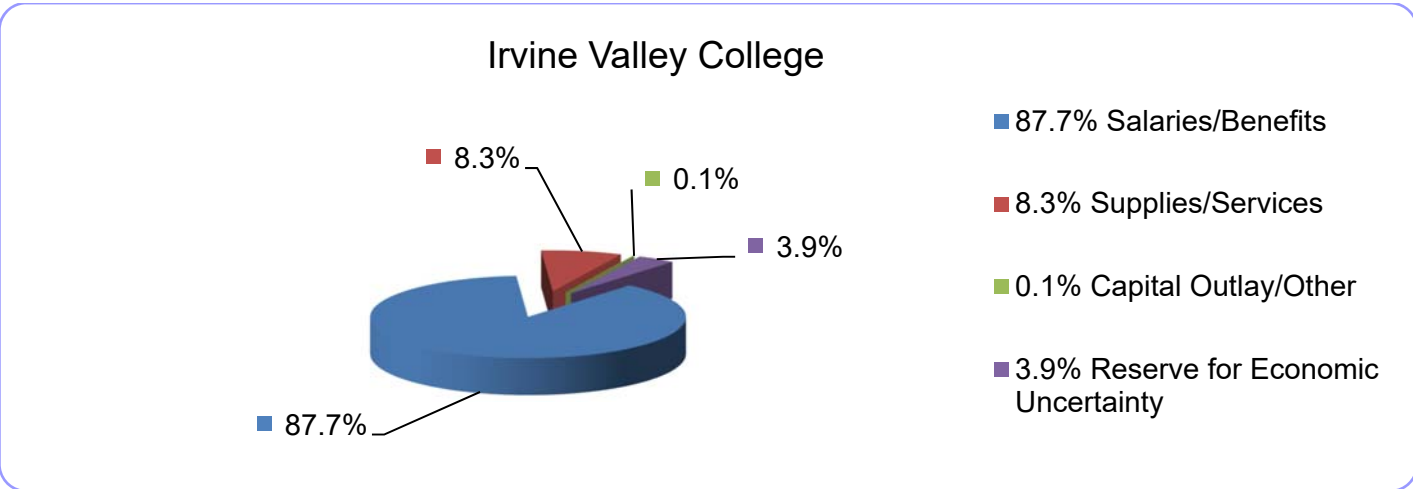
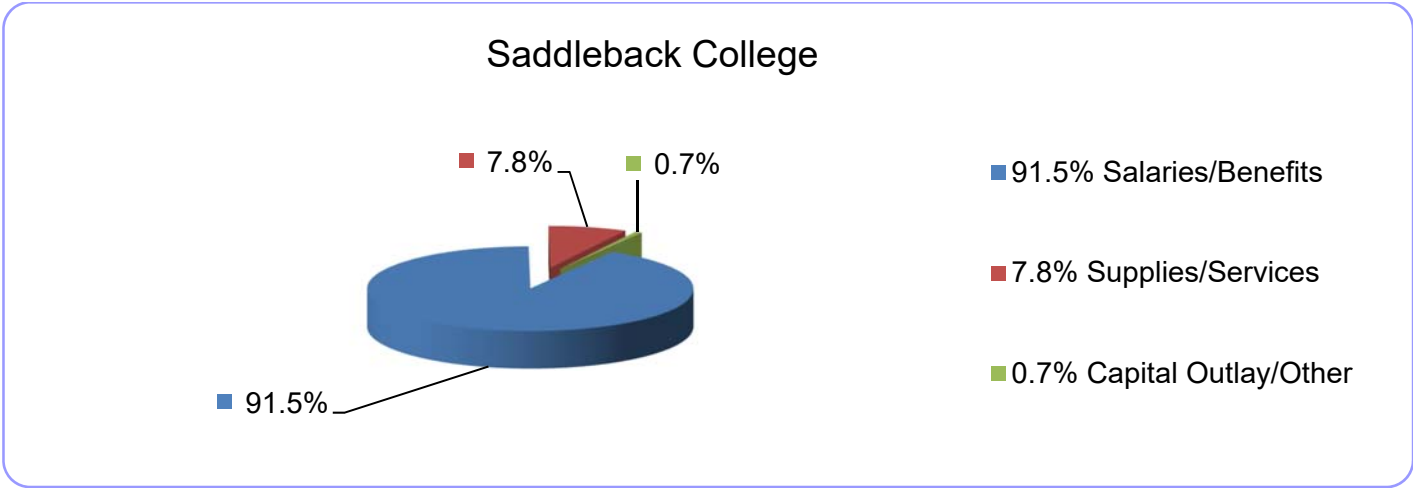
District-wide

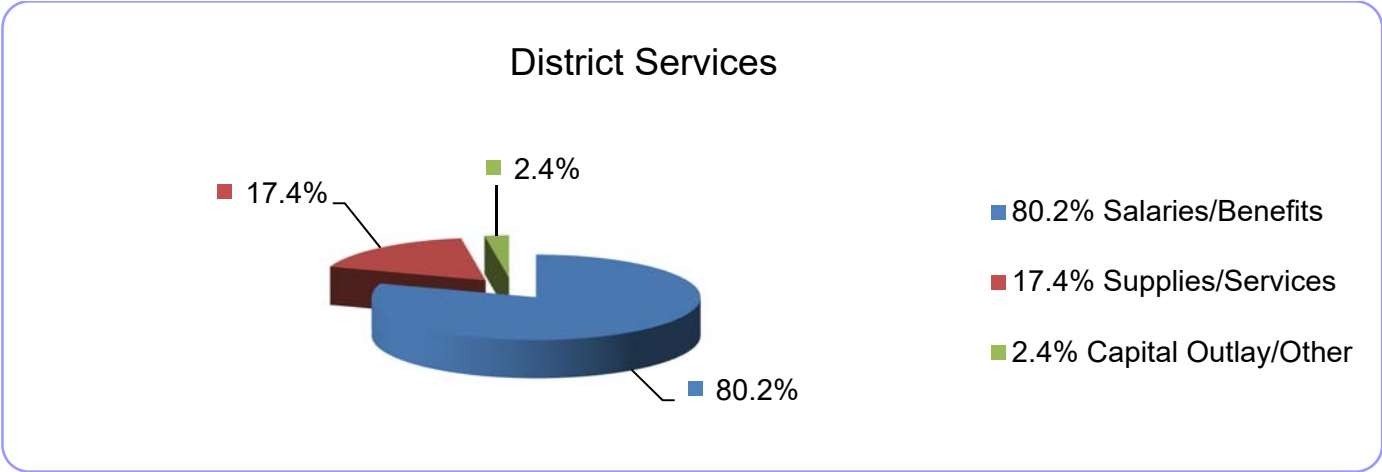


District-wide without Reserves and Basic Aid



Most of the expenditures in the general fund operating budgets are for employee salaries/benefits as seen below. Saddleback College salaries and benefits equal 91.5% of its operating budget (up from 88.4%) and Irvine Valley College salaries and benefits equal 87.7% of its operating budget (down from 90.4%). District Services salaries and benefits increased from 76.3% to 80.2% of its operating budget. These costs reflect the existing salary rates and known benefit cost increases.

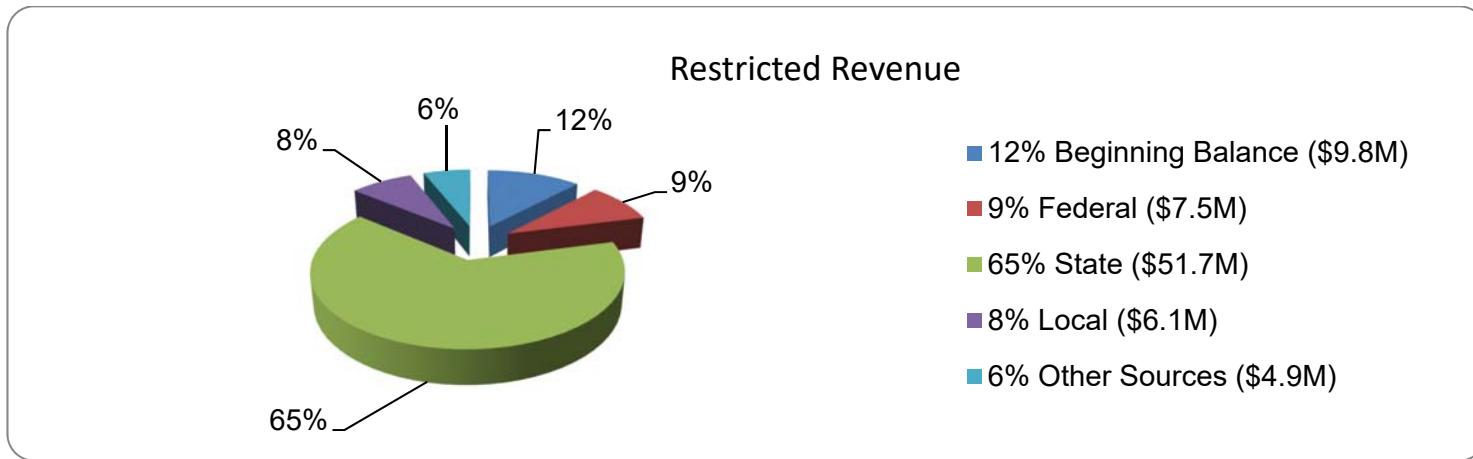




*For fiscal prudence, the District-wide recommended budget target for overall staff costs is to not exceed 86-88% of the total budget so there are sufficient resources for instructional materials, equipment, and other operational costs. It is advisable to be on the low end of the range. We are at the top of this range, which is a budget concern and needs to be monitored closely.*

## RESTRICTED GENERAL FUND

The other segment of the general fund is the *restricted portion (categorical aid and grants)*, approximately \$80 million (19% of the general fund activity). This accounts for federal, state, and local money that must be spent for a specific purpose by law or agreement. Examples of these programs, which are mostly services targeted for specific population groups, are: Perkins Title I-C, Student Equity and Achievement (SEA) Program, Strong Workforce, Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), and Adult Education. The restricted general fund decreased by \$1.3 million from the prior year primarily due to conservative estimates for state funds for categorical programs and carry over balances. All federal, state, and local grants and categorical funding are recognized in the restricted general funds of the district and are used primarily by the colleges for support to educational programs and specialized activities.



## NOTEWORTHY GENERAL FUND ASSUMPTIONS

- Unrestricted General Fund beginning balance is \$55.8 million. This is composed of the prior year reserve for contingency (\$13.8 million), location beginning balances (\$14.7 million), and basic aid funds (\$27.3 million) which are included in the basic aid project budget.
- Current year FTES are down 2% as of P2 reporting. Targets for FY 2019-2020 reflect 0% growth.

Annual FTES (CCFS-320)				
	FY 2016-2017 Annual	FY 2017-2018 Annual	FY 2018-2019 P2	FY 2019-2020 Target
IVC	10,497	10,093	9,882	9,882
SC	16,869	16,883	16,542	16,542
<b>TOTAL</b>	<b>27,366</b>	<b>26,976</b>	<b>26,424</b>	<b>26,424</b>

- Education Protection Act (EPA) funds are budgeted at \$2.7 million, which is consistent with FY 2018-2019. The revenue will be adjusted at the Adopted Budget when FTES estimates are confirmed. These revenues are from temporary taxes and are budgeted for part-time faculty salaries and benefits.

- Enrollment fee revenue remains flat as the slight decline in enrollment coincides with a reduction in California Promise Grants.
- Lottery revenue is budgeted at \$4.1 million based on an estimated \$148 per FTES funding. Lottery funds are paid on all FTES, including non-resident FTES.
- Interest revenue is budgeted at \$3 million based on improved earnings in the county treasury and LAIF.
- Ground lease revenue is budgeted at \$2.8 million, an increase of 3.2% due to the consumer price index escalation.
- The property and liability insurance coverage is budgeted at \$1,000,000, the same as FY 2018-2019.
- Employee movement on salary schedules (steps and columns) and negotiated salary increases are budgeted for all employee groups.
- The tentative budget includes a 6% cost increase for employee benefits including PPO medical insurance, HMO medical insurance, dental insurance, vision insurance and life insurance. Initial renewal information indicates the final increase will be much lower.
- Workers' Compensation insurance is budgeted at 1.7% of salaries, but a lower rate is anticipated for the adopted budget due to positive district experience rates.
- The unemployment insurance rate for FY 2019-2020 remains stable at 0.05% of salaries.
- The Public Employees Retirement System (PERS) employer contribution rate approved by the PERS board is 20.733% of salaries, an increase of 2.671% from FY 2018-2019. Additional increases are anticipated for the next several years as shown below.

Fiscal Year	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	2021-2022 Estimated	Annual Increase over 2015-2016
<b>PERS Annual Rate</b>	11.847%	13.888%	15.531%	18.062%	20.733%	23.600%	24.900%	
<b>PERS Contribution</b>	4,491,723	5,646,703	6,282,896	7,591,018	8,894,817	10,339,455	10,909,002	6,417,279

- The State Teachers Retirement System (STRS) employer contribution rate for FY 2019-2020 is budgeted at 17.13% of salaries, an increase of 0.85% from FY 2018-2019. Based on additional state support included in the May Revision, this rate is expected to go down for the adopted budget. We will continue to see these high rates in the coming years as shown on the next page.

Fiscal Year	2015-2016 Actual	2016-2017 Actual	2017-2018 Actual	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	2021-2022 Estimated	Annual Increase over 2015-2016
STRS Annual Rate	10.730%	12.580%	14.430%	16.280%	17.130%	18.100%	18.100%	
STRS Contribution*	6,692,933	8,553,945	9,765,138	11,422,507	12,343,401	13,399,717	13,399,717	6,706,784

The General Expenses have the following budgeted amounts:

<u>EXPENSE</u>	<u>FY 2019-2020 AMOUNT</u>	<u>CHANGE from FY 2018-2019</u>
District Services Facilities and Maintenance	\$ 300,000	
Discrimination/Harassment Investigation Services	\$ 450,000	\$ 50,000
District-wide IT Maintenance Agreements	\$ 1,130,270	\$ 101,396
District-wide Strategic Planning	\$ 110,000	
Employee Safety Compliance Cost	\$ 60,000	
Faculty Job Fair	\$ 30,000	
Faculty Sabbatical Bond Payments	\$ 18,000	
Financial Audit	\$ 145,000	
Internal Audit	\$ 255,000	\$ 25,000
Labor Contract Negotiations	\$ 100,000	
Legal Advertising	\$ 65,000	\$ 35,000
Legal Fees	\$ 600,000	\$ 100,000
Local Experience Charge – Unemployment Insurance	\$ 45,000	
Offsite Technology Security	\$ 45,000	
Personnel Advertising	\$ 130,000	
Phone System Maintenance Agreement	\$ 225,000	\$ 20,000
Property & Liability Insurance	\$ 1,000,000	
Taxpayer Relief Act Compliance	\$ 58,000	
<b>TOTAL GENERAL EXPENSE ACCOUNTS</b>	<b><u>\$4,766,270</u></b>	<b><u>\$ 331,396</u></b>
District Services Facilities and Maintenance*	\$ <300,000>	
<b>ADJUSTED GENERAL EXPENSE ACCOUNTS</b>	<b><u>\$4,466,270</u></b>	<b><u>\$ 331,396</u></b>

*\*Paid to Saddleback College for expenses related to District Services space in the Health Sciences Building*

The FY 2019-2020 Tentative Budget includes inter-fund transfers as follows:

<u>To:</u>	<u>From:</u>					
	General	General	Capital	Basic	Pension	
	Fund SC	Fund DS	Outlay	Aid	Stability	Total
General Fund IVC (a)					\$2,799,000	\$2,799,000
General Fund SC (b)	\$183,885		\$800,000		\$4,499,000	\$5,482,885
General Fund DS (c)					\$840,000	\$840,000
Capital Outlay (d)	\$250,000			\$85,300,966		\$85,550,966
Child Development (e)	\$92,232					\$92,232
Self-Insurance Fund (f)		\$430,000				\$430,000
Retiree Benefits Fund (g)				\$5,700,000		\$5,700,000
<b>Total Transfers</b>	<b>\$526,117</b>	<b>\$430,000</b>	<b>\$800,000</b>	<b>\$91,000,966</b>	<b>\$8,138,000</b>	<b>\$100,895,083</b>

- a) *Transfer from Pension Stability Trust to IVC*
- b) *Transfer SC funds to support Health Center, Return SC excess project funds from Capital Outlay, and Transfer from Pension Stability Trust to SC*
- c) *Transfer from Pension Stability Trust to DS*
- d) *Transfer from SC and Basic Aid for capital outlay projects*
- e) *Transfer from SC to support the child development center*
- f) *Transfer DS funds to support Risk Management Department*
- g) *Basic Aid funds allocated for retiree health benefits liability*

## FISCAL STABILITY AND RESERVE FOR ECONOMIC UNCERTAINTIES

Reserve funds are an important financial solvency safeguard. Examples of needs for the reserve for economic uncertainties are revenue shortfalls, unexpected repairs, and enrollment declines.

Based on BP 3100, the FY 2019-2020 Tentative Budget includes a reserve for contingency of 7.5% of unrestricted operating funds, with a total amount of \$14,245,375. The State Chancellor's Office recommends a minimum district reserve of 5%.

## BASIC AID STATUS

A “community supported” or basic aid district is one that receives more revenue from local sources (property taxes and student enrollment fees) than it would receive in total for state apportionment. The District, therefore, is self-sufficient and does not rely on state apportionment for general operations. The portion of property taxes received above the state calculated allocation is referred to as Basic Aid Receipts. The District returned to its status as a community supported district in FY 1999-2000 and has received basic aid receipts as follows:

<u>Fiscal Year</u>	<u>Basic Aid Receipts</u>
1999 - 2006	\$161,264,451
2006 - 2007	\$ 52,896,017
2007 - 2008	\$ 50,692,873
2008 - 2009	\$ 51,179,365
2009 - 2010	\$ 39,022,021
2010 - 2011	\$ 38,737,963
2011 - 2012	\$ 39,301,044
2012 - 2013	\$ 46,888,399
2013 - 2014	\$ 43,788,270
2014 - 2015	\$ 51,659,425
2015 - 2016	\$ 52,672,948
2016 - 2017	\$ 66,017,281
2017 - 2018	\$ 72,940,087
2018 - 2019	\$ 75,930,378

The District estimates that property tax receipts above state calculated allocation amount for FY 2019-2020 and future years to be as follows:

<u>Fiscal Year</u>	<u>Basic Aid Receipts</u>
2019 - 2020	\$ 82,110,097
2020 - 2021	\$ 83,757,400
2021 - 2022	\$ 85,787,683
2022 - 2023	\$ 87,888,214

The FY 2018-2019 basic aid receipts were increased after final property taxes were posted. Although still conservative, the FY 2019-2020 estimated receipts are also higher due to larger projected property tax revenues.

The assumptions used to estimate basic aid funds for FY 2019-2020 are: SCFF funding COLA is 3.26%, growth is 0.0%, and enrollment fees at \$46 per unit. For the following years, funding formula COLA is estimated at 3.0%, 2.8% and 2.8%, and growth is estimated at 0.0% for all years.

The Orange County Auditor Controller's office is consulted regularly in order to conservatively project the District's property tax revenue in conjunction with historical trends. For FY 2019-2020, property taxes are budgeted with a 3.5% increase over FY 2018-2019. For the following years, secured taxes are estimated to increase 3% per year. Unsecured, homeowners, and supplemental taxes are estimated to remain constant, with no increase.

During FY 2011-2012, BP 3110 Basic Aid Funds Allocation Process and AR 3110 were developed to guide the Basic Aid allocation process. The Basic Aid Allocation Recommendation Committee (BAARC) followed this process for its recommendation for allocating the FY 2019-2020 basic aid funds. As this annual process was begun early in the budget cycle and was based on estimates, some final adjustments to funds available are made in the adopted budget.

The schedule below shows basic aid funds and projects that are included in the FY 2019-2020 Tentative Budget.

### ESTIMATED BASIC AID RESOURCES & PLANNED EXPENDITURES

<u>FY 2019-2020 Resources</u>	<u>Amount</u>
Balance at July 1, 2019	\$ 28,016,485
Receipts FY 2019-2020 (Net of Fees)	<u>\$ 82,110,097</u>
Estimated Property Taxes for Basic Aid	\$110,126,582
Contingency for Unrealized Tax Collections (20%)	(\$16,422,019)
Unallocated Funds	<u>(\$ 248,365)</u>
<b>Total Allocated FY 2019-2020</b>	<b><u>\$ 93,456,198</u></b>
<u>Budgeted Expenditures</u>	
FY 2019-2020 Long-Term Obligations and Fixed Expenses	\$ 5,830,000
Funding for Technology and Capital Projects	\$ 87,626,198
<b>Total Approved and Budgeted Projects</b>	<b><u>\$ 93,456,198</u></b>

<u>Basic Aid Projects</u>	<u>Project Amount</u>
Closed Projects	\$286,987,471
Prior Approved Open Projects	<u>\$528,149,445</u>
<b>Total Prior Approved Projects</b>	<b>\$815,136,916</b>
Less Expenses and Commitments as of April 2019	<u>\$710,417,849</u>
<b>Net Uncommitted Balance</b>	<b>\$104,719,067</b>
<u>New FY 2019-2020 Project Funding</u>	<u>Project Amount</u>
<b><u>Long Term Obligations &amp; Fixed Expenses</u></b>	
SOCCCD - Legislative Advocacy Services*	\$130,000
Retiree Benefits Expenses*	\$5,700,000
<b><u>Capital Projects/Scheduled Maintenance/Renovation</u></b>	
DW – ADA Transition Plan Projects*	\$3,000,000
DW – Warehouse Canopy	\$460,000
IVC – Access Controls*	\$2,481,185
IVC - ATEP Building Signage*	\$4,431,121
IVC – B200 Scheduled Maintenance*	\$200,000
IVC – Electronic Vehicle Charging Station	\$400,000
IVC – Fine Arts Building*	\$7,172,680
IVC – Library Renovation*	\$900,000
IVC – Soccer and Practice Fields*	\$10,000,000
IVC – Student Services Center Renovation	\$23,850,000
SC – BMS Controls	\$4,900,000
SC – Gateway Building*	\$6,599,180
SC – Scheduled Maintenance College-wide	\$2,200,000
<b><u>ATEP Development &amp; Operations</u></b>	
ATEP Site Development*	\$2,000,000
ATEP Support (security, maintenance and operations support)*	\$796,978
<b><u>Capital Programs Planning, Technical, Specialty, Legal Consulting</u></b>	
District-wide Architectural Standards	\$1,500,000
IPP, FPP, 5 Year Plan*	\$1,140,000

Pre-Planning and Investigations*	\$396,140
<b><u>IT Projects</u></b>	
Block Registration	\$100,000
Canvas Grade Submission Integration	\$150,000
College Cabling*	\$400,000
College Desktop Refresh*	\$955,156
College Server Refresh*	\$150,000
Classroom Technology and Audio Visual Refresh*	\$4,100,000
Content Management System for Websites	\$200,000
District Data Center HVAC Units	\$350,000
District Innovation Fund*	\$723,758
Employee Email Infrastructure Enhancements	\$160,000
Guided Pathways One-Click Registration	\$285,000
HR/Business Services Integrated Software*	\$1,100,000
Identity Management Assessment and Design	\$150,000
Information Security Initiatives	\$240,000
Infrastructure Strategic Planning	\$190,000
IT Engineering Services Support	\$300,000
MAP Enhancements*	\$385,000
On-premises and Cloud-based Systems Infrastructure Expansion	\$500,000
Storage Area Network – IVC	\$865,200
SIS Architecture Upgrade	\$450,000
Student Activity Tracking, Workflow and Transcript	\$300,000
Student Appointment System	\$278,000
Student Information System Enhancements*	\$1,814,400
Student Recruiting	\$302,400
Wireless Aps and Controllers – IVC	\$100,000
Wireless Upgrade*	\$650,000
<b>Total FY 2019-2020 Funded Projects</b>	<b><u>\$93,456,198</u></b>
<b>Cumulative Total - Basic Aid Approved Projects</b>	<b><u>\$908,593,114</u></b>

\*Reflects an augmentation/adjustment to an existing project

## OTHER FUNDS

### Community Education Funds (Fund #07 and Fund #09)

The Community Education funds are self-supporting with income derived from community education fees. Both colleges provide community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum; the instruction is consistent with the primary mission of the District. The income and expenses from the activities of these programs at Irvine Valley College is accounted for in Fund #07, and at Saddleback College in Fund #09. Both colleges are currently self-supporting.

### Child Development Fund (Fund #12)

The Child Development fund is intended to be self-sufficient. The District operates a child development program at Saddleback College for the benefit of children aged 18 months to 5 years. Services are provided to students and the community on a fee basis. Although the intent is for self-sufficiency, Saddleback College plans for \$92,232 of support from the unrestricted general fund (9% of funding). The child development program is also not charged for administration or operations, and it is currently not self-supporting.

### Capital Outlay Fund (Fund #40)

The District maintains the Capital Outlay fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources, i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, basic aid projects, and district/college funded projects.

Redevelopment Agency (RDA) funds are received from eight cities within the district, although the state terminated the redevelopment agencies on February 1, 2012. Funds are received based on prior “pass-through” agreements as well as residual funds not needed to pay remaining agency obligations. These funds are distributed each year following the DRAC model allocation.

The following table depicts the Capital Outlay fund expenditures by type and area:

<u>Project Description</u>	<u>District-wide</u>	<u>Saddleback</u>	<u>Irvine Valley</u>	<u>District Svcs</u>	<u>Total</u>
Basic Aid Projects (including college match)	\$54,785,495	\$157,800,045	\$94,153,053		\$306,738,593
Scheduled Maintenance (including college match)		\$40,888	\$193,644		\$234,532
ATEP Property Development	\$1,016,806				\$1,016,806
College Funded Capital Outlay Projects		\$2,740,764	\$2,190,117		\$4,930,881
Future Capital Outlay Projects	\$34,160,808	\$1,609,291		\$1,455,136	\$37,225,235
Redevelopment Funds	<u>\$8,806,648</u>	<u>\$9,104,874</u>	<u>\$6,104,372</u>	<u>\$4,703,766</u>	<u>\$28,719,660</u>
<b>Total Fund 40</b>	<b>\$98,769,757</b>	<b>\$171,295,862</b>	<b>\$102,641,186</b>	<b>\$6,158,902</b>	<b>\$378,865,707</b>

Major Basic Aid Capital Construction Projects: Major projects at Saddleback College include: a) Advanced Technology and Applied Sciences (ATAS) Building – completing design; b) Athletic Stadium - construction; c) Gateway – pre-design; d) PE Renovation – pre-design; e) Data Center Phase II - design; f) PE 100, 208, & 300 – pre-design; and g) Access Control – design and construction.

Irvine Valley College projects include: a) Parking Lot, Phase I and II with solar – Parking lot and Battery Installation complete, Solar – out to bid; b) Health Center/Concessions – construction; c) Performing Arts Center Construction Defects – follow up phase, pre-design; d) Fine Arts – pre-design e) Access Control - design; f) B230-Physical Sciences – pre-construction; g) Soccer and Practice Fields – pre-design; h) Student Services Center – pre-design; and i) Lighting and Walkways – pre-construction.

ATEP projects include: a) ATEP Signage project – completing design; b) ATEP Fencing - construction.

On a district-wide basis, projects include: a) Sustainability Plan, Phase II; b) Technology Consultant for capital projects; c) ADA Transition Plan, Phase II; d) Facilities Master Plan; e) Design Standards Development; and f) Storm Water Protection Plan.

Major Basic Aid Technology Initiatives: This year’s approved basic aid technology projects recommended by the District-wide Technology Committee (DTC) fall into three major categories. The first category is enterprise resource planning (ERP) software, such as Workday’s cloud-based software for human capital management/finance and SOCCCD’s internally created Student Information System (SIS). This category includes funds reserved to implement unfunded statewide mandates.

The second category consists of major district-wide technology projects such as Canvas grade integration, student recruiting, student appointment system, Guided Pathways one-click registration, system infrastructure enhancements, and increased security protections.

The final category consists of college-requested items such as network access controls, server hardware refresh, and upgrades to faculty/staff computers and classroom technology.

#### **Self-Insurance Fund (Fund #68)**

The Self-Insurance fund is used to account for the activities of the District’s risk management department and the self-funded programs for property, liability and workers’ compensation.

#### **Retiree Benefit Fund (Fund #71)**

The District pays premiums for health care coverage for retirees according to Board policies and contract agreements with employee groups. The Retiree Benefit Fund is used to pay retiree benefit premiums that are reimbursed from the Retiree OPEB Trust fund. The current year’s annual accrual of retiree benefits for existing employees is also made in this fund.

**Retiree Other Post-Employment Benefits (OPEB) Trust Fund (Fund #72)**

The Retiree OPEB Trust fund is used to account for the activities of the District's irrevocable trust. An irrevocable trust was established in FY 2007-2008 to fund the OPEB obligation in accordance with GASB 43 and 45 for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees, former employees, and their eligible dependents for medical, dental, and vision upon retirement. The District's OPEB liability was updated in January 2019 with the completion of a required actuarial study.

An actuarial study is conducted annually to update the status of the District's irrevocable trust and determine any unfunded liabilities. The study provides two estimates: 1) the annual accrual to cover the value of benefits "earned" in the current year for existing employees, and 2) the total projected benefits accrual for employees' past service. The current study estimates the cost for the annual accrual for current employees to be \$5,040,000. The District's actuarial accrued liability for past service is estimated at \$111,591,160 and requires \$660,000 to be fully funded. Both of these amounts are funded in the tentative budget.

**Pension Stability Trust (PST) Fund (Fund #78)**

The PST fund was established to pre-fund the anticipated costs associated with the increase in pension rates through FY 2021-2022. The funds will be transferred to the district each year based on actual increased expenditures for STRS and PERS.

**Student Financial Aid Fund (Fund #84)**

The Student Financial Aid Fund is used to account for federal and state financial aid funds received and disbursed to students.

**Associated Student Government (ASG) Funds (Funds #95 and #96)**

The ASG organizations are auxiliaries of the District and are used to account for the activities of the SC Associated Student Government (ASG) and the IVC Associated Students (ASIVC).

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## BUDGET TABLES

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The Tentative Budget for FY 2019-2020 for all District funds is summarized on the following pages.

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*Ann-Marie Gabel, Vice Chancellor, Business Services*

*Kim McCord, Executive Director, Fiscal Services*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET - FISCAL YEAR 2019-2020**

**Revenues, Expenditures and Change in Fund Balance**

		General Fund	Community Education Funds	SC Child Development Fund	Capital Outlay Fund	Self- Insurance Fund	Retiree Benefit & OPEB Funds	Pension Stability Trust Fund	Student Financial Aid Fund	Associated Student Government Funds	TOTAL ALL FUNDS
		(01)	(07) & (09)	(12)	(40)	(68)	(71) & (72)	(78)	(84)	(95) & (96)	
<b>BEGINNING FUND BALANCE</b>	9712	\$ 65,635,812	\$ 305,000	\$ 130,000	\$ 287,079,741	\$ 3,120,696	\$ 123,093,000	\$ 29,514,000	\$ -	\$ 310,000	509,188,249
<b>SOURCES OF FUNDS</b>											
<b>REVENUES:</b>											
SCFF Revenue	Various	\$ 161,922,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	161,922,903
Basic Aid		82,710,097	-	-	-	-	-	-	-	-	82,710,097
Federal Sources	8100-8199	7,534,099	-	-	-	-	-	-	20,030,000	-	27,564,099
Other State Sources	8600-8699	63,369,660	-	-	-	-	-	-	1,740,000	-	65,109,660
Other Local Sources	8800-8899	24,850,407	2,560,324	839,000	6,235,000	25,000	11,050,000	700,000	-	1,058,278	47,318,009
Total Revenue		340,387,166	2,560,324	839,000	6,235,000	25,000	11,050,000	700,000	21,770,000	1,058,278	384,624,768
FISCAL AGENT PASS-THRU	8970-8979	4,694,809	-	-	-	-	-	-	-	-	4,694,809
BASIC AID INCOMING TRANSFERS	8980-8989	-	-	-	85,300,966	-	5,700,000	-	-	-	91,000,966
INCOMING TRANSFERS	8980-8989	9,121,885	-	92,232	250,000	430,000	-	-	-	-	9,894,117
<b>TOTAL SOURCES OF FUNDS</b>		<b>354,203,860</b>	<b>2,560,324</b>	<b>931,232</b>	<b>91,785,966</b>	<b>455,000</b>	<b>16,750,000</b>	<b>700,000</b>	<b>21,770,000</b>	<b>1,058,278</b>	<b>490,214,660</b>
<b>USES OF FUNDS</b>											
<b>EXPENDITURES:</b>											
Academic Salaries	1000-1999	\$ 93,966,699	\$ 172,466	\$ 54,615	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	94,193,780
Classified Salaries	2000-2999	60,093,050	815,741	674,735	326,355	292,455	-	-	-	165,371	62,367,707
Employee Benefits	3000-3999	64,549,190	324,265	303,882	156,566	169,412	10,640,000	-	-	60,280	76,203,595
Supplies & Materials	4000-4999	9,067,021	41,000	23,000	1,000	4,000	-	-	-	230,649	9,366,670
Services & Other Operating	5000-5999	48,975,446	1,461,852	5,000	5,795,488	662,829	450,000	100,000	-	706,102	58,156,717
Capital Outlay	6000-6999	7,153,138	50,000	-	370,900,416	2,000	-	-	-	-	378,105,554
Total Expenditures		283,804,544	2,865,324	1,061,232	377,179,825	1,130,696	11,090,000	100,000	-	1,162,402	678,394,023
<b>OTHER FINANCING USES:</b>											
Transfers Out	7300-7399	\$ 956,117	\$ -	\$ -	\$ 800,000	\$ -	\$ -	\$ 8,138,000	\$ -	\$ -	9,894,117
Basic Aid Transfers Out	7300-7399	91,000,966	-	-	-	-	-	-	-	-	91,000,966
Other Transfers	7400-7499	4,694,809	-	-	-	-	-	-	-	-	4,694,809
Payments to Students	7500-7699	5,467,477	-	-	-	-	-	-	21,770,000	121,876	27,359,353
Total Other Uses		102,119,369	-	-	800,000	-	-	8,138,000	21,770,000	121,876	132,949,245
<b>TOTAL USES OF FUNDS</b>		<b>385,923,913</b>	<b>2,865,324</b>	<b>1,061,232</b>	<b>377,979,825</b>	<b>1,130,696</b>	<b>11,090,000</b>	<b>8,238,000</b>	<b>21,770,000</b>	<b>1,284,278</b>	<b>811,343,268</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (31,720,053)</b>	<b>\$ (305,000)</b>	<b>\$ (130,000)</b>	<b>\$ (286,193,859)</b>	<b>\$ (675,696)</b>	<b>\$ 5,660,000</b>	<b>\$ (7,538,000)</b>	<b>\$ -</b>	<b>\$ (226,000)</b>	<b>\$ (321,128,608)</b>
<b>ENDING BALANCE</b>		<b>\$ 33,915,759</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 885,882</b>	<b>\$ 2,445,000</b>	<b>\$ 128,753,000</b>	<b>\$ 21,976,000</b>	<b>\$ -</b>	<b>\$ 84,000</b>	<b>188,059,641</b>
<b>COMPONENTS OF ENDING BALANCE</b>											
Reserve, Economic Uncertainties/Fund Bal.	\$	17,245,375	\$ -	\$ -	885,882	2,445,000	128,753,000	21,976,000	\$ -	84,000	171,389,257
Reserve, Unrealized Tax Collections (Basic Aid)	\$	16,670,384	-	-	-	-	-	-	-	-	16,670,384

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET - FISCAL YEAR 2019-2020**  
 Revenues, Expenditures and Change in Fund Balance

		Saddleback College			General Fund Irvine Valley College			District Services		
		General Fund Unrestricted	General Fund Restricted	Total	General Fund Unrestricted	General Fund Restricted	Total	General Fund Unrestricted	General Fund Restricted	Total
<b>BEGINNING FUND BALANCE</b>	9712	\$ 8,000,000	\$ 5,400,000	\$ 13,400,000	\$ 3,000,000	\$ 4,390,623	\$ 7,390,623	\$ 3,700,000	\$ -	\$ 3,700,000
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ 84,697,363	\$ -	\$ 84,697,363	\$ 55,113,655	\$ -	\$ 55,113,655	\$ 17,258,956	\$ -	\$ 17,258,956
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	4,660,095	4,660,095	-	2,874,004	2,874,004	-	-	-
Other State Sources	8600-8699	6,650,770	37,384,326	44,035,096	4,441,684	14,278,357	18,720,041	-	50,000	50,000
Other Local Sources	8800-8899	7,808,908	3,073,980	10,882,888	10,907,648	3,059,871	13,967,519	-	-	-
Total Revenue		99,157,041	45,118,401	144,275,442	70,462,987	20,212,232	90,675,219	17,258,956	50,000	17,308,956
FISCAL AGENT PASS-THRU	8970-8979	-	-	-	-	-	-	-	4,694,809	4,694,809
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	5,299,000	183,885.00	5,482,885	2,799,000	-	2,799,000	840,000	-	840,000
<b>TOTAL SOURCES OF FUNDS</b>		<b>104,456,041</b>	<b>45,302,286</b>	<b>149,758,327</b>	<b>73,261,987</b>	<b>20,212,232</b>	<b>93,474,219</b>	<b>18,098,956</b>	<b>4,744,809</b>	<b>22,843,765</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ 51,289,585	\$ 5,959,920	\$ 57,249,505	\$ 31,967,472	\$ 2,479,243	\$ 34,446,715	\$ 1,114,887	\$ -	\$ 1,114,887
Classified Salaries	2000-2999	22,231,403	7,854,278	30,085,681	14,755,364	4,662,053	19,417,417	10,064,818	-	10,064,818
Employee Benefits	3000-3999	29,316,574	4,923,535	34,240,109	20,117,165	3,305,604	23,422,769	6,305,542	-	6,305,542
Supplies & Materials	4000-4999	1,469,393	5,270,976	6,740,369	766,348	1,448,604	2,214,952	75,000	3,000	78,000
Services & Other Operating	5000-5999	7,351,970	21,665,303	29,017,273	5,563,638	5,575,009	11,138,647	3,712,709	47,000	3,759,709
Capital Outlay	6000-6999	520,999	2,184,413	2,705,412	92,000	4,258,726	4,350,726	96,000	-	96,000
Total Expenditures		112,179,924	47,858,425	160,038,349	73,261,987	21,729,239	94,991,226	21,368,956	50,000	21,418,956
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ 276,117	\$ 250,000	\$ 526,117	\$ -	\$ -	\$ -	\$ 430,000	\$ -	\$ 430,000
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	-	4,694,809	4,694,809
Payments to Students	7500-7699	-	2,593,861	2,593,861	-	2,873,616	2,873,616	-	-	-
Total Other Uses		276,117	2,843,861	3,119,978	-	2,873,616	2,873,616	430,000	4,694,809	5,124,809
<b>TOTAL USES OF FUNDS</b>		<b>112,456,041</b>	<b>50,702,286</b>	<b>163,158,327</b>	<b>73,261,987</b>	<b>24,602,855</b>	<b>97,864,842</b>	<b>21,798,956</b>	<b>4,744,809</b>	<b>26,543,765</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (8,000,000)</b>	<b>\$ (5,400,000)</b>	<b>\$ (13,400,000)</b>	<b>\$ -</b>	<b>\$ (4,390,623)</b>	<b>\$ (4,390,623)</b>	<b>\$ (3,700,000)</b>	<b>\$ -</b>	<b>\$ (3,700,000)</b>
<b>ENDING BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000,000</b>	<b>-</b>	<b>3,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Reserve, Economic Uncertainties/Fund Bal.		\$ -	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -
Reserve, Unrealized Tax Collections (Basic Aid)		-	-	-	-	-	-	-	-	-

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TENTATIVE BUDGET - FISCAL YEAR 2019-2020**

**Revenues, Expenditures and Change in Fund Balance**

		<b>General Fund</b>		<b>Total General Fund</b>		
		<b>Basic Aid</b>	<b>Other*</b>	<b>General</b>	<b>General</b>	<b>Total</b>
		<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	<b>Fund</b>	
		<b>Unrestricted</b>	<b>Unrestricted</b>	<b>Unrestricted</b>	<b>Restricted</b>	
<b>BEGINNING FUND BALANCE</b>	9712	\$ 27,286,473	\$ 13,858,716	\$ 55,845,189	\$ 9,790,623	\$ 65,635,812
<b>SOURCES OF FUNDS</b>						
<b>REVENUES:</b>						
SCFF Revenue	Various	\$ -	\$ 4,852,929	\$ 161,922,903	\$ -	\$ 161,922,903
Basic Aid		82,710,097	-	82,710,097	-	82,710,097
Federal Sources	8100-8199	-	-	-	7,534,099	7,534,099
Other State Sources	8600-8699	-	564,523	11,656,977	51,712,683	63,369,660
Other Local Sources	8800-8899	-	-	18,716,556	6,133,851	24,850,407
Total Revenue		82,710,097	5,417,452	275,006,533	65,380,633	340,387,166
FISCAL AGENT PASS-THRU	8970-8979	-	-	-	4,694,809	4,694,809
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	8,938,000	183,885	9,121,885
<b>TOTAL SOURCES OF FUNDS</b>		<b>82,710,097</b>	<b>5,417,452</b>	<b>283,944,533</b>	<b>70,259,327</b>	<b>354,203,860</b>
<b>USES OF FUNDS</b>						
<b>EXPENDITURES:</b>						
Academic Salaries	1000-1999	\$ 686,448	\$ 469,144	\$ 85,527,536	\$ 8,439,163	\$ 93,966,699
Classified Salaries	2000-2999	204,573	320,561	47,576,719	12,516,331	60,093,050
Employee Benefits	3000-3999	282,114	298,656	56,320,051	8,229,139	64,549,190
Supplies & Materials	4000-4999	8,200	25,500	2,344,441	6,722,580	9,067,021
Services & Other Operating	5000-5999	1,143,885	3,915,932	21,688,134	27,287,312	48,975,446
Capital Outlay	6000-6999	-	1,000	709,999	6,443,139	7,153,138
Total Expenditures		2,325,220	5,030,793	214,166,880	69,637,664	283,804,544
<b>OTHER FINANCING USES:</b>						
Transfers Out	7300-7399	\$ -	\$ -	\$ 706,117	\$ 250,000	\$ 956,117
Basic Aid Transfers Out	7300-7399	91,000,966	-	91,000,966	-	91,000,966
Other Transfers	7400-7499	-	-	-	4,694,809	4,694,809
Payments to Students	7500-7699	-	-	-	5,467,477	5,467,477
Total Other Uses		91,000,966	-	91,707,083	10,412,286	102,119,369
<b>TOTAL USES OF FUNDS</b>		<b>93,326,186</b>	<b>5,030,793</b>	<b>305,873,963</b>	<b>80,049,950</b>	<b>385,923,913</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (10,616,089)</b>	<b>\$ 386,659</b>	<b>\$ (21,929,430)</b>	<b>\$ (9,790,623)</b>	<b>\$ (31,720,053)</b>
<b>ENDING BALANCE</b>		<b>16,670,384</b>	<b>14,245,375</b>	<b>33,915,759</b>	<b>-</b>	<b>33,915,759</b>
<b>COMPONENTS OF ENDING BALANCE</b>						
Reserve, Economic Uncertainties/Fund Bal.	\$	-	\$ 14,245,375	\$ 17,245,375	\$ -	\$ 17,245,375
Reserve, Unrealized Tax Collections (Basic Aid)		16,670,384	-	16,670,384	-	16,670,384

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**TENTATIVE BUDGET - FISCAL YEAR 2019-2020**

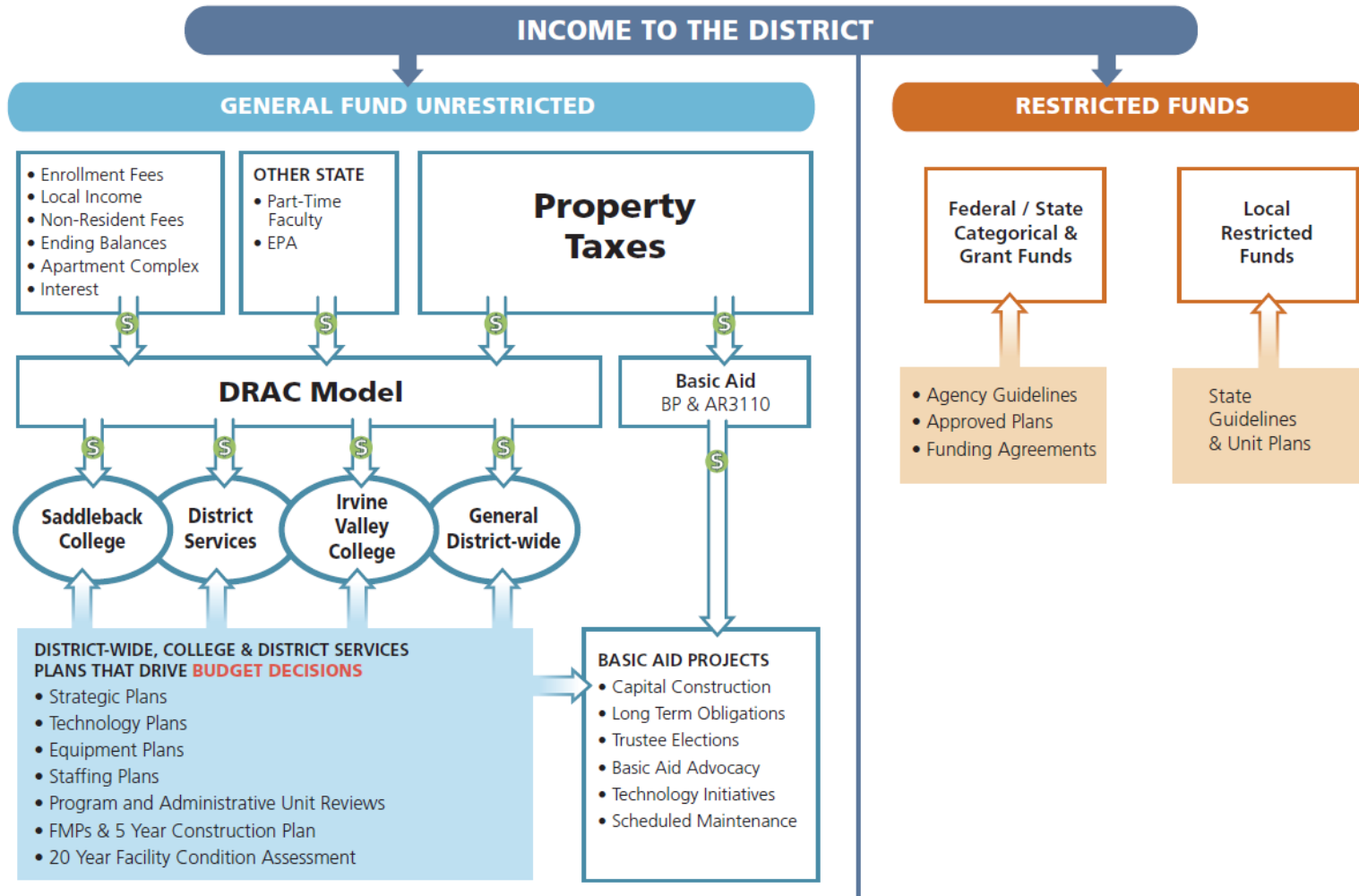
Revenues, Expenditures and Change in Fund Balance

		Community Education Funds			Student Financial Aid Fund			Associated Student Government Funds		
		Saddleback College (09) & (100)	Irvine Valley College (07)	Total	Saddleback College (84)	Irvine Valley College (84)	Total	Saddleback College (95)	Irvine Valley College (96)	Total
<b>BEGINNING FUND BALANCE</b>	9712	\$ 305,000	\$ -	\$ 305,000	\$ -	\$ -	\$ -	\$ 150,000	\$ 160,000	\$ 310,000
<b>SOURCES OF FUNDS</b>										
REVENUES:										
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	-	-	730,000	1,010,000	1,740,000	-	-	-
Other State Sources	8600-8699	-	-	-	10,800,000	9,230,000	20,030,000	-	-	-
Other Local Sources	8800-8899	2,354,500	205,824	2,560,324	-	-	-	378,278	680,000	1,058,278
Total Revenue		2,354,500	205,824	2,560,324	11,530,000	10,240,000	21,770,000	378,278	680,000	1,058,278
FISCAL AGENT PASS-THRU	8970-8979	-	-	-	-	-	-	-	-	-
RESTRICTED BASIC AID	8980-8989	-	-	-	-	-	-	-	-	-
INCOMING TRANSFERS	8980-8989	-	-	-	-	-	-	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>		<b>2,354,500</b>	<b>205,824</b>	<b>2,560,324</b>	<b>11,530,000</b>	<b>10,240,000</b>	<b>21,770,000</b>	<b>378,278</b>	<b>680,000</b>	<b>1,058,278</b>
<b>USES OF FUNDS</b>										
EXPENDITURES:										
Academic Salaries	1000-1999	\$ 155,240	\$ 17,226.00	\$ 172,466	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	760,072	55,669.00	815,741	-	-	-	76,265	89,106	165,371
Employee Benefits	3000-3999	272,836	51,429.00	324,265	-	-	-	14,690	45,590	60,280
Supplies & Materials	4000-4999	40,000	1,000.00	41,000	-	-	-	215,349	15,300	230,649
Services & Other Operating	5000-5999	1,381,352	80,500.00	1,461,852	-	-	-	106,098	600,004	706,102
Capital Outlay	6000-6999	50,000	-	50,000	-	-	-	-	-	-
Total Expenditures		2,659,500	205,824	2,865,324	-	-	-	412,402	750,000	1,162,402
OTHER FINANCING USES:										
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	-	-	-
Payments to Students	7500-7699	-	-	-	11,530,000	10,240,000	21,770,000	115,876	6,000	121,876
Total Other Uses		-	-	-	11,530,000	10,240,000	21,770,000	115,876	6,000	121,876
<b>TOTAL USES OF FUNDS</b>		<b>2,659,500</b>	<b>205,824</b>	<b>2,865,324</b>	<b>11,530,000</b>	<b>10,240,000</b>	<b>21,770,000</b>	<b>528,278</b>	<b>756,000</b>	<b>1,284,278</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (305,000)</b>	<b>\$ -</b>	<b>\$ (305,000)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (150,000)</b>	<b>\$ (76,000)</b>	<b>\$ (226,000)</b>
<b>ENDING BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>84,000</b>	<b>84,000</b>
COMPONENTS OF ENDING BALANCE										
Reserve, Economic Uncertainties/Fund Bal.		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	84,000	84,000
Reserve, Unrealized Tax Collections (Basic Aid)		-	-	-	-	-	-	-	-	-

## APPENDIX A

# Resource Allocation Process

Board policies, regulations and budget development guidelines govern income decisions.



## APPENDIX B

### *South Orange County Community College District*

#### **RESOURCE ALLOCATION DEFINITION OF TERMS**

*(To accompany the Flow Chart outlining the Resource Allocation Process)*

- **Administrative Unit Reviews (AURs)** are conducted to examine the effectiveness of an administrative unit. They are conducted at both District Services and the colleges.
- **Basic Aid** occurs when the local property tax revenue in a community college district exceeds the total funding that the state would have provided, as calculated by the state funding formula. Apportionment is the method by which the CCC system office distributes federal, state and local monies to community college districts according to a specified formula. Under Basic Aid, there is no need to factor in any state aid because the property taxes and student fees surpass the minimum funding level established by the state.
- **Capital Construction** refers to large scale building construction projects. They include specific construction projects such as site development, utilities, roads, buildings, and equipment projects. Capital projects may also be thought of in terms of “facilities systems.”
- **DRAC** is the SOCCCD’s District Resource Allocation Council, which is a district-wide participatory governance council, charged with making recommendations for the income allocation model on which the budget is based. It is charged with development and oversight of the allocation process for the Unrestricted General Fund and it makes recommendations to the Chancellor.
- **DRAC Model** is a resource allocation model for the District. It distributes available general fund unrestricted resources (following the state funding formula) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances. Funds are distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee the colleges a predictable, fair, and equitable distribution of revenues.
- **Education Master and Strategic Plans (EMSP)** capture information from a variety of sources, both internal and external, to facilitate data driven decision-making. The products are long-term plans for continuous quality improvements focusing on strategies for academic excellence within the CCCC Vision for Success.
- **Ending Balances** are one-time remaining funds that are unspent at the end of the fiscal year and are available to be rolled over into the new fiscal year within the fund. They should only be available for one-time purposes. If negative ending balances should occur, they are deducted from the budget for the respective entity in the next year’s budget process.
- **Enrollment Fees** are charged to a student for instructional services provided to that student and these fee levels are set by the state.
- **Facilities Master Plan (FMP)** is the long-term plan for facilities improvements that aligns with the EMSP.
- **Federal, State, Categorical, and Grant Funds** include restricted revenues received from a government or a private or non-profit organization to be used or expended for a specified purpose.

- **General Funds** are used to account for the ordinary operational expenses of the District. These funds are available for any legally authorized purpose not specified for payment by other funds.
- **Local Income** is income derived from non-state and non-federal sources, such as material fees, facility rental, and application fees.
- **Local Restricted Funds** are funds that are non-state and non-federal, but have restrictions or limitations based on their use by the funding source or funding agency. Examples are community education, parking income, and child development funds.
- **Long-Term Obligations** are amounts that an entity may be legally required to pay out of its resources over a longer period of time in the future. Included are not only actual liabilities, but also unliquidated encumbrances. An example of a long-term obligation that community colleges typically have is the future retiree benefit liability obligation, as required by GASB 43 and 45. Other examples could include Certificates of Participation (COPs) and debt, which the District does not currently have.
- **Miscellaneous Income** is income that is outside of the state funding formula. Examples are unrestricted lottery, interest, mandated costs, and enrollment fee administration.
- **Non-Resident Fees** are charged to a student for instructional services provided to a student who resides outside of California. Revenues are retained by the colleges in addition to revenues received through the DRAC model.
- **Program Reviews** are a process to examine the effectiveness of an academic program. The process typically provides feedback (a) to the academic unit primarily responsible for the program, (b) to the appropriate academic administrators, and (c) to external units in the form of confirmation of the existence of a review process and in the form of summaries of the outcomes.
- **Property Taxes** are compulsory charges levied within boundaries by a governmental unit against the property of persons, natural or corporate, to finance services performed for the common benefit. Property taxes are the primary source of revenue to the District.
- **Reserve** is an amount set aside to provide for estimated future expenditures or losses for working capital, or for other specified purposes. The Budget Guidelines approved by the Board of Trustees require a general fund reserve for economic uncertainties that shall be no less than 7.5% of the projected unrestricted revenue.
- **Restricted Funds** are used to account for resources available for the operation and support of educational or other programs specifically restricted by law, regulations, donors, or other outside agencies. Examples of Restricted Funds at SOCCCD are EOPS, DSPS, and grants. All federal, state, and local funds including state categorical programs and grants are recognized as restricted general fund income to the District.
- **Scheduled Maintenance Funds** are state funds that are provided for major repairs of buildings and equipment. At the District, the working definition of scheduled maintenance includes scheduled maintenance or repair of major building systems at the end of their life cycle that require planning, allocation of a significant amount of time and funds, and a high degree of coordination.
- **State Capital Project Funds** are funds provided by the California Community College Chancellor's Office for district capital construction projects that meet their criteria for receiving funds from the state. These funds are matched by the local district.
- **Strategic Plans** refer to the Strategic Plans at both colleges and the SOCCCD District-wide Strategic Plan.
- **Technology Master Plan** is the long-term plan for technology improvements that aligns with the EMSP.

- **Unrestricted Funds** are funds that do not have limitations on their use or disposition by their funding source (i.e., do not have specific restrictions placed upon them). These funds can be used for general purpose operating expenses and support of educational programs of the District.
- **5 Year Construction Plan** uses the project lists developed during the Education and Facilities Master Planning process. The college presidents work every year with their campuses to update the two colleges' lists of project priorities. The separate campus priority lists are merged into one district-wide project priority list vetted through the Capital Improvement Committee (CIC) and approved by the Board of Trustees for submittal to the State Chancellor's office. This Five Year Construction Plan is the basis for the State Chancellor's Office determination of which projects they will consider for funding. All Initial Project Proposal (IPP) and Final Project Proposal (FPP) submittals must be drawn from this list.
- **20 Year Facility Condition Assessment** will be a plan developed by each college and facilitated by CIC to create a 20 year projection of District-wide facility needs including projected cost and revenue. Facility needs are defined as new facilities, renovation of existing facilities, scheduled maintenance and maintenance backlog. This plan will be developed objectively by applying uniform data driven criteria to assess facility needs District-wide. The committee will review this plan annually.

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Saddleback College Stadium and Site Improvement Project, Material Testing and Inspection Services Amendment No. 01, C.E.M. Lab Corp.

**ACTION:** Approval

---

### **BACKGROUND**

On May 21, 2018, the Board of Trustees approved an agreement with C.E.M. Lab Corp. for Material Testing and Inspection Services for the Saddleback College Stadium and Site Improvement project in the amount of \$472,453. The original agreement provided for an amendment of the terms by mutual consent of both parties.

Due to current construction progress, changes in the bleachers from bolted to welded connections and weather impacts, additional services and a contract extension are required.

### **STATUS**

The required modifications contained in Amendment No. 01 are described in EXHIBIT A. Approval of the Material Testing & Special Inspection Services amendment will result in an increase of \$264,600, for a revised contract total of \$737,053 and a contract extension to May 31, 2020.

Basic aid funds are available in the approved project budget of \$62,230,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 01 of the Saddleback College Stadium and Site Improvement project, Material Testing and Inspection Services agreement with C.E.M. Lab Corp., increasing the contract amount by \$264,600 and a contract extension to May 31, 2020, for a not to exceed amount of \$737,053.



**AMENDMENT NO. 01  
TO THE MATERIAL TESTING & SPECIAL INSPECTION SERVICES AGREEMENT  
FOR THE ATHLETIC STADIUM AND SITE IMPROVEMENT PROJECT  
AT SADDLEBACK COLLEGE**

**THIS AMENDMENT** shall modify the original agreement dated May 21, 2018, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and C.E.M. Lab Corp. hereinafter referred to as "CONSULTANT".

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

**WHEREAS**, Article 6, states the performance of the basic services of this agreement shall not exceed \$472,453;

**WHEREAS**, Article 4, Paragraph 2 has an initial term of 14 months with a completion date of August 21, 2019;

**WHEREAS**, due to delays in the overall project schedule and need for out-of-state and/or off-site welding at five separate facilities, the contract value is to increase by an additional \$264,600 from \$472,453 to \$737,053 and the term of the agreement is extended 9 months ; and

**NOW, THEREFORE**, the Parties agree as follows:

1. The term of the Agreement is hereby extended from August 21, 2019 until May 31, 2020 under the same terms and conditions of the original Agreement.
2. The Total Contract Value has been amended from \$472,453 to \$737,053.

Original Contract Amount	\$472,453
<b>Amendment No. 1 – Not to Exceed</b>	<b><u>\$264,600</u></b>
<b>Total Contract Amount</b>	<b><u>\$737,053</u></b>

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

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

C.E.M. Lab Corp.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT

BY:

BY:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

Print Name: \_\_\_\_\_

Print Name: Ann-Marie Gabel

Print Title: \_\_\_\_\_

Print Title: Vice Chancellor, Business Services

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

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

Email & Phone: \_\_\_\_\_

Email & Phone: (949)582-4405

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Saddleback College Stadium and Site Improvement Project, Change Order No. 5, PCL Construction Services, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On August 22, 2016, the Board of Trustees approved a \$48,999,900 Maximum Allowable Price Design-build agreement with PCL Construction Services, Inc. for the Saddleback College Stadium and Site Improvement project. On December 11, 2017, the Board of Trustees approved Change Order No. 1 for college requested enhancements equaling \$1,900,190. On August 27, 2018, the Board of Trustees ratified Change Order No. 2 for a no cost time extension. On September 24, 2018, the Board of Trustees approved Change Order No. 3 for \$1,367,114, for geotechnical revisions and unforeseen conditions. On December 4, 2018, the Board of Trustees ratified Change Order No. 4 for \$41,509, for a revised contract total of \$52,308,713.

During the design-build process, there were pending items identified after contract execution and requested by the college. The college and District met to review the items to determine the needs for stadium functionality. This change order addresses those items and unforeseen conditions encountered during underground installations.

### **STATUS**

The required modifications contained in Change Order Request No. 5 are described in EXHIBIT A. Approval of Change Order No. 5 will result in an increase of \$954,963, for a revised contract total of \$53,263,676.

Funds are available in the Saddleback College Stadium and Site Improvement project budget with an approved basic aid project budget of \$62,230,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Change Order No. 5 for the Saddleback College Stadium and Site Improvement project and authorize staff to execute the corresponding change order with PCL Construction Services, Inc., resulting in an increase of \$954,963, for a revised contract total of \$53,263,676.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
Saddleback College Stadium and Site Improvement Project  
Change Order No. 5

June 24, 2019

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 5 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2043	Design-Build Contractor	PCL Construction Services, Inc.		\$48,999,900	\$3,308,813	\$954,963	\$53,263,676	277
		4350 Executive Drive, Suite 270	<b>TOTAL</b>	<b>48,999,900</b>		<b>\$954,963</b>	<b>\$53,263,676</b>	<b>277</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
42 r2		Increase the video scoreboard size to 16.8' high x 39.6' wide, increase the size of the decorative truss, add controller for football and provide a five (5) year complete parts and labor warranty.	College	reviewed	\$198,842	0
25	4/26/2019	Electrical and HVAC for an additional IDF room on the visitor side and work scope to separate the press box level IDF room from the electrical room	College	reviewed	\$124,796	0
68	12/20/2018	Provide operable windows at three (3) locations within the press box to match those in the El Camino College Press Box	College	reviewed	\$71,517	0
83	5/2/2019	Provide a continuously accessible (ADA) lower concourse at both home and visitor bleachers	College	reviewed	\$62,405	0
116	5/2/2019	Install fan units at two (2) added restrooms within the stadium complex	College	reviewed	\$11,275	0
58a	12/20/2018	Install an additional safety net at the thrower's park separating the two discus fields and hammer throw fields	College	reviewed	\$86,649	0
113	12/20/2018	Add additional hose bibs at both the concourse and press box levels	College	reviewed	\$9,257	0
70 r1	2/27/2019	Mount the soccer scoreboard and the practice field clock on Muscoe light poles	College	reviewed	\$21,751	0
87	12/20/2018	Add isolation valves at all restrooms throughout the stadium complex	College	reviewed	\$2,974	0

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
Saddleback College Stadium and Site Improvement Project  
Change Order No. 5

June 24, 2019

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 5 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2043	Design-Build Contractor	PCL Construction Services, Inc.		\$48,999,900	\$3,308,813	\$954,963	\$53,263,676	277
		4350 Executive Drive, Suite 270	<b>TOTAL</b>	<b>48,999,900</b>		<b>\$954,963</b>	<b>\$53,263,676</b>	<b>277</b>
81	4/11/2019	Changes to glazing and masonry to add a third transaction widow at north and south ticket booths	College	reviewed	\$12,000	0		
27	5/1/2019	Provide design and construction services to modify Room 121 for water and drainage for four portable ice tubs and modify Room 115 for three ice therapy baths	College	reviewed	\$136,780	0		
71	3/8/2019	Provide design to convert storage room to second officials room; both rooms to contain separately contained shower and toilet rooms.	College	reviewed	\$39,784	0		
74	5/1/2019	Provide design for ADA compliant pedestrian path from Parking Lot 1A to the throwers and practice areas; inclusive of concrete pads for bleachers at soccer and necessary pathway lighting.	College	reviewed	\$45,674	0		
50 r1	4/29/2019	Per RFI 164; Increase infrastructure for added count of necessary telecommunications racks	College	reviewed	\$2,800	0		
37	4/11/2019	Camera through the campus outfall at request of County of Orange to facilitate final design	District - unforeseen	reviewed	\$4,792	0		
29 r1	4/16/2019	For the data feed for the AT&T cell tower on site: Provide locating services for the data feeds, re-sequence grading, design AT&T approved data line, install data conduits, final grading	District - unforeseen	reviewed	\$102,715	0		
52	5/3/2019	Per RFI 29: Relocate campus irrigation Point of Connection B and refeed 8" potable water line	District - unforeseen	reviewed	\$17,452	0		
	5/28/2019	Per Field Order 5: Remove and replace asphalt patch at edge of Parking Lot B to provide for ADA accessible pathway	District - unforeseen	reviewed	\$3,500	0		
<b>TOTAL THIS CHANGE ORDER REQUEST</b>					<b>\$954,963</b>	<b>0</b>		

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Saddleback College Stadium and Site Improvement Project, Division of the State Architect (DSA) Inspection Services, Knowland Construction Services

**ACTION:** Approval

---

### **BACKGROUND**

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

There is a need to hire a DSA Inspector and an Assistant DSA Inspector for the Saddleback College Stadium and Site Improvement project. An RFP was provided to the firms in the DSA Inspection Services pool.

### **STATUS**

On May 22, 2019, staff received responses from two firms. The evaluation committee, comprising of both District and College staff used an objective and measured process and determined that Knowland Construction Services provided the best fit and availability to undertake this project. Staff recommends the award of the DSA Inspection Services agreement to Knowland Construction Services (EXHIBIT A) for the DSA Inspection and Assistant DSA Inspection Services for the Saddleback College Stadium and Site Improvement project, in the amount of \$349,532.

Basic aid funds are available in the approved project budget of \$62,230,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Knowland Construction Services agreement for Division of the State Architect (DSA) Inspection and Assistant DSA Inspection Services for the Saddleback College Stadium and Site Improvement project, in the amount of \$349,532 for the term ending May 29, 2020.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### DSA INSPECTION SERVICES AGREEMENT Saddleback College Stadium and Site Improvement Project Knowland Construction Services

This AGREEMENT is made and entered into this 25th day of June in the year 2019 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Knowland Construction Services, 33 Narcissa Drive, Rancho Palos Verdes, CA 90275, 626-757-4141 hereinafter referred to as "CONSULTANT";

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

WHEREAS, DISTRICT desires to obtain DSA Inspection Services for Saddleback College Stadium and Site Improvement Project, more fully defined per Attachment A, hereinafter referred to as "PROJECT"; and

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

NOW, THEREFORE, the parties hereto agree as follows:

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

- 1.1. **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.** The CONSULTANT'S services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT the terms hereof and applicable law, code, rule or regulations. 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. CONSULTANT assignment for this PROJECT is for one Class I inspector, one Class II Inspector and one Support Services. The CONSULTANT shall designate Christopher Knowland, as Project Executive, and Shaun Hunt as a DSA Inspector, Class I and Kelly Legere as DSA Inspector Class II. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the

CONSULTANT must furnish the name of all other key people in CONSULTANT'S firm that will be associated with the PROJECT.

- 1.4. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONSULTANT will have ten working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume and/or interview.
- 1.5. **Relationship of CONSULTANT to Other PROJECT Participants.** CONSULTANT'S services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Architect; (b) the Contractor; (c) Test/Inspection Service Providers; and (d) others providing services in connection with the PROJECT. The Architect is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. Except as expressly set forth herein, neither this AGREEMENT, nor CONSULTANT'S rendition of services hereunder shall be deemed CONSULTANT'S assumption of responsibility for the adequacy or sufficiency of the PROJECT design or the Design Documents for the PROJECT, which are and remain that of the Architect. CONSULTANT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements. The CONSULTANT shall be responsible for assisting the DISTRICT with generally coordinating the services of the Inspector and Test/Inspection providers during the construction phase. The CONSULTANT is not responsible for the completeness or accuracy of the work product or services provided by the Inspector or Test/Inspection Service Providers.
- 1.6. **Acceptance of Project Schedule.** The CONSULTANT shall accept the DISTRICT'S project schedule for the performance of the CONSULTANT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECT.

## ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

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

- c. CONSULTANT recognizes the scope of work to include demolition/asbestos monitoring, project oversight, and meeting Procedure 5 requirements, referred to as associated work throughout the remainder of this contract.

2.6. **Preparation for Construction Phase.**

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

2.7. **Construction Phase.** The CONSULTANT'S services shall include but not be limited to the following tasks:

- a. Provide DSA inspection services to insure compliance with code, plans, specifications and quality control required of an educational facility. Issue correction and stop work notices and notify the DISTRICT and Construction Manager in writing if work does not conform to contract document.
- b. Inspect and verify that Contractor's As-Built record documents are updated monthly prior to processing of Contractor's monthly payment request.
- c. Maintain liaison with the A/E, Construction Manager, Testing Lab, Special Inspections Lab, DISTRICT and other regulatory agencies and governing bodies as necessary to maintain PROJECT continuity.
  - 1. Weekly, provide an ongoing and updated log of all RFI's and approved submittals
  - 2. Provide electronic copy of all inspection requests
    - i. Inspection requests shall be reviewed for conformance and signed according to project requirements
    - ii. Submittal and notice must conform to project requirements
    - iii. All utility trenches must be accompanied by a cleanly detailed sketch indicating type of utilities, points off buildings, changes in direction and depths. No backfill will be authorized without this document. This information must be on as-builts at next progress payment review.
    - iv. See DSA 103 for requirements and earthwork specifications. The General Contractor shall review the DSA 103, fill out and sign the Contractor's statement of Responsibility per CBC 1709A.

3. Complete DSA 156 and discuss during weekly progress meetings
- d. Submit, on a daily basis, an activity report to the Construction Manager and Resident Inspector, including the following information:
  1. Activities performed by the Contractors, and areas where work is performed.
  2. Staffing assigned to each Contractor and Subcontractor.
  3. Weather conditions.
  4. Equipment and materials delivered to the site.
  5. Construction equipment and vehicles utilized.
  6. Nature and location of the work being performed (starting and completion dates for various portions of the work).
  7. Verbal instruction and clarifications of the work given to the Contractor.
  8. Inspection by representatives of regulatory agencies.
  9. Note occurrences or conditions that might affect Contract Sum or Contract Time.
  10. List visitors to the site, titles, and reasons for visit.
  11. List telephone calls made or received, and a substantial outline of the nature of such calls, including statements or commitments made during the call. Identify the parties calling.
  12. Record any work or material in place that does not correspond with the drawings or specifications, as well as resulting action taken. List any other problems or abnormal occurrences that arise during each day, including notations of any particular lack of activity on the part of the Contractor. Note corrective actions taken.
- e. Review and monitor Contractor's construction methods and procedures during all construction activities, including earthwork, concrete placement, masonry erection, welding procedures, all finishes, electrical, mechanical, fire alarm, etc.
  1. On the basis of on-site observations and inspections as DSA Inspector, the CONSULTANT shall keep the DISTRICT informed of the progress and quality of the work and shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract.
  2. Shop Drawings do not supersede DSA approved construction documents. If discrepancy, corrective action must be required.
  3. Deviation notices, Correction notices and CCD items will be tracked and shared during construction progress meetings.
  4. Deviation notice, DSA 154, will be issued for items pertaining to SS, FLS and AC that are not in compliance with the DSA approved construction documents.

5. The project inspection card, DSA 152 will be signed off as approved sequence occurs.
6. CCD A work may not be signed until after DSA approval.
- f. The CONSULTANT shall have access to the work at all times and shall spend be on site during all active construction hours maximizing the amount of time spent on the jobsite. Time spent in the inspection trailer shall be limited and may include reviewing plans in response to a specific question, meeting with the DSA Field Representative and arranging special inspections.
- g. Attend all meetings as required in contract documents and requested by DISTRICT, i.e., billing meetings, specification review meetings, coordination meetings, weekly progress meetings, pre-roofing meetings, etc.
- h. Assist the Construction Manager and DISTRICT in scheduling all required tests, and testing laboratory visitations required by the Contract documents. Observe and record dates and times of all test procedures.
- i. Inspect, verify, and document Contractor's delivered equipment and materials to insure that they meet submittal and specification requirements. Such inspection must occur within 48 hours of Contractor's delivery of equipment to the job site.
- j. Submit to the Construction/Project Manager, in a timely manner, a detailed report or request for a clarification whenever any corrective change is necessary in field construction that will result in a variance from the drawings or specifications as originally issued.
- k. Review the Contractor's Payment Requests at billing meetings.
- l. When the Contractor's work or a designated portion thereof is substantially complete, prepare for the DISTRICT a list of incomplete or unsatisfactory items via a "punch list" and submit to the Construction Manager.
- m. Assist the DISTRICT in the review of Contractor's Submittals.
- n. At completion of PROJECT, deliver all inspection records and PROJECT correspondence to the DISTRICT.
- o. Perform all necessary coordination to ensure timely submittals to DSA including managing "Box" activities and acting as liaison for the DISTRICT on all project close out submittals. Examples of forms CONSULTANT will include but are not limited to:
  1. DSA 6-PI: Project Inspector Verified Report.
  2. DSA 102-IC: Construction Start Notice/Inspection Card Request.
  3. DSA 151: Project Inspector Notifications.
  4. DSA 154: Notice of Deviations/Resolution of Deviations.
  5. DSA 155: Project Inspector Semi-Monthly Report.
  6. DSA 156: Commencement/Completion of Work Notification.

- p. CONSULTANT will be required to have an understanding of all associated IR'S and advise Resident Inspector/DISTRICT whenever conflict might arise.

2.8. **Post-Construction Phase.**

- a. **Review and Transmittal of Contractor Close-Out Documents.** The CONSULTANT shall begin to consider associated work close out requirements upon execution of the contract. The CONSULTANT shall receive from the Contractor the close-out documents required by DSA. The CONSULTANT shall review the Contractor's close-out documents and items to determine conformity with requirements. If the CONSULTANT determines that the Contractor's close-out documents and items are not in conformity with requirements, the CONSULTANT shall make written recommendations to the Contractor for measures to secure compliance with the requirements. The CONSULTANT shall deliver to the DSA box all the Contractor's close-out documents and items.
- b. **Consultant Project Records.** Within 30 days of the date of issuance of an associated work completion, the CONSULTANT shall assemble and deliver to the DISTRICT all of the PROJECT records maintained by the CONSULTANT relating to the PROJECT.
- c. **Contractor's Post-Construction Obligations.** If the Contractor is obligated under the terms of its Contract to provide work, labor, materials or services after completion of PROJECT construction, the CONSULTANT shall monitor Contractor's post-construction activities for conformity with requirements of the Contract. The CONSULTANT shall make written recommendations, as necessary, for securing Contractor's compliance with post-construction obligations.

- 2.9. **Materials.** CONSULTANT shall furnish, at own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT.

ARTICLE 3      ADDITIONAL CONSULTANT SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, CONSULTANT shall be compensated for the same in accordance with the provisions of the AGREEMENT relating to Additional Services and the amounts indicated in Attachment B. The DISTRICT must approve an amendment to this AGREEMENT, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request payment for Additional Services in a separate line item on the same invoice submitted for Basic Services in a format pre-approved by the DISTRICT.
- 3.2. **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. Such services shall include:
- a. **Material Project Scope Changes.** Services required or necessary as a result of significant changes in the PROJECT scope or other requirements of the PROJECT, including project size, quality, or complexity or material changes to the Master Construction Schedule.

- b. Termination/Default of Architect or Contractor. Services required or necessary as a result of the default or termination of the Architect or the Contractor, failure of Performance of the Contractor, or major defects or deficiencies in the work of the Contractor.
- c. Damage or Destruction to Project. Except to the extent caused by the CONSULTANT, services and consultation associated or necessitated by damage or destruction to the PROJECT prior to completion by an act of God, fire or other casualty.
- d. After Final Certificate of Payment. Providing services after issuance to the DISTRICT of the final certificate for payment except as provided herein.
- e. Other Services. Providing any other services not otherwise included in this AGREEMENT or not customarily furnished in accordance with generally accepted CONSULTANT'S practice.

#### ARTICLE 4 TERM OF SERVICES

- 4.1. **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.** The construction time frame is anticipated for eleven months with a completion date of May 29, 2020. Services under this AGREEMENT shall be diligently performed by the CONSULTANT for the anticipated construction timeframe. The CONSULTANT'S contract terminates at the earlier of the issuance to the DISTRICT of the final Certificate for Payment or upon DSA close out.
- 4.3. **Extension.** This term shall be extended at no cost to the DISTRICT as result of delays caused directly by CONSULTANT'S actions. The term may be extended due to construction delay other than those delays caused by CONSULTANT'S actions.
- 4.4. **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 Attachment B.
- 4.5. **Suspension Notice.** DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension.

#### ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold the DISTRICT harmless from all liability arising out of:
  - 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.** To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify, defend and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under

either (1), (2), or (3) above, sustained by the CONSULTANT or the DISTRICT, or any person, firm or corporation employed by the CONSULTANT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent CONSULTANTS who are directly employed by the DISTRICT. The CONSULTANT, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings (other than professional negligence covered by Section c below) that may be brought or instituted against the DISTRICT, its officers, agents, or employees, to the extent such claims, actions, suits, or other proceedings arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof. Any costs to defend under this Section b shall not exceed the CONSULTANT's proportionate percentage of fault; and

- c. Professional Liability. To the extent arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the CONSULTANT, or any person, firm, or corporation employed by the CONSULTANT, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the CONSULTANT'S obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT, and such fees and costs shall not exceed the CONSULTANT'S proportionate percentage of fault.
- d. The PARTIES understand and agree that this Article, Section 1, of this AGREEMENT shall be the sole indemnity, as defined by California Civil Code § 2772, between the DISTRICT and the CONSULTANT related to the PROJECT. Any other indemnity that is attached to this AGREEMENT as part of any EXHIBIT shall be void and unenforceable between the PARTIES.
- e. Any attempt to limit the CONSULTANT'S liability to the DISTRICT in any of the exhibits or attachments to this AGREEMENT shall be void and unenforceable between the PARTIES.

- 5.2. CONSULTANT shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT, which will protect CONSULTANT and DISTRICT from claims which may arise out of, or result from, CONSULTANT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any sub-consultant, subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. The CONSULTANT shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).
- b. Commercial general and auto liability insurance, with limits of not less than TWO MILLION DOLLARS (\$2,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
  1. Owned, non-owned, and hired vehicles;
  2. Blanket contractual;
  3. Broad form property damage;
  4. Products/completed operations; and
  5. Personal injury.
- c. Professional liability insurance, including contractual liability, with limits of TWO MILLION DOLLARS (\$2,000,000) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that CONSULTANT subcontracts any portion of CONSULTANT'S duties, CONSULTANT shall require any such subcontractor to purchase and maintain insurance coverage as provided in this Section. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.
- d. Valuable Document Insurance. The CONSULTANT shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the CONSULTANT, and the DISTRICT shall be named as an additional insured
- e. Each policy of insurance required under this Article, Section 2(b), above, shall name the DISTRICT and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the CONSULTANT fails to secure or maintain any policy of insurance required hereby, the DISTRICT may, at its sole discretion, secure such policy of insurance in the name of, and for the account of, CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

- f. Insurers shall be licensed by the State of California to transact insurance and shall hold a current A.M. Best's rating of no less than A: VII or equivalent carrier otherwise acceptable to the District.
- g. In the event that the CONSULTANT subcontracts any portion of the CONSULTANT'S duties, the CONSULTANT shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article 5, Sections 2(a), (b), (c) and (d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence. The CONSULTANT shall not subcontract any portion of the CONSULTANT'S duties under this AGREEMENT without the DISTRICT'S prior written approval. Specification processing consultants are the only subcontractors exempt from maintaining professional liability insurance.
- h. All insurance coverage amounts specified hereinabove shall cover only risks relating to, or arising out of, the PROJECT governed by this particular AGREEMENT. The insurance and required amounts of insurance specified above shall not be reduced or encumbered on account of any other projects of the CONSULTANT.

#### ARTICLE 6      COMPENSATION TO THE CONSULTANT

The DISTRICT shall compensate the CONSULTANT as follows:

- 6.1. **Contract Price for Basic Services.** The Contract Price for the CONSULTANT'S performance of the Basic Services under this AGREEMENT shall consist of the following not to exceed prices:

a.	Preparation for Entering Construction Phase	N/A
b.	Construction Phase	\$347,032
c.	Post-Construction Phase (Close Out) and Procedure 5	see above
d.	Reimbursable Cost	<u>\$ 2,500</u>
	<b>TOTAL</b>	<b>\$349,532</b>
- 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 Basic Services, except for Allowable Reimbursable Expenses described in this AGREEMENT. At no time shall meals be considered a reimbursable expense.
- 6.3. **Consultant Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Basic Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by

CONSULTANT. Services are to be invoiced in equal monthly amounts of for Construction Phase assuming anticipated construction duration.

- 6.4. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.5. **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review. The DISTRICT shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
- a. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT.
  - b. Reimbursable expenses shall 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 Basic Services will be reimbursed.
  - f. For reimbursable expenses, compensation shall be computed at a multiple of 1.1 times the expenses incurred by the CONSULTANT, the CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT. Cost + 10%
  - 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. Cost + 10%
- 6.6. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this AGREEMENT shall be construed to operate as a waiver of any rights under this AGREEMENT, and CONSULTANT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by CONSULTANT'S failure to perform any of the services furnished under this AGREEMENT.

- 6.7. **District Payment of Contract Price.** Within 30 days of the date of the DISTRICT'S receipt of CONSULTANT'S billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Basic Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.
- 6.8. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this AGREEMENT, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.9. **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 30 days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.10. **Schedule Delay.** To the extent that the time initially established for the completion of 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 Attachment B or as a fixed fee.

## ARTICLE 7 CONSULTANT'S WORK PRODUCT

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

## 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. Seven day written notice by DISTRICT shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the

termination notice and deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

- 8.2. **Termination for Cause.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. **Suspension of Project.** The DISTRICT may suspend this AGREEMENT at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than 15 days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than 90 consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT'S services.
- 8.4. **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 seven days written notice to the DISTRICT.
- 8.5. **Non Payment.** The DISTRICT'S failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon seven days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
  - b. Unless payment in full is received by the CONSULTANT within seven days of the date of the notice, the suspension shall take effect without further notice.
  - c. In the event of a suspension of services, the CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.6. **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.

- 8.7. **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. **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. 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. **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.

- 9.3. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this AGREEMENT nor stop the progress of the work.

#### ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **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. At the written request of the CONSULTANT, District shall provide CONSULTANT copies of any documents related to the PROJECT.
- 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. 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:

**Mary Opel, Director of Facilities Planning**

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

#### ARTICLE 11 MISCELLANEOUS

- 11.1. **Equal Opportunity/Non-Discrimination.** CONSULTANT shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because

of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.

CONSULTANT shall ensure that all services and benefits rendered to the District, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. CONSULTANT shall comply with Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

- 11.2. **Compliance with Applicable Laws, Policies, Procedures, Rules & Regulations.** CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now and may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in services covered by this Agreement or accruing out of the performance of such services. Additionally, CONSULTANT shall comply with District's policies, procedures, rules, regulations and/or guidelines that include but are not limited to smoke free campus, alcohol and controlled substances, conflict of interest, workplace violence, code of conduct, harassment and discrimination prevention and drug-free environment.
- 11.3. **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.
- 11.4. **Consultant Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this AGREEMENT, if greater than \$10,000, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this AGREEMENT. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.5. **Review, Approval or Acceptance.** Review, approval or acceptance of CONSULTANT'S work whether by DISTRICT or others, shall not relieve CONSULTANT from responsibility for accuracy of CONSULTANT'S work.
- 11.6. **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.
- 11.7. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant

to this AGREEMENT. Additionally, no member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this AGREEMENT or the proceeds thereof.

- 11.8. **Governing Law**. This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this AGREEMENT.
- 11.9. **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.
- 11.10. **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.
- 11.11. **Non-Assignment**. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and/or control of CONSULTANT firm shall be deemed an assignment for purposes of this AGREEMENT. Nothing contained in this AGREEMENT is intended to make any person or entity who is not a signatory to the AGREEMENT a third party beneficiary of any right created by the AGREEMENT or by operation of law.
- 11.12. **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.
- 11.13. **Notifications**. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.14. **Communications** between the parties shall be sent to the following addresses:

DISTRICT

Mary Opel  
Director of Facilities Planning  
South Orange County  
Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
[mopel@socccd.edu](mailto:mopel@socccd.edu)

CONSULTANT

Christopher Knowland  
President  
Knowland Construction Services  
  
33 Narcissa Drive  
Rancho Palos Verdes, CA 90275  
[chrisknowland@msn.com](mailto:chrisknowland@msn.com)

COPY

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

- 11.15. **Severability**. If any provision of this AGREEMENT is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.
- 11.16. **Entire AGREEMENT/Amendment**. This AGREEMENT and any Attachments 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.
- 11.17. **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.
- 11.18. **Definitions**
- a. **Associate Work**. The scope of work to include demolition/asbestos monitoring, project oversight, and meeting Procedure 5 requirements.
  - b. **Contract**. A Contract for construction services awarded by the DISTRICT to a Contractor for the construction of the PROJECT.
  - c. **Design Documents**. The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the Architect or DISTRICT.
  - d. **Architect**. The Architect is Steinberg Hart. References to the Architect include PCL Construction Services, Inc. and its consultants retained to prepare or provide any portion of the Design Documents.

- e. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECT.
- f. **Site.** The physical area for construction and activities relating to construction of the PROJECT.
- g. **Construction Contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
- h. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and installed including completion of commissioning and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
- i. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Contract.

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

CONSULTANT  
Knowland Construction Services

DISTRICT  
South Orange County Community College District

\_\_\_\_\_  
Christopher Knowland  
President

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Taxpayer number)

Attachment A Proposal  
Attachment B Criteria and Billing for Extra Work

Click here to enter text.

**ATTACHMENT A      PROPOSAL**

**RFP - Proposal Form**

**DSA INSPECTION SERVICES SADDLEBACK PROJECT – PROPOSAL FORM**

The Not to Exceed proposal amount is to include all costs for the inspection services scope of work, inclusive of any reimbursable cost. The actual contract amount may be negotiated for a reduced scope of work.

Provide proposed breakdown:

DSA Class 1 Inspector:	\$ <u>150,280</u>
DSA Assistant Inspector:	\$ <u>159,120</u>
Inspection Firm Oversight	\$ <u>37,632</u>
District Allowance:	\$ <u>2,500</u>
Total:	\$ <u>349,532</u>

**Submitted by:** Knowland Construction Services  
Revised 6/11/19

**ATTACHMENT B - CRITERIA AND BILLING FOR EXTRA WORK**

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

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be 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>
DSA Inspector Class I	\$85/hour
DSA Inspector Class II	\$85/hour
Executive Support Services	\$98/hour

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: FY 2021-2022 Five Year Construction Plan and IPP / FPP  
Submittal to the State Chancellor's Office

**ACTION:** Approval

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### **BACKGROUND**

Each year, the District is required to submit a Five Year Construction Plan (5YP) to the State Chancellor's Office. The 5YP aligns with the District's Education and Facilities Master Plan objectives.

Community college districts may also submit annual project proposals to apply for state funding. Districts submit proposals across two years. The first year, SOCCCD submits the Initial Project Proposal (IPP) and in the second year, the Final Project Proposal (FPP). The IPP is a concept paper introducing the proposed project's needs, costs and duration. The California Community College Board of Governors has adopted three funding categories: life/safety, growth, and modernization, giving priority to projects that best meet the needs of these categories. The State Chancellor's Office evaluates projects, considering space capacity information available through the 5YP, to determine whether a project is eligible to move forward the following year into the more comprehensive FPP development. The FPP submittal contains approximately 40 pages; continuing the IPP efforts with more thorough information. If approved and state bond money is available, the FPP is included in the capital outlay budget as part of the annual state budget submittal. The components defined in the FPP act as the agreement between the state and the district and project modification, after approval, could jeopardize funding.

The District submits IPPs and FPPs with an agreement to match state funding 50/50 in order to maximize eligibility points. Funding for the district match is considered as part of the basic aid allocation cycle.

### **STATUS**

As a result of working with the colleges through the planning process and in preparation for the state submittal, staff has developed the 2021-2022 5YP Summary (EXHIBIT A) with the following changes from last year's submittal:

- The Irvine Valley College ATEP First Building and ATEP Utilities/Infrastructure Projects are complete and removed.
- The Irvine Valley College Student Services Renovation has been added as a project and is consistent with the Education and Facilities Master Plan.

- The Saddleback College Student Services Renovation was revised from a project requesting state funding to one that is noted for local funding.
- ATEP Demolition of Selected Buildings has been re-prioritized to align with anticipated timing.
- The Irvine Valley College A-200 Renovation was revised from a locally funded project to one that is requesting state funding.
- The Saddleback College Renovate Pedestrian Pathways-Arboretum Trail was adjusted to reflect anticipated project costs more accurately.
- The Saddleback College Lifetime Fitness and Wellness Center has been added as a project and is consistent with the Education and Facilities Master Plan.

The complete 5YP is attached (EXHIBIT B).

The 5YP Summary identifies the following Initial Project Proposals (IPP) and the Final Project Proposals (FPP) for each college in the “status column”. The Saddleback College IPP project is for the TAS Renovation (EXHIBIT C). The Irvine Valley College IPP is the A-200 Renovation (EXHIBIT D). These projects will include health and safety improvements including ADA improvements, security, and building system (mechanical, electrical, and plumbing) upgrades or replacements for energy and systems efficiency. Following is a brief project description for each.

- Saddleback College TAS Renovation  
The proposed project will renovate the existing, deactivated Technology /Applied Science (TAS) building for adult and community education programs, campus police, information technology and print shop. This project would allow for removal of many remaining portables including Village 1, 2, 5, 9, 10, Campus Police, and Community Education.
- Irvine Valley College A-200 Renovation  
The proposed project will reconstruct the A-200 building from office and classroom space into new learning centers that may include: a writing lab, a world language center, an ESL and reading center, and a tutorial center. This project will reactivate space that was inactivated with occupancy of the Liberal Arts building.

There are also two FPPs; one per college. They are the Saddleback College Science Math Building Reconstruction (EXHIBIT E) and the Irvine Valley College B-300 Building Reconstruction (EXHIBIT F). The District is committed to funding 50 percent of State supportable costs for each of the proposed facilities. Following is a brief description of each.

- Saddleback College Science Math Building Reconstruction  
The SM building is the second oldest permanent structure on campus. Portions of the building became inactive with occupancy of the new Sciences building. The proposed project will demolish the existing building and construct a smaller building to provide lecture, lab, office and study areas serving various disciplines including the Computer Sciences and Math programs.

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

- Irvine Valley College B-300 Building Reconstruction

The B-300 building no longer meets the programmatic needs of the Mathematics, Computer Science, Biotechnology and Physical Science programs, all of which will move back into the facility upon project completion. The building will provide lecture, lab, office, study, and other instructional support space.

Staff recommends the Board of Trustees approve the FY 2021-2022 5YP, the two IPPs and two FPPs for signature and submittal to the State Chancellor's Office.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2021-2022 Five Year Construction Plan. The Chancellor also recommends that the Board of Trustees approve the Initial Project Proposals and Final Project Proposals as submitted with a 50/50 match for state supported items, and approve all five documents for signature and submittal to the State Chancellor's Office.

2021-2022 Five Year Plan Summary  
South Orange County Community College District  
June 24, 2019

EXHIBIT A  
Page 1 of 1

2018 Priority	2019 Priority	Project Title	Campus	Occupy Date	2018 Project Budget	Status
2	1	STADIUM AND SITE IMPROVEMENTS-Construction	Saddleback College	2019-2020	\$ 62,230,000	Locally Funded
3	2	ATAS BUILDING - Design	Saddleback College	2022-2023	\$ 64,100,000	Locally Funded
4	3	<del>ATEP FIRST BUILDING - Complete</del>	<del>Irvine Valley College</del>	<del>2018/2019</del>	<del>\$ 29,350,000</del>	<del>Locally Funded or Future</del>
5	4	<del>ATEP UTILITIES/ INFRASTRUCTURE - Complete</del>	<del>Irvine Valley College</del>	<del>2018/2019</del>	<del>\$ 9,475,000</del>	<del>Locally Funded or Future</del>
6	3	NEW PARKING LOT-PHASE I AND II - Design	Irvine Valley College	2019-2020	\$ 8,788,000	Locally Funded
7	4	CAMPUS VILLAGE (Interim Space) OFFLINE	Saddleback College	2022-2023	\$ 350,000	Locally Funded
8	5	GATEWAY BUILDING-in state budget	Saddleback College	2022-2023	\$ 42,323,000	FPP-SCO Approved
9	6	HEALTH CENTER/CONCESSIONS - Construction	Irvine Valley College	2019-2020	\$ 7,500,000	Locally Funded
10	7	FINE ARTS BUILDING-pursuing state funding	Irvine Valley College	2023-2024	\$ 45,823,000	FPP-SCO Approved
11	8	RENOVATE SOCCER & PRACTICE FIELDS	Irvine Valley College	2022-2023	\$ 10,175,000	Locally Funded
12	9	B-300 RENOVATION	Irvine Valley College	2024-2025	\$ 15,002,000	FPP-Preparing
13	10	SM BUILDING RENOVATION	Saddleback College	2024-2025	\$ 33,326,000	FPP-Preparing
-	11	STUDENT SERVICES RENOVATION	Irvine Valley College	2025-2026	\$ 48,300,000	Locally Funded
14	12	TAS RENOVATION	Saddleback College	2025-2026	\$ 25,686,000	IPP-Submittal
15	13	NEW ATEP BUILDING	Saddleback College	2025-2026	\$ 32,385,000	Locally Funded
16	14	STUDENT SERVICES RENOVATION	Saddleback College	2025-2026	\$ 27,920,000	Locally Funded or Future
17	15	FINE ARTS PROMENADE LANDSCAPE/HARDSCAPE	Irvine Valley College	2024-2025	\$ 7,169,000	Locally Funded
18	16	GATEWAY BUILDING TRANSIT ENTRANCE PLAZA	Saddleback College	2024-2025	\$ 4,700,000	Locally Funded
1	17	ATEP- DEMOLITION OF SELECTED BUILDINGS- County Exchange demolition	Irvine Valley College	2024-2025	\$ 7,000,000	Locally Funded
19	18	QUAD LANDSCAPE/HARDSCAPE RENOVATION	Saddleback College	2024-2025	\$ 4,542,000	Locally Funded
20	19	FINE ARTS BUILDING RENOVATION	Saddleback College	2026-2027	\$ 31,030,000	Locally Funded or Future
21	20	A-QUAD LANDSCAPE/HARDSCAPE RENOVATION	Irvine Valley College	2025-2026	\$ 6,206,000	Locally Funded
22	21	A-200 RENOVATION	Irvine Valley College	2025-2026	\$ 5,379,000	IPP-Submittal
23	22	SCIENCE MATH PLAZA RENOVATION	Saddleback College	2026-2027	<del>\$ 3,103,000</del>	<del>Locally Funded or Future</del>
24	22	CAMPUS ENTRANCE PLAZA RENOVATION	Irvine Valley College	2025/2026	\$ 9,202,000	Locally Funded
25	23	HEALTH SCIENCES BUILDING RENOVATION	Saddleback College	2026-2027	\$ 9,523,000	Locally Funded or Future
26	24	RENOVATE PEDESTRIAN PATHWAYS-ARBORETUM TRAIL	Saddleback College	2026/2027	\$ 10,039,000	Locally Funded
27	25	AUXILIARY GYMNASIUM	Irvine Valley College	2026/2027	\$ 18,725,000	Locally Funded or Future
-	26	LIFETIME FITNESS AND WELLNESS CENTER	Saddleback College	2026/2027	\$ 17,780,000	Locally Funded or Future

6/6/19

# *South Orange County Community College District*

## 2021-2025 Five Year Construction Plan (2021-2025 First Funding Year)

July 1, 2019

*FPFS*

FACILITIES PLANNING & PROGRAM SERVICES, INC.

2021-2025 FIVE YEAR CAPITAL OUTLAY PLAN  
(2021-2022 FIRST FUNDING YEAR)

**South Orange County Community College District**

Prepared in reference to the Community College Construction Act of 1980  
and  
approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

Signed \_\_\_\_\_  
Ann-Marie Gabel  
(Chief Executive Officer or their designee)

Title \_\_\_\_\_ Vice Chancellor, Business

Date \_\_\_\_\_ 6/6/2019

Contact Person \_\_\_\_\_ Brandye D'Lena

Telephone \_\_\_\_\_ 949-582-4678

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Date Received at  
Chancellor's Office:

\_\_\_\_\_

Chancellor's Office  
Reviewed by:

\_\_\_\_\_

Notice of Approval

South Orange County Community College District 890

List the address and acreage of every land unit owned by the district (Education Code 81821(e)). Please identify all locations, both on-campus and off-campus, grouped according to their "parent" institution. In the event the list is long or complicated, please substitute copies of college bulletins or other notices to the public which display similar information. The list should be current as of October the prior year.

Address	Acres
<b>ATEP</b> 1624 Valencia Avenue Tustin, CA 92782	30.7
<b>Irvine Valley College</b> 5500 Irvine Center Drive Irvine, CA 92618	100
<b>Saddleback College</b> 28000 Marguerite Parkway Mission Viejo, CA 92692	172.54
<b>Total Acreage:</b>	303.24

Legislative Districts

Campus	Assembly	Senate	House
Saddleback College	73	36	49
Irvine Valley College	74	37	45

**South Orange County Community College District 890****Address**

**Irvine Valley College-Florence Sylvester Sr. Ctr.**  
23721 Moulton Parkway  
Laguna Hills, CA 92653

**Irvine Valley College-Heritage Park Com Center**  
14301 Yale Avenue  
Irvine, CA 92604

**Irvine Valley College-Laguna Beach Com Center**  
380 Third Street  
Laguna Beach, CA 92651

**Irvine Valley College-Laguna Beach Hi School Pool**  
625 Park Avenue  
Laguna Beach, CA 92651

**Irvine Valley College-Laguna Beach High School**  
625 Park Avenue  
Laguna Beach, CA 92651

**Irvine Valley College-Lake Forest Beach and Tennis**  
22921 Ridge Route Drive  
Lake Forest, CA 92630

**Irvine Valley College-Lake Forest Recreation Ctr.**  
25550 Commercenter Drive  
Lake Forest, CA 92630

**Irvine Valley College-Lake Forest Sports Park**  
28000 Rancho Parkway  
Lake Forest, CA 92630

**Irvine Valley College-Lakeview Senior Center**  
20 Lake Road  
Irvine, CA 92612

**Irvine Valley College-Rancho Senior Center**  
3 Ethel Coplen Way  
Irvine, CA 92612

**Irvine Valley College-Turtle Rock Com Center**  
1 Sunnyhill  
Irvine, CA 92603

**Irvine Valley College-Tustin Senior Center**  
200 South C Street  
Tustin, CA 92780

**Saddleback College- Laguna Woods Towers**  
24055 Pasio del Lago W  
Laguna Woods, CA 92637

**Saddleback College- REI**  
401 S. Tustin Avenue  
Orange, CA 92886

**Saddleback College-Advance Beauty College**  
23505 Moulton Parkway Suite A  
Laguna Hills CA 92653

**Saddleback College-Aesthetic Climbing Gym**  
26784 Vista Terrace  
Lake Forest, CA 92630

**Saddleback College-Aliso Viejo Library**  
1 Journey  
Aliso Viejo, CA 92656

## South Orange County Community College District 890

### Address

**Saddleback College-Alta Hospital**

14662 Newport Avenue  
Tustin, CA 92780

**Saddleback College-Bell Tower Foundation**

22232 El Paseo  
Rancho Santa Margarita

**Saddleback College-Capistrano Adult High School**

31351 El Camino Real  
San Juan Capistrano, CA

**Saddleback College-Capistrano Valley High School**

26301 Via Escolar  
Mission Viejo, CA 92692

**Saddleback College-Casa Romantica**

415 Avenida Granada  
San Clemente, CA 92672

**Saddleback College-Casta Del Sol Clubhouse**

27651 Casta Del Sol  
Mission Viejo, CA 92692

**Saddleback College-CHOC Children's @ Orange**

455 S. Main Street  
Orange, CA 92868

**Saddleback College-City of Dana Point Com Center**

34052 Del Obispo  
Dana Point, CA 92629

**Saddleback College-College Hospital**

301 Victoria Street  
Costa Mesa, CA 92627

**Saddleback College-Crestavilla**

30111 Niguel Road  
Laguna Niguel, CA 92677

**Saddleback College-CSUF Irvine Center**

3 Banting  
Irvine, CA 92618

**Saddleback College-CUSD College and Career Campus**

33122 Valle Road  
San Juan Capistrano, CA

**Saddleback College-CUSD Oak Grove**

22705 Sanborn  
Aliso Viejo, CA 92656

**Saddleback College-CUSD San Juan Hills High School**

29211 Stallion Ridge  
San Juan Capistrano, CA

**Saddleback College-DaVinci Paint Company**

29726 Ave De Las Bandera  
Rancho Santa Margarita

**Saddleback College-Doheny Beach State Park**

25300 Harbor Drive  
Dana Point, CA 92629

**Saddleback College-Faith Episcopal Church**

27802 El Lazo  
Laguna Niguel, CA 92677

## South Orange County Community College District 890

### Address

**Saddleback College-Florence Sylvester Memorial Ctr**

23721 Moulton Parkway  
Laguna Hills, CA 92653

**Saddleback College-Fountain Valley Regional**

17100 Euclid Street  
Fountain Valley, CA 92708

**Saddleback College-Geneva Presbyterian Church**

24301 El Toro Road  
Laguna Woods, CA 92637

**Saddleback College-Hair California Beauty Academy**

1828 E. Collins Avenue  
Orange, CA 92867

**Saddleback College-Hoag Memorial**

1 Hoag Drive  
Newport Beach, CA 92663

**Saddleback College-La Sala Room SJC Library**

31495 El Camino Real  
San Juan Capistrano, CA

**Saddleback College-Laguna Country United Methodist**

2442 Moulton Parkway  
Laguna Woods, CA 92637

**Saddleback College-Laguna Hills Com Center**

25555 Alicia Parkway  
Laguna Hills, CA 92653

**Saddleback College-Laguna Woods Village Clubhouse1**

24232 Calle Aragon  
Laguna Woods, CA 92637

**Saddleback College-Laguna Woods Village Clubhouse3**

23822 Avendia Sevilla  
Laguna Woods, CA 92637

**Saddleback College-Laguna Woods Village Clubhouse4**

23501 Via Mariposa West  
Laguna Woods, CA 92637

**Saddleback College-Laguna Woods Village Clubhouse5**

24262 Punta Alta  
Laguna Woods, CA 92637

**Saddleback College-Lake Forest Sport Park**

28000 Rancho Parkway  
Lake Forest, CA 92630

**Saddleback College-LDS Church of Jesus Christ**

23850 Los Alisos Blvd.  
Mission Viejo, CA 92691

**Saddleback College-Mission Hospital FRC**

22481 Aspan Street  
Lake Forest, CA 92630

**Saddleback College-Mission Hospital Reg Med Center**

27700 Medical Center Road  
Mission Viejo, CA 92692

**Saddleback College-Mission Viejo High School**

25025 Chrisanta Drive  
Mission Viejo, CA 92691

## South Orange County Community College District 890

### Address

**Saddleback College-Montanoso Rec Center**

25800 Montanoso Drive  
Mission Viejo, CA 92691

**Saddleback College-Niguel Shore Community Assoc.**

33654 Niguel Shores Drive  
Monarch Beach, CA 92629

**Saddleback College-Norman P. Murray Community & Sr**

24932 Veterans Way  
Mission Viejo, CA 92692

**Saddleback College-Nydegger Building Fire Station**

31421 La Matanza Street  
San Juan Capistrano, CA

**Saddleback College-Orange Coast Memorial**

9920 Talbert Avenue  
Fountain Valley, CA 92708

**Saddleback College-Palisades United Methodist**

27002 Camino De Estrella  
Capo Beach, CA 92624

**Saddleback College-Palmia Recreation Center**

21445 Monterey  
Mission Viejo, CA 92692

**Saddleback College-Saddleback Beauty Academy**

23565 Moulton Pkwy Ste B  
Laguna Hills, CA 92653

**Saddleback College-Saddleback Memorial Hospital**

24451 Health Center Dr.  
Laguna Hills, CA 92653

**Saddleback College-Salt Creek State Beach**

33333 Pacific Coast Hwy.  
Dana Point, CA 92629

**Saddleback College-San Clemente Presbyterian Chrch**

119 N Ave de la Estrella  
San Clemente, CA 92672

**Saddleback College-San Clemente Senior Center**

242 Avenida Del Mar  
San Clemente, CA 92672

**Saddleback College-San Clemente Villas by the Sea**

660 Camino do los Mares  
San Clemente, CA 92672

**Saddleback College-San Juan Capistrano Gym**

25925 Camino Del Avion  
San Juan Capistrano, CA

**Saddleback College-Sea Country Sr. Com Center**

24602 Aliso Creek Road  
Laguna Niguel, CA 92677

**Saddleback College-St. George's Epsicopal Church**

23802 Avenida de la Carl  
Laguna Hills, CA 92653

**Saddleback College-St. Joseph Hospital**

1100 W. Stewart Drive  
Orange, CA 92868

South Orange County Community College District 890

Address

**Saddleback College-St. Kilian Catholic Church**  
26872 Estanciero Drive  
Mission Viejo, CA 92691

**Saddleback College-Study Abroad, Costa Rica**  
Costa Rica  
Costa Rica

**Saddleback College-Study Abroad, England**  
England  
England

**Saddleback College-Study Abroad, Spain**  
Spain  
Spain

**Saddleback College-SVUSD Silverado High School**  
25632 Pete A Hartman Way  
Mission Viejo, CA 92691

**Saddleback College-The Covington**  
3 Pursuit  
Aliso Viejo, CA 92656

**Saddleback College-UCI Medical Center**  
101 City Drive South  
Orange, CA 92868

**Saddleback College-Vintage at the Regency**  
24441 Calle Sonora  
Laguna Woods, CA 92637

**Saddleback College-Vocational Vision**  
26041 Pala  
Mission Viejo, CA 92691

**Saddleback College-Western Medical Center**  
1001 North Tustin Avenue  
Santa Ana, CA 92705

**South Orange County Community College District 890**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>1 STADIUM AND SITE IMPROVEMENTS</b>									
Saddleback College									
Occupancy: 2019-20	STATE:	\$0							
Net ASF: 18,568	DISTRICT:	\$62,230,000							
<b>2 ATAS BUILDING</b>									
Saddleback College				Phase C	Phase E				
Occupancy: 2022-23	STATE:	\$0		\$0	\$0				
Net ASF: 33,025	DISTRICT:	\$64,100,000		\$52,104,000	\$3,500,000				
<b>3 NEW PARKING LOT - PHASE I and II</b>									
Irvine Valley College									
Occupancy: 2019-20	STATE:	\$0							
Net ASF: 0	DISTRICT:	\$8,788,000							
<b>4 CAMPUS VILLAGE (Interim Space) OFFLINE</b>									
Saddleback College					Phase C				
Occupancy: 2022-23	STATE:	\$0			\$0				
Net ASF: -30,736	DISTRICT:	\$350,000			\$350,000				
<b>5 GATEWAY BUILDING</b>									
Saddleback College			Phases P, W	Phases C, E					
Occupancy: 2022-23	STATE:	\$20,714,000	\$1,401,000	\$19,313,000					
Net ASF: 18,918	DISTRICT:	\$21,609,000	\$1,401,000	\$20,208,000					
<b>6 HEALTH CENTER/CONCESSIONS</b>									
Irvine Valley College			Phase E						
Occupancy: 2019-20	STATE:	\$0	\$0						
Net ASF: 1,008	DISTRICT:	\$7,500,000	\$368,000						
<b>7 FINE ARTS BUILDING</b>									
Irvine Valley College				Phases P, W	Phases C, E				
Occupancy: 2023-24	STATE:	\$0		\$0	\$0				
Net ASF: 29,305	DISTRICT:	\$45,823,000		\$3,288,000	\$42,536,000				
<b>8 RENOVATE SOCCER &amp; PRACTICE FIELDS</b>									
Irvine Valley College			Phase P	Phase W	Phase C				
Occupancy: 2022-23	STATE:	\$0	\$0	\$0	\$0				
Net ASF: 0	DISTRICT:	\$10,175,000	\$450,000	\$525,000	\$9,200,000				
<b>9 B-300 RENOVATION</b>									
Irvine Valley College					Phases P, W	Phases C, E			
Occupancy: 2024-25	STATE:	\$7,521,000			\$975,000	\$6,547,000			
Net ASF: -75	DISTRICT:	\$7,481,000			\$325,000	\$7,156,000			
<b>10 SM BUILDING RECONSTRUCTION</b>									
Saddleback College					Phases P, W	Phases C, E			
Occupancy: 2024-25	STATE:	\$16,701,000			\$1,041,000	\$15,661,000			
Net ASF: -22,297	DISTRICT:	\$16,625,000			\$1,409,000	\$15,215,000			
<b>11 STUDENT SERVICES RENOVATION</b>									
Irvine Valley College						Phases P, W	Phases C, E		
Occupancy: 2025-26	STATE:	\$0				\$0	\$0		
Net ASF: 0	DISTRICT:	\$48,300,000				\$4,300,000	\$44,000,000		
<b>12 TAS RENOVATION</b>									
Saddleback College						Phases P, W	Phases C, E		
Occupancy: 2025-26	STATE:	\$11,966,000				\$1,002,000	\$10,963,000		
Net ASF: -22,862	DISTRICT:	\$11,961,000				\$984,000	\$10,978,000		

South Orange County Community College District 890									
No. Project			Schedule of Funds						
Campus	Source	Total Cost	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>13 NEW ATEP BUILDING</b>									
Saddleback College						Phase P	Phase W	Phase C	Phase E
Occupancy: 2025-26	STATE:	\$0				\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$32,385,000				\$709,000	\$2,137,000	\$27,339,000	\$2,200,000
<b>14 STUDENT SERVICES RENOVATION</b>									
Saddleback College						Phases P, W	Phases C, E		
Occupancy: 2025-26	STATE:	\$0				\$0	\$0		
Net ASF: -2,378	DISTRICT:	\$27,920,000				\$2,293,000	\$25,627,000		
<b>15 FINE ARTS PROMENADE LANDSCAPE/HARDSCAPE</b>									
Irvine Valley College					Phase P	Phase W	Phase C		
Occupancy: 2024-25	STATE:	\$0			\$0	\$0	\$0		
Net ASF: 0	DISTRICT:	\$7,169,000			\$90,000	\$591,000	\$6,488,000		
<b>16 GATEWAY BUILDING TRANSIT ENTRANCE PLAZA</b>									
Saddleback College						Phases P, W	Phase C		
Occupancy: 2024-25	STATE:	\$0				\$0	\$0		
Net ASF: 0	DISTRICT:	\$4,700,000				\$447,000	\$4,254,000		
<b>17 ATEP- DEMOLITION OF SELECTED BUILDINGS</b>									
Irvine Valley College					Phase P	Phase W	Phase C		
Occupancy: 2024-25	STATE:	\$0			\$0	\$0	\$0		
Net ASF: 0	DISTRICT:	\$7,000,000			\$88,000	\$578,000	\$6,335,000		
<b>18 QUAD LANDSCAPE/HARDSCAPE RENOVATION</b>									
Saddleback College						Phases P, W	Phase C		
Occupancy: 2024-25	STATE:	\$0				\$0	\$0		
Net ASF: 0	DISTRICT:	\$4,542,000				\$442,000	\$4,100,000		
<b>19 FINE ARTS BUILDING RENOVATION</b>									
Saddleback College						Phase P	Phase W	Phase C	Phase E
Occupancy: 2026-27	STATE:	\$0				\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$31,030,000				\$388,000	\$2,560,000	\$26,453,000	\$1,629,000
<b>20 A-QUAD LANDSCAPE/HARDSCAPE RENOVATION</b>									
Irvine Valley College						Phase P	Phase W	Phase C	
Occupancy: 2025-26	STATE:	\$0				\$0	\$0	\$0	
Net ASF: 0	DISTRICT:	\$6,206,000				\$78,000	\$512,000	\$5,616,000	
<b>21 A-200 RENOVATION</b>									
Irvine Valley College						Phases P, W	Phases C, E		
Occupancy: 2025-26	STATE:	\$2,695,000				\$228,000	\$2,468,000		
Net ASF: 0	DISTRICT:	\$2,684,000				\$207,000	\$2,477,000		
<b>22 CAMPUS ENTRANCE PLAZA RENOVATION</b>									
Irvine Valley College						Phase P	Phase W	Phase C	
Occupancy: 2025-26	STATE:	\$0				\$0	\$0	\$0	
Net ASF: 0	DISTRICT:	\$9,202,000				\$115,000	\$759,000	\$8,328,000	
<b>23 HEALTH SCIENCES BUILDING RENOVATION</b>									
Saddleback College							Phase P	Phase W	Phase C
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$9,523,000					\$119,000	\$786,000	\$8,118,000
<b>24 RENOVATE PEDESTRIAN PATHWAYS-ARBORETUM TRAIL</b>									
Saddleback College							Phase P	Phase W	Phase C
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$10,039,000					\$341,000	\$696,000	\$9,002,000

**South Orange County Community College District 890**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
<b>25 AUXILIARY GYMNASIUM</b>									
Irvine Valley College							Phase P	Phase W	Phase C
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	\$0
Net ASF: 18,760	DISTRICT:	\$18,725,000					\$234,000	\$1,545,000	\$15,963,000
<b>26 LIFETIME FITNESS AND WELLNESS CENTER</b>									
Saddleback College							Phases P, W	Phases C, E	
Occupancy: 2026-27	STATE:	\$0					\$0	\$0	
Net ASF: 0	DISTRICT:	\$17,780,000					\$1,405,000	\$16,375,000	
<b>GRAND TOTALS</b>									
	Total Cost		2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26
	STATE:	\$59,597,000	\$1,401,000	\$19,313,000	\$2,016,000	\$23,438,000	\$13,431,000	\$0	\$0
	DISTRICT:	\$493,847,000	\$2,219,000	\$76,125,000	\$57,498,000	\$33,503,000	\$112,326,000	\$87,138,000	\$36,912,000

South Orange County Community College District 890

District Lecture Capacity/Load Ratios

No.	Project									
	Lect ASF	WSCH	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
5	GATEWAY BUILDING									
	7,091	16,529	2022			315,117				
Saddleback College						121%				
7	FINE ARTS BUILDING									
	2,875	6,701	2023				321,818			
Irvine Valley College						122%				
9	B-300 RENOVATION									
	-42	-97	2024					321,721		
Irvine Valley College						120%				
10	SM BUILDING RECONSTRUCTION									
	-458	-1,067	2024					320,654		
Saddleback College						119%				
12	TAS RENOVATION									
	-329	-767	2025						319,887	
Saddleback College								118%		
14	STUDENT SERVICES RENOVATION									
	800	1,864	2025						321,751	
Saddleback College								118%		
21	A-200 RENOVATION									
	-7,608	-17,734	2025						304,017	
Irvine Valley College								112%		
Lecture Summary / Totals				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Lecture ASF	Actual*/Projected WSCH			250,324	254,876	259,501	264,200	268,974	272,153	275,368
128,095	Cumulative Capacity			298,588	298,588	298,588	315,117	321,818	320,654	304,017
	Capacity/Load Ratio			119%	117%	115%	119%	120%	118%	110%

**South Orange County Community College District 890****District Lab Capacity/Load Ratios**

No.	Project									
	Lab ASF	WSCH	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
2	ATAS BUILDING									
	26,790	8,902	2022			100,483				
Saddleback College						130%				
4	CAMPUS VILLAGE (Interim Space) OFFLINE									
	-18,957	-7,154	2022			93,329				
Saddleback College						121%				
5	GATEWAY BUILDING									
	15,989	6,221	2022			99,550				
Saddleback College						129%				
7	FINE ARTS BUILDING									
	24,818	9,657	2023				109,207			
Irvine Valley College							139%			
9	B-300 RENOVATION									
	-1,256	-47	2024					109,160		
Irvine Valley College								136%		
10	SM BUILDING RECONSTRUCTION									
	-335	653	2024					109,813		
Saddleback College								137%		
12	TAS RENOVATION									
	-3,670	-1,715	2025						108,098	
Saddleback College									133%	
14	STUDENT SERVICES RENOVATION									
	842	328	2025						108,425	
Saddleback College									134%	
19	FINE ARTS BUILDING RENOVATION									
	0	0	2026							108,425
Saddleback College										132%
Lab Summary / Totals				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Lab ASF	Actual*/Projected WSCH			74,490	75,844	77,221	78,619	80,039	80,985	81,942
224,629	Cumulative Capacity			91,581	91,581	91,581	99,550	109,207	109,813	108,425
	Capacity/Load Ratio			123%	121%	119%	127%	136%	136%	132%

**South Orange County Community College District 890**

**District Office Capacity/Load Ratios**

No.	Project	Off ASF	FTE	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
5	<b>GATEWAY BUILDING</b>										
	-993	-7	2022				1,000				
	Saddleback College						84%				
7	<b>FINE ARTS BUILDING</b>										
	714	5	2023					1,006			
	Irvine Valley College							83%			
9	<b>B-300 RENOVATION</b>										
	-7	0	2024						1,006		
	Irvine Valley College								82%		
10	<b>SM BUILDING RECONSTRUCTION</b>										
	-156	-1	2024						1,004		
	Saddleback College								82%		
11	<b>STUDENT SERVICES RENOVATION</b>										
	0	0	2025							1,004	
	Irvine Valley College									81%	
12	<b>TAS RENOVATION</b>										
	2,287	16	2025							1,021	
	Saddleback College									82%	
14	<b>STUDENT SERVICES RENOVATION</b>										
	2,612	19	2025							1,039	
	Saddleback College									84%	
21	<b>A-200 RENOVATION</b>										
	-215	-2	2025							1,038	
	Irvine Valley College									83%	
25	<b>AUXILIARY GYMNASIUM</b>										
	760	5	2026								1,043
	Irvine Valley College										83%
<b>Office Summary / Totals</b>					<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
Office ASF	Actual*/Projected FTE				1,148	1,167	1,186	1,205	1,224	1,243	1,259
141,059	Cumulative Capacity				1,008	1,008	1,008	1,000	1,006	1,004	1,038
	Capacity/Load Ratio				88%	86%	85%	83%	82%	81%	82%

South Orange County Community College District 890

District Library Capacity/Load Ratios

No.	Project									
	Lib ASF	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
5	GATEWAY BUILDING									
	4,199	2022			75,018					
Saddleback College					72%					
7	FINE ARTS BUILDING									
	1,000	2023				76,018				
Irvine Valley College						72%				
9	B-300 RENOVATION									
	-433	2024					75,585			
Irvine Valley College							71%			
10	SM BUILDING RECONSTRUCTION									
	7,500	2024					83,085			
Saddleback College							78%			
11	STUDENT SERVICES RENOVATION									
	0	2025						83,085		
Irvine Valley College								77%		
14	STUDENT SERVICES RENOVATION									
	3,000	2025						86,085		
Saddleback College								80%		
21	A-200 RENOVATION									
	8,300	2025						94,385		
Irvine Valley College								88%		
Library Summary / Totals			2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
Library ASF	Actual*/Projected ASF		102,333	103,389	104,459	105,541	106,634	107,743	108,863	
70,819	Cumulative Capacity		70,819	70,819	70,819	75,018	76,018	83,085	94,385	
	Capacity/Load Ratio		69%	68%	68%	71%	71%	77%	87%	

**South Orange County Community College District 890****District AV/TV Capacity/Load Ratios**

No.	Project	AVTV ASF	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
5	<b>GATEWAY BUILDING</b>									
		602	2022			10,752				
	Saddleback College					50%				
9	<b>B-300 RENOVATION</b>									
		1,200	2024					11,952		
	Irvine Valley College							55%		
10	<b>SM BUILDING RECONSTRUCTION</b>									
		2,000	2024					13,952		
	Saddleback College							64%		
<b>AV/TV Summary / Totals</b>				<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>2025-26</b>	<b>2026-27</b>
AV/TV ASF	Actual*/Projected ASF			21,350	21,440	21,531	21,623	21,716	21,810	21,905
10,150	Cumulative Capacity			10,150	10,150	10,150	10,752	10,752	13,952	13,952
	Capacity/Load Ratio			48%	47%	47%	50%	50%	64%	64%

**South Orange County Community College District 890**

**District Load Distribution**

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
<b>Actual</b>							
2017	1,111	370,653	34,489	336,163	4,766	237,199	94,199
2018	1,112	377,441	52,721	324,720	13,662	239,992	71,067
<b>Projected</b>							
2019	1,131	384,331	52,038	332,292	13,292	245,844	73,157
2020	1,148	391,334	52,987	338,348	13,534	250,324	74,490
2021	1,167	398,450	53,950	344,500	13,780	254,876	75,844
2022	1,186	405,681	54,929	350,752	14,030	259,501	77,221
2023	1,205	413,027	55,924	357,103	14,284	264,200	78,619
2024	1,224	420,490	56,934	363,556	14,542	268,974	80,039
2025	1,243	425,459	57,607	367,852	14,714	272,153	80,985

South Orange County Community College District 890

Instructional Load by Campus

WSCH Distributed to Campuses or Other Locations

	Actual			Projected						
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
Saddleback College	232,066	227,952	236,806	238,285	242,627	247,039	251,522	256,077	260,704	263,785
Irvine Valley College	144,665	142,701	140,635	146,046	148,707	151,411	154,159	156,950	159,786	161,674
Total	376,731	370,653	377,441	384,331	391,334	398,450	405,681	413,027	420,490	425,459

**South Orange County Community College District 890****Total District Library Load**

(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,795/Camp) (d)	First 3,000 Day Graded (3.83/DG) (e)	Between 3k - 9k (3.39/DG) (f)	Above 9,000 (2.94/DG) (g)	Total ASF (d+e+f+g)
<b>Projected</b>							
2019	30,044	2	7,590	11,490	20,340	61,869	101,289
2020	30,399	2	7,590	11,490	20,340	62,913	102,333
2021	30,758	2	7,590	11,490	20,340	63,969	103,389
2022	31,122	2	7,590	11,490	20,340	65,039	104,459
2023	31,490	2	7,590	11,490	20,340	66,121	105,541
2024	31,862	2	7,590	11,490	20,340	67,214	106,634
2025	32,239	2	7,590	11,490	20,340	68,323	107,743

Library Load by Campus or Location

	Projected						
	2019	2020	2021	2022	2023	2024	2025
Saddleback College	62,799 (62%)	63,446 (62%)	64,101 (62%)	64,764 (62%)	65,435 (62%)	66,113 (62%)	66,800 (62%)
Irvine Valley College	38,490 (38%)	38,887 (38%)	39,288 (38%)	39,694 (38%)	40,105 (38%)	40,521 (38%)	40,942 (38%)
Total	101,289	102,333	103,389	104,458	105,540	106,634	107,742

**South Orange County Community College District 890****Total District AV, Radio, TV Load**

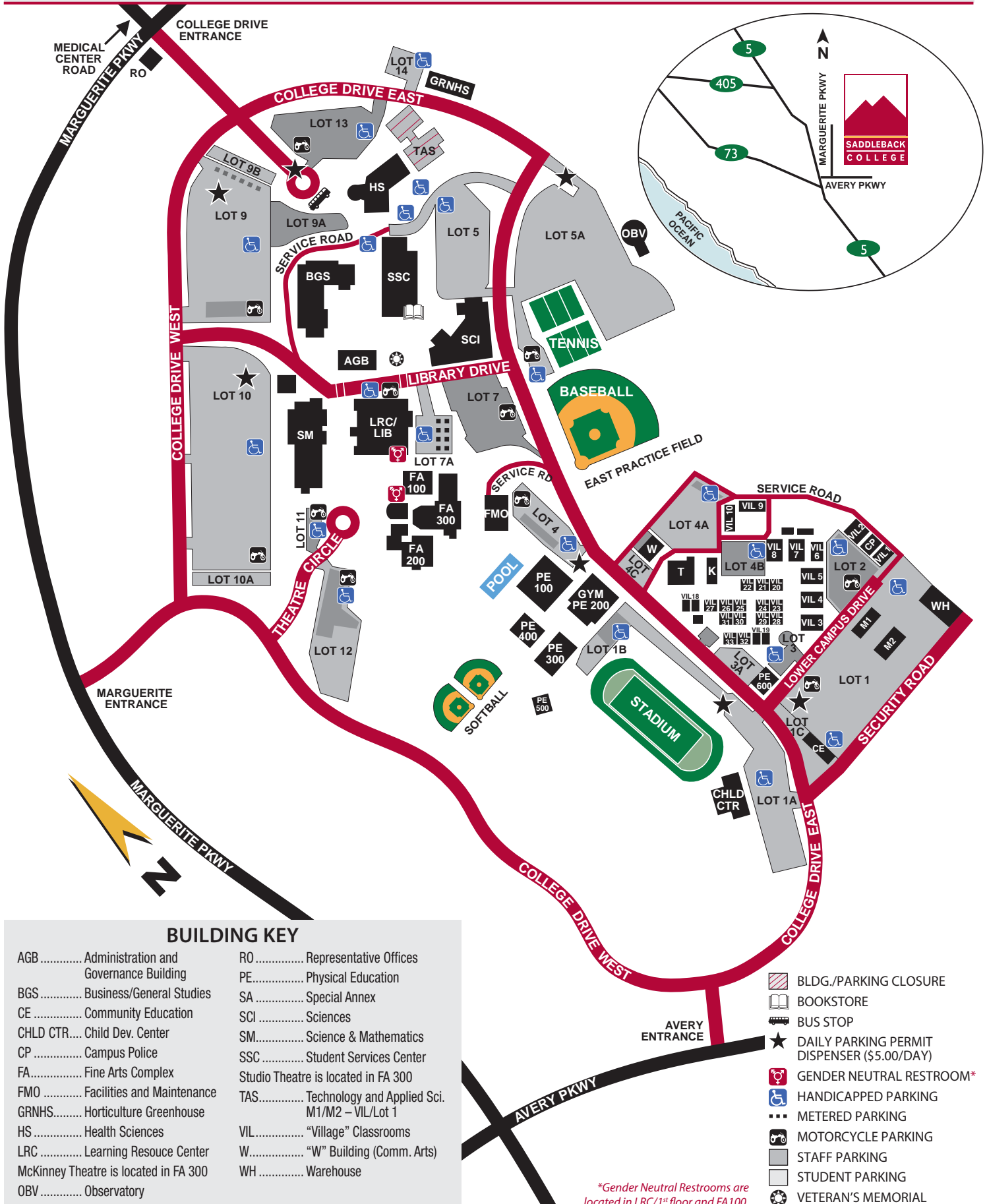
(a)	Total Day-Graded (b)	Number of Campuses (c)	Initial ASF (3,500/Camp) (d)	First 3,000 Day Graded (1.50/DG) (e)	Between 3k - 9k (0.75/DG) (f)	Above 9,000 (0.25/DG) (g)	Total ASF (d+e+f+g)
<b>Projected</b>							
2019	30,044	2	7,000	4,500	4,500	5,261	21,261
2020	30,399	2	7,000	4,500	4,500	5,350	21,350
2021	30,758	2	7,000	4,500	4,500	5,440	21,440
2022	31,122	2	7,000	4,500	4,500	5,531	21,531
2023	31,490	2	7,000	4,500	4,500	5,623	21,623
2024	31,862	2	7,000	4,500	4,500	5,716	21,716
2025	32,239	2	7,000	4,500	4,500	5,810	21,810

AV, Radio, TV Load by Campus or Location

	Projected						
	2019	2020	2021	2022	2023	2024	2025
Saddleback College	13,182 (62%)	13,237 (62%)	13,292 (62%)	13,349 (62%)	13,406 (62%)	13,464 (62%)	13,522 (62%)
Irvine Valley College	8,079 (38%)	8,113 (38%)	8,147 (38%)	8,182 (38%)	8,217 (38%)	8,252 (38%)	8,288 (38%)
Total	21,261	21,350	21,439	21,531	21,623	21,716	21,810

# SADDLEBACK COLLEGE CAMPUS MAP

28000 Marguerite Parkway, Mission Viejo, CA 92692 • 949.582.4500



**FUSION<sup>2</sup>**  
Space Inventory

**South Orange County Community College District  
Report 17 Certification**

**Certification of Inventory for Fiscal Year: 2018 - 2019**

Campus Name: **Saddleback College**  
Certified ASF: **558,949**  
Certified OGSF: **774,475**

**District Approval**

  
Authorized Signature

11/1/18  
Date

Ann-Marie Gabel  
Printed Name

**State Approval**

  
Authorized Signature

1/7/19  
Date

**Included:**

(2) Signed Copies of Report 17 Certification Sheet if the submission was not certified and submitted electronically by the CBO.

South Orange County Community College District 890

Saddleback College 891

Campus Lecture Capacity/Load Ratios

No.	Project									
	Lect ASF	WSCH	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
5	GATEWAY BUILDING									
	7,091	16,529	2022			183,449				
Saddleback College						128%				
10	SM BUILDING RECONSTRUCTION									
	-458	-1,067	2024					182,382		
Saddleback College								123%		
12	TAS RENOVATION									
	-329	-767	2025						181,615	
Saddleback College									121%	
14	STUDENT SERVICES RENOVATION									
	800	1,864	2025						183,479	
Saddleback College									122%	
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Actual*/Projected WSCH				137,812	140,318	142,865	145,452	148,080	149,830	151,600
Lecture ASF										
Cumulative Capacity				166,920	166,920	166,920	183,449	183,449	182,382	183,479
71,609										
Capacity/Load Ratio				121%	119%	117%	126%	124%	122%	121%

## Campus Lab Capacity/Load Ratios

No.	Project									
	Lab ASF	WSCH	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
2	ATAS BUILDING									
	26,790	8,902	2022			69,423				
Saddleback College						138%				
4	CAMPUS VILLAGE (Interim Space) OFFLINE									
	-18,957	-7,154	2022			62,268				
Saddleback College						124%				
5	GATEWAY BUILDING									
	15,989	6,221	2022			68,490				
Saddleback College						136%				
10	SM BUILDING RECONSTRUCTION									
	-335	653	2024					69,142		
Saddleback College								133%		
12	TAS RENOVATION									
	-3,670	-1,715	2025						67,427	
Saddleback College									128%	
14	STUDENT SERVICES RENOVATION									
	842	328	2025						67,755	
Saddleback College									128%	
19	FINE ARTS BUILDING RENOVATION									
	0	0	2026							67,755
Saddleback College										
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Lab ASF	Actual*/Projected WSCH			48,525	49,408	50,304	51,215	52,141	52,757	53,380
	Cumulative Capacity			60,520	60,520	60,520	68,490	68,490	69,142	67,755
	154,644									
Capacity/Load Ratio				125%	122%	120%	134%	131%	131%	127%

South Orange County Community College District 890

Saddleback College 891

Campus Office Capacity/Load Ratios

No.	Project									
	Off ASF	FTE	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
5	GATEWAY BUILDING									
	-993	-7	2022			666				
Saddleback College						85%				
10	SM BUILDING RECONSTRUCTION									
	-156	-1	2024					665		
Saddleback College								83%		
12	TAS RENOVATION									
	2,287	16	2025						681	
Saddleback College									83%	
14	STUDENT SERVICES RENOVATION									
	2,612	19	2025						700	
Saddleback College									86%	
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Office ASF	Actual*/Projected FTE			765	775	785	795	805	816	826
	Cumulative Capacity			673	673	673	666	666	665	700
	94,238			88%	87%	86%	84%	83%	81%	85%

South Orange County Community College District 890

Saddleback College 891

Campus Library Capacity/Load Ratios

No.	Project									
	Lib ASF	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
5	GATEWAY BUILDING									
	4,199	2022			44,203					
Saddleback College					68%					
10	SM BUILDING RECONSTRUCTION									
	7,500	2024					51,703			
Saddleback College							78%			
14	STUDENT SERVICES RENOVATION									
	3,000	2025						54,703		
Saddleback College								82%		
			2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
Library ASF	Actual*/Projected ASF		63,446	64,101	64,764	65,435	66,113	66,800	67,495	
	Cumulative Capacity		40,004	40,004	40,004	44,203	44,203	51,703	54,703	
	Capacity/Load Ratio		63%	62%	62%	68%	67%	77%	81%	

**South Orange County Community College District 890**
**Saddleback College 891**
**Campus AV/TV Capacity/Load Ratios**

No.	Project	AVTV ASF	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
5	GATEWAY BUILDING 602		2022			5,706				
Saddleback College						43%				
10	SM BUILDING RECONSTRUCTION 2,000		2024					7,706		
Saddleback College								57%		
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
AV/TV ASF	Actual*/Projected ASF			13,237	13,292	13,349	13,406	13,464	13,522	13,581
	Cumulative Capacity			5,104	5,104	5,104	5,706	5,706	7,706	7,706
	Capacity/Load Ratio			39%	38%	38%	43%	42%	57%	57%

South Orange County Community College District 890

Saddleback College 891

Campus Load Distribution

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
Actual							
2017	757	227,952	27,354	200,597	3,410	140,418	56,769
2018	745	236,806	48,403	188,403	8,196	133,201	47,007
Projected							
2019	755	238,285	47,657	190,628	7,625	135,346	47,657
2020	765	242,627	48,525	194,102	7,764	137,812	48,525
2021	775	247,039	49,408	197,631	7,905	140,318	49,408
2022	785	251,522	50,304	201,218	8,049	142,865	50,304
2023	795	256,077	51,215	204,861	8,194	145,452	51,215
2024	805	260,704	52,141	208,563	8,343	148,080	52,141
2025	816	263,785	52,757	211,028	8,441	149,830	52,757

**South Orange County Community College District 890**  
**Saddleback College 891**

**FTE Instruction Staff Worksheet - Fall 2019**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	677.0	0.0	677.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
<b>Department Administrator</b>	29.0	0.0	29.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
<b>Actual 2019 Totals</b>	<b>764.0</b>	<b>9.0</b>	<b>755.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Saddleback College 891****FTE Instruction Staff Worksheet - Fall 2020**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	687.0	0.0	687.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
<b>Department Administrator</b>	29.0	0.0	29.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
<b>Projected 2020 Totals</b>	<b>774.0</b>	<b>9.0</b>	<b>765.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Saddleback College 891**

**FTE Instruction Staff Worksheet - Fall 2021**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	697.0	0.0	697.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
<b>Department Administrator</b>	29.0	0.0	29.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
<b>Projected 2021 Totals</b>	<b>784.0</b>	<b>9.0</b>	<b>775.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Saddleback College 891****FTE Instruction Staff Worksheet - Fall 2022**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	707.0	0.0	707.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
<b>Department Administrator</b>	29.0	0.0	29.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
<b>Projected 2022 Totals</b>	<b>794.0</b>	<b>9.0</b>	<b>785.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Saddleback College 891**

**FTE Instruction Staff Worksheet - Fall 2023**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	717.0	0.0	717.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
<b>Department Administrator</b>	29.0	0.0	29.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
<b>Projected 2023 Totals</b>	<b>804.0</b>	<b>9.0</b>	<b>795.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

South Orange County Community College District 890

Saddleback College 891

FTE Instruction Staff Worksheet - Fall 2024

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	727.0	0.0	727.0
Counselor Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
Department Administrator	29.0	0.0	29.0
Librarian Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
Projected 2024 Totals	814.0	9.0	805.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Saddleback College 891**

**FTE Instruction Staff Worksheet - Fall 2025**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	738.0	0.0	738.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	49.0	0.0	49.0
<b>Department Administrator</b>	29.0	0.0	29.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	4.0	4.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	5.0	5.0	0.0
<b>Projected 2025 Totals</b>	<b>825.0</b>	<b>9.0</b>	<b>816.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

South Orange County Community College District 890										
Saddleback College 891										
Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	71,609	154,644	94,238	40,004	5,104	35,662	16,918	37,158	103,612	558,949
5 2022 GATEWAY BUILDING	7,091	15,989	-993	4,199	602				-7,970	18,918
	78,700	170,633	93,245	44,203	5,706				95,642	577,867
10 2024 SM BUILDING RECONSTRUCTION	-458	-335	-156	7,500	2,000			-30,720	-128	-22,297
	78,242	170,298	93,089	51,703	7,706			6,438	95,514	555,570
12 2025 TAS RENOVATION	-329	-3,670	2,287					-29,425	8,275	-22,862
	77,913	166,628	95,376					-22,987	103,789	532,708
14 2025 STUDENT SERVICES RENOVATION	800	842	2,612	3,000				-27,576	17,944	-2,378
	78,713	167,470	97,988	54,703				-50,563	121,733	530,330
Total Existing and Proposed Space	78,713	167,470	97,988	54,703	7,706	35,662	16,918	-50,563	121,733	530,330

**South Orange County Community College District 890**  
**Saddleback College 891**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	71,609	42.9	166,918

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0200 - Architecture and Related Technologies	4,066	257	1,582
0300 - Environmental Sciences and Technologies	897	235	382
0400 - Biological Sciences	17,471	235	7,434
0500 - Business and Management	2,036	128	1,591
0600 - Media and Communications	11,372	214	5,314
0700 - Information Technology	4,397	171	2,571
0900 - Engineering and Industrial Technologies	2,691	321	838
0949 - Automotive Collision Repair	13,962	856	1,631
0956 - Manufacturing and Industrial Technology	897	385	233
1000 - Fine and Applied Arts	32,754	257	12,745
1200 - Health	8,955	214	4,185
1300 - Family and Consumer Sciences	12,951	257	5,039
1500 - Humanities (Letters)	387	150	258
1900 - Physical Sciences	31,063	257	12,087
2200 - Social Sciences	1,619	150	1,079
4900 - Interdisciplinary Studies	9,126	257	3,551
<b>Summary</b>	<b>Total Net ASF</b>	<b>ASF per 100 WSCH</b>	<b>Total Capacity WSCH</b>
Lab Space	154,644	256	60,520

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	94,238	140	673

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **1 STADIUM AND SITE IMPROVEMENTS**

Project Type: ☐ Site Acquisition ☐ New Construction ☐ Reconstruction  
☒ Replacement ☒ Infrastructure ☐ Equipment

Total Estimated Cost: \$62,230,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016-2017	2017-2018	2018-2019		2019-2020
Estimated Cost		\$778,000	\$5,134,000	\$56,318,000		

**Explain why this project is needed:**

This project replaces the existing Athletics Stadium. Scope of work will include installation of new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, score board, synthetic turf and nine lane running track, ADA and seismic compliance upgrades. Existing facilities at the football stadium will be demolished as a secondary effect of this project.

This project will remediate the southeast campus perimeter and quad area for drainage control, including, associated landscaping renovations. The existing practice fields and thrower's park will be relocated to and replace the golf driving range and add a soccer practice field. Also included within the projects scope is perimeter fencing. This project is in accordance with the College's Master Plan.

**South Orange County Community College District 890**  
**Saddleback College 891**

District Priority & Project: **1 STADIUM AND SITE IMPROVEMENTS**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary					1,478	19,115	20,593
Project Secondary					0	-2,025	-2,025
Project Net ASF					1,478	17,090	18,568

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **2 ATAS BUILDING**

Project Type: ☐ Site Acquisition ☒ New Construction ☒ Reconstruction  
☒ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$64,100,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2016-2017	2018-2019	2020-2021	2021-2022	2022-2023
Estimated Cost		\$2,561,000	\$5,935,000	\$52,104,000	\$3,500,000	

**Explain why this project is needed:**

The Technology & Applied Sciences building (#58) was completed in 1991 and as early as 1992 there were reports of slab distress. This project will construct a new building and subsequently replace existing temporary campus village facilities to allow for expansion of instruction and services. The new ATAS building will house the Electronic Technology, Architecture/Drafting, Horticulture/Landscape Design, Graphic Design/Communications, Environmental Studies/Marine Science Technology, and Advanced Manufacturing programs. The building will be located on the existing tennis courts. The existing courts will be demolished and new tennis courts will be added at a new location. Village 7 and 18-33 will be removed from inventory as a secondary effect to this project. Additionally, a parking lot and new connector road will improve pedestrian circulation.

## South Orange County Community College District 890 Saddleback College 891

District Priority & Project: **2 ATAS BUILDING**

### Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	1,440	26,790	3,450			1,345	33,025
Project Secondary	0	0	0			0	0
Project Net ASF	1,440	26,790	3,450			1,345	33,025

### Project Net Capacity

#### Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	1,440	42.9	3,356

#### Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0100 - Horticulture	2,250	492	457	0	0	0
0300 - Environmental Studies	2,370	235	1,009	0	0	0
0900 - Drafting Technology	7,140	321	2,224	0	0	0
0900 - Electronics and Electric Technology	1,800	321	561	0	0	0
0900 - Other Engineering & Related Industrial Technology	6,400	321	1,994	0	0	0
1000 - Graphic Arts and Design	6,830	257	2,658	0	0	0
Summary	Net ASF					Capacity WSCH
Lab Space	26,790					8,902

#### Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	3,450	140	24.64

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 4 CAMPUS VILLAGE (Interim Space) OFFLINE

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$350,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year				2021-2022		2022-2023
Estimated Cost				\$350,000		

Explain why this project is needed:

This project will demolish interim space installed for the Library remodel project and used through ATAS Building project. 22,367 ASF within Campus Village 18-33 (#80) will be demolished as a result of this project. Also, 12,095 ASF within Campus Village 3-8 (#79) will be demolished as a result of this project. Additionally, rooms 101, 102, and 105 (Architecture Labs) within the Science Math Engineering (SME) building will be deactivated (4,066 ASF) following occupancy of the new ATAS Building.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **4 CAMPUS VILLAGE (Interim Space) OFFLINE****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	0	0	0			0	0
Project Secondary	-7,091	-18,957	-4,270			-418	-30,736
Project Net ASF	-7,091	-18,957	-4,270			-418	-30,736

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-7,091	42.9	-16,529

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0200 - Architecture and Architectural Technology	0	0	0	-4,066	-257	-1,582
0300 - Environmental Studies	0	0	0	-897	-235	-382
0600 - Journalism	0	0	0	-897	-214	-419
0900 - Electronics and Electric Technology	0	0	0	-2,691	-321	-838
0956 - Manufacturing and Industrial Technology	0	0	0	-897	-385	-233
1000 - Graphic Arts and Design	0	0	0	-7,158	-257	-2,785
4900 - Interdisciplinary Studies	0	0	0	-1,381	-257	-537
4900 - Other Interdisciplinary Studies	0	0	0	-970	-257	-377
Summary	Net ASF			Capacity WSCH		
Lab Space	-18,957			-7,154		

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-4,270	140	-30.50

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **5 GATEWAY BUILDING**

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$42,323,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2019-2020	2019-2020	2020-2021	2020-2021	2022-2023
Estimated Cost		\$1,254,000	\$1,547,000	\$35,132,000	\$4,389,000	

**Explain why this project is needed:**

This proposed project will construct a new Gateway Building of 52,156 assignable square feet (ASF) (77,985 GSF) that will provide consolidated and expanded interdisciplinary instructional space and a new highly integrated space for student services. This proposed Gateway Building will collocate and expand student services currently dispersed at opposite ends of the campus in the existing Student Services building and the Campus Village Portables. In addition, this project will bring new interdisciplinary instructional facilities to the campus in a consolidated location, a much needed expansion that will allow for the implementation of the goals and strategies outlined in the Education and Facilities Master Plans. The new Gateway Building will provide 9,806 ASF of classroom lecture space; 16,743 ASF of laboratory space; 15,869 ASF of office space; 4,199 ASF of library space; 602 ASF of AV/TV space; and 4,937 ASF in other support space categories. Secondary effects of this project include inactivating 26,178 ASF within the Student Services building (#56), inactivating 2,591 ASF within the Campus Village 3-8 (#79), inactivating 2,715 ASF within the Science Math & Engineering building, and demolition/removal of 1,754 ASF within the Campus Village 18-33 (#80). The District is committed to funding 50 percent of State supportable costs of the proposed facility.

## South Orange County Community College District 890 Saddleback College 891

District Priority & Project: **5 GATEWAY BUILDING**

### Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	9,806	16,743	15,869	4,199	602	4,937	52,156
Project Secondary	-2,715	-754	-16,862	0	0	-12,907	-33,238
Project Net ASF	7,091	15,989	-993	4,199	602	-7,970	18,918

### Project Net Capacity

#### Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	7,091	42.9	16,529

#### Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
4900 - Interdisciplinary Studies	16,743	257	6,515	0	0	0
4900 - Other Interdisciplinary Studies	0	0	0	-754	-257	-293
Summary	Net ASF			Capacity WSCH		
Lab Space	15,989			6,221		

#### Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-993	140	-7.09

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **10 SM BUILDING RECONSTRUCTION**

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☒ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$33,326,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2021-2022	2021-2022	2022-2023	2022-2023	2024-2025
Estimated Cost		\$1,216,000	\$1,234,000	\$29,222,000	\$1,654,000	

**Explain why this project is needed:**

The SM building is the second oldest permanent structure on campus and does not meet academic needs of the campus. There is concern regarding the buildings structural system due to differential settlement problems that cause distress in the second floor slab and water intrusion. The buildings HVAC system is inadequate and the electrical and fire suppression systems do not meet current codes. The project will downsize and replace the existing Science Math Building (#26) to meet the educational needs of Saddleback College. The reconstruction will also include health and life safety improvements: seismic upgrades, door lock down controls and security cameras, and ADA improvements. Much of the building is currently inactive due to occupancy of the new Science building. The project will provide an opportunity for the College to respond to space needs for instructional and student support space while also repairing the slab problems due to differential settlement and upgrading building systems.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **10 SM BUILDING RECONSTRUCTION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	10,000	6,000	4,500	7,500	2,000	2,100	32,100
Project Secondary	-10,458	-6,335	-4,656	0	0	-32,948	-54,397
Project Net ASF	-458	-335	-156	7,500	2,000	-30,848	-22,297

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-458	42.9	-1,067

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0200 - Architecture and Architectural Technology	0	0	0	-4,066	-257	-1,582
0700 - Information Technology, General	6,000	171	3,509	-1,999	-171	-1,169
1900 - Geology	0	0	0	-270	-257	-105
Summary	Net ASF			Capacity WSCH		
Lab Space	-335			653		

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-156	140	-1.11

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 12 TAS RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☒ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$23,927,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024	2023-2024	2025-2026
Estimated Cost		\$926,000	\$1,060,000	\$21,184,000	\$758,000	

Explain why this project is needed:

The proposed project will renovate the existing Technology/Applied Science (TAS) Building, which is deactivated on campus. Users within the TAS building moved into temporary swing space in the Campus Village while a new ATAS building is being constructed. The new ATAS building completion and associated swing space removal/deactivation is planned to be completed in 2022-23. This project will renovate the TAS building for adult and community education programs, campus police, information technology and print shop. Also included within the scope of work will be health and life safety improvements including: seismic upgrades, door lock down controls, security cameras, accessibility, and building system (mechanical, electrical, and plumbing) upgrades. As a secondary effect of this project Village 1, Village 2, Village 5, Village 9, Village 10, Campus Police, and Community Education buildings will be demolished.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **12 TAS RENOVATION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	4,741	0	10,225			13,250	28,216
Project Secondary	-5,070	-3,670	-7,938			-34,400	-51,078
Project Net ASF	-329	-3,670	2,287			-21,150	-22,862

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-329	42.9	-767

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0600 - Radio and Television	0	0	0	-3,670	-214	-1,715
Summary	Net ASF			Capacity WSCH		
Lab Space	-3,670			-1,715		

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	2,287	140	16.34

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 13 NEW ATEP BUILDING

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$32,385,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2023-2024	2024-2025	2025-2026	2025-2026
Estimated Cost		\$709,000	\$2,137,000	\$27,339,000	\$2,200,000	

Explain why this project is needed:

This project proposes to construct a multi-story facility at the ATEP outreach satellite location. Classroom, lab, office and other support space would be provided to meet programmatic needs for instructional programs. The building would replace existing temporary instructional facilities and allow room for expansion of instruction and services. This project is in initial pre-planning and a space array is currently unavailable.

## South Orange County Community College District 890 Saddleback College 891

District Priority & Project: **13 NEW ATEP BUILDING**

### Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

### Project Net Capacity

#### Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

#### Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

#### Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 14 STUDENT SERVICES RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$27,920,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024	2023-2024	2025-2026
Estimated Cost		\$1,030,000	\$1,262,000	\$24,768,000	\$859,000	

Explain why this project is needed:

This project proposes the reconstruction of the existing Student Services Center (#56) that was originally built in 1990 and was designed to house student services. As a result of the completion of the new Gateway Building, approximately 26,178 ASF of the 41,457 ASF (62,400 GSF) within the Student Services Center will be vacated. This project will renovate the Student Services building to house culinary arts, offices, read/study (tutoring) space, student support, bookstore, campus food facilities, and student life functions including a food bank. The reconstruction also includes health and life safety improvements including ADA improvements, seismic upgrades, door lock down controls, security cameras, upgraded mechanical, electrical and HVAC systems for energy and systems efficiency. Offices and support spaces will be reconfigured to allow for maximum use of space by faculty and create an inviting space for student-faculty interaction.

## South Orange County Community College District 890 Saddleback College 891

District Priority & Project: **14 STUDENT SERVICES RENOVATION**

### Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	800	3,000	3,000	3,000		31,657	41,457
Project Secondary	0	-2,158	-388	0		-41,289	-43,835
Project Net ASF	800	842	2,612	3,000		-9,632	-2,378

### Project Net Capacity

#### Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	800	42.9	1,864

#### Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
1300 - Nutrition, Foods, and Culinary Arts	3,000	257	1,167	-2,158	-257	-840
Summary	Net ASF			Capacity WSCH		
Lab Space	842			328		

#### Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	2,612	140	18.66

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 16 GATEWAY BUILDING TRANSIT ENTRANCE PLAZA

Project Type: ☐ Site Acquisition ☐ New Construction ☐ Reconstruction  
☐ Replacement ☒ Infrastructure ☐ Equipment

Total Estimated Cost: \$4,700,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024		2024-2025
Estimated Cost		\$59,000	\$388,000	\$4,254,000		

Explain why this project is needed:

With the addition of the new Gateway Building, the Transit Entrance Plaza will be upgraded with new pavement and landscape. This project will enhance the northern entry to the campus and facilitate wayfinding.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **16 GATEWAY BUILDING TRANSIT ENTRANCE PLAZA****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 18 QUAD LANDSCAPE/HARDSCAPE RENOVATION

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$4,542,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024		2024-2025
Estimated Cost		\$190,000	\$252,000	\$4,100,000		

Explain why this project is needed:

This is a multi-phased demolition and new construction of the Campus Quad. A total of 104,000 SF will be paved/landscaped for student/employee use. The project will create increased landscape sustainability and an enhanced outdoor environment.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **18 QUAD LANDSCAPE/HARDSCAPE RENOVATION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 19 FINE ARTS BUILDING RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$31,030,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
Estimated Cost		\$388,000	\$2,560,000	\$26,453,000	\$1,629,000	

Explain why this project is needed:

This project proposes to renovate the existing Fine Arts Complex #13 (45,257 ASF/52,599 GSF). Scope of work will modernize all instructional space, both theaters, faculty offices, and all support spaces. The reconstruction also includes ADA improvements, and upgraded electrical and energy systems.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **19 FINE ARTS BUILDING RENOVATION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	1,611	22,927	4,444			16,275	45,257
Project Secondary	-1,611	-22,927	-4,444			-16,275	-45,257
Project Net ASF	0	0	0			0	0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
1000 - Art (Painting, Drawing and Sculpture)	13,783	257	5,363	-13,783	-257	-5,363
1000 - Dramatic Arts	2,519	257	980	-2,519	-257	-980
1000 - Music	6,625	257	2,578	-6,625	-257	-2,578
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 23 HEALTH SCIENCES BUILDING RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$9,523,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2023-2024	2024-2025	2025-2026	2026-2027	2026-2027
Estimated Cost		\$119,000	\$786,000	\$8,118,000	\$500,000	

Explain why this project is needed:

This project proposes to renovate and modernize space within the existing Health Science building. This project is in initial pre-planning and a space array is currently unavailable.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **23 HEALTH SCIENCES BUILDING RENOVATION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 24 RENOVATE PEDESTRIAN PATHWAYS-ARBORETUM TRAIL

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$10,039,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2023-2024	2024-2025	2025-2026		2026-2027
Estimated Cost		\$341,000	\$696,000	\$9,002,000		

Explain why this project is needed:

This multi-phased project will establish 2.6 miles of permeable parallel walking and biking trails, and include sustainable instruction and training opportunities, including, indigenous plants. The project will establish a portion of the desired walking and biking trails and also provide improvements for pathway accessibility.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **24 RENOVATE PEDESTRIAN PATHWAYS-ARBORETUM TRAIL****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Saddleback College 891

District Priority & Project: 26 LIFETIME FITNESS AND WELLNESS CENTER

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$17,780,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2023-2024	2023-2024	2024-2025	2024-2025	2026-2027
Estimated Cost		\$652,000	\$753,000	\$15,838,000	\$536,000	

Explain why this project is needed:

This project will construct a new fitness center on the Saddleback campus. This project is in the early planning phase and an exact space array is not yet available.

**South Orange County Community College District 890**  
**Saddleback College 891**District Priority & Project: **26 LIFETIME FITNESS AND WELLNESS CENTER****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00



5500 IRVINE CENTER DRIVE, IRVINE, CA 92618

★ Day Permit Kiosks: Lots 2, 5, 8, 10    P 30 Minute Parking: Lots 2, 3, 5, 8, 10

A 100	Administration
A 200	Social Sciences
A 300	Humanities, Fine Arts and District HR
B 100	Classrooms, Offices and Bookstore
B 200	Mathematics and Physical Sciences
B 300	Classrooms and Labs
BSTIC	Business Sciences and Technology Innovation Center
CEC	Community Education Complex
CEC 1	Outreach and Community Relations
CEC 7	International Student Office
DTC 1	DSPS Testing Center

LA	Liberal Arts
LIB	Library
LSB	Life Sciences Building (B 400)
M 100	Facilities Management Office
PAC	Performing Arts Center
PE 100	Health Fitness Complex
PE 200	Hart Gymnasium
POLICE	Campus Police
SAC	Student Activities Center
SSC	Student Services Center
TER	Live Oak Terraces

**FUSION2**  
Space Inventory

**South Orange County Community College District  
Report 17 Certification**

**Certification of Inventory for Fiscal Year: 2018 - 2019**

Campus Name: **Irvine Valley College**  
Certified ASF: **350,025**  
Certified OGSF: **491,862**

**District Approval**

  
Authorized Signature

11/1/18  
Date

Ann-Marie Gabl  
Printed Name

**State Approval**

  
Authorized Signature

1/7/19  
Date

**Included:**

(2) Signed Copies of Report 17 Certification Sheet if the submission was not certified and submitted electronically by the CBO.

**South Orange County Community College District 890**  
**Irvine Valley College 892****Campus Lecture Capacity/Load Ratios**

No.	Project									
	Lect ASF	WSCH	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
7	FINE ARTS BUILDING									
	2,875	6,701	2023				138,369			
Irvine Valley College							117%			
9	B-300 RENOVATION									
	-42	-97	2024					138,272		
Irvine Valley College							114%			
21	A-200 RENOVATION									
	-7,608	-17,734	2025						120,538	
Irvine Valley College									99%	
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Actual*/Projected WSCH				112,512	114,558	116,637	118,749	120,894	122,323	123,768
Lecture ASF										
Cumulative Capacity				131,668	131,668	131,668	131,668	138,369	138,272	120,538
56,486										
Capacity/Load Ratio				117%	115%	113%	111%	114%	113%	97%

South Orange County Community College District 890  
Irvine Valley College 892

Campus Lab Capacity/Load Ratios

No.	Project									
	Lab ASF	WSCH	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
7	FINE ARTS BUILDING									
	24,818	9,657	2023				40,717			
Irvine Valley College							149%			
9	B-300 RENOVATION									
	-1,256	-47	2024					40,670		
Irvine Valley College							146%			
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
	Actual*/Projected WSCH			25,964	26,436	26,916	27,404	27,899	28,228	28,562
Lab ASF	Cumulative Capacity			31,061	31,061	31,061	31,061	40,717	40,670	40,670
69,985	Capacity/Load Ratio			120%	117%	115%	113%	146%	144%	142%

**South Orange County Community College District 890**  
**Irvine Valley College 892****Campus Office Capacity/Load Ratios**

No.	Project	Off ASF	FTE	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
7	FINE ARTS BUILDING	714	5	2023				340			
Irvine Valley College								83%			
9	B-300 RENOVATION	-7	0	2024					339		
Irvine Valley College								81%			
11	STUDENT SERVICES RENOVATION	0	0	2025						339	
Irvine Valley College										80%	
21	A-200 RENOVATION	-215	-2	2025						338	
Irvine Valley College										79%	
25	AUXILIARY GYMNASIUM	760	5	2026							343
Irvine Valley College											79%
					2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Office ASF 46,821	Actual*/Projected FTE				383	392	401	410	419	427	433
	Cumulative Capacity				334	334	334	334	340	339	338
	Capacity/Load Ratio				87%	85%	83%	82%	81%	80%	78%

South Orange County Community College District 890

Irvine Valley College 892

Campus Library Capacity/Load Ratios

No.	Project										
		Lib ASF	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
7	FINE ARTS BUILDING	1,000	2023				31,815				
	Irvine Valley College						79%				
9	B-300 RENOVATION	-433	2024					31,382			
	Irvine Valley College							77%			
11	STUDENT SERVICES RENOVATION	0	2025						31,382		
	Irvine Valley College								77%		
21	A-200 RENOVATION	8,300	2025						39,682		
	Irvine Valley College								97%		
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	
Library ASF	Actual*/Projected ASF			38,887	39,288	39,694	40,105	40,521	40,942	41,368	
	Cumulative Capacity			30,815	30,815	30,815	30,815	31,815	31,382	39,682	
	30,815	Capacity/Load Ratio			79%	78%	78%	77%	79%	77%	96%

**South Orange County Community College District 890**  
**Irvine Valley College 892**

**Campus AV/TV Capacity/Load Ratios**

No.	Project	AVTV ASF	Occupancy	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
9	B-300 RENOVATION	1,200	2024					6,246		
Irvine Valley College								76%		
				2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
AV/TV ASF	Actual*/Projected ASF			8,113	8,147	8,182	8,217	8,252	8,288	8,324
	Cumulative Capacity			5,046	5,046	5,046	5,046	5,046	6,246	6,246
	5,046 Capacity/Load Ratio			62%	62%	62%	61%	61%	75%	75%

South Orange County Community College District 890

Irvine Valley College 892

Campus Load Distribution

	Instructional Staff FTE	Total Campus WSCH	Off-Campus WSCH	On-Campus WSCH	P.E. Laboratory WSCH	On-Campus Lecture WSCH	On-Campus Laboratory WSCH
Actual							
2017	354	142,701	7,135	135,566	1,356	96,781	37,430
2018	367	140,635	4,317	136,317	5,466	106,791	24,060
Projected							
2019	376	146,046	4,381	141,664	5,667	110,498	25,500
2020	383	148,707	4,461	144,246	5,770	112,512	25,964
2021	392	151,411	4,542	146,869	5,875	114,558	26,436
2022	401	154,159	4,625	149,534	5,981	116,637	26,916
2023	410	156,950	4,709	152,242	6,090	118,749	27,404
2024	419	159,786	4,794	154,993	6,200	120,894	27,899
2025	427	161,674	4,850	156,824	6,273	122,323	28,228

**South Orange County Community College District 890**  
**Irvine Valley College 892**

**FTE Instruction Staff Worksheet - Fall 2019**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	323.0	0.0	323.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
<b>Department Administrator</b>	20.0	0.0	20.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
<b>Actual 2019 Totals</b>	<b>383.0</b>	<b>7.0</b>	<b>376.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Irvine Valley College 892****FTE Instruction Staff Worksheet - Fall 2020**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	330.0	0.0	330.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
<b>Department Administrator</b>	20.0	0.0	20.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
<b>Projected 2020 Totals</b>	<b>390.0</b>	<b>7.0</b>	<b>383.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Irvine Valley College 892****FTE Instruction Staff Worksheet - Fall 2021**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	339.0	0.0	339.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
<b>Department Administrator</b>	20.0	0.0	20.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
<b>Projected 2021 Totals</b>	<b>399.0</b>	<b>7.0</b>	<b>392.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Irvine Valley College 892****FTE Instruction Staff Worksheet - Fall 2022**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	348.0	0.0	348.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
<b>Department Administrator</b>	20.0	0.0	20.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
<b>Projected 2022 Totals</b>	<b>408.0</b>	<b>7.0</b>	<b>401.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

**FTE Instruction Staff Worksheet - Fall 2023**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	357.0	0.0	357.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
<b>Department Administrator</b>	20.0	0.0	20.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
<b>Projected 2023 Totals</b>	<b>417.0</b>	<b>7.0</b>	<b>410.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

South Orange County Community College District 890

Irvine Valley College 892

FTE Instruction Staff Worksheet - Fall 2024

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
Instructor	366.0	0.0	366.0
Counselor Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
Department Administrator	20.0	0.0	20.0
Librarian Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
Institutional Administrator Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
Projected 2024 Totals	426.0	7.0	419.0

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

**FTE Instruction Staff Worksheet - Fall 2025**

College Instructional Staff, Fall Term. Included are all certificated staff for day, extended day, and adult education except those whose office is located off-campus.

Staff Type (a)	Total Certificated Instructional and Statutory Staff FTE (b)	Non-Instructional Portion of FTE (c)	Net Total Instructional and Statutory Staff FTE (b-c)
<b>Instructor</b>	374.0	0.0	374.0
<b>Counselor</b> Include certificated special program coordinators, economic opportunity program, coordinators, statutory and Title 5 required staff, et. al.	33.0	0.0	33.0
<b>Department Administrator</b>	20.0	0.0	20.0
<b>Librarian</b> Include certificated director of audio/visual, et. al.	3.0	3.0	0.0
<b>Institutional Administrator</b> Include certificated persons with responsibilities covering the entire institution, such as Superintendent, Assistant Superintendent, President, Dean of Instruction, Director of Data Processing, et. al.	4.0	4.0	0.0
<b>Projected 2025 Totals</b>	<b>434.0</b>	<b>7.0</b>	<b>427.0</b>

Column (b) is the total number of Column (a) distributed to categories

Column (c) is the fraction of time express as Full-Time Equivalents devoted to noninstructional work.  
Counselors, department administrators, and statutorily required staff are counted as if they had no noninstructional duties.

**FUSION2**  
Planning

**Cumulative Sum of Existing & Proposed Space (2020 - 2026)**  
Page 1 / 1

South Orange County Community College District 890										
Irvine Valley College 892										
Priority & Year of Occupancy (a)	Classroom 100's (b)	Laboratory 200's (c)	Office 300's (d)	Library 400's (e)	AV Radio TV 530-535 (f)	P.E. 520-525 (g)	Assembly 610 & 615 (h)	Inactive 050-070 (i)	All Other Areas (j)	Total ASF (k)
Total ASF	56,486	69,985	46,821	30,815	5,046	30,924	30,124	16,066	63,758	350,025
7 2023 FINE ARTS BUILDING										
	2,875	24,818	714	1,000			-3,382		3,280	29,305
	59,361	94,803	47,535	31,815			26,742		67,038	379,330
9 2024 B-300 RENOVATION										
	-42	-1,256	-7	-433	1,200				463	-75
	59,319	93,547	47,528	31,382	6,246				67,501	379,255
11 2025 STUDENT SERVICES RENOVATION										
								-4,395	4,395	
								11,671	71,896	
21 2025 A-200 RENOVATION										
	-7,608		-215	8,300				-970	493	
	51,711		47,313	39,682				10,701	72,389	
25 2026 AUXILIARY GYMNASIUM										
			760			18,000				18,760
			48,073			48,924				398,015
Total Existing and Proposed Space	51,711	93,547	48,073	39,682	6,246	48,924	26,742	10,701	72,389	398,015

**South Orange County Community College District 890****Irvine Valley College 892****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Total Net ASF	ASF per 100 WSCH	Total Capacity WSCH
Classroom Space	56,486	42.9	131,667

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Net ASF	ASF per 100 WSCH	Capacity WSCH
0400 - Biological Sciences	12,837	235	5,463
0500 - Business and Management	7,178	128	5,608
0700 - Information Technology	4,918	171	2,876
0900 - Engineering and Industrial Technologies	8,280	321	2,579
0956 - Manufacturing and Industrial Technology	4,305	385	1,118
1000 - Fine and Applied Arts	11,297	257	4,396
1100 - Foreign Language	1,635	150	1,090
1300 - Family and Consumer Sciences	1,141	257	444
1900 - Physical Sciences	13,945	257	5,426
2200 - Social Sciences	1,188	150	792
4900 - Interdisciplinary Studies	3,261	257	1,269
<b>Summary</b>	<b>Total Net ASF</b>	<b>ASF per 100 WSCH</b>	<b>Total Capacity WSCH</b>
Lab Space	69,985	225	31,061

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Total Net ASF	ASF per FTE	Total Capacity FTE
Office Space	46,821	140	334

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **3 NEW PARKING LOT - PHASE I and II**

Project Type: ☐ Site Acquisition ☐ New Construction ☐ Reconstruction  
☐ Replacement ☒ Infrastructure ☐ Equipment

Total Estimated Cost: \$8,788,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2017-2018	2018-2019	2018-2019		2019-2020
Estimated Cost		\$94,000	\$718,000	\$7,977,000		

**Explain why this project is needed:**

Included with this project is the surfacing of 135,000 sf of parking lot and creation of 400 additional parking spaces in phase I and 250 additional parking spaces in phase II to meet the needs of students and employees. Additionally, lighting upgrades, solar panels and battery storage will be included within the project scope.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

District Priority & Project: **3 NEW PARKING LOT - PHASE I and II**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **6 HEALTH CENTER/CONCESSIONS**

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$7,500,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2017-2018	2018-2019	2018-2019	2019-2020	2019-2020
Estimated Cost		\$88,000	\$578,000	\$6,467,000	\$368,000	

**Explain why this project is needed:**

This project will construct a new facility adjacent to athletics fields for restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field. Scope of work will also include construction of a student Health Center (Student Services Annex) building.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

District Priority & Project: **6 HEALTH CENTER/CONCESSIONS**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary			120			2,215	2,335
Project Secondary			-169			-1,158	-1,327
Project Net ASF			-49			1,057	1,008

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-49	140	-0.35

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **7 FINE ARTS BUILDING**

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$45,823,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

**Anticipated Time Schedule**

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2020-2021	2020-2021	2021-2022	2021-2022	2023-2024
Estimated Cost		\$1,471,000	\$1,817,000	\$41,042,000	\$1,493,000	

**Explain why this project is needed:**

The proposed project will construct a new Fine Arts building complex on campus to provide consolidated and expanded space for the Fine Arts Department at Irvine Valley College. The Fine Arts Department is one of the fastest growing departments on campus. Currently, the Department offers Art, Art History, Music and Dance instruction in laboratories located within a number of different buildings on campus. The new Fine Arts building complex will increase instructional capacity and provide dedicated classroom, laboratory, office, and other support space for the Fine Arts Department. The new building will be a total of 43,255 ASF (61,792 GSF) and will consist of 2,875 ASF of lecture space, 34,840 ASF of laboratory space, 820 ASF of office space, 1,440 ASF of library space, and 3,280 ASF of other support space. Following occupancy of the new Fine Arts building, 13,863 ASF of existing space on campus will be vacated and inactivated. The District is committed to funding 50 percent of State supportable costs of the proposed facility. Secondary effects of this project will inactivate Music space currently in the Humanities/Language/Fine Arts Building (A300), an Interdisciplinary Studies laboratory in the Classroom Building (B100), Art laboratories in the Physical Science & Art Building (B300), Dance space in the Physical Education Building, and Music support space in the Performing Arts Center. A total of 13,950 ASF will be inactivated on campus following occupancy of the new building.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

District Priority & Project: **7 FINE ARTS BUILDING**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	2,875	34,840	820	1,440		3,280	43,255
Project Secondary	0	-10,022	-106	-440		-3,382	-13,950
Project Net ASF	2,875	24,818	714	1,000		-102	29,305

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	2,875	42.9	6,701

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
1000 - Art (Painting, Drawing and Sculpture)	11,784	257	4,585	-3,102	-257	-1,207
1000 - Dance	5,100	257	1,984	0	0	0
1000 - Fine and Applied Arts	550	257	214	0	0	0
1000 - Fine Arts, General	1,940	257	755	0	0	0
1000 - Music	15,466	257	6,018	-5,718	-257	-2,225
4900 - Interdisciplinary Studies	0	0	0	-1,202	-257	-468
Summary	Net ASF			Capacity WSCH		
Lab Space	24,818			9,657		

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	714	140	5.10

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 8 RENOVATE SOCCER & PRACTICE FIELDS

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$10,175,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2019-2020	2020-2021	2021-2022		2022-2023
Estimated Cost		\$450,000	\$525,000	\$9,200,000		

Explain why this project is needed:

In accordance with the Facilities Master Plan, this project will remove the Northeast softball infield and install perimeter fencing to enclose the field from other existing practice fields. The fields will be upgraded with new turf and proper drainage as required.

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **8 RENOVATE SOCCER & PRACTICE FIELDS****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 9 B-300 RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$15,003,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2021-2022	2021-2022	2022-2023	2022-2023	2024-2025
Estimated Cost		\$630,000	\$669,000	\$12,246,000	\$1,457,000	

Explain why this project is needed:

This project proposes to renovate the B-300 Building. Programs currently housed in this space will be moved to the new ATEP (IVC) building, and Fine Arts building. The building will be renovated to allow for instructional space for Mathematics, Computer Science, Bio-technology and Physical Science programs. The reconstruction also includes health and safety improvements including ADA improvements, seismic upgrades, door lock down controls, security cameras and upgraded mechanical, electrical and HVAC systems for energy and systems efficiency.

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **9 B-300 RENOVATION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	3,300	9,630	620	3,000	1,200	760	18,510
Project Secondary	-3,342	-10,886	-627	-3,433	0	-297	-18,585
Project Net ASF	-42	-1,256	-7	-433	1,200	463	-75

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-42	42.9	-98

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
0400 - Biotechnology and Biomedical Technology	1,650	235	702	0	0	0
0700 - Information Technology, General	3,000	171	1,754	0	0	0
0900 - Electro-Mechanical Technology	0	0	0	-1,595	-321	-497
0900 - Electronics and Electric Technology	0	0	0	-1,603	-321	-499
1000 - Art (Painting, Drawing and Sculpture)	0	0	0	-3,102	-257	-1,207
1100 - Foreign Languages, General	0	0	0	-1,635	-150	-1,090
1900 - Physics, General	4,980	257	1,938	-1,947	-257	-758
4900 - General Studies	0	0	0	-1,004	-257	-391
Summary	Net ASF			Capacity WSCH		
Lab Space	-1,256			-47		

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-7	140	-0.05

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 11 STUDENT SERVICES RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$48,300,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024	2023-2024	2025-2026
Estimated Cost		\$1,800,000	\$2,500,000	\$40,000,000	\$4,000,000	

Explain why this project is needed:

This project proposes the reconstruction of the existing Student Center at IVC (#24) that was originally constructed in 1991. The building no longer functions in a manner that is effective for current student needs. The reconstruction will reorganize the facility for the more efficient delivery of services to students. In addition, the project will include health and life safety improvements including ADA improvements, seismic upgrades, door lock down controls, security cameras, upgraded mechanical, electrical and HVAC systems for energy and systems efficiency.

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **11 STUDENT SERVICES RENOVATION****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary			10,754	1,405		11,580	23,739
Project Secondary			-10,754	-1,405		-11,580	-23,739
Project Net ASF			0	0		0	0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 15 FINE ARTS PROMENADE LANDSCAPE/HARDSCAPE

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$7,169,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2021-2022	2022-2023	2023-2024		2024-2025
Estimated Cost		\$90,000	\$591,000	\$6,488,000		

Explain why this project is needed:

As part of the Facilities Master Plan campus improvements and completion of the Fine Arts Complex, the college will demolish and construct 130,000 sf of outdoor space to create a comprehensive Fine Arts Promenade. This promenade will serve as a central gathering space for students, facilitate pedestrian traffic, and allow for supplemental outdoor instructional space.

**South Orange County Community College District 890**  
**Irvine Valley College 892**District Priority & Project: **15 FINE ARTS PROMENADE LANDSCAPE/HARDSCAPE****Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity****Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 17 ATEP- DEMOLITION OF SELECTED BUILDINGS

Project Type: ☐ Site Acquisition ☐ New Construction ☐ Reconstruction  
☐ Replacement ☒ Infrastructure ☐ Equipment

Total Estimated Cost: \$7,000,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2021-2022	2022-2023	2023-2024		2024-2025
Estimated Cost		\$88,000	\$578,000	\$6,335,000		

Explain why this project is needed:

This project consists of the demolition of most of the buildings located at the existing ATEP campus. These structures were built by the military when the property was a marine base and do not meet current building codes. They have deteriorated over the years and are beyond usefulness for cost effective renovation efforts. The demolition of these buildings will clear the way for the future development of the ATEP campus.

## South Orange County Community College District 890 Irvine Valley College 892

District Priority & Project: **17 ATEP- DEMOLITION OF SELECTED BUILDINGS**

### Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

### Project Net Capacity

#### Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

#### Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

#### Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 20 A-QUAD LANDSCAPE/HARDSCAPE RENOVATION

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$6,206,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2023-2024	2024-2025		2025-2026
Estimated Cost		\$78,000	\$512,000	\$5,616,000		

Explain why this project is needed:

This project includes the renovation and new construction of hardscape and landscape in and around the A-Quad. The intent of this project is to create a cohesive and inviting gathering space for students and employees.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

District Priority & Project: **20 A-QUAD LANDSCAPE/HARDSCAPE RENOVATION**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 21 A-200 RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☒ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$5,380,000

Anticipated Source(s) of Funds: State and Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2022-2023	2023-2024	2023-2024	2025-2026
Estimated Cost		\$210,000	\$225,000	\$4,603,000	\$342,000	

Explain why this project is needed:

This project proposes the reconstruction of the Social Sciences/A-200 building (#2) to house a new Writing Lab, World Language Center, ESL & Reading Center, and a Tutoring Center. The building was originally built in 1979 with an addition in 1983. This project will activate space from within the building that was inactivated due to the A-400 Replacement & Expansion project. The reconstruction of this building will allow the conversion of lecture space into needed instructional learning centers to meet educational delivery needs. The reconstruction also includes upgrades to Fire/Life Safety, ADA improvements, and upgraded mechanical, electrical and HVAC systems for energy and systems efficiency. Offices and support spaces will be reconfigured to allow for maximum use of space by faculty and create an inviting space for student-faculty interaction.

## South Orange County Community College District 890 Irvine Valley College 892

District Priority & Project: **21 A-200 RENOVATION**

### Outline of Project Space - Buildings and Remodelings

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary	0		1,400	8,300		1,178	10,878
Project Secondary	-7,608		-1,615	0		-1,655	-10,878
Project Net ASF	-7,608		-215	8,300		-477	0

### Project Net Capacity

#### Classrooms, Classroom Service (Room Use Code 100s)

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	-7,608	42.9	-17,734

#### Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		

#### Office & Office Service Areas (Room Use Code 300s)

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	-215	140	-1.54

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 22 CAMPUS ENTRANCE PLAZA RENOVATION

Project Type: ☐ Site Acquisition ☐ New Construction ☐ Reconstruction  
☐ Replacement ☒ Infrastructure ☐ Equipment

Total Estimated Cost: \$9,202,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2022-2023	2023-2024	2024-2025		2025-2026
Estimated Cost		\$115,000	\$759,000	\$8,328,000		

Explain why this project is needed:

This project will demolish and re-grade the existing 130,000 SF campus entrance/drop off areas. The project will provide an opportunity to create a more efficient transit drop off and construct a new car court. Included within the project scope will be enhanced hardscape, landscape, and lighting.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

District Priority & Project: **22 CAMPUS ENTRANCE PLAZA RENOVATION**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary							0
Project Secondary							0
Project Net ASF							0

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	0		0.00

South Orange County Community College District 890  
Irvine Valley College 892

District Priority & Project: 25 AUXILIARY GYMNASIUM

Project Type: ☐ Site Acquisition ☒ New Construction ☐ Reconstruction  
☐ Replacement ☐ Infrastructure ☐ Equipment

Total Estimated Cost: \$18,725,000

Anticipated Source(s) of Funds: Non-State

Type of Construction

Seismic Retrofit:

If Existing - Age:

If Existing - Condition:

Anticipated Time Schedule

	Land Acquisition	Preliminary Plans	Working Drawing	Construction	Equipment	Occupancy
Year		2023-2024	2024-2025	2025-2026	2026-2027	2026-2027
Estimated Cost		\$234,000	\$1,545,000	\$15,963,000	\$983,000	

Explain why this project is needed:

The College will construct a one story Auxiliary Gymnasium, approximately 18,730 ASF (25,000 GSF), to meet the anticipated needs of physical education programs on campus. No planning has occurred for further definition on distribution of spaces.

**South Orange County Community College District 890**  
**Irvine Valley College 892**

District Priority & Project: **25 AUXILIARY GYMNASIUM**

**Outline of Project Space - Buildings and Remodelings**

	Classroom 100s	Laboratory 210 - 255	Office 300s	Library 400s	AV/TV 530 - 535	All Other	Total ASF
Project Primary			760			18,000	18,760
Project Secondary			0			0	0
Project Net ASF			760			18,000	18,760

**Project Net Capacity**

**Classrooms, Classroom Service (Room Use Code 100s)**

Summary	Net ASF	ASF per 100 WSCH	Capacity WSCH
Classroom Space	0		0

**Laboratories & Laboratory Service Areas (Room Use Codes 210, 215, 220, 225, 230, 235, 255)**

TOP Code	Primary Effect			Secondary Effect		
	Net ASF	ASF per 100 WSCH	Capacity WSCH	Net ASF	ASF per 100 WSCH	Capacity WSCH
-	0	0	0	0	0	0
Summary	Net ASF			Capacity WSCH		
Lab Space	0			0		0

**Office & Office Service Areas (Room Use Code 300s)**

Summary	Net ASF	ASF per FTE	Capacity FTE
Office Space	760	140	5.43

# Initial Project Proposal

## 2022-2023

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**TAS Renovation**

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Proposal Name

**South Orange County Community College District**

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Community College District

**Saddleback College**

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College or Center

**July 1, 2019**

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Date

## Initial Project Proposal (IPP)

**District:** South Orange County Community College District

**College / Center:** Saddleback College

**Project Name:** TAS RENOVATION

**Project Type:** Reconstruction, Replacement

### Project Funding

	State	Non-state	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$472,235	\$453,716	Const. Cost Index: 6684
Working Draw:	\$529,899	\$529,898	5 yr. Plan Priority: 12
Construction:	\$10,963,405	\$10,220,334	Net ASF: -22,862
Equipment:	\$0	\$757,525	Total GSF: 36,601
	\$11,965,539	\$11,961,473	

**Total Cost:** **\$23,927,012**

**Project Description:** The proposed project will renovate the existing Technology/Applied Science (TAS) Building, which is deactivated on campus. Users within the TAS building moved into temporary swing space in the Campus Village while a new ATAS building is being constructed. The new ATAS building completion and associated swing space removal/deactivation is planned to be completed in 2022-23. This project will renovate the TAS building for adult and community education programs, campus police, information technology and print shop. Also included within the scope of work will be health and life safety improvements including: seismic upgrades, door lock down controls, security cameras, accessibility, and building system (mechanical, electrical, and plumbing) upgrades. As a secondary effect of this project Village 1, Village 2, Village 5, Village 9, Village 10, Campus Police, and Community Education buildings will be demolished.

**Master Plan Comments:** Improvements to outdated facilities are an integral part of the College's Facilities Master Plan (FMP). This project supports the College's Educational and Facilities Master Plans by renovating facilities to support new teaching methods, responding to outdated and obsolete facilities, and restoring facility functionality and efficiency. This project is also included within the District's Five Year Construction Plan and supported by capacity load ratios at the College.

### CEQA Status:

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	Yes
Initial Study	No	No	No	Yes
Negative Declaration	Yes	No	No	No
Draft EIR	No	No	No	Yes
Final EIR	No	No	No	Yes

### Type of Project and Qualifying Information:

NA **Life Safety Project** - Required Supporting report is attached and establish imminent danger

Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines

No **Infrastructure**

Type of project: N/A

No **Loss Imminent** - Loss or failure of infrastructure is imminent

No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund

## Initial Project Proposal (IPP)

Yes **Instructional Space**

Type of space: Replacement, Alteration

Major ASF: Office

Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

No **Academic Support, Student Services or Administrative Space**

Type of space: N/A

Major ASF: N/A

No **Other Facility Projects**

Type of space: N/A

Primary ASF of request space: N/A

Yes - There is an existing facility building in use for this proposed project

**Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building

No - Usage in the new building will be the same as usage in the building replaced

Yes - Replaced building will be demolished and costs are included in the project

Yes - Alternative instructional delivery system, distance learning, other such means

Yes - District or private funding sources

Yes - Other :The District will provide a 50% local contribution for this project.

- Total construction period in number of Months:18

**Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

NA - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31, 33, Summary Report

District Contact: Brandye D'Lena

Phone No: (949) 582-4379

Date: 06/06/2019 1:22 PM

Fax No: (949) 364-1731

Prepared By: Eric Mittlestead

E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Saddleback College (891)

**Project:** TAS RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
050	Inactive Area	0099	General Assignment	0	0	TAS	0	0	29,425	-29,425
110	Classroom	0099	General Assignment	0	0	Village 1	541	0	541	0
110	Classroom	0099	General Assignment	0	0	Village 9	0	-6,519	2,797	-2,797
110	Classroom	0099	General Assignment	0	0	New, Vill 9	2,500	5,827	0	2,500
110	Classroom	0099	General Assignment	0	0	Vill3-8, rm 515,516	1,700	3,962	0	1,700
110	Classroom	0604	Radio and Television	0	0	Vill 3-8, rm 515, 516	0	-4,037	1,732	-1,732
210	Class Lab	0604	Radio and Television	0	0	Vill 3-8, rm 503-505	0	-932	1,995	-1,995
210	Class Lab	0604	Radio and Television	0	0	Vill 3-8, rm 506-514	0	-719	1,539	-1,539
215	Class Lab Service	0604	Radio and Television	0	0	Vill 3-8, rm 501-502	0	-64	136	-136
310	Office	0099	General Assignment	0	0	Comm Ed 53	0	0	775	-775
310	Office	0099	General Assignment	0	0	Village 1	0	0	110	-110
310	Office	6010	Academic Administration	0	0	Village 10 Copy Cntr	3,126	0	3,126	0
310	Office	6770	Logistical Services	0	0	Campus Police	1,825	0	1,402	423
310	Office	6770	Logistical Services	0	0	New, Comm Ed 53	775	0	0	775
310	Office	6780	Management Information Services	0	0	ITC Vil 2	2,825	0	2,171	654
315	Office Service	6770	Logistical Services	0	0	New Camp Police	599	0	0	599
315	Office Service	6770	Logistical Services	0	0	Comm Ed 53	450	0	150	300
315	Office Service	6780	Management Information Services	0	0	ITC Vil 2	625	0	204	421

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Saddleback College (891)

**Project:** TAS RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
515	Armory Service	6770	Logistical Services	0	0	Campus Police	300	0	150	150
650	Lounge	0099	General Assignment	0	0	Comm Ed 53	0	0	93	-93
650	Lounge	6770	Logistical Services	0	0	New	500	0	0	500
650	Lounge	6780	Management Information Services	0	0	ITC Vil 2	500	0	224	276
680	Meeting Room	0099	General Assignment	0	0	Village 1	0	0	1,420	-1,420
680	Meeting Room	6770	Logistical Services	0	0	Campus Police	3,500	0	433	3,067
680	Meeting Room	6780	Management Information Services	0	0	ITC Vil 2	3,500	0	222	3,278
685	Meeting Room Service	0099	General Assignment	0	0	Village 1	0	0	360	-360
690	Locker Room	6770	Logistical Services	0	0	Campus Police	1,500	0	433	1,067
710	Data Processing/Computer	6780	Management Information Services	0	0	ITC Vil 2, Lib 154B	2,500	0	705	1,795
715	DP/Computer Service	6780	Management Information Services	0	0	ITC Vil 2, Lib 154B	950	0	935	15
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>28,216</b>	<b>-2,482</b>	<b>51,078</b>	<b>-22,862</b>

Report Generated: 06/06/2019

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Saddleback College (891)

**Project:** TAS RENOVATION

**Date Prepared:** 05/31/2019

**Estimate CCI:** 6684

**CFIS Ref. #:**
**Request For:** L ☐ ☒ ☐ ☐ ☐ ☐
**Prepared by:** FPPS

**Estimate EPI:** 3607

**DoF Project ID:**

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
<b>1. Site Acquisition (Acres: 0)</b>	\$0			
<b>2. Preliminary Plans (Estimate CCI: 6684)</b>	\$925,951	\$472,235	\$453,716	\$0
A. Architectural Fees (for preliminary plans)	\$650,184			
B. Project Management (for preliminary plans)	\$185,767			
C. Division of the State Architect Plan Check Fee	\$0			
D. Preliminary Tests (soils, hazardous materials)	\$25,000			
E. Other Costs (for preliminary plans)	\$65,000			
<b>3. Working Drawings (Estimate CCI: 6684)</b>	\$1,059,797	\$529,899	\$529,898	\$0
A. Architectural Fees (for working drawings)	\$743,067			
B. Project Management (for working drawings)	\$0			
C. Division of the State Architect, Plan Check Fee	\$237,921			
D. Community College Plan Check Fee	\$53,075			
E. Other Costs (for working drawings)	\$25,734			
(Total PW may not exceed 13% of construction) True				
<b>4. Construction (Estimate CCI: 6684)</b>	\$18,576,683	\$9,659,875	\$8,916,808	\$0
A. Utility Service	\$290,772			
B. Site Development, Service	\$36,158			
C. Site Development, General	\$26,931			
D. Other Site Development	\$0			
E. Reconstruction	\$11,051,230			
F. New Construction (building) (w/Group I equip)	\$0			
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$331,537			
H. Other	\$6,840,055			
<b>5. Contingency</b>	\$1,300,367	\$650,184	\$650,183	\$0
<b>6. Architectural and Engineering Oversight</b>	\$464,417	\$232,209	\$232,208	\$0
<b>7. Tests and Inspections</b>	\$440,861	\$220,431	\$220,430	\$0
A. Tests	\$185,767			
B. Inspections	\$255,094			
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$401,411	\$200,706	\$200,705	\$0
A. Construction Management	\$371,534			
B. Labor Compliance Program	\$29,877			
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$21,183,739	\$10,963,405	\$10,220,334	\$0
<b>10. Furniture and Group II Equipment (Estimate EPI: 3607)</b>	\$757,525	\$0	\$757,525	\$0
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$23,927,012	\$11,965,539	\$11,961,473	\$0

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0.00	\$0	\$0
Reconstruction	36,601	28,216	0.77	\$392	\$302

13. Anticipated Time Schedule			
Start Preliminary Plans	08/01/2022	Advertise Bid for Construction	06/01/2024
Start Working Drawings	04/01/2023	Award Construction Contract	08/01/2024
Complete Working Drawings	08/01/2023	Advertise Bid for Equipment	05/01/2025
DSA Final Approval	04/01/2024	Complete Project	02/01/2026

14.	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$472,235	\$453,716	\$0	\$453,716
Working Drawings	\$529,899	\$529,898	\$0	\$529,898
Construction	\$10,963,405	\$10,220,334	\$0	\$10,220,334
Equipment	\$0	\$757,525	\$0	\$757,525
<b>Total Costs</b>	<b>\$11,965,539</b>	<b>\$11,961,473</b>	<b>\$0</b>	<b>\$11,961,473</b>
% of SS Total	50.01%	49.99%	<b>SS Total:</b>	<b>\$23,927,012</b>

Report Generated: 06/06/2019

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Saddleback College (891)

**Project:** TAS RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	0099	General Assignment	0	0	0	29,425	-29,425	\$0.00	\$0
110-115	Classroom	0099-4999		0	0	4,741	3,338	1,403	\$16.87	\$23,669
110-115	Classroom	0099-4999		0	0	0	1,732	-1,732	\$16.87	\$0
210	Class Lab	0604	Radio and Television	0	0	0	3,534	-3,534	\$29.58	\$0
215	Class Lab Service	0604	Radio and Television	0	0	0	136	-136	\$29.58	\$0
300-355	Administration Offices	6000 - 9600	Academic Administration	0	0	3,126	3,126	0	\$30.09	\$0
300-355	Administration Offices	6000 - 9600	Logistical Services	0	0	3,649	1,552	2,097	\$30.09	\$63,099
300-355	Administration Offices	6000 - 9600	Management Information Services	0	0	3,450	2,375	1,075	\$30.09	\$32,347
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	0	775	-775	\$0.00	\$0
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	0	110	-110	\$26.37	\$0
515	Armory Service	6770	Logistical Services	0	0	300	150	150	\$0.00	\$0
650-655	Staff Lounge	0000-9600		0	0	0	93	-93	\$27.33	\$0
650-655	Staff Lounge	0000-9600		0	0	1,000	224	776	\$27.33	\$21,208
680-685	Meeting Rooms	0000-9600		0	0	0	1,780	-1,780	\$27.33	\$0
680-685	Meeting Rooms	0000-9600		0	0	7,000	655	6,345	\$27.33	\$173,409
690	Locker Rooms	0835, 1006, 1007, 1008		0	0	1,500	433	1,067	\$0.00	\$0
710-715	Data Processing/Computer Lab	0000-9600		0	0	3,450	1,640	1,810	\$245.19	\$443,794
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>28,216</b>	<b>51,078</b>	<b>-22,862</b>	<b>-</b>	<b>\$682,667</b>

Report Generated: 06/06/2019

## Project Summary Report

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (890), SADDLEBACK COLLEGE (891): TECH/APPLIED SCIENCE

### Description:

The proposed project will renovate the existing Technology/Applied Science (TAS) Building, which is deactivated on campus. Users within the TAS building moved into temporary swing space in the Campus Village while a new ATAS building is being constructed. The new ATAS building completion and associated swing space removal/deactivation is planned to be completed in 2022-23. This project will renovate the TAS building for adult and community education programs, campus police, information technology and print shop. Also included within the scope of work will be health and life safety improvements including: seismic upgrades, door lock down controls, security cameras, accessibility, and building system (mechanical, electrical, and plumbing) upgrades. As a secondary effect of this project Village 1, Village 2, Village 5, Village 9, Village 10, Campus Police, and Community Education buildings will be demolished.

**Project Type:** Reconstruction, Replacement

**Occupancy Year:** 2025-26

**Acres:** 0

**District Priority:** 12

**Contact:** Brandye D'Lena

**CCI:** 6684

**EPI:** 3607

**Net ASF:** -22,862

**Total OGSF:** 36,601

**Last Edit Date:** Jun 6, 2019

**Last Edit By:** Eric Mittlestead

**Online:** No

**Complete:** No

### Project Score:

Score Type	Score	Supporting Data
Age of Building or FCI	52	Applied Age: 26
Activates Unused Space	30	Yes, project activates unused space (room use 050)
Local Contribution	50	District Contribution: 50%
<b>Total Score</b>	<b>132</b>	

### Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	4,741	0	10,225	0	0	13,250	28,216
Secondary ASF	-5,070	-3,670	-7,938	0	0	-34,400	-51,078
Net ASF	-329	-3,670	2,287	0	0	-21,150	-22,862
Applied Net ASF	0	0	2,287	0	0	N/A	2,287
Net Capacity Change	-767 WSCH	-1,715 WSCH	16 FTE	0 ASF	0 ASF	N/A	
<b>Initial Cap/Load (FY2022)</b>	<b>117%</b>	<b>120%</b>	<b>86%</b>	<b>62%</b>	<b>38%</b>	<b>N/A</b>	<b>0%</b>
<b>Final Cap/Load (FY2025)</b>	<b>121%</b>	<b>128%</b>	<b>83%</b>	<b>77%</b>	<b>57%</b>	<b>N/A</b>	<b>0%</b>

### Project Cost:

Phase	FY	State Funds	Non-State Funds	Total Cost
Preliminary Plans	2022-23	\$472,235	\$453,716	\$925,951
Working Drawings	2022-23	\$529,899	\$529,898	\$1,059,797
Construction	2023-24	\$10,963,405	\$10,220,334	\$21,183,739
Equipment	2023-24	\$0	\$757,525	\$757,525
<b>Project Total</b>		<b>\$11,965,539</b>	<b>\$11,961,473</b>	<b>\$23,927,012</b>

# Initial Project Proposal

## 2022-2023

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**A-200 Renovation**

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Proposal Name

**South Orange County Community College District**

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Community College District

**Irvine Valley College**

---

College or Center

**July 1, 2019**

---

Date

Initial Project Proposal (IPP)

**District:** South Orange County Community College District  
**College / Center:** Irvine Valley College  
**Project Name:** A-200 RENOVATION  
**Project Type:** Reconstruction

**Project Funding**

	<u>State</u>	<u>Non-state</u>	
Land Aquisition:	\$0	\$0	Budget Year: 2022
Prelim. Plans:	\$152,501	\$124,772	Const. Cost Index: 6684
Working Draw:	\$132,457	\$132,456	5 yr. Plan Priority: 21
Construction:	\$2,692,491	\$2,350,007	Net ASF: 0
Equipment:	\$0	\$341,988	Total GSF: 16,149
	\$2,977,449	\$2,949,223	

**Total Cost:** **\$5,926,672**

**Project Description:** This project proposes the reconstruction of the Social Sciences/A-200 building (#2) to house a new Writing Lab, World Language Center, ESL & Reading Center, and a Tutoring Center. The building was originally built in 1979 with an addition in 1983. This project will activate space from within the building that was inactivated due to the A-400 Replacement & Expansion project. The reconstruction of this building will allow the conversion of lecture space into needed instructional learning centers to meet educational delivery needs. The reconstruction also includes upgrades to Fire/Life Safety, ADA improvements, and upgraded mechanical, electrical and HVAC systems for energy and systems efficiency. Offices and support spaces will be reconfigured to allow for maximum use of space by faculty and create an inviting space for student-faculty interaction.

**Master Plan Comments:** This project supports the Irvine Valley College Master Plan by providing updated and modern instructional support space and learning centers that will be conducive to modern instructional methods. This project is a high priority in the District's Five-Year Construction Plan.

**CEQA Status:**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	Yes
Initial Study	No	No	No	Yes
Negative Declaration	Yes	No	No	No
Draft EIR	No	No	No	Yes
Final EIR	No	No	No	Yes

**Type of Project and Qualifying Information:**

No **Life Safety Project** - Required Supporting report is attached and establish imminent danger  
 Yes **Project Design** - Construction and equipment design conform with State design and cost guidelines  
 No **Infrastructure**  
     Type of project: N/A  
 No **Loss Imminent** - Loss or failure of infrastructure is imminent  
 No **Master Planning or Project Planning** - District's general fund's ending balance is less than 5% of the total general fund  
 Yes **Instructional Space**

## Initial Project Proposal (IPP)

Type of space: Alteration

Major ASF: Lib/Learning Center

Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio

NA **Academic Support, Student Services or Administrative Space**

Type of space: N/A

Major ASF: N/A

NA **Other Facility Projects**

Type of space: N/A

Primary ASF of request space: N/A

NA - There is an existing facility building in use for this proposed project

### **Supplemental Information and Alternatives Explored**

Yes - There is an existing facility in use for this proposed project

Yes - Cost to reconstruct existing building is more than 50% of cost of a new building

NA - Usage in the new building will be the same as usage in the building replaced

NA - Replaced building will be demolished and costs are included in the project

Yes - Alternative instructional delivery system, distance learning, other such means

Yes - District or private funding sources

Yes - Other :The district plans to contribute 50% of the project cost for state supportable areas.

- Total construction period in number of Months:16

### **Additional Forms/Pages enclosed**

Yes - District Five-Year Construction Plan or project related pages of said document

No - Critical Life-safety third party justification

No - Engineering test or other related documents

Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule

Yes - Other FPP related forms: JCAF 31 & JCAF 33

District Contact: Brandye D'Lena

Phone No: (949) 582-4379

Date: 05/31/2019 9:58 PM

Fax No: (949) 364-1731

Prepared By: Eric Mittlestead

E-mail Address: fpacs2004@aol.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:

\_\_\_\_\_  
Name / Title

\_\_\_\_\_  
Signature / Date

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** A-200 RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
050	Inactive Area	0099	General Assignment	0	0		0	0	970	-970
110	Classroom	0099	General Assignment	0	0		0	-17,734	7,608	-7,608
310	Office	0099	General Assignment	0	0		1,400	0	1,615	-215
410	Read/Study Room	6110	Learning Center (Learning Resource Center)	0	0		8,300	0	0	8,300
650	Lounge	0099	General Assignment	0	0		500	0	410	90
680	Meeting Room	0099	General Assignment	0	0		678	0	275	403
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>10,878</b>	<b>-17,734</b>	<b>10,878</b>	<b>0</b>

Report Generated: 05/22/2019

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** A-200 RENOVATION

**Date Prepared:** 05/20/2019

**Estimate CCI:** 6684

**CFIS Ref. #:**
**Request For:** L ☐ P ☒ W ☐ C ☐ E

**Prepared by:** FPPS

**Estimate EPI:** 3607

**DoF Project ID:**

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
<b>1. Site Acquisition (Acres: 0)</b>	\$0			
<b>2. Preliminary Plans (Estimate CCI: 6684)</b>	\$277,273	\$152,501	\$124,772	\$0
A. Architectural Fees (for preliminary plans)	\$149,546			
B. Project Management (for preliminary plans)	\$42,727			
C. Division of the State Architect Plan Check Fee	\$0			
D. Preliminary Tests (soils, hazardous materials)	\$20,000			
E. Other Costs (for preliminary plans)	\$65,000			
<b>3. Working Drawings (Estimate CCI: 6684)</b>	\$264,913	\$132,457	\$132,456	\$0
A. Architectural Fees (for working drawings)	\$170,910			
B. Project Management (for working drawings)	\$0			
C. Division of the State Architect, Plan Check Fee	\$63,795			
D. Community College Plan Check Fee	\$12,208			
E. Other Costs (for working drawings)	\$18,000			
(Total PW may not exceed 13% of construction) True				
<b>4. Construction (Estimate CCI: 6684)</b>	\$4,272,740	\$1,922,733	\$2,350,007	\$0
A. Utility Service	\$105,000			
B. Site Development, Service	\$175,000			
C. Site Development, General	\$110,000			
D. Other Site Development	\$0			
E. Reconstruction	\$3,769,650			
F. New Construction (building) (w/Group I equip)	\$0			
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$113,090			
H. Other	\$0			
<b>5. Contingency</b>	\$299,091	\$299,091	\$0	\$0
<b>6. Architectural and Engineering Oversight</b>	\$106,818	\$106,818	\$0	\$0
<b>7. Tests and Inspections</b>	\$270,969	\$270,969	\$0	\$0
A. Tests	\$42,727			
B. Inspections	\$228,242			
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$92,880	\$92,880	\$0	\$0
A. Construction Management	\$85,455			
B. Labor Compliance Program	\$7,425			
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$5,042,498	\$2,692,491	\$2,350,007	\$0
<b>10. Furniture and Group II Equipment (Estimate EPI: 3607)</b>	\$341,988	\$0	\$341,988	\$0
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$5,926,672	\$2,977,449	\$2,949,223	\$0

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0.00	\$0	\$0
Reconstruction	16,149	10,878	0.67	\$347	\$233

13. Anticipated Time Schedule			
Start Preliminary Plans	08/01/2022	Advertise Bid for Construction	06/01/2024
Start Working Drawings	02/01/2023	Award Construction Contract	08/01/2024
Complete Working Drawings	08/01/2023	Advertise Bid for Equipment	04/01/2025
DSA Final Approval	04/01/2024	Complete Project	12/01/2025

14.	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$152,501	\$124,772	\$0	\$124,772
Working Drawings	\$132,457	\$132,456	\$0	\$132,456
Construction	\$2,692,491	\$2,350,007	\$0	\$2,350,007
Equipment	\$0	\$341,988	\$0	\$341,988
<b>Total Costs</b>	<b>\$2,977,449</b>	<b>\$2,949,223</b>	<b>\$0</b>	<b>\$2,949,223</b>
% of SS Total	50.24%	49.76%	<b>SS Total:</b>	<b>\$5,926,672</b>

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**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** A-200 RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	0099	General Assignment	0	0	0	970	-970	\$0.00	\$0
110-115	Classroom	0099-4999		0	0	0	7,608	-7,608	\$19.47	\$0
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	1,400	1,615	-215	\$30.44	\$0
410-420	Library - Reading and Stack Space	6110, 6120		0	0	8,300	0	8,300	\$39.58	\$328,514
650-655	Staff Lounge	0000-9600		0	0	500	410	90	\$27.33	\$2,460
680-685	Meeting Rooms	0000-9600		0	0	678	275	403	\$27.33	\$11,014
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>10,878</b>	<b>10,878</b>	<b>0</b>	<b>-</b>	<b>\$341,988</b>

Report Generated: 05/22/2019

## Project Summary Report

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (890), IRVINE VALLEY COLLEGE (892): SOCIAL SCIENCES/ A-200

### Description:

This project proposes the reconstruction of the Social Sciences/A-200 building (#2) to house a new Writing Lab, World Language Center, ESL & Reading Center, and a Tutoring Center. The building was originally built in 1979 with an addition in 1983. This project will activate space from within the building that was inactivated due to the A-400 Replacement & Expansion project. The reconstruction of this building will allow the conversion of lecture space into needed instructional learning centers to meet educational delivery needs. The reconstruction also includes upgrades to Fire/Life Safety, ADA improvements, and upgraded mechanical, electrical and HVAC systems for energy and systems efficiency. Offices and support spaces will be reconfigured to allow for maximum use of space by faculty and create an inviting space for student-faculty interaction.

**Project Type:** Reconstruction

**Occupancy Year:** 2025-26

**District Priority:** 21

**CCI:** 6684

**Net ASF:** 0

**Last Edit Date:** May 30, 2019

**Online:** No

**Acres:** 0

**Contact:** Brandye D'Lena

**EPI:** 3607

**Total OGSF:** 16,149

**Last Edit By:** Eric Mittlestead

**Complete:** No

### Project Score:

Score Type	Score	Supporting Data
Age of Building or FCI	76	Applied Age: 38
Activates Unused Space	30	Yes, project activates unused space (room use 050)
Local Contribution	50	District Contribution: 50%
<b>Total Score</b>	<b>156</b>	

### Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	1,400	8,300	0	1,178	10,878
Secondary ASF	-7,608	0	-1,615	0	0	-1,655	-10,878
Net ASF	-7,608	0	-215	8,300	0	-477	0
Applied Net ASF	0	0	-215	8,300	0	N/A	8,085
Net Capacity Change	-17,734 WSCH	0 WSCH	-2 FTE	8,300 ASF	0 ASF	N/A	
<b>Initial Cap/Load (FY2022)</b>	<b>113%</b>	<b>115%</b>	<b>83%</b>	<b>78%</b>	<b>62%</b>	<b>N/A</b>	<b>0%</b>
<b>Final Cap/Load (FY2025)</b>	<b>99%</b>	<b>144%</b>	<b>79%</b>	<b>97%</b>	<b>75%</b>	<b>N/A</b>	<b>0%</b>

### Project Cost:

Phase	FY	State Funds	Non-State Funds	Total Cost
Preliminary Plans	2022-23	\$152,501	\$124,772	\$277,273
Working Drawings	2022-23	\$132,457	\$132,456	\$264,913
Construction	2023-24	\$2,692,491	\$2,350,007	\$5,042,498
Equipment	2023-24	\$0	\$341,988	\$341,988
<b>Project Total</b>		<b>\$2,977,449</b>	<b>\$2,949,223</b>	<b>\$5,926,672</b>

# Final Project Proposal

## 2021-2022

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**SM Building Reconstruction**

Proposal Name

**South Orange County Community College District**

Community College District

**Saddleback College**

College or Center

**July 1, 2019**

Date

A \_\_\_\_\_ P   x   W   x   C   x   E   x

## 2.1 Final Project Proposal Checklist

<b>District:</b>	South Orange County Community College District
<b>College:</b>	Saddleback College
<b>Project:</b>	SM Building Reconstruction
<b>Prepared by:</b>	FPPS
	<b>Date:</b> July 1, 2019

Section	Description	Status	Date
1.1	Title Page	Complete	3/12/2019
2.1	Final Project Proposal Checklist	Complete	5/14/2019
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	4/1/2019
3.2	Project Terms and Conditions	Complete	4/1/2019
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	5/14/2019
5.1	Cost Estimate Summary - JCAF 32	Complete	5/14/2019
5.2	Quantities and Unit Costs supporting the JCAF 32 <i>(Insert the optional cost analyses into this section.)</i>	Complete	5/14/2019
6.1	California Energy Commission Approved Audit	Complete	5/14/2019
7.1	Responses to Specific Requirements -- State Administrative Manual <i>(Also provide this section electronically in Word 6. Version)</i>	Complete	5/14/2019
8.1	California Environmental Quality Act: Environmental Impact Report or Exemption Notice	Complete	5/14/2019
9.1	Analysis of Future Costs	Complete	5/14/2019
10.1	Campus Plot Plan	Complete	5/14/2019
10.2	Diagrams of Building Areas <i>(include floor plans with building areas affected.)</i> <i>(Insert half-sized scaled conceptual drawings into the FPP.)</i>	Complete	5/14/2019
10.3	Site Plans	Complete	5/14/2019
10.4	Floor Plans	Complete	5/14/2019
10.5	Exterior Elevations	Complete	5/14/2019
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	5/14/2019
12.1	Justification of Additional Costs exceeding Guidelines <i>(as needed)</i>	Complete	5/14/2019
13.1	Detailed Equipment List	Complete	5/14/2019

### 3.1 Approval Page

#### Final Project Proposal

Budget Year: 2021-2022

**District:** South Orange County Community College District

**Project Location:** Saddleback College  
(College, campus, or center)

**Project Name:** SM Building Reconstruction

The district proposes funds for inclusion in the State capital outlay budget (check items):

site acquisition ☐ preliminary plans ☒ working drawings ☒ construction ☒ equipment ☒

#### District Certification

**Contact Person:** Brandye D"Lena **Telephone:** 949-582-4379  
(Facilities, Planning and Development)

**E-Mail Address:** [bdlena@socccd.edu](mailto:bdlena@socccd.edu) **Fax:** 949-364-1731

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chancellor/President/Superintendent Signature )

#### District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
(President of the Board of Trustees Signature and Date)

\_\_\_\_\_  
(Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 6th Floor  
Sacramento, CA 95814-6511

#### Chancellor's Office Certification

Reviewed by: \_\_\_\_\_

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

### 3.2 PROJECT TERMS AND CONDITIONS

**District:** South Orange County Community College District      **College:** Saddleback College

**Project:** SM Building Reconstruction      **Budget Year:** 2021-2022

- 1 The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
- 2 The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Division of the State Architect.
  - e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.
  - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
- 3 It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
  - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
- 4 It is further understood that:
  - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Saddleback College (891)

**Project:** SM BUILDING RECONSTRUCTION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
050	Inactive Area	0099	General Assignment	0	0		0	0	30,720	-30,720
110	Classroom	0099	General Assignment	0	0		10,000	-944	10,405	-405
115	Classroom Service	0099	General Assignment	0	0		0	-123	53	-53
210	Class Lab	0201	Architecture and Architectural Technology	0	0		0	-1,582	4,066	-4,066
210	Class Lab	0701	Information Technology, General	0	0		6,000	2,446	1,817	4,183
215	Class Lab Service	0701	Information Technology, General	0	0		0	-106	182	-182
215	Class Lab Service	1914	Geology	0	0		0	-105	270	-270
310	Office	0099	General Assignment	0	0		3,000	0	3,165	-165
310	Office	0701	Information Technology, General	0	0		1,500	0	0	1,500
310	Office	6010	Academic Administration	0	0		0	0	802	-802
315	Office Service	0099	General Assignment	0	0		0	0	381	-381
315	Office Service	6010	Academic Administration	0	0		0	0	308	-308
410	Read/Study Room	6110	Learning Center (Learning Resource Center)	0	0		7,500	0	0	7,500
530	Audio/Visual, Radio, TV	6130	Media Services	0	0		2,000	0	0	2,000
650	Lounge	0099	General Assignment	0	0		600	0	1,541	-941
680	Meeting Room	0099	General Assignment	0	0		1,200	0	546	654
710	Data Processing/Computer	0700	Information Technology	0	0		300	0	141	159
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>32,100</b>	<b>-414</b>	<b>54,397</b>	<b>-22,297</b>

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**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Saddleback College (891)

**Project:** SM BUILDING RECONSTRUCTION

**Date Prepared:** 05/14/2019

**Estimate CCI:** 6684

**CFIS Ref. #:**
**Request For:** L **P** **W** **C** **E**
**Prepared by:** FPPS

**Estimate EPI:** 3607

**DoF Project ID:**

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
<b>1. Site Acquisition (Acres: 0)</b>	\$0			
<b>2. Preliminary Plans (Estimate CCI: 6684)</b>	\$1,215,831	\$547,124	\$668,707	\$0
A. Architectural Fees (for preliminary plans)	\$734,802			
B. Project Management (for preliminary plans)	\$262,429			
C. Division of the State Architect Plan Check Fee	\$0			
D. Preliminary Tests (soils, hazardous materials)	\$103,600			
E. Other Costs (for preliminary plans)	\$115,000			
<b>3. Working Drawings (Estimate CCI: 6684)</b>	\$1,233,926	\$493,570	\$740,356	\$0
A. Architectural Fees (for working drawings)	\$839,774			
B. Project Management (for working drawings)	\$0			
C. Division of the State Architect, Plan Check Fee	\$224,173			
D. Community College Plan Check Fee	\$74,979			
E. Other Costs (for working drawings)	\$95,000			
(Total PW may not exceed 13% of construction) True				
<b>4. Construction (Estimate CCI: 6684)</b>	\$26,242,932	\$14,171,183	\$12,071,749	\$0
A. Utility Service	\$2,298,493			
B. Site Development, Service	\$813,965			
C. Site Development, General	\$3,070,848			
D. Other Site Development	\$0			
E. Reconstruction	\$0			
F. New Construction (building) (w/Group I equip)	\$19,666,300			
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$393,326			
H. Other	\$0			
<b>5. Contingency</b>	\$1,312,147	\$656,074	\$656,073	\$0
<b>6. Architectural and Engineering Oversight</b>	\$524,859	\$262,430	\$262,429	\$0
<b>7. Tests and Inspections</b>	\$575,347	\$287,674	\$287,673	\$0
A. Tests	\$262,429			
B. Inspections	\$312,918			
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$566,560	\$283,277	\$283,283	\$0
A. Construction Management	\$524,859			
B. Labor Compliance Program	\$41,701			
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$29,221,845	\$15,660,638	\$13,561,207	\$0
<b>10. Furniture and Group II Equipment (Estimate EPI: 3607)</b>	\$1,654,334	\$0	\$1,654,334	\$0
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$33,325,936	\$16,701,332	\$16,624,604	\$0

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	49,385	32,100	0.65	\$613	\$398
Reconstruction	0	0	0.00	\$0	\$0

13. Anticipated Time Schedule			
Start Preliminary Plans	08/01/2021	Advertise Bid for Construction	06/01/2023
Start Working Drawings	02/01/2022	Award Construction Contract	08/01/2023
Complete Working Drawings	08/01/2022	Advertise Bid for Equipment	05/01/2024
DSA Final Approval	04/01/2023	Complete Project	06/01/2025

14.	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$547,124	\$668,707	\$0	\$668,707
Working Drawings	\$493,570	\$740,356	\$0	\$740,356
Construction	\$15,660,638	\$13,561,207	\$0	\$13,561,207
Equipment	\$0	\$1,654,334	\$0	\$1,654,334
<b>Total Costs</b>	<b>\$16,701,332</b>	<b>\$16,624,604</b>	<b>\$0</b>	<b>\$16,624,604</b>
% of SS Total	50.12%	49.88%	<b>SS Total:</b>	<b>\$33,325,936</b>

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**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

<b>District:</b> South Orange County Community College District	<b>Date Prepared:</b> July 1, 2019	
<b>College:</b> Saddleback College	<b>Budget Ref. No.:</b>	
<b>Project Name:</b> SM Building Reconstruction	<b>CFIS Ref No.:</b> 40.45.XXX	
	<b>Estimate CCI</b> 6684	<b>Budget CCI</b> 6684
<b>Prepared by:</b> FPPS	<b>Estimate EPI</b> 3607	<b>Budget EPI</b> 3607

ITEM	Quantity	Unit	Unit Cost	Subtotals	Estimate Total 6684	Budget Total 6684	Midpoint Total 6684
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**1. SITE ACQUISITION**

A. Site Acquisition \$0

<b>1. SITE ACQUISITION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**2. PRELIMINARY PLANS**

**A. Architectural Fee for Preliminary Plans**

1. Architect fee for Schematic and Preliminary plans

New Construction	\$26,242,932	x	8.0%	x	35.0%	\$734,802	\$735,000	\$953,000
Reconstruction	\$0	x	10.0%	x	35.0%	\$0	\$0	\$0

**B. Project Management Services**

1. Project Administration/Management

\$26,242,932	x	1.0%		\$262,429	\$262,000	\$340,000
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**C. Division of the State Architect Plan Check Fee** N

1. Structural Safety Fee

<span style="border: 1px solid black; padding: 0 5px;">Y</span>	0.0085	x	\$0		\$0	
	0.0060	x	\$0		\$0	

2. Fire, Life Safety Fee

0.0030	x	\$0		\$0	
0.0020	x	\$0		\$0	
0.0010	x	\$0		\$0	
0.0005	x	\$0		\$0	
0.0001	x	\$0		\$0	

3. Access Compliance Fee

0.0050	x	\$0		\$0	
0.0025	x	\$0		\$0	
0.0010	x	\$0		\$0	
0.0008	x	\$0		\$0	
0.0006	x	\$0		\$0	
0.0004	x	\$0		\$0	

**D. Preliminary Test (Soils Tests & Geotechnical Report)**

1. Geotechnical & Geologic Testing/Reports	\$20,000	\$103,600	\$104,000	\$104,000
2. Hazardous Materials Survey	\$15,000			
3. Geologic Hazard Report	\$3,600			
4. Structural Survey	\$20,000			
5. CEQA (Environmental Documents)	\$20,000			
6. Technology Consultant	\$25,000			

**E. Other Costs (Special Consultants, Printing, Legal, Etc.)**

1. SWPPP	\$25,000	\$115,000	\$115,000	\$115,000
2. Constructability Review Consultant	\$40,000			
3. Hazardous Materials Consultant	\$20,000			
4. Waterproofing Consultant	\$30,000			

<b>2. PRELIMINARY PLANS</b>	<b>\$1,215,831</b>	<b>\$1,216,000</b>	<b>\$1,512,000</b>
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**3. WORKING DRAWINGS**

**A. Architectural Fee for Working Drawings**

1. Architect fee for Working Drawings

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

New Construction	\$26,242,932	x	8.0%	x	40.0%	\$839,774	\$840,000	\$1,089,000
Reconstruction	\$0	x	10.0%	x	40.0%	\$0	\$0	\$0
<b>B. Project Management Services</b>								
1. Project Administration/Management	\$26,242,932	x	0.0%			\$0	\$0	\$0
<b>C. Division of the State Architect Plan Check Fee</b> <input checked="" type="checkbox"/>								
1. Structural Safety Fee						\$224,173	\$222,000	\$279,000
<input checked="" type="checkbox"/>	0.0085	x	\$1,000,000		\$8,500			
	0.0060	x	\$25,242,932		\$151,458			
2. Fire, Life Safety Fee								
	0.0030	x	\$1,000,000		\$3,000			
	0.0020	x	\$5,000,000		\$10,000			
	0.0010	x	\$20,000,000		\$20,000			
	0.0005	x	\$242,932		\$121			
	0.0001	x	\$0		\$0			
3. Access Compliance Fee								
	0.0050	x	\$500,000		\$2,500			
	0.0025	x	\$2,000,000		\$5,000			
	0.0010	x	\$23,000,000		\$23,000			
	0.0008	x	\$742,932		\$594			
	0.0006	x	\$0		\$0			
	0.0004	x	\$0		\$0			
<b>D. Community Colleges Plan Check Fee</b>								
1. Community Colleges Plan Check Fee (2/7 of 1% of Construction Cost)	26,242,932	x	1.0%	x	0.28571	\$74,980	\$75,000	\$97,000
<b>E. Other Costs (Special Consultants, Printing, Legal, Etc.)</b>								
1. Printing & Advertising					\$20,000			
2. Legal Fees					\$10,000			
3. Local Permits					\$25,000			
4. Commissioning Agent					\$40,000			
<b>3. WORKING DRAWINGS</b>						<b>\$1,233,927</b>	<b>\$1,232,000</b>	<b>\$1,560,000</b>
<b>4. CONSTRUCTION - HARD COSTS</b>								
<b>A. Utility Service</b>								
Temporary Power, for temp lighting only, 11.8 KWH/month	1000	Unit:CSF Flr	\$3.33		\$3,329		\$3,330	\$4,318
Temporary electrical power equipment (pro-rated per job), connections, compressor or pump, 100 amp	2	Unit:Ea.	\$554.52		\$1,109		\$1,109	\$1,438
Circuit breaker, light contactor, type A, 100 amp, NEMA 12	5	Unit:Ea.	\$7,224.93		\$36,125		\$36,125	\$46,841
High pressure sodium fixture, exterior, wall pack, 150 Watt, incl lamps	20	Unit:Ea.	\$759.28		\$15,186		\$15,186	\$19,691
Floodlights, exterior, induction lamp, 150 watt, floor mtd, mount with swivel bracket, incl ballast and lamp	6	Unit:Ea.	\$2,743.68		\$16,462		\$16,462	\$21,346
Landscape uplight, recessed, incandescent, 250 Watt, incl housing, transformer & reflector	20	Unit:Ea.	\$1,363.09		\$27,262		\$27,262	\$35,349
Light poles, anchor base, aluminum, 16' high, excl concrete bases	10	Unit:Ea.	\$2,103.87		\$21,039		\$21,039	\$27,280
Bollard light, exterior, high w/ polycarbonate lens, high pressure sodium, 100 Watt, 42" high, incl ballast and lamp	30	Unit:Ea.	\$1,965.42		\$58,963		\$58,963	\$76,455
Daylighting sensor, remote and dimming control, ceiling mounted, incl remote controller	2	Unit:Ea.	\$575.92		\$1,152		\$1,152	\$1,494
Remote power pack	20	Unit:Ea.	\$186.54		\$3,731		\$3,731	\$4,838
Buck-boost transformer, 3 phase 240 V primary 208/120 V secondary, 150 kVA	2	Unit:Ea.	\$14,171.24		\$28,342		\$28,342	\$36,751

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

PVC conduit, field bends, 45 Deg. to 90 Deg., 5" diameter	5	Unit:Ea.	\$125.27	\$626	\$626	\$812
Equipotential earthing bar	5	Unit:Ea.	\$2,102.49	\$10,512	\$10,512	\$13,631
Transformer, liquid-filled, 5 kV or 15 kV primary, 277/480 V secondary, 3 phase, 2500 kVA, pad mounted	2	Unit:Ea.	\$123,443.09	\$246,886	\$246,886	\$320,128
Medium-cable single cable, copper, XLP shielding, 5 kV, #4, in conduit, excl splicing & terminations	100	Unit:C.L.F.	\$1,070.33	\$107,033	\$107,033	\$138,786
Outlet boxes, PVC, weatherproof, 4" diameter round w/ 5 holes	10	Unit:Ea.	\$111.56	\$1,116	\$1,116	\$1,447
PVC conduit elbows, 3-1/2" diameter, to 15' H	5	Unit:Ea.	\$206.67	\$1,033	\$1,033	\$1,340
Circuit breaker, 2 pole, 125 to 400 amp, type LA	2	Unit:Ea.	\$6,814.89	\$13,630	\$13,630	\$17,673
Multipair cable, shielded non-plenum, 300 V PVC jacket, #22, 15 pair	50	Unit:C.L.F.	\$1,307.74	\$65,387	\$65,387	\$84,785
Unshielded twisted pair (UTP) cable, stranded, PVC jacket, #24, 4 pair, category 6	35	Unit:C.L.F.	\$212.17	\$7,426	\$7,426	\$9,629
Water supply distribution piping, fitting, coupling, class 200 polyvinyl chloride, pressure pipe, 2", includes gaskets	5	Unit:Ea.	\$49.37	\$247	\$247	\$320
Water supply distribution piping, copper, curb stops, ,no lead, 2" diameter, excludes excavation or backfill	10	Unit:Ea.	\$257.91	\$2,579	\$2,579	\$3,344
Water Utility distribution Valves, butterfly valves with boxes, cast iron, mechanical joint, 4" diameter, includes valve box and mechanical joints, excludes excavation and backfill	2	Unit:Ea.	\$2,559.55	\$5,119	\$5,119	\$6,638
Public Storm Utility Drainage Piping, 90 degree bends or elbows, corrugated metal pipe, galvanized and bituminous coated with paved invert, 8" diameter, 16 ga.	5	Unit:Ea.	\$477.51	\$2,388	\$2,388	\$3,096
Subdrainage Piping, corrugated metal, steel, pipe, perforated, asphalt coated, 12" diameter, 16 ga., excludes excavation and backfill	150	Unit:L.F.	\$46.65	\$6,998	\$6,998	\$9,073
Public Storm Utility Drainage Piping, 90 degree bends or elbows, corrugated metal pipe, galvanized and bituminous coated with paved invert, 10" diameter, 16 ga.	5	Unit:Ea.	\$576.27	\$2,881	\$2,881	\$3,736
Storm Drainage Manholes, Frames, and Covers, brick, 8" thick wall, 6' deep, 4' inside diameter, excludes footing, excavation, backfill, frame and cover	3	Unit:Ea.	\$4,983.60	\$14,951	\$14,951	\$19,386
Public Storm Utility Drainage Piping, corrugated metal pipe, galvanized and bituminous coated with paved invert, 20' lengths, 16 ga., 10" diameter, excludes excavation and backfill	500	Unit:L.F.	\$54.87	\$27,436	\$27,436	\$35,574
Public Storm Utility Drainage Piping, corrugated metal pipe, galvanized and bituminous coated with paved invert, 20' lengths, 16 ga., 8" diameter, excludes excavation and backfill	200	Unit:L.F.	\$70.44	\$14,088	\$14,088	\$18,267
Public Storm Utility Drainage Piping, tees, corrugated metal pipe, galvanized and bituminous coated with paved invert, 10" diameter, 16 ga.	5	Unit:Ea.	\$777.36	\$3,887	\$3,887	\$5,040
Utility Area Drains, catch basins or manholes frames and covers, cast iron, light traffic, 24" diameter, 300 lb., excludes footing, excavation, and backfill	5	Unit:Ea.	\$1,682.94	\$8,415	\$8,415	\$10,911
Utility Area Drains, catch basins or manholes frames and covers, cast iron, watertight, 26" diameter, 500 lb., excludes footing, excavation, and backfill	3	Unit:Ea.	\$2,058.11	\$6,174	\$6,174	\$8,006
Electrical Underground Ducts and Manholes, PVC, with DB coupling, schedule 80, 4" diameter, installed by direct burial in slab or duct bank, excludes excavation, backfill and cast in place concrete	2000	Unit:L.F.	\$83.23	\$166,459	\$166,459	\$215,842
Station capacitors, potential transformers, 46 kV	1	Unit:Ea.	\$130,750.51	\$130,751	\$130,751	\$169,539
Lightning arresters, 46 kV	1	Unit:Ea.	\$56,149.44	\$56,149	\$56,149	\$72,807
Underground Hydronic Energy Distribution, pipe conduit prefabricated, polyurethane insulated system, black steel service pipe, std. wt. 1/2" Insulation, 250 degree F. maximum temperature, 1" diam. pipe size, excludes trenching, fittings or crane	300	Unit:L.F.	\$914.79	\$274,438	\$274,438	\$355,852

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

Underground Hydronic Energy Distribution, pipe conduit prefabricated, polyurethane insulated system, black steel service pipe, std. wt. 1/2" Insulation, 250 degree F. maximum temperature, 2-1/2" diam. pipe size, excludes trenching, fittings or crane	300	Unit:L.F.	\$2,330.99	\$699,298	\$699,298	\$906,752
Underground Hydronic Energy Distribution, pipe conduit prefabricated, polyurethane insulated system, elbow, for system, 90 degree or 45 degree, 1-1/4" diameter pipe size, excludes trenching, or crane	8	Unit:Ea.	\$8,412.38	\$67,299	\$67,299	\$87,264
Water supply distribution piping, fitting, 90 degree elbow, class 200 polyvinyl chloride, pressure pipe, 4", includes gaskets	5	Unit:Ea.	\$548.48	\$2,742	\$2,742	\$3,556
Electrical Underground Ducts and Manholes, nylon polyethylene pull rope, 1/4"	2000	Unit:L.F.	\$5.45	\$10,903	\$10,903	\$14,134
Underground Hydronic Energy Distribution, pipe conduit prefabricated, polyurethane insulated system, gland seal for system, 1-1/4" diameter pipe size, excludes trenching, fittings or crane	4	Unit:Ea.	\$2,194.19	\$8,777	\$8,777	\$11,380
Electrical Underground Ducts and Manholes, man holes, precast w/iron racks & pulling irons, C.I. frame and cover, 6' x 10' x 7' deep, excludes excavation, backfill and cast in place concrete	2	Unit:Ea.	\$12,938.56	\$25,877	\$25,877	\$33,554
Electrical Underground Ducts and Manholes, underground duct banks, PVC, fittings, type EB elbow, 4" diameter	24	Unit:Ea.	\$340.25	\$8,166	\$8,166	\$10,589
Water supply distribution piping, fittings, brass, corporation stops, 2" diameter, excludes excavation or backfill	100	Unit:L.F.	\$201.13	\$20,113	\$20,113	\$26,080
Electrical Underground Ducts and Manholes, man holes, precast w/iron racks & pulling irons, C.I. frame and cover, 4' x 6' x 7' deep, excludes excavation, backfill and cast in place concrete	2	Unit:Ea.	\$14,217.33	\$28,435	\$28,435	\$36,870
Water Utility Distribution Fire Hydrants, indicator post, adjustable valve size, 4" - 14", 12'-0" bury, includes bolts and gaskets, excludes excavation and backfill	2	Unit:Ea.	\$3,842.40	\$7,685	\$7,685	\$9,965
Water supply distribution piping, piping polyvinyl chloride, class 150, 2-1/2" diameter, excludes excavation or backfill, unless specified	500	Unit:L.F.	\$55.76	\$27,882	\$27,882	\$36,151
Water Service Connection, tapping valve, MJ, ductile iron, 4", includes gaskets, excludes excavation and backfill	1	Unit:Ea.	\$2,012.65	\$2,013	\$2,013	\$2,610

<b>A. Utility Service</b>				<b>\$2,298,493</b>	<b>\$2,298,000</b>	<b>\$2,980,000</b>
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**B. Site Development - Service**

Fine grading, fine grade for slab on grade, machine	5808	Unit:S.Y.	\$2.95	\$17,107	\$17,134	\$22,216
Synthetic erosion control, silt fence, polypropylene, ideal conditions, 3' high	1000	Unit:L.F.	\$1.50	\$1,500	\$1,500	\$1,945
Synthetic erosion control, polypropylene mesh, stapled, 6.5 oz./ S.Y.	1000	Unit:S.Y.	\$3.62	\$3,622	\$3,620	\$4,694
Synthetic erosion control, hay bales, staked	1000	Unit:L.F.	\$22.41	\$22,413	\$22,410	\$29,058
Excavation, bulk, scrapers, bank measure, clay, 1500' haul, 10 C.Y. bucket, towed scraper, 1/4 push dozer	29040	Unit:B.C.Y.	\$19.94	\$579,104	\$579,058	\$750,842
Clearing & grubbing, heavy trees, to 24" diameter, cut and chip	1	Unit:Acre	\$32,033.10	\$32,033	\$32,033	\$41,536
Topsoil stripping and stockpiling, loam or topsoil, remove and stockpile on site, 200 HP dozer, 6" deep, 200' haul per C.Y.	34848	Unit:C.Y.	\$4.54	\$158,116	\$158,210	\$205,145

<b>B. Site Development - Service</b>				<b>\$813,965</b>	<b>\$814,000</b>	<b>\$1,056,000</b>
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**C. Site Development - General**

Mobilization or demobilization, delivery charge for equipment, on flatbed trailer behind pickup truck	10	Unit:Ea.	\$314.58	\$3,146	\$3,146	\$4,079
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**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

Barricades, guardrail, portable metal with base pads, 10 reuses, typical installation	1000	Unit:L.F.	\$8.34	\$8,340	\$8,340	\$10,814
Mobilization or demobilization, scraper, self-propelled, 24 C.Y. capacity, up to 50 miles	2	Unit:Ea.	\$1,243.28	\$2,487	\$2,487	\$3,224
Temporary Fencing, chain link, rented up to 12 months, 6' high, 11 ga, over 1000'	1000	Unit:L.F.	\$11.89	\$11,891	\$11,890	\$15,417
Structural concrete, in place, handicap access ramp (4000 psi), railing both sides, 3' wide, includes forms(4 uses), reinforcing steel, concrete, placing and finishing	250	Unit:L.F.	\$1,015.36	\$253,841	\$253,840	\$329,145
Structural concrete, in place, Stairs (4000 psi), railing both sides, includes forms(4 uses), reinforcing steel, concrete, placing and finishing	1000	Unit:S.F.	\$100.00	\$100,000	\$100,000	\$129,666
Piles, 18" dia, driven, in place, including reinforcing steel	5400	Unit:L.F.	\$150.00	\$810,000	\$810,000	\$1,050,296
Mobilization / de-mobilization for piling rig	1	Unit:L.S.	\$30,000.00	\$30,000	\$30,000	\$38,900
Pile caps, in place, formwork, reinforcing steel, excavation, haul off and backfill	115	Unit:C.Y.	\$1,500.00	\$172,500	\$172,500	\$223,674
Grade beams, in place, formwork, reinforcing steel, excavation, haul off and backfill	1500	Unit:L.F.	\$320.00	\$480,000	\$480,000	\$622,398
2-line pipe rail with pickets and attached handrail, aluminum, satin finish, 1-1/2" pipe, 1/2" pickets @ 4-1/2" O.C., 42" high, shop fabricated, straight & level	300	Unit:L.F.	\$433.39	\$130,016	\$130,017	\$168,588
Signs, reflective aluminum street type, double faced, 2-way, includes bracket	5	Unit:Ea.	\$354.76	\$1,774	\$1,774	\$2,300
Signs, reflective aluminum street type, double faced, 4-way, includes bracket	5	Unit:Ea.	\$530.18	\$2,651	\$2,651	\$3,437
Posts, portable for pedestrian traffic control, deluxe, maximum	3	Unit:Ea.	\$841.15	\$2,523	\$2,523	\$3,272
Planters, precast concrete, fluted, 7' diameter, 36" high	3	Unit:Ea.	\$3,017.52	\$9,053	\$9,053	\$11,738
Planters, precast concrete, sandblasted, 48" diameter, 24" high	5	Unit:Ea.	\$1,499.16	\$7,496	\$7,496	\$9,720
Underground sprinklers irrigation system, for lawns, impact rotor pop-up partial circle, commercial, with accessories, plastic case, metal cover, 53' - 75', 55 -100 PSI	100	Unit:Ea.	\$208.52	\$20,852	\$20,852	\$27,038
Shrubs and trees, evergreen, in prepared beds, juniper, skyrocket, B & B, 18" - 24", in prepared beds	30	Unit:Ea.	\$79.56	\$2,387	\$2,387	\$3,095
Deciduous trees, hawthorn, balled & burlapped (B&B), 8' - 10', 1" caliper, in prepared beds	30	Unit:Ea.	\$795.40	\$23,862	\$23,862	\$30,941
Cast-in place retaining walls, concrete cribbing, closed face, 12' high, includes excavation, backfill, and reinforcement	2250	Unit:S.F.	\$103.32	\$232,466	\$232,470	\$301,435
Sidewalks, driveways, and patios, sidewalk, concrete, cast-in-place with 6 x 6 - W1.4 x W1.4 mesh, broomed finish, 3000 psi, 4" thick, excludes base	5000	Unit:S.F.	\$9.51	\$47,556	\$47,550	\$61,656
Cast-in place concrete curbs & gutters, straight, steel forms, 6" high curb, 6" thick gutter, 30" wide, includes concrete	1000	Unit:L.F.	\$34.38	\$34,379	\$34,380	\$44,579
Fence, chain link industrial, aluminized steel, 2" posts @ 10' OC, 3 strands barb wire, 9 ga. wire, 6' high, includes excavation, & concrete	1000	Unit:L.F.	\$58.53	\$58,533	\$58,530	\$75,894
Fence, chain link industrial, aluminized steel, 6 ga. wire, 2" posts @ 10' OC, 6' high, includes excavation, & concrete, excludes barbed wire	5	Unit:Ea.	\$268.91	\$1,345	\$1,345	\$1,743
Painted pavement markings, acrylic waterborne, white or yellow, 12" wide, less than 3000 L.F.	1000	Unit:L.F.	\$0.53	\$531	\$530	\$687
Landscape edging, redwood, 2" x 4"	1000	Unit:L.F.	\$11.25	\$11,253	\$11,250	\$14,587
Tree guying, guy wire and wrap, 3" to 6" caliper, 4" anchors, includes arrowhead anchor, cable, turnbuckles and wrap	30	Unit:Ea.	\$221.36	\$6,641	\$6,641	\$8,611
Subsurface drip irrigation, air relief valve, inline with compensation tee, 1"	200	Unit:Ea.	\$30.64	\$6,127	\$6,128	\$7,946
Subsurface drip irrigation, barbed fittings, 1/4"	50	Unit:Ea.	\$12.80	\$640	\$640	\$830
Subsurface drip irrigation, compression fittings	100	Unit:Ea.	\$276.21	\$27,621	\$27,621	\$35,815
Subsurface drip irrigation, flush risers	1000	Unit:L.F.	\$1.81	\$1,812	\$1,810	\$2,347

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

Subsurface drip irrigation, looped grid, pressure compensating, preinserted emitter, line, hand bury, irregular area, large, hand bury	2000	Unit:L.F.	\$2.30	\$4,610	\$4,600	\$5,965
Subsurface drip irrigation, round box for flush ends, 6"	200	Unit:Ea.	\$154.58	\$30,917	\$30,916	\$40,088
Underground sprinklers irrigation system, for lawns, golf course with fully automatic system, 24' diameter head at 15' O.C, includes piping, auto operator, maximum	200	Unit:Head	\$82.28	\$16,456	\$16,456	\$21,338
Base course drainage layers, aggregate base course for roadways and large paved areas, crushed stone base, compacted, crushed 1-1/2" stone base, to 4" deep	556	Unit:S.Y.	\$10.70	\$5,948	\$5,949	\$7,714
Shrubs, barberry, B & B, 9"-12", planted in prepared beds	500	Unit:Ea.	\$85.99	\$42,996	\$42,995	\$55,750
Soil preparation, mulching, aged barks, 3" deep, skid steer loader	5808	Unit:S.Y.	\$2.32	\$13,486	\$13,475	\$17,472
Shrubs, andromeda, B & B, 15"-18", planted in prepared beds	300	Unit:Ea.	\$69.51	\$20,854	\$20,853	\$27,039
Sodding, bent grass sod, on level ground, over 6 M.S.F.	53	Unit:M.S.F.	\$2,149.29	\$113,912	\$113,912	\$147,706
Topsoil placement and grading, loam or topsoil screened, 6" deep, furnish and place, truck dumped	775	Unit:C.Y.	\$136.21	\$105,561	\$105,563	\$136,879
Cast-in place retaining wall footing, concrete cribbing, closed face, 2'x8', includes excavation, backfill, and reinforcement	150	Unit:L.F.	\$604.44	\$90,666	\$90,666	\$117,563
Shoring	2250	Unit:S.F.	\$55.00	\$123,750	\$123,750	\$160,462

<b>C. Site Development - General</b>					<b>\$3,070,848</b>	<b>\$3,071,000</b>	<b>\$3,982,000</b>
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**D. Other Site Development**

None			\$0.00	\$0	\$0	\$0
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<b>D. Other Site Development</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**E. Reconstruction**

	ASF	Unit Cost	Total
Total Reconstruction ASF	0		\$0
<b>75% Reconstruction Allowance</b>			\$0

<b>E. Reconstruction</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**F. New Construction**

Room Description	ASF		Unit Cost	Total		
Inactive Space	0	ASF	\$0.00	\$0	\$0	\$0
Classroom	10000	ASF	\$553.00	\$5,530,000	\$5,530,000	\$7,170,540
Classroom	0	ASF	\$553.00	\$0	\$0	\$0
Architecture and Related Technologies Lab	0	ASF	\$636.00	\$0	\$0	\$0
Computer and Information Science	6000	ASF	\$891.00	\$5,346,000	\$5,346,000	\$6,931,954
Computer and Information Science	0	ASF	\$891.00	\$0	\$0	\$0
Physical Science Lab	0	ASF	\$860.00	\$0	\$0	\$0
Faculty Office	3000	ASF	\$584.00	\$1,752,000	\$1,752,000	\$2,271,752
Faculty Office	1500	ASF	\$584.00	\$876,000	\$876,000	\$1,135,876
Faculty Office	0	ASF	\$584.00	\$0	\$0	\$0
Administration	0	ASF	\$560.00	\$0	\$0	\$0
Administration	0	ASF	\$560.00	\$0	\$0	\$0
Library Reading and Stack Space	7500	ASF	\$429.00	\$3,217,500	\$3,217,500	\$4,172,009
Audio Visual Arts	2000	ASF	\$891.00	\$1,782,000	\$1,782,000	\$2,310,651
Staff Lounge	600	ASF	\$550.00	\$330,000	\$330,000	\$427,898
Meeting Room	1200	ASF	\$550.00	\$660,000	\$660,000	\$855,797
Data Processing/Server Room	300	ASF	\$576.00	\$172,800	\$172,800	\$224,063
Total New Construction ASF	32,100			\$19,666,300		

<b>F. New Construction</b>					<b>\$19,666,300</b>	<b>\$19,666,000</b>	<b>\$25,500,000</b>
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**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
(Project Cost Estimate)

<b>G. Board of Governor's Energy Policy Allowance</b>									
Energy Incentive (2% of New Building Costs)	\$19,666,300	x	2.0%	\$393,326		\$393,000	\$510,000		
Energy Incentive (3% of Renovated Building Costs)	\$0	x	3.0%	\$0		\$0	\$0		
<b>G. Board of Governor's Energy Policy Allowance</b>						<b>\$393,326</b>	<b>\$393,000</b>	<b>\$509,000</b>	
<b>H. Other</b>									
None			\$0.00	\$0		\$0	\$0		
<b>H. Other</b>						<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>4. CONSTRUCTION - HARD COSTS</b>						<b>Lines 4.A. - H. Total Contract Costs:</b>	<b>\$26,242,932</b>	<b>\$26,242,000</b>	<b>\$34,027,000</b>
<b>5. CONTINGENCY</b>									
A. Contingency - New Construction	\$26,242,932	x	5%	\$1,312,147		\$1,312,000	\$1,701,000		
B. Contingency - Reconstruction	\$0	x	7%	\$0		\$0	\$0		
<b>5. CONTINGENCY</b>						<b>\$1,312,147</b>	<b>\$1,312,000</b>	<b>\$1,701,000</b>	
<b>6. ARCHITECTURAL AND ENGINEERING OVERSIGHT</b>									
A. New Construction	\$26,242,932	x	8.0%	x	25.0%	\$524,859	\$525,000	\$681,000	
B. Reconstruction	\$0	x	10.0%	x	25.0%	\$0	\$0	\$0	
<b>6. ARCHITECTURAL AND ENGINEERING OVERSIGHT</b>						<b>\$524,859</b>	<b>\$525,000</b>	<b>\$681,000</b>	
<b>7. TESTS AND INSPECTIONS</b>									
A. Tests	\$26,242,932	@	1.00%	\$262,429		\$262,000	\$340,000		
B. DSA Inspections	23	mnths @	\$13,605	\$312,918		\$313,000	\$313,000		
<b>7. TESTS AND INSPECTIONS</b>						<b>\$575,347</b>	<b>\$575,000</b>	<b>\$653,000</b>	
<b>8. CONSTRUCTION MANAGEMENT &amp; LABOR COMPLIANCE PROGRAM</b>									
A. Construction Management	\$26,242,932	x	2.00%	\$524,859		\$525,000	\$681,000		
B. Labor Compliance Program (.25% of state project costs)	\$16,680,484		0.25%	\$41,701		\$42,000	\$54,000		
<b>8. CONSTRUCTION MANAGEMENT &amp; LABOR COMPLIANCE PROGRAM</b>						<b>\$566,560</b>	<b>\$567,000</b>	<b>\$735,000</b>	
<b>9. TOTAL CONSTRUCTION (Items 4 through 8)</b>						<b>\$29,221,844</b>	<b>\$29,221,000</b>	<b>\$37,797,000</b>	
<b>10. FURNITURE AND GROUP II EQUIPMENT</b>						<b>\$1,654,334</b>	<b>\$1,654,000</b>	<b>\$1,654,000</b>	
<b>11. TOTAL PROJECT COST</b>						<b>\$33,325,936</b>	<b>\$33,323,000</b>	<b>\$42,523,000</b>	

## 6.1 CALIFORNIA ENERGY COMMISSION APPROVED AUDIT

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.
- Durable systems and finishes with long life cycles that minimize maintenance and replacement.
- Optimization of indoor environmental quality for occupants with high efficiency industrial ventilation.
- Utilization of environmentally preferable products and processes, such as recycled content materials and recyclable materials.
- Procedures that monitor, trend and report operational performance as compared to the optimal design and operating parameters to the campus' central energy management system.
- Space provided in each building to support an active program for recycling and reuse of materials.

Fiscal Year 2021-22	Business Unit 6870	Department Board of Governors, California Community Colleges	Priority No.
Budget Request Name 6870-301-COBCO-2020-XX		Capital Outlay Program ID <b>5680</b>	Capital Outlay Project ID (7 digits. For new projects leave blank)

Project Title <b>South Orange County Community College District, Saddleback College: Science Math Building Reconstruction</b>	Project Status and Type Status: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuing Type: <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
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Project Category (Select one)

☐ CRI (Critical Infrastructure) ☒ WSD (Workload Space Deficiencies) ☐ ECP (Enrollment Caseload Population) ☐ SM (Seismic)

☐ FLS (Fire Life Safety) ☐ FM (Facility Modernization) ☐ PAR (Public Access Recreation) ☐ RC (Resource Conservation)

Total Request (in thousands) \$16,701	Phase(s) to be Funded PWCE	Estimated Total Project Cost (in thousands) \$33,325
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#### Budget Request Summary

The Science Math Building Reconstruction project on Saddleback College in the South Orange County Community College District demolishes the Science Math Building (space inventory #26) and constructs a smaller Science Math Building resulting in 49,385 gross square feet with 10,000 assignable square feet Lecture, 6,000 assignable square feet Lab, 4,500 assignable square feet Office, 9,500 assignable square feet Library/AVTV, and 2,100 assignable square feet Other space (meeting, data processing, lounge) for a total of 32,100 assignable square feet for the mathematics and computer science programs.

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	CCCI <b>6596</b>
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Requires Provisional Language <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Budget Package Status <input type="checkbox"/> Needed <input checked="" type="checkbox"/> Not Needed <input type="checkbox"/> Existing
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#### Impact on Support Budget

One-Time Costs ☐ Yes ☒ No      Future Costs ☐ Yes ☒ No  
Future Savings ☐ Yes ☒ No      Revenue ☐ Yes ☒ No

If proposal affects another department, does other department concur with proposal? ☐ Yes ☐ No  
*Attach comments of affected department, signed and dated by the department director or designee.*

Prepared By	Date	Reviewed By	Date
Department Director	Date	Agency Secretary	Date

Department of Finance Use Only	
Principal Program Budget Analyst	Date submitted to the Legislature

## **A. COBCP ABSTRACT**

South Orange County Community College District, Saddleback College, Science Math Building Reconstruction - \$33,325,000 for preliminary plans, working drawings, construction, and equipment. The project includes the demolition and reconstruction of the Science Math Building to improve instructional delivery for the Computer Science and Math Programs. Total project costs are estimated at \$33,325,000, including preliminary plans (\$1,216,000), working drawings (\$1,234,000), construction (\$29,221,000), and equipment (\$1,654,000). The construction amount includes \$26,242,000 for the construction contract, \$1,312,000 for contingency, \$525,000 for architectural and engineering services, and \$1,142,000 for other project costs. The preliminary plans will begin in August 2021 and be completed in January 2022. The working drawings are estimated to begin in February 2022 and be completed in April 2023. Construction is scheduled to begin in August 2023 and will be completed in June 2025.

## **B. Purpose of the Project:**

### **Problem Statement**

The California Community Colleges Board of Governors (BOG) has adopted priority funding categories and funding and a scoring system to assist community college districts in their capital planning efforts so that the capital outlay project proposals reflect the state's priorities. The BOG priority funding categories give preference to projects that best meet the following priorities: life and safety; growth; and modernization. The proposed project successfully met the BOG's priorities as a modernization and has received a high score.

Based on 2017-2018 Chancellor's Office data the South Orange County Community College District annually has 61,281 students enrolled in its instructional programs, and 34 percent of the students are low-income. Saddleback College has 922 full-time equivalent employees who provide administrative leadership, student services, and instruction. There are 33.25 full-time equivalent employees who directly serve the programs associated with the proposed project. The South Orange County CCD and the Saddleback College campus are not located in a region which is identified by the California Community College Vision for Success as a region of low-performance.

South Orange County Community College District (SOCCCD) is a multi-college district with two colleges: Saddleback College in Mission Viejo (established 1968); and Irvine Valley College in Irvine (established 1985). SOCCCD's assessed valuation per FTES is \$8,555,067.

Its current capital outlay needs include 26 projects: the Stadium and Site Improvements, ATAS Building, New Parking Lot - Phase I and II, Campus Village (Interim Space) Offline, Gateway Building, Health Center/Concessions, Fine Arts Building, Renovate Soccer & Practice Fields, B-300 Renovation, SM Building Renovation, Student Services Renovation, TAS Renovation, New ATEP Building, Student Services Renovation, Fine Arts Promenade Landscape/Hardscape, Gateway Building Transit Entrance Plaza, Quad Landscape/Hardscape Renovation, Fine Arts Building Renovation, A-Quad Landscape/Hardscape Renovation, A-200 Renovation, Campus Entrance Plaza Renovation, Health Sciences Building Renovation, Renovate Pedestrian Pathways-Arboretum Trail, Auxiliary Gymnasium, Lifetime Fitness and Wellness Center projects.

Saddleback College has not passed a local bond. The district's Board of Trustees and administration has budgeted \$16,623,000 to cover 50% of the estimated costs for the Science Math Building Reconstruction but require state capital outlay resources to finance the remaining half.

Saddleback College's Science Math Building Reconstruction project demolishes the existing Science Math Building (space inventory #26) and constructs a smaller Science Math building on the same site. The project supports the academic areas of math and computer science (including cyber security). The new three-story building results in 49,385 gross square feet (GSF) with 32,100

assignable square feet (ASF) consisting primarily of lecture, lab, office and library spaces. The existing building, the second oldest on campus, was constructed in 1974, has not been renovated, and operates with many of the original building systems that do not support the current academic programs for several reasons discussed below.

- *Physical Building Deficiencies*  
A thorough building assessment was conducted by Walter P. Moore and the firm's February 8, 2019 report identified physical code deficiencies including seismic, structural, life/safety, mechanical, electrical, plumbing, ADA physical access, and security. Furthermore, the roof and drainage systems are failing causing flooding and closures during storms. The Facility Condition Index for the Science Math Building is over 50%, which indicates that the cost of needed repairs is greater than 50% of the replacement cost of the building. Major building systems (roof, electrical, elevator, HVAC) are beyond their useful life and there is no fire suppression system in the building. The college is sited in a highly active seismic part of the state and the Science Math building, constructed 45 years ago, has several building issues including a cracked foundation and seismic displacement. The structural assessment determined that the building is a seismic Risk Level III.
- *Technology and Program Spaces*  
The concrete material construction of the Science Math building has limited the ability to provide technology and instructional spaces that support growing student demands for rapidly changing programs. The building's non-flexible room sizes and configurations were designed for static teaching and learning (formal lecture) and does not support the interactive methodology students and faculty currently use to teach and learn. These unmovable spaces also do not allow for maximum space utilization and restricts flexibility to adapt to different class sizes. The current building design does not provide spaces for multi-discipline collaboration amongst faculty and students to seamlessly integrate related disciplines. The lack of small group study space limits student group learning and interactions that promote problem solving and teamwork. Additionally, the interstitial space limits infrastructure and technology upgrades.

## **Solution Criteria**

To mitigate these problems, the campus seeks a solution that meets the following criteria:

- Building safety, access, code compliance – Provides facility designed to applicable building codes including seismic, life/safety, access, and improves safety and security for faculty and students.
- Educational impact – Provides the technology, flexible space design and configuration that support the instructional program.
- Educational impact – Creates an on-campus environment for students to learn through current educational technologies and methodologies.
- Educational impact – Provides the spaces and adjacencies that promote student success by maximizing cross-interdisciplinary collaboration with students and faculty.
- Educational impact – Creates a “teachable” building environment where students learn through application (i.e., building's water conservation model).
- Campus integration and planning – Supports college's master plan with on-campus facility sized and located to support instructional programs and campus planning goals.
- Energy efficiency and environmental sustainability – Improves energy efficiency and promotes campus environmental sustainability.
- Cost – Is the least cost solution
- Delivery time – Project delivers a long-term solution in the shortest amount of time.

## **B. Relationship to the Strategic Plan:**

Saddleback College's Science Math Building Reconstruction project seeks to advance the

changes and goals of the Vision for Success, an effort to improve student success, increase students' transfer to four-year institutions, and build robust career technical education programs. The Science Math Building Reconstruction project will provide modern, efficient space for students to create clear Guided Pathways for their future education. This project is the college's highest sequential priority in the academic development and funding in Saddleback College's Master Plan.

While structural safety and life/safety are utmost concerns and this project seeks to address these and other building code issues, the original building, 45 years old, was not designed to integrate the technological infrastructure needed for instruction. Advancing both safety and technology on campus creates an environment for students to succeed. Additionally, this project integrates design elements that are consistent with the state's environmental sustainability goals. The district has evaluated the campus' energy and water usage and commits to implement sustainability measures for the proposed project, including energy efficient lighting and indoor environmental controls, and integrating water conservation measures.

Saddleback College has experienced increased demand for transfers to four-year institutions, degrees and program certificates in the disciplines of math, sciences, and computer science (and particularly in computer science cyber security). Consistent with the local implementation of the Vision for Success and Guided Pathways, Saddleback College has set goals to increase awards in these disciplines consistent with demands in transfer education and workforce development.

### **C. Alternatives:**

Four viable alternatives were analyzed to address the problems discussed above:

- Alternative #1 – Demolish and construct new Science Math Building
- Alternative #2 – Renovate existing Science Math Building
- Alternative #3 - Acquire temporary portables on campus
- Alternative #4 - Do Nothing

**Alternative #1** – Demolishes existing Science Math Building and constructs smaller Science Math building on same site. This option results in a new 49,385 gross square feet building with 10,000 assignable square feet Lecture, 6,000 assignable square feet Lab, 4,500 assignable square feet Office, 9,500 assignable square feet Library/AVTV, and 2,100 assignable square feet Other space (meeting, data processing, lounge) for a total of 32,100 assignable square feet. The estimated cost of this alternative at CCI 6684 and EPI 3607 is \$33,325,000.

Pros:

- Building safety, access, code compliance – Provides a facility designed to applicable building codes including seismic, life/safety, and access, thus improving the safety and security for faculty and staff.
- Educational impact – Provides the technology, flexible space design and configuration that support the instructional program.
- Educational impact – Creates an on-campus environment for students to learn through current educational technologies and methodologies.
- Educational impact – Provides the spaces and adjacencies that promote student success by maximizing cross-interdisciplinary collaboration with students and faculty.
- Educational impact – Creates a “teachable” building environment where students learn through application (i.e., building's water conservation model).
- Campus integration and planning – Supports college's master plan with on-campus facility sized and located to support instructional programs and campus planning goals.
- Energy efficiency and environmental sustainability – Improves energy efficiency and promotes campus environmental sustainability.
- Cost – Is the least cost solution.

- Delivery time – Project delivers a long-term solution in the shortest amount of time.

Cons: none

**Alternative #2** – Renovate existing Science Math Building. This remodel renovates building spaces and affected building systems including a new concrete foundation. The extent of the renovation triggers seismic building codes and the building's structural system including associated building systems will be upgraded to existing code. This alternative results in 10,000 assignable square feet Lecture, 6,000 assignable square feet Lab, 4,500 assignable square feet Office, 9,500 assignable square feet Library/AVTV, 2,100 assignable square feet Other space (meeting, data processing, lounge), and 21,900 assignable square feet in unassigned space for a total of 54,397 assignable square feet. The estimated cost of this alternative at CCI 6684 and EPI 3607 is \$36,772,000.

**Pros:**

- Building safety, access, code compliance – Provides a facility designed to applicable building codes including seismic, life/safety, and access.
- Educational impact – Improves the technology that supports the instructional program.
- Educational impact – Creates an on-campus environment for students to learn through current educational technologies and methodologies.
- Educational impact – Creates a “teachable” building environment where students learn through application (i.e., building's water conservation model).
- Energy efficiency and environmental sustainability – Improves energy efficiency and promotes campus environmental sustainability.

**Cons:**

- Educational impact – Does not provide the spaces and adjacencies that promote student success by maximizing cross-interdisciplinary collaboration with students and faculty.
- Campus integration and planning – Does not support the college's master plan; unused space is inconsistent with the campus' planning goals. Creates unneeded space that is not supported by instructional needs.
- Educational impact – Does not support full technology improvement to support the instructional program
- Cost – Is not the least cost solution.
- Delivery time – Project does not deliver a long-term solution in the shortest amount of time.

**Alternative #3** – Acquire temporary portables. Prepare space on an outer edge of the college and install temporary portable space comprised of 10,000 assignable square feet Lecture, 6,000 assignable square feet Lab, 4,500 assignable square feet Office, 9,500 assignable square feet Library/AVTV, and 2,100 assignable square feet Other space (meeting, data processing, lounge) for a total of 32,100 assignable square feet. The estimated cost of this alternative at CCI 6684 and EPI 3607 is \$47,565,000.

**Pros:**

- Building safety, access, code compliance – Provides space designed to applicable building codes including seismic, life/safety, and access.
- Educational impact – Creates an on-campus environment for students to learn through current educational technologies and methodologies.

**Cons:**

- Educational impact – Does not provide the flexible space design and configuration that support the instructional program.
- Educational impact – Does not provide the spaces and adjacencies that promote student success by maximizing cross-interdisciplinary collaboration with students and faculty.
- Educational impact – Does not create a “teachable” building environment where students learn through application (i.e., building's water conservation model).

- Campus integration and planning – Does not support the college's master plan with on-campus facility that is sized and located to support instructional programs and campus planning goals.
- Energy efficiency and environmental sustainability – Does not improve energy efficiency and promote campus environmental sustainability.
- Cost – Is not the least cost solution.
- Delivery time – Project does not deliver a long-term solution in the shortest amount of time.

**Alternative #4** – Do Nothing and use the Science Math Building without major modifications. The estimated capital outlay cost for this option is \$0. (Note: this alternative does not address in whole or part the issues identified or the desired solutions.)

Pros:

- None

Cons:

- Building safety, access, code compliance – Does not provide a facility designed to applicable building codes including seismic, life/safety, and access.
- Educational impact – Does not provide the technology, flexible space design and configuration that support the instructional program.
- Educational impact – Does not create an on-campus environment for students to learn through current educational technologies and methodologies.
- Educational impact – Does not provide the spaces and adjacencies that promote student success by maximizing cross-interdisciplinary collaboration with students and faculty.
- Educational impact – Does not create a “teachable” building environment where students learn through application (i.e., building's water conservation model).
- Campus integration and planning – Does not support the college's master plan with on-campus facility sized and located to support instructional programs and campus planning goals.
- Energy efficiency and environmental sustainability – Does nothing to improve energy efficiency and promotes campus environmental sustainability.
- Cost – Is a no cost solution on paper but an expensive solution for student outcomes.
- Cost – Does adversely impact campus operational budget.
- Delivery time – does not deliver a long-term solution in the shortest amount of time.

(Continued on to next page)

### Solution Criteria Matrix

CRITERIA	Alternative #1 Construct New Science Math	Alternative #2 Renovate Existing Science Math	Alternative #3 Acquire Temporary Portables	Alternative #4 Do Nothing
Building user safety, accessible, code compliant	Yes	Yes	Yes	No
Educational impact – space design, technology, maximize space utilization, flexibility	Yes	No	No	No
Campus integration and cohesiveness	Yes	No	No	No
Energy Efficiency and Environmental Sustainability	Yes	Yes	No	No
Least Cost Solution	Yes	No	No	Yes
Delivery Timeline	Yes	No	No	No

**Economic Analysis Matrix**

<b>ECONOMIC ANALYSIS MATRIX</b>	<b>Alternative #1 Construct New Science Math*</b>	<b>Alternative #2 Renovate Existing Science Math**</b>	<b>Alternative #3 Acquire Temporary Portables***</b>	<b>Alternative #4 Do Nothing</b>
<b>Site Acquisition</b>	\$0	\$0	\$0	\$0
<b>Plans and Working Drawings</b>	\$2,450,000	\$2,150,000	\$2,750,000	\$0
<b>Construction Costs:</b>				\$0
Utility Service	\$2,298,000	\$2,125,000	\$2,400,000	\$0
Site Development-Service	\$814,000	\$797,000	\$1,250,000	\$0
Site Development-General	\$3,071,000	\$2,975,000	\$4,125,000	\$0
Other Site	\$0	\$0	\$0	\$0
Reconstruction	\$0	\$23,469,000	\$0	\$0
New Construction	\$19,666,000	\$0	\$0	\$0
Energy Policy Allowance	\$393,000	\$469,000	\$0	\$0
Other Construction	\$0	\$0	\$0	\$0
Construction Soft Costs	\$2,979,000	\$3,133,000	\$816,000	\$0
<b>Total Construction Costs</b>	\$29,221,000	\$0	\$8,591,000	\$0
				0
Equipment (Group II)	\$1,654,000	\$1,654,000	\$1,654,000	\$0
				0
Other – Portable or Lease Costs	\$0	\$0	\$34,570,000	\$0
				0
Other – Tenant Improvements	\$0	\$0	\$0	\$0
				0
<b>Total Project Cost</b>				
CCI: 6684 EPI: 3607	<b>\$33,325,000</b>	<b>\$36,772,000</b>	<b>\$47,565,000</b>	<b>\$0</b>
<b>Total Costs Escalated</b> <b>@ CCI: 6684 EPI: 3607</b> <b>per DOF Budget Letter BL-XXXXX</b>	<b>CCC Calculates this amount based on latest DOF directions</b>			

\* Figures Taken from Units and Supporting Costs for the JCAF32

\*\* Renovate cost based on building cost guideline allowance

\*\*\* Custom Science Modulares estimate at \$350/gsf, 2 Life Cycles

## D. Recommended Solution:

### 1. Which alternative and why?

Alternative # 1, demolish and reconstruct the Science Math Building meets all of the solution criteria. The reconstruction provides a code compliant facility to ensure building safety and provides physical access for all building users. It also provides the flexible space configurations, types of spaces, and technology to deliver instructional programs. The project is designed to promote student success by creating adjacencies to associated disciplines, facilitate communications amongst students and faculty, and create spaces for group study and teamwork. Furthermore, this option is an integral part of the college's master plan to meet student demands, and improve campus energy efficiency and environmental sustainability. This is the most cost efficient long-term choice.

Total project costs are \$33,325,000 which includes \$16,701,000 state funds and \$ 16,623,000 district funds. Of total project cost of \$33,325,000, \$1,216,000 is for preliminary plans, \$1,234,000 is for working drawings, \$29,221,000 is for construction, and \$1,654,000 is for equipment. The District will provide 100% of the equipment cost.

### 2. Detailed scope description.

The scope of this project demolishes the existing Science Math Building and constructs a smaller Science Math Building resulting in 49,385 gross square feet with 10,000 assignable square feet Lecture, 6,000 assignable square feet Lab, 4,500 assignable square feet Office, 9,500 assignable square feet Library/AVTV, and 2,100 assignable square feet Other space (meeting, data processing, lounge) for a total of 32,100 assignable square feet.

#### *Capacity Load Ratios*

This project results in a net decrease of 22,297 assignable square feet due to realignment of space use and increased efficiencies. Lecture and Lab spaces increase by percentage but not by assignable square feet. This results from dynamic changes in enrollment and other campus spaces. This project is in the continuum of campus projects that realign instructional and instructional support spaces to best serve student demands.

#### Space Analysis (ASF):

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	10,000	6,000	4,500	7,500	2,000	2,100	32,100
Secondary	-10,458	-6,335	-4,656	0	0	-32,948	-54,397
Net	-458	-335	-156	7,500	2,000	-30,848	-22,297
<b>Beg. Cap/Load Ratios (2021)</b>	<b>119%</b>	<b>122%</b>	<b>87%</b>	<b>62%</b>	<b>38%</b>	<b>N/A</b>	<b>0%</b>
<b>End. Cap/Load Ratios (2024)</b>	<b>123%</b>	<b>133%</b>	<b>83%</b>	<b>78%</b>	<b>57%</b>	<b>N/A</b>	<b>0%</b>

### 3. Basis for cost information.

The District hired an architect who, using cost guidelines provided by the State Chancellor's Office, engineering data based upon the building specifications, and professional cost estimating, has provided the cost estimates.

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design incorporates sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well

as minimizing the building's impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize the irrigation demand;
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect;
- Overhangs have been incorporated to shade glazing;
- Low E dual glazing will be incorporated to reduce heat gain;
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain;
- Heating and cooling will be provided by a highly energy efficient HVAC system;
- Independent HVAC controls provided where applicable;
- Natural lighting will be incorporated into most spaces;
- Energy saving lighting with automatic lighting controls and sensors;
- Interior materials will be low in volatile organic compounds, high in recycled content;
- Water efficient fixtures, faucets and devices will be incorporated;
- A strict recycling program will be required during construction;
- Requested participation in the local utility's energy incentive program; and
- Photovoltaic panels will be incorporated where appropriate.

4. Factors/benefits for recommended solution other than the least expensive alternative.

The project presents the least cost solution.

5. Complete description of impact on support budget.

While spaces are realigned in this project with project ASF reduced, no certificated or classified staff changes are anticipated. Maintenance and energy costs, due to more efficient and sustainable building, operational systems and reduced ASF, are expected to decrease. Please see 9.1 Analysis of Future Costs in this proposal for a detailed discussion.

Maintenance and Operations Budget	
Current Year Budget	\$ 18,405,517
Budget After Project	\$ 18,205,517
Difference	-\$ 200,000

6. Identify and explain any project risks.

No known risks have been identified for this project at this time.

7. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals).

- Division of the State Architect and the State Fire Marshall review for structural safety, access compliance and fire life safety plan and field reviews.
- State Public Works Board approval of preliminary plans.

**E. Consistency with Government Code Section 65041.1:**

Consistent with the provisions of AB 857, Chapter 1016, Statutes of 2002, the California Community Colleges are exempt from these specific provisions of this legislation.

**F. Attachments:**

1. Project Cost Estimate (Quantity & Unit Costs)

2. JCAF31
3. JCAF32
4. JCAF33
5. Equipment List
6. Schematic Drawings
7. Energy Participation Letter
8. Fiscal Impact Worksheet
9. Other

## **8.1 CALIFORNIA ENVIRONMENTAL QUALITY ACT ENVIRONMENTAL IMPACT REPORT**

*(Reference: California Code of Regulations, Title 5, Section 57121)*

It has been determined that a Negative Declaration will apply to this project. This declaration will be submitted to the appropriate agencies for approval prior to the submission of the Preliminary Plans to the Chancellor's Office.

## 9.1 ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

### Personnel Costs

**Certificated:** This project is the demolition and reconstruction of the SM Building. There will be no increase in gross square feet in the project. There will be a decrease of assignable square feet due to the downsizing of the new Building. There will be no increase in Certificated staffing due to the reconstruction.

**Classified:** This project is the demolition and reconstruction of the SM Building. There will be no increase in gross square feet in the project. There will be a decrease of assignable square feet due to the downsizing of the new Building. There will be no increase in Classified staffing due to the reconstruction.

### Depreciation, Maintenance, and Operation:

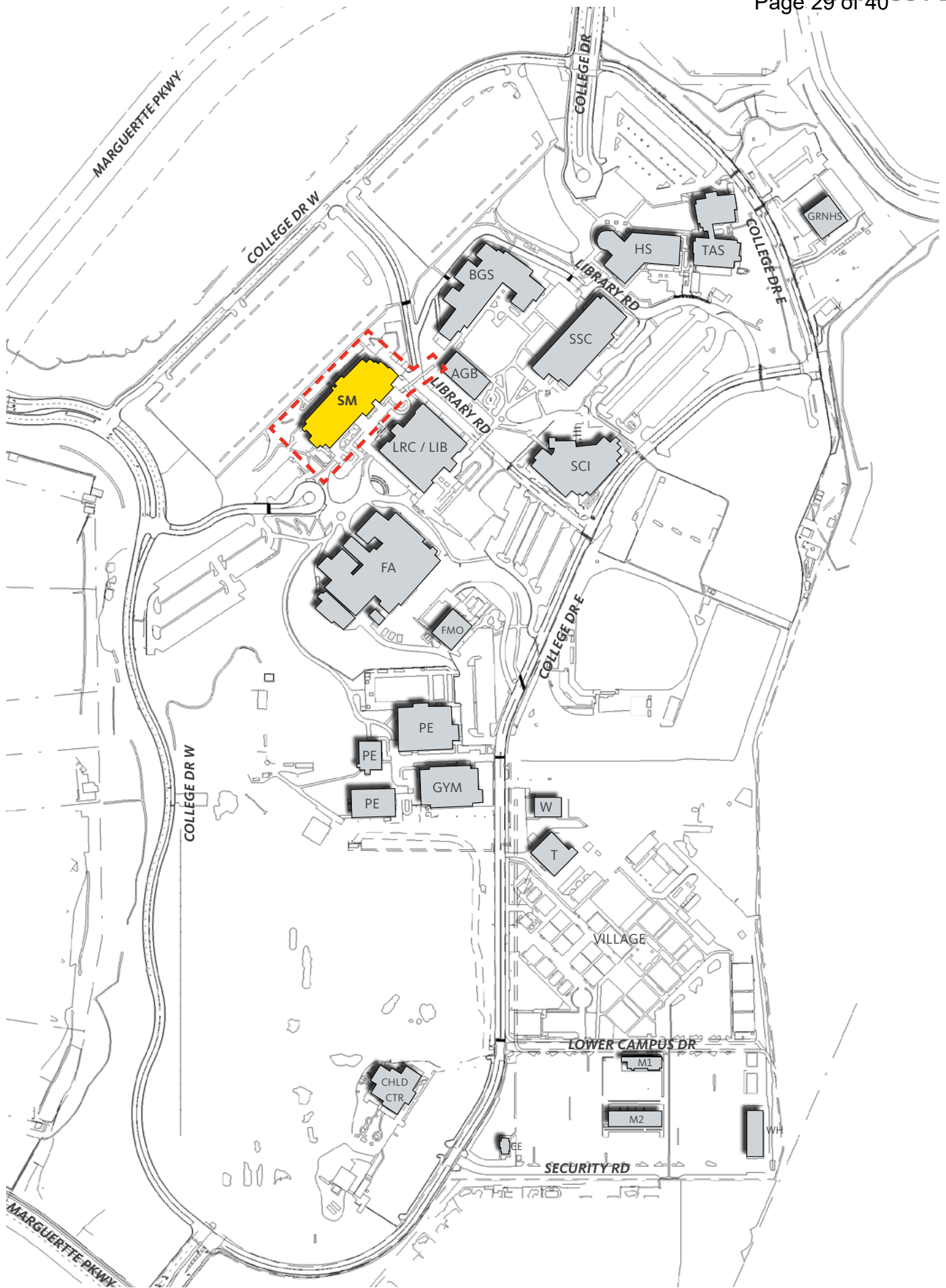
There will be a decrease in Maintenance and Operations cost since the GSF of the new building is not increasing and the energy efficiencies of the new building will be improved by the installation of more efficient HVAC systems. Custodial costs will also decrease due to the new condition and downsizing of the reconstructed building. Estimated savings from the 22,297 asf smaller new Building is approximately \$200,000 annually.

**Program/Course/Service Approvals:** List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are not new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

**Name of New Program/Course/Service**

**Date of Approval**

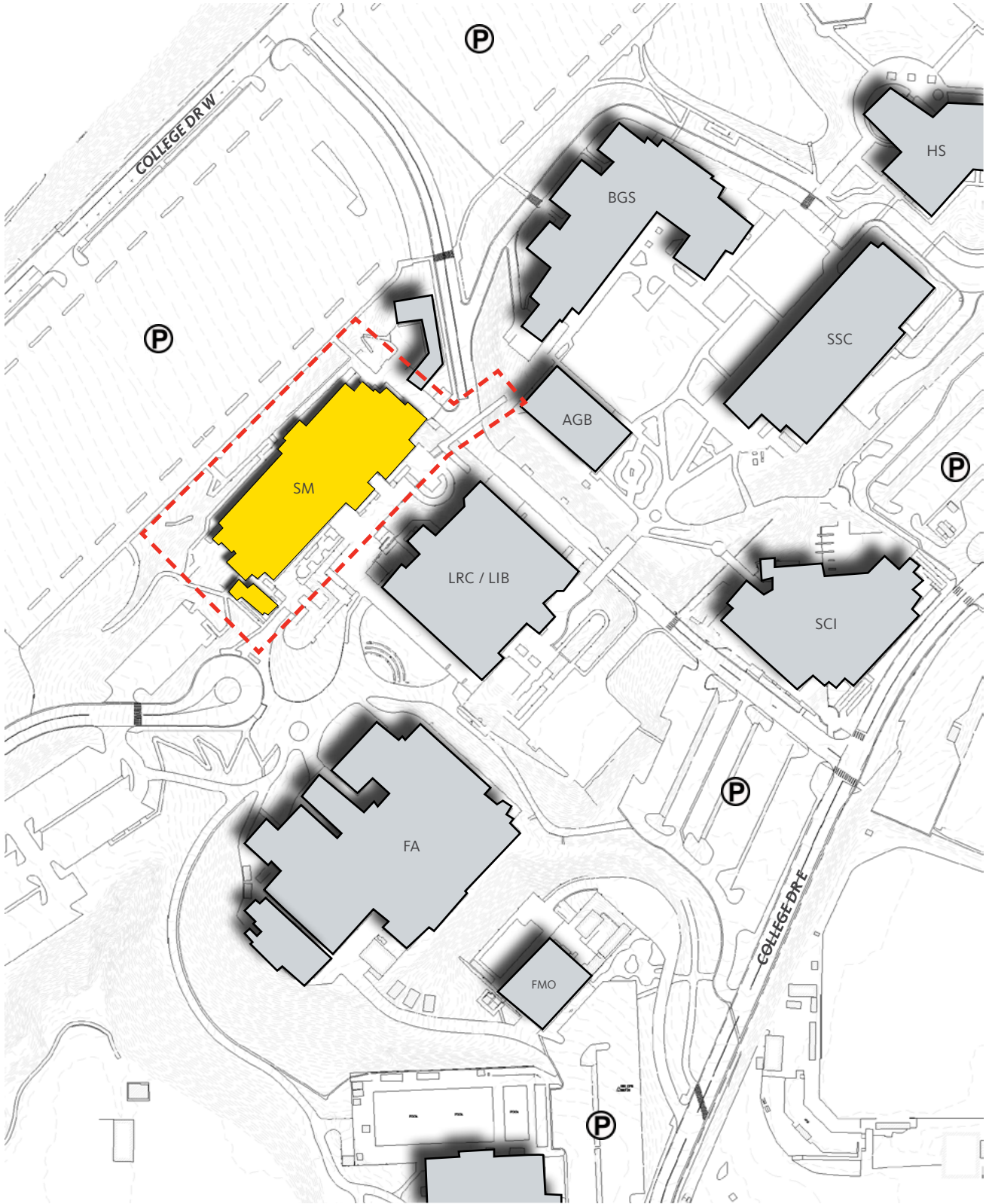
No new programs



SCIENCE MATH BUILDING (SM) (Saddleback College / SOCCCD)



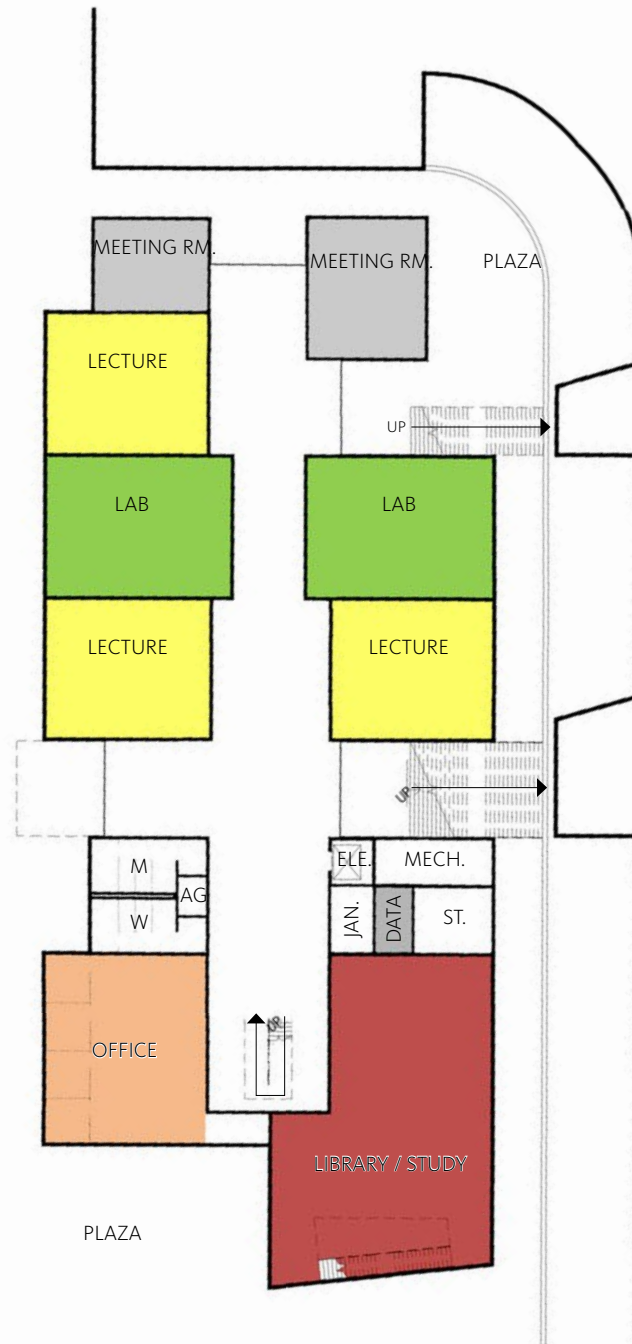
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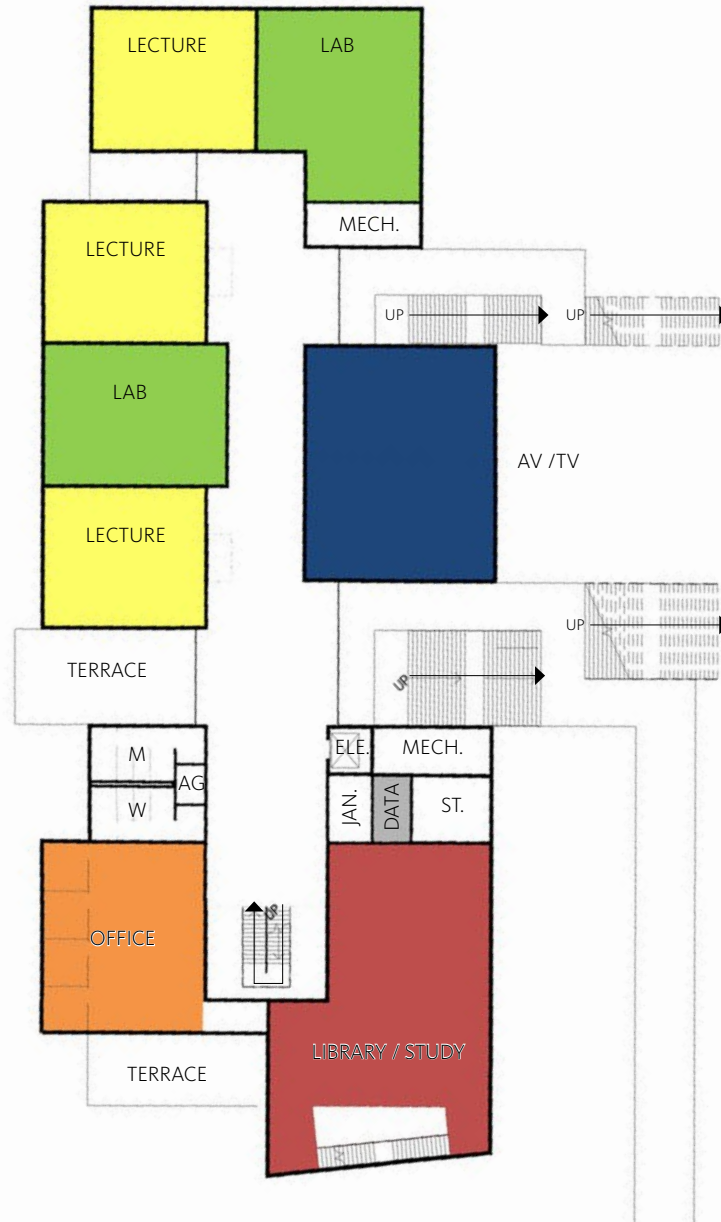


 OPEN SPACES

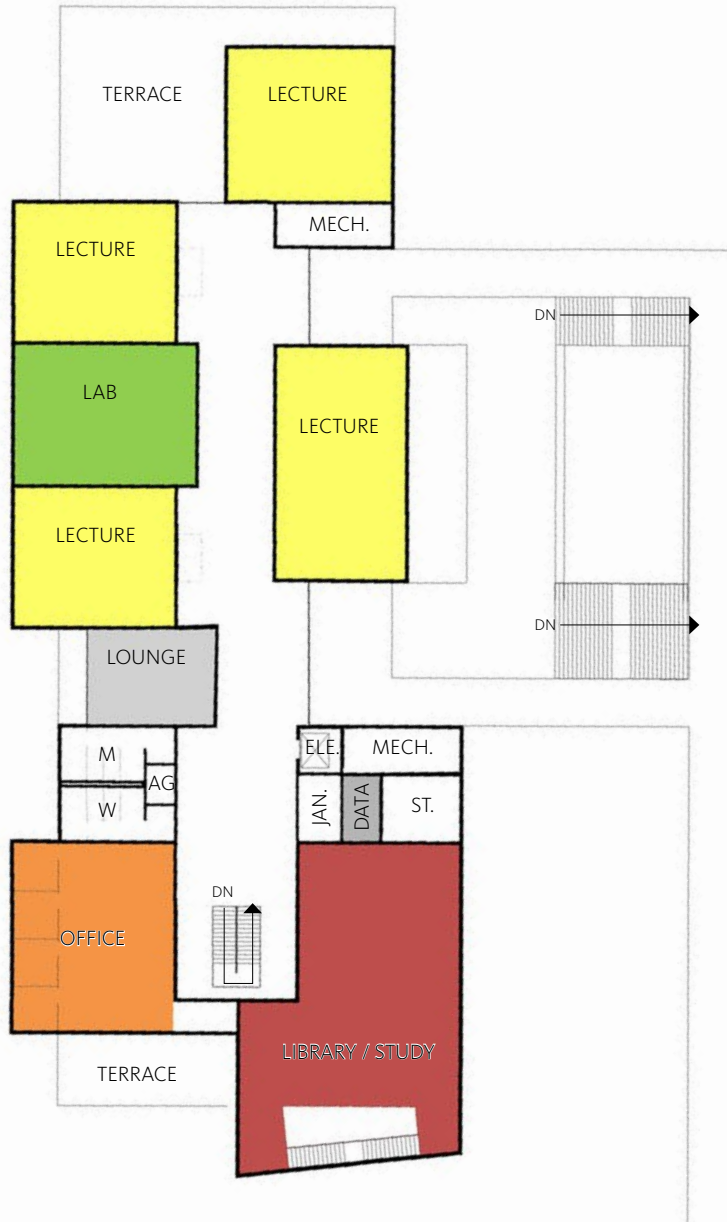
 SCOPE OF WORK



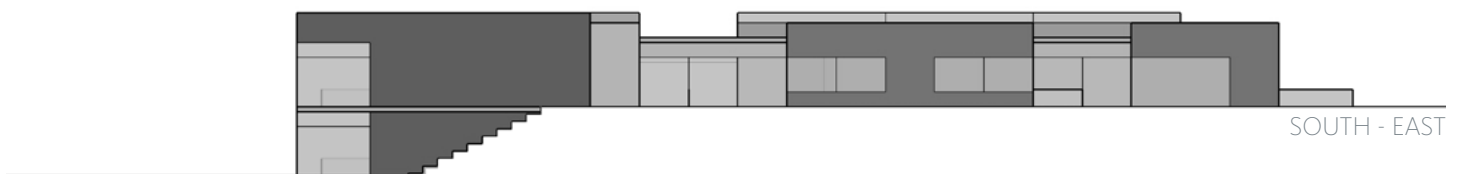
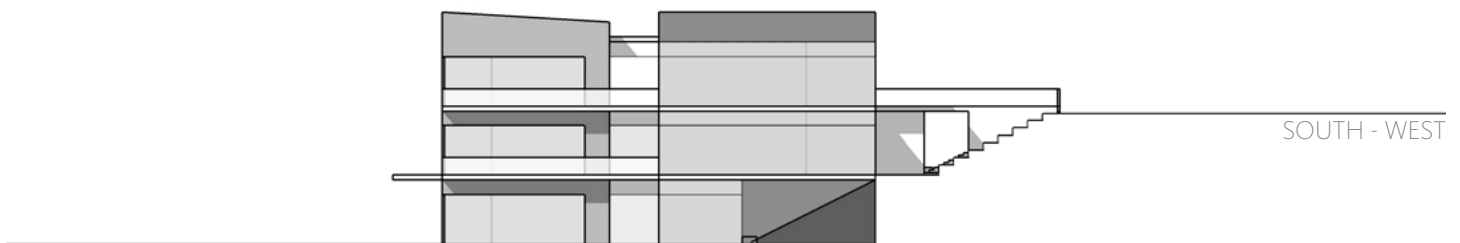
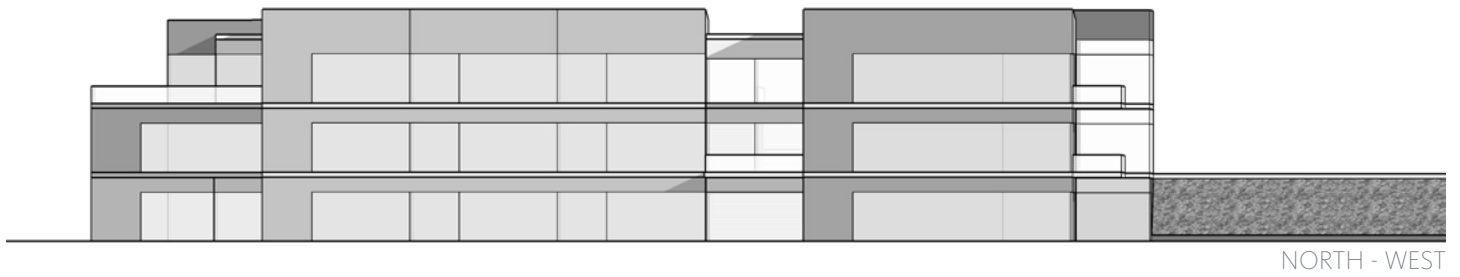
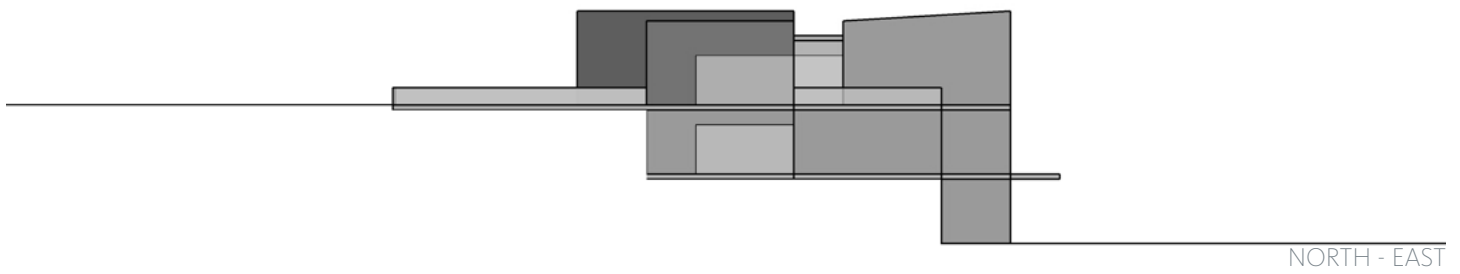
ROOM TYPE	TOP	DESCRIPTION	LEVEL 1 ASF	LEVEL 2 ASF	LEVEL 3 ASF	TOTAL
110	0099	LECTURE	3,000	3,000	4,000	10,000
210	0701	LAB	2,400	2,400	1,200	6,000
310	0099	OFFICE	-	1,500	1,500	3,000
310	0701	OFFICE	1,500	-	-	1,500
410	6120	LIBRARY / STUDY	2,500	2,500	2,500	7,500
530	6130	AV / TV	-	2,000	-	2,000
680	0956	MEETING ROOM	1,200	-	-	1,200
650	0099	LOUNGE	-	-	600	600
710	6780	DATA SERVER	100	100	100	300
TOTAL			10,700 ASF	11,500 ASF	9,900 ASF	32,100 ASF



ROOM TYPE	TOP	DESCRIPTION	LEVEL 1 ASF	LEVEL 2 ASF	LEVEL 3 ASF	TOTAL
110	0099	LECTURE	3,000	3,000	4,000	10,000
210	0701	LAB	2,400	2,400	1,200	6,000
310	0099	OFFICE	-	1,500	1,500	3,000
310	0701	OFFICE	1,500	-	-	1,500
410	6120	LIBRARY / STUDY	2,500	2,500	2,500	7,500
530	6130	AV / TV	-	2,000	-	2,000
680	0956	MEETING ROOM	1,200	-	-	1,200
650	0099	LOUNGE	-	-	600	600
710	6780	DATA SERVER	100	100	100	300
TOTAL			10,700 ASF	11,500 ASF	9,900 ASF	32,100 ASF



ROOM TYPE	TOP	DESCRIPTION	LEVEL 1 ASF	LEVEL 2 ASF	LEVEL 3 ASF	TOTAL
110	0099	LECTURE	3,000	3,000	4,000	10,000
210	0701	LAB	2,400	2,400	1,200	6,000
310	0099	OFFICE	-	1,500	1,500	3,000
310	0701	OFFICE	1,500	-	-	1,500
410	6120	LIBRARY / STUDY	2,500	2,500	2,500	7,500
530	6130	AV / TV	-	2,000	-	2,000
680	0956	MEETING ROOM	1,200	-	-	1,200
650	0099	LOUNGE	-	-	600	600
710	6780	DATA SERVER	100	100	100	300
TOTAL			10,700 ASF	11,500 ASF	9,900 ASF	32,100 ASF



**DISTRICT** South Orange County Community College District (890)  
**CAMPUS** Saddleback College (891)

**Project:** SM BUILDING RECONSTRUCTION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
050	Inactive Area	0099	General Assignment	0	0	0	30,720	-30,720	\$0.00	\$0
110-115	Classroom	0099-4999		0	0	10,000	10,458	-458	\$16.87	\$0
210	Class Lab	0201	Architecture and Architectural Technology	0	0	0	4,066	-4,066	\$106.08	\$0
210	Class Lab	0701	Information Technology, General	0	0	6,000	1,817	4,183	\$245.19	\$1,025,630
215	Class Lab Service	0701	Information Technology, General	0	0	0	182	-182	\$245.19	\$0
215	Class Lab Service	1914	Geology	0	0	0	270	-270	\$85.73	\$0
300-355	Administration Offices	6000 - 9600	Academic Administration	0	0	0	1,110	-1,110	\$30.49	\$0
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	3,000	3,546	-546	\$26.37	\$0
300-355	Faculty Offices	0099 - 4999	Information Technology, General	0	0	1,500	0	1,500	\$26.37	\$39,555
410-420	Library - Reading and Stack Space	6110, 6120		0	0	7,500	0	7,500	\$39.58	\$296,850
530-535	Audio Visual Arts	6130		0	0	2,000	0	2,000	\$117.72	\$235,440
650-655	Staff Lounge	0000-9600		0	0	600	1,541	-941	\$27.33	\$0
680-685	Meeting Rooms	0000-9600		0	0	1,200	546	654	\$27.33	\$17,874
710-715	Data Processing/Computer Lab	0000-9600		0	0	300	141	159	\$245.19	\$38,985
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>32,100</b>	<b>54,397</b>	<b>-22,297</b>	<b>-</b>	<b>\$1,654,334</b>

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**12.1 - Justification For Additional Costs Exceeding Guidelines**



Construction



Equipment

<b>District:</b>	<u>South Orange County Community College District</u>	<b>Project:</b>	<u>SM Building Reconstruction</u>
<b>College:</b>	<u>Saddleback College</u>	<b>Date:</b>	<u>July 1, 2019</u>

**There will be no additional costs over guidelines.**

### 13.1 - Detailed Equipment List

**District:** South Orange County Community College District

**Project:** SM Building Reconstruction

**College:** Saddleback College

July 1, 2019

EPI 3607

Rm #	Room Description	Item Description <sup>1</sup>	Units	Unit Cost	Total Cost	Less Existing Inventory <sup>2</sup>	Total New Equipment Needed
	<b>Classroom</b>						
		Student Desk	350	\$450	\$157,500		\$157,500
		Instructors Table	15	\$500	\$7,500		\$7,500
		Instructors Smart Podium	15	\$1,250	\$18,750		\$18,750
		Instructors Chair	30	\$500	\$15,000		\$15,000
		Instructors Computer	15	\$1,750	\$26,250		\$26,250
		Instructors Smart Workstation	10	\$2,400	\$24,000		\$24,000
		AV Interface Control System	10	\$1,500	\$15,000		\$15,000
		LCD Projector	10	\$2,000	\$20,000		\$20,000
		Sound System	10	\$2,500	\$25,000		\$25,000
		Visual Presenter	10	\$2,400	\$24,000		\$24,000
	<b>Computer Lab</b>						
		Student Workstation	200	\$755	\$151,000		\$151,000
		Student Computer	200	\$1,500	\$300,000		\$300,000
		Student Chair	200	\$300	\$60,000		\$60,000
		Instructors Table	12	\$500	\$6,000		\$6,000
		Instructors Chair	12	\$500	\$6,000		\$6,000
		Instructors Computer	6	\$1,750	\$10,500		\$10,500
		Instructors Smart Workstation	6	\$2,400	\$14,400		\$14,400
		AV Interface Control System	6	\$1,500	\$9,000		\$9,000
		LCD Projector	6	\$2,000	\$12,000		\$12,000
		Sound System	6	\$4,000	\$24,000		\$24,000
		Visual Presenter	6	\$2,400	\$14,400		\$14,400
	<b>Faculty Office</b>						
		Box File Cabinet	50	\$600	\$30,000		\$30,000
		Lateral File Cabinet	50	\$500	\$25,000		\$25,000
		Upper Cabinets	25	\$600	\$15,000		\$15,000
		Computer	25	\$1,750	\$43,750		\$43,750
		Telephone	25	\$500	\$12,500		\$12,500
		Workstation	25	\$1,500	\$37,500		\$37,500
		Bookcases 36" Ht	50	\$300	\$15,000		\$15,000
		Staff Task Chair	25	\$550	\$13,750		\$13,750
		Guest Chair	50	\$350	\$17,500		\$17,500
	<b>Study Room</b>						
		Round Table	40	\$1,500	\$60,000		\$60,000
		Student Chair	160	\$400	\$64,000		\$64,000
		Instructors Table	10	\$500	\$5,000		\$5,000
		Instructors Chair	10	\$500	\$5,000		\$5,000
		Instructors Computer	6	\$1,750	\$10,500		\$10,500
		Instructors Smart Workstation	6	\$2,400	\$14,400		\$14,400
		AV Interface Control System	2	\$1,500	\$3,000		\$3,000
		LCD Projector	2	\$2,000	\$4,000		\$4,000

Rm #	Room Description	Item Description <sup>1</sup>	Units	Unit Cost	Total Cost	Less Existing Inventory <sup>2</sup>	Total New Equipment Needed
		Sound System	2	\$4,000	\$8,000		\$8,000
		Visual Presenter	2	\$2,400	\$4,800		\$4,800
		Student Computer	80	\$1,500	\$120,000		\$120,000
	<b>Distance Education</b>						
		Student Chair	40	\$400	\$16,000		\$16,000
		10' Table	10	\$600	\$6,000		\$6,000
		Instructors Table	2	\$500	\$1,000		\$1,000
		Instructors Chair	2	\$500	\$1,000		\$1,000
		Instructors Computer	2	\$1,750	\$3,500		\$3,500
		Instructors Smart Workstation	1	\$2,400	\$2,400		\$2,400
		AV Interface Control System	1	\$1,500	\$1,500		\$1,500
		LCD Projector	1	\$2,000	\$2,000		\$2,000
		Sound System	1	\$4,000	\$4,000		\$4,000
		Visual Presenter	1	\$2,400	\$2,400		\$2,400
		Distance Education System	1	\$25,000	\$25,000		\$25,000
	<b>Meeting Room</b>						
		Computer	2	\$1,750	\$3,500		\$3,500
		Printer/Copier/Scanner/FAX	2	\$650	\$1,300		\$1,300
		Printer Stand	2	\$800	\$1,600		\$1,600
		Projector	2	\$1,500	\$3,000		\$3,000
		Configurable Conference Table	12	\$500	\$6,000		\$6,000
		Chair	48	\$300	\$14,400		\$14,400
		Coat Rack	2	\$90	\$180		\$180
		Smart Workstation	2	\$2,400	\$4,800		\$4,800
		AV Interface Control System	2	\$1,500	\$3,000		\$3,000
		LCD Projector	2	\$2,000	\$4,000		\$4,000
		Sound System	2	\$4,000	\$8,000		\$8,000
		Visual Presenter	2	\$2,400	\$4,800		\$4,800
	<b>Server Room</b>						
		Server	10	\$5,500	\$55,000		\$55,000
		Server Rack	5	\$2,000	\$10,000		\$10,000
	<b>Lounge</b>						
		Round Table	5	\$800	\$4,000		\$4,000
		Chair	25	\$300	\$7,500		\$7,500
	<b>Miscellaneous</b>						
		Vacuum	2	\$1,250	\$2,500		\$2,500
		Storage Shelves	20	\$450	\$9,000		\$9,000
		Steam Cleaning Machine	1	\$4,600	\$4,600		\$4,600
		Propane Buffer	1	\$6,200	\$6,200		\$6,200
		Floor Wax Applicator	1	\$3,500	\$3,500		\$3,500
	<b>Grand Total</b>				\$1,670,680		\$1,670,680



April 8, 2019

Christopher Nanson  
SDGE – Sempra Energy  
8306 Center Park Court, CP42K  
San Diego, CA 92123-15303

Subject: Letter of Interest: California Community College New Construction for Partnerships /  
Savings-by-Design Participation  
Project Name: South Orange County CCD, Saddleback College, SM Building  
Renovation

Dear Mr. Nanson:

The South Orange County Community College District (SOCCCD) would like to participate in the San Diego Gas & Electric Public Utilities New Construction for Partnerships / Savings-by-Design (NCP/SBD) program for the project identified above. We understand that this is a nonresidential new construction and renovation/remodel energy efficiency program, funded by utility customers through the Public Purpose Programs surcharge. We are interested in improving the energy efficiency of our upcoming projects using design assistance and financial incentives available through the NCP/SBD program.

SOCCCD agrees to provide required documentation as requested which includes a completed application for each project. We are willing to consider efficiency recommendations that will improve the performance of these projects significantly beyond Title 24 (or other baseline) requirements.

SOCCCD understands that participation in the NCP/SBD program is voluntary, and that we are under no obligation to modify the design or construction of our buildings based on resulting recommendations. We also understand that we will receive financial incentives only if we complete an agreement, our eligibility is confirmed by San Diego Gas & Electric, the performance of each building in the project meets program requirements, and the energy efficiency strategies are installed and verified by San Diego Gas & Electric.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ann-Marie Gabel", is written over a horizontal line.

Ann-Marie Gabel  
Vice Chancellor, Business Services  
South Orange County Community College District

Cc: Lan Yuan  
Capital Outlay Specialist  
California Community Colleges Facilities Planning Unit

# Final Project Proposal

## 2021-2022

Community College Construction Act of 1980  
Capital Outlay Budget Change Proposal

**B-300 Renovation**

Proposal Name

**South Orange County Community College District**

Community College District

**Irvine Valley College**

College or Center

**July 1, 2019**

Date

A \_\_\_\_\_ P   x   W   x   C   x   E   x

## 2.1 Final Project Proposal Checklist

<b>District:</b>	South Orange County Community College District
<b>College:</b>	Irvine Valley College
<b>Project:</b>	B-300 Renovation
<b>Prepared by:</b>	FPPS
	<b>Date:</b> July 1, 2019

Section	Description	Status	Date
1.1	Title Page	Complete	3/1/2019
2.1	Final Project Proposal Checklist	Complete	5/14/2019
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	3/1/2019
3.2	Project Terms and Conditions	Complete	3/1/2019
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	4/20/2019
5.1	Cost Estimate Summary - JCAF 32	Complete	4/20/2019
5.2	Quantities and Unit Costs supporting the JCAF 32 (Insert the optional cost analyses into this section.)	Complete	4/20/2019
6.1	California Energy Commission Approved Audit	Complete	5/14/2019
7.1	Responses to Specific Requirements -- State Administrative Manual (Also provide this section electronically in Word 6. Version)	Complete	5/14/2019
8.1	California Environmental Quality Act: Environmental Impact Report or Exemption Notice	Complete	5/14/2019
9.1	Analysis of Future Costs	Complete	5/14/2019
10.1	Campus Plot Plan	Complete	5/14/2019
10.2	Diagrams of Building Areas (include floor plans with building areas affected.) (Insert half-sized scaled conceptual drawings into the FPP.)	Complete	5/14/2019
10.3	Site Plans	Complete	5/14/2019
10.4	Floor Plans	Complete	5/14/2019
10.5	Exterior Elevations	Complete	5/14/2019
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	5/14/2019
12.1	Justification of Additional Costs exceeding Guidelines (as needed)	Complete	5/14/2019
13.1	Detailed Equipment List	Complete	5/14/2019

### 3.1 Approval Page

#### Final Project Proposal

Budget Year: 2021-2022

**District:** South Orange County Community College District

**Project Location:** Irvine Valley College  
(College, campus, or center)

**Project Name:** B-300 Renovation

The district proposes funds for inclusion in the State capital outlay budget (check items):

site acquisition ☐ preliminary plans ☒ working drawings ☒ construction ☒ equipment ☒

#### District Certification

**Contact Person:** Brandye K. D'Lena **Telephone:** 949-582-4678  
(Facilities, Planning and Development)

**E-Mail Address:** [bdlena@soccd.edu](mailto:bdlena@soccd.edu) **Fax:** 949-364-1731

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Chancellor/President/Superintendent Signature )

#### District Board of Trustees Certification

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
(President of the Board of Trustees Signature and Date)

\_\_\_\_\_  
(Secretary of the Board of Trustees Signature and Date)

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
Facilities Planning and Utilization  
Chancellor's Office  
California Community Colleges  
1102 Q Street, 6th Floor  
Sacramento, CA 95814-6511

#### Chancellor's Office Certification

Reviewed by: \_\_\_\_\_

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

### 3.2 PROJECT TERMS AND CONDITIONS

**District:** South Orange County Community College District      **College:** Irvine Valley College

**Project:** B-300 Renovation      **Budget Year:** 2021-2022

- 1 The applicant hereby requests State funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
- 2 The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any State funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.

If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services Division of the State Architect.
  - e. Pursuant to the provisions of Section 57001 of Title 5, an adequate and separate accounting and fiscal records and accounts of all funds received from any source to pay the cost of the proposed construction will be maintained, and audit of such records and accounts will be permitted at any reasonable time, during the project, at the completion of the project, or both.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms with the approved plans and specifications.
  - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.
- 3 It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
  - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
- 4 It is further understood that:
  - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** B-300 RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
110	Classroom	0099	General Assignment	0	0		3,300	-97	3,342	-42
210	Class Lab	0430	Biotechnology and Biomedical Technology	0	0		1,150	489	0	1,150
210	Class Lab	0701	Information Technology, General	0	0		3,000	1,754	0	3,000
210	Class Lab	0934	Electronics and Electric Technology	0	0		0	-358	1,148	-1,148
210	Class Lab	0935	Electro-Mechanical Technology	0	0		0	-497	1,595	-1,595
210	Class Lab	1002	Art (Painting, Drawing and Sculpture)	0	0		0	-1,032	2,652	-2,652
210	Class Lab	1902	Physics, General	0	0		4,330	1,130	1,426	2,904
210	Class Lab	4930	General Studies	0	0		0	-391	1,004	-1,004
215	Class Lab Service	0430	Biotechnology and Biomedical Technology	0	0		500	213	0	500
215	Class Lab Service	0934	Electronics and Electric Technology	0	0		0	-142	455	-455
215	Class Lab Service	1002	Art (Painting, Drawing and Sculpture)	0	0		0	-175	450	-450
215	Class Lab Service	1902	Physics, General	0	0		650	50	521	129
220	Spec Class Lab	1101	Foreign Languages, General	0	0		0	-1,090	1,635	-1,635
310	Office	0099	General Assignment	0	0		0	0	566	-566
310	Office	0430	Biotechnology and Biomedical Technology	0	0		310	0	0	310
310	Office	0701	Information Technology, General	0	0		310	0	0	310
315	Office Service	0099	General Assignment	0	0		0	0	61	-61
410	Read/Study Room	1799	Other Mathematics	0	0		0	0	1,919	-1,919
410	Read/Study Room	4930	General Studies	0	0		0	0	1,400	-1,400
410	Read/Study Room	6110	Learning Center (Learning Resource Center)	0	0		3,000	0	0	3,000
455	Study Service	1799	Other Mathematics	0	0		0	0	114	-114

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** B-300 RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	Room No.	ASF	WSCH Capacity	Sec. ASF	Increase In Space
530	Audio/Visual, Radio, TV	6130	Media Services	0	0		1,200	0	0	1,200
680	Meeting Room	4930	General Studies	0	0		460	0	138	322
710	Data Processing/Computer	0701	Information Technology, General	0	0		300	0	159	141
<b>TOTAL</b>	-	-	-	<b>0</b>	<b>0</b>	-	<b>18,510</b>	<b>-146</b>	<b>18,585</b>	<b>-75</b>

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**DISTRICT South Orange County Community College District (890)**  
**CAMPUS Irvine Valley College (892)**
**Project:** B-300 RENOVATION

**Date Prepared:** 04/21/2019

**Estimate CCI:** 6684

**CFIS Ref. #:** 40.45.XXX

**Request For:** L **P** **W** **C** **E**
**Prepared by:** FPPS

**Estimate EPI:** 3607

**DoF Project ID:**

	Total Cost	State Funded	District Funded	
			State-Supportable	Non State-Supportable
<b>1. Site Acquisition (Acres: 0)</b>	\$0			
<b>2. Preliminary Plans (Estimate CCI: 6684)</b>	\$630,178	\$472,634	\$157,544	\$0
A. Architectural Fees (for preliminary plans)	\$370,672			
B. Project Management (for preliminary plans)	\$105,906			
C. Division of the State Architect Plan Check Fee	\$0			
D. Preliminary Tests (soils, hazardous materials)	\$33,600			
E. Other Costs (for preliminary plans)	\$120,000			
<b>3. Working Drawings (Estimate CCI: 6684)</b>	\$669,433	\$502,075	\$167,358	\$0
A. Architectural Fees (for working drawings)	\$423,625			
B. Project Management (for working drawings)	\$0			
C. Division of the State Architect, Plan Check Fee	\$99,225			
D. Community College Plan Check Fee	\$30,258			
E. Other Costs (for working drawings)	\$116,325			
(Total PW may not exceed 13% of construction) True				
<b>4. Construction (Estimate CCI: 6684)</b>	\$10,590,626	\$5,718,938	\$4,871,688	\$0
A. Utility Service	\$90,053			
B. Site Development, Service	\$80,518			
C. Site Development, General	\$120,907			
D. Other Site Development	\$0			
E. Reconstruction	\$9,999,173			
F. New Construction (building) (w/Group I equip)	\$0			
G. Board of Governor's Energy Policy Allowance (2% or 3%)	\$299,975			
H. Other	\$0			
<b>5. Contingency</b>	\$741,343	\$370,676	\$370,667	\$0
<b>6. Architectural and Engineering Oversight</b>	\$264,765	\$132,386	\$132,379	\$0
<b>7. Tests and Inspections</b>	\$418,824	\$209,412	\$209,412	\$0
A. Tests	\$105,906			
B. Inspections	\$312,918			
<b>8. Construction Management &amp; Labor Compliance Program (if justified)</b>	\$230,593	\$115,292	\$115,301	\$0
A. Construction Management	\$211,813			
B. Labor Compliance Program	\$18,780			
<b>9. Total Construction Costs (items 4 through 8 above)</b>	\$12,246,151	\$6,546,704	\$5,699,447	\$0
<b>10. Furniture and Group II Equipment (Estimate EPI: 3607)</b>	\$1,456,781	\$0	\$1,456,781	\$0
<b>11. Total Project Cost (items 1, 2, 3, 9, and 10)</b>	\$15,002,543	\$7,521,413	\$7,481,130	\$0

12. Project Data	Outside GSF	Assignable Square Feet	Ratio ASF/GSF	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0.00	\$0	\$0
Reconstruction	28,330	18,510	0.65	\$540	\$353

13. Anticipated Time Schedule			
Start Preliminary Plans	08/01/2021	Advertise Bid for Construction	06/01/2023
Start Working Drawings	02/01/2022	Award Construction Contract	08/01/2023
Complete Working Drawings	08/01/2022	Advertise Bid for Equipment	03/01/2025
DSA Final Approval	04/01/2023	Complete Project	06/01/2025

14.	State Funded	District Funded		District Funded Total
		Supportable	Non Supportable	
Acquisition	\$0	\$0	\$0	\$0
Preliminary Plans	\$472,634	\$157,544	\$0	\$157,544
Working Drawings	\$502,075	\$167,358	\$0	\$167,358
Construction	\$6,546,704	\$5,699,447	\$0	\$5,699,447
Equipment	\$0	\$1,456,781	\$0	\$1,456,781
<b>Total Costs</b>	<b>\$7,521,413</b>	<b>\$7,481,130</b>	<b>\$0</b>	<b>\$7,481,130</b>
% of SS Total	50.13%	49.87%	<b>SS Total:</b>	<b>\$15,002,543</b>

Report Generated: 05/14/2019

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

<b>District:</b> South Orange County Community College District	<b>Date Prepared:</b> July 1, 2019	
<b>College:</b> Irvine Valley College	<b>Budget Ref. No.:</b>	
<b>Project Name:</b> B-300 Renovation	<b>CFIS Ref No.:</b> 40.45.XXX	
	<b>Estimate CCI</b> 6684	<b>Budget CCI</b> 6684
<b>Prepared by:</b> FPPS	<b>Estimate EPI</b> 3607	<b>Budget EPI</b> 3607

ITEM	Quantity	Unit	Unit Cost	Subtotals	Estimate Total 6684	Budget Total 6684	Midpoint Total 6684
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**1. SITE ACQUISITION**

A. Site Acquisition \$0

<b>1. SITE ACQUISITION</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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**2. PRELIMINARY PLANS**

**A. Architectural Fee for Preliminary Plans**

1. Architect fee for Schematic and Preliminary plans

New Construction	\$0	x	8.0%	x	35.0%	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Reconstruction	\$10,590,625	x	10.0%	x	35.0%	<b>\$370,672</b>	<b>\$371,000</b>	<b>\$481,000</b>

**B. Project Management Services**

1. Project Administration/Management

\$10,590,625	x	1.0%		<b>\$105,906</b>	<b>\$106,000</b>	<b>\$137,000</b>
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**C. Division of the State Architect Plan Check Fee** N

1. Structural Safety Fee

<span style="border: 1px solid black; padding: 0 5px;">Y</span>	0.0085	x	\$0		\$0
	0.0060	x	\$0		\$0

2. Fire, Life Safety Fee

0.0030	x	\$0		\$0
0.0020	x	\$0		\$0
0.0010	x	\$0		\$0
0.0005	x	\$0		\$0
0.0001	x	\$0		\$0

3. Access Compliance Fee

0.0050	x	\$0		\$0
0.0025	x	\$0		\$0
0.0010	x	\$0		\$0
0.0008	x	\$0		\$0
0.0006	x	\$0		\$0
0.0004	x	\$0		\$0

**D. Preliminary Test (Soils Tests & Geotechnical Report)**

1. Geologic Hazard Report	\$3,600		<b>\$33,600</b>	<b>\$34,000</b>	<b>\$34,000</b>
2. Hazardous Materials Survey	\$12,000				
3. Structural Survey	\$18,000				

**E. Other Costs (Special Consultants, Printing, Legal, Etc.)**

1. SWPPP	\$20,000		<b>\$120,000</b>	<b>\$120,000</b>	<b>\$120,000</b>
2. Waterproofing Consultant	\$25,000				
3. Constructability Review Consultant	\$30,000				
4. Hazardous Materials Consultant	\$20,000				
5. Technology Consultant	\$25,000				

<b>2. PRELIMINARY PLANS</b>	<b>\$630,178</b>	<b>\$631,000</b>	<b>\$772,000</b>
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**3. WORKING DRAWINGS**

**A. Architectural Fee for Working Drawings**

1. Architect fee for Working Drawings

New Construction	\$0	x	8.0%	x	40.0%	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Reconstruction	\$10,590,625	x	10.0%	x	40.0%	<b>\$423,625</b>	<b>\$424,000</b>	<b>\$549,000</b>

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
(Project Cost Estimate)

**B. Project Management Services**

1. Project Administration/Management

\$10,590,625	x	0.0%		\$0	\$0	\$0
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**C. Division of the State Architect Plan Check Fee** Y

				\$99,225	\$97,000	\$123,000
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1. Structural Safety Fee

Y

0.0085	x	\$1,000,000		\$8,500	
0.0060	x	\$9,590,625		\$57,544	

2. Fire, Life Safety Fee

0.0030	x	\$1,000,000		\$3,000	
0.0020	x	\$5,000,000		\$10,000	
0.0010	x	\$4,590,625		\$4,591	
0.0005	x	\$0		\$0	
0.0001	x	\$0		\$0	

3. Access Compliance Fee

0.0050	x	\$500,000		\$2,500	
0.0025	x	\$2,000,000		\$5,000	
0.0010	x	\$8,090,625		\$8,091	
0.0008	x	\$0		\$0	
0.0006	x	\$0		\$0	
0.0004	x	\$0		\$0	

**D. Community Colleges Plan Check Fee**

1. Community Colleges Plan Check Fee (2/7 of 1% of Construction Cost)

10,590,625	x	1.0%	x	0.28571	\$30,259	\$30,000	\$39,000
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**E. Other Costs (Special Consultants, Printing, Legal, Etc.)**

				\$116,325	\$116,000	\$116,000
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1. Printing and Advertising

\$18,000

2. Legal Fees

\$7,500

3. Local Permits

\$20,000

4. Commissioning Agent \$2.50 per GSF

\$70,825

<b>3. WORKING DRAWINGS</b>				<b>\$669,433</b>	<b>\$667,000</b>	<b>\$827,000</b>
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**4. CONSTRUCTION - HARD COSTS**

**A. Utility Service**

Temporary electrical power equipment (pro-rated per job), connections, office trailer, 100 amp	2	Unit:Ea.	\$777.39	\$1,555	\$1,555	\$2,016
Temporary Power, for temp lighting only, 23.6 KWH/month	400	Unit:CSF Flr	\$6.64	\$2,656	\$2,656	\$3,444
Light poles, anchor base, aluminum, 12' high, excl concrete bases	6	Unit:Ea.	\$1,810.95	\$10,866	\$10,866	\$14,090
Walkway luminaire, exterior, lantern, incandescent, 300 watt	6	Unit:Ea.	\$1,088.45	\$6,531	\$6,531	\$8,469
Cycle hauling(wait, load,travel, unload or dump & return) time per cycle, excavated or borrow, loose cubic yards, 30 min load/wait/unload, 12 C.Y. truck, cycle 8 miles, 25 MPH, excludes loading equipment	900	Unit:L.C.Y.	\$18.11	\$16,299	\$16,299	\$21,136
Synthetic erosion control, paper biodegradable mesh	2500	Unit:S.Y.	\$1.21	\$3,019	\$3,025	\$3,923
Topsoil stripping and stockpiling, loam or topsoil, remove and stockpile on site, 200 HP dozer, 6" deep, 300' haul per C.Y.	275	Unit:C.Y.	\$7.55	\$2,077	\$2,076	\$2,692
Clearing & grubbing, cut & chip light trees, to 6" diameter	1	Unit:Acre	\$8,002.53	\$8,003	\$8,003	\$10,377
Fine grading, fine grade for slab on grade, hand grading	1200	Unit:S.Y.	\$3.57	\$4,281	\$4,284	\$5,555
Union, plastic, PVC, purple pipe socket joint, 1", schedule 40	24	Unit:Ea.	\$914.50	\$21,948	\$21,948	\$28,461
Pipe, plastic, PEX, flexible, non-barrier type, purple, hot/cold tubing rolls, 1" diameter x 500', excludes couplings and hangers	500	Unit:L.F.	\$3.62	\$1,810	\$1,810	\$2,347

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
*(Project Cost Estimate)*

Final connection to existing non-potable water	1	Unit:Ea.	\$11,000.00	\$11,000	\$11,000	\$14,264
A. Utility Service				\$90,053	\$90,000	\$117,000
B. Site Development - Service						
Selective demolition, dump charges, typical urban city, building construction materials, includes tipping fees only	240	Unit:Ton	\$164.67	\$39,522	\$39,521	\$51,249
Demolish, remove pavement & curb, sidewalk, concrete, rod reinforced, 6" thick, with hand held air equipment, excludes hauling	400	Unit:S.F.	\$7.06	\$2,824	\$2,824	\$3,662
Minor site demolition, for disposal up to 5 miles, excludes hauling, add	125	Unit:C.Y.	\$27.80	\$3,475	\$3,475	\$4,506
Hazardous waste cleanup/pickup/disposal, dumpsite disposal charge, maximum	8	Unit:Ton	\$804.75	\$6,438	\$6,438	\$8,349
Excavating, trench backfill, 2-1/4 C.Y. bucket, minimal haul, front end loader, wheel mounted, excludes dewatering	3000	Unit:B.C.Y.	\$9.42	\$28,247	\$28,260	\$36,646
B. Site Development - Service				\$80,518	\$81,000	\$105,000
C. Site Development - General						
Mobilization or demobilization, delivery charge for equipment, on flatbed trailer behind pickup truck	6	Unit:Ea.	\$314.58	\$1,887	\$1,887	\$2,448
Temporary Fencing, chain link, rented up to 12 months, 6' high, 11 ga, over 1000'	1150	Unit:L.F.	\$11.89	\$13,675	\$13,674	\$17,731
Barricades, guardrail, portable metal with base pads, 10 reuses, typical installation	150	Unit:L.F.	\$8.34	\$1,251	\$1,251	\$1,622
Aggregate, prices per C.Y., includes material only, for trucking 30 miles, add	150	Unit:C.Y.	\$41.15	\$6,172	\$6,173	\$8,004
Concrete surface treatment, curing compound, 200-400 S.F. per gallon, 5 gal. lots, includes material only	15	Unit:Gal.	\$53.98	\$810	\$810	\$1,050
Railing, pipe, aluminum, clear finish, 3 rails, 3'-6" high, posts @ 5' O.C., 1-1/2" dia, shop fabricated	240	Unit:L.F.	\$184.77	\$44,346	\$44,345	\$57,505
Directory boards, outdoor, weatherproof, black plastic, 36" x 24"	2	Unit:Ea.	\$2,514.47	\$5,029	\$5,029	\$6,521
Planters, precast concrete, sandblasted, 48" diameter, 24" high	6	Unit:Ea.	\$1,499.16	\$8,995	\$8,995	\$11,664
Topsoil placement and grading, loam or topsoil screened, 6" deep, furnish and place, truck dumped	125	Unit:C.Y.	\$136.21	\$17,026	\$17,026	\$22,079
Tree guying, guy wire and wrap, 3" to 4" caliper, includes 3 stakes	8	Unit:Ea.	\$181.07	\$1,449	\$1,449	\$1,878
Subsurface drip irrigation, looped grid, pressure compensating, preinserted emitter, line, hand bury, irregular area, large, hand bury	1250	Unit:L.F.	\$2.30	\$2,881	\$2,875	\$3,728
Subsurface drip irrigation, supply tubing, material only, 1/2", 100' coil	1250	Unit:L.F.	\$0.13	\$160	\$163	\$211
Sidewalks, driveways, and patios, side walks, asphaltic concrete, 2" thick, excludes base	125	Unit:S.Y.	\$24.78	\$3,097	\$3,098	\$4,017
Deciduous trees, birch, balled & burlapped (B&B), 6' - 8', 3 stems, in prepared beds	8	Unit:Ea.	\$437.08	\$3,497	\$3,497	\$4,534
Shrubs, boxwood, B & B, 15"-18", planted in prepared beds	30	Unit:Ea.	\$51.19	\$1,536	\$1,536	\$1,991
Planting beds preparation, backfill planting pit, prepared planting mix, by hand	15	Unit:C.Y.	\$7.06	\$106	\$106	\$137
Soil preparation, mulching, aged barks, 3" deep, skid steer loader	125	Unit:S.Y.	\$2.32	\$290	\$290	\$376
Mobilization or demobilization, scraper, self-propelled, 24 C.Y. capacity, up to 50 miles	7	Unit:Ea.	\$1,243.28	\$8,703	\$8,703	\$11,286
C. Site Development - General				\$120,907	\$121,000	\$157,000
D. Other Site Development						
None			\$0.00	\$0	\$0	\$0

**QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32**  
(Project Cost Estimate)

D. Other Site Development					\$0	\$0	\$0	
E. Reconstruction								
	ASF		Unit Cost	Total				
Classroom	3300	ASF	\$553	\$1,824,900	\$1,824,900		\$2,366,460	
Biological Sciences	1150	ASF	\$853	\$980,950	\$980,950		\$1,272,058	
Computer and Information Science	3000	ASF	\$891	\$2,673,000	\$2,673,000		\$3,466,243	
Physical Science Lab	4330	ASF	\$860	\$3,723,800	\$3,723,800		\$4,828,880	
Faculty Office	310	ASF	\$584	\$181,040	\$181,040		\$234,766	
Faculty Office	310	ASF	\$584	\$181,040	\$181,040		\$234,766	
Library Reading and Stack Space	3000	ASF	\$429	\$1,287,000	\$1,287,000		\$1,668,932	
Audio Visual Arts	1200	ASF	\$891	\$1,069,200	\$1,069,200		\$1,386,497	
Meeting Room	460	ASF	\$550	\$253,000	\$253,000		\$328,081	
Data Processing/Server Room	300	ASF	\$576	\$172,800	\$172,800		\$224,080	
Total Reconstruction ASF	18,510			\$13,332,230				
		75%	Reconstruction Allowance	\$9,999,173				
E. Reconstruction					\$9,999,173	\$9,999,000	\$12,966,000	
F. New Construction								
Room Description	ASF		Unit Cost	Total				
0	0	ASF	\$0.00	\$0	\$0		\$0	
Total New Construction ASF	0			\$0				
F. New Construction					\$0	\$0	\$0	
G. Board of Governor's Energy Policy Allowance								
Energy Incentive (2% of New Building Costs)	\$0	x	2.0%	\$0	\$0		\$0	
Energy Incentive (3% of Renovated Building Costs)	\$9,999,173	x	3.0%	\$299,975	\$300,000		\$389,000	
G. Board of Governor's Energy Policy Allowance					\$299,975	\$300,000	\$389,000	
H. Other								
None			\$0.00	\$0	\$0		\$0	
H. Other					\$0	\$0	\$0	
4. CONSTRUCTION - HARD COSTS					Lines 4.A. - H. Total Contract Costs:	\$10,590,625	\$10,591,000	\$13,734,000
5. CONTINGENCY								
A. Contingency - New Construction	\$0	x	5%	\$0	\$0		\$0	
B. Contingency - Reconstruction	\$10,590,625	x	7%	\$741,344	\$741,000		\$961,000	
5. CONTINGENCY					\$741,344	\$741,000	\$961,000	
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT								
A. New Construction	\$0	x	8.0%	x	25.0%	\$0	\$0	
B. Reconstruction	\$10,590,625	x	10.0%	x	25.0%	\$264,766	\$343,000	
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT					\$264,766	\$265,000	\$343,000	
7. TESTS AND INSPECTIONS								
A. Tests	\$10,590,625	@	1.00%	\$105,906	\$106,000		\$137,000	
B. DSA Inspections	23	mnths @	\$13,605	\$312,918	\$313,000		\$313,000	
7. TESTS AND INSPECTIONS					\$418,824	\$419,000	\$450,000	
8. CONSTRUCTION MANAGEMENT & LABOR COMPLIANCE PROGRAM								
A. Construction Management	\$10,590,625	x	2.00%	\$211,813	\$212,000		\$275,000	
B. Labor Compliance Program (.25% of state project costs)	\$7,512,020		0.25%	\$18,780	\$19,000		\$25,000	
8. CONSTRUCTION MANAGEMENT & LABOR COMPLIANCE PROGRAM					\$230,593	\$231,000	\$300,000	
9. TOTAL CONSTRUCTION (Items 4 through 8)					\$12,246,151	\$12,247,000	\$15,788,000	

QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32  
*(Project Cost Estimate)*

10. FURNITURE AND GROUP II EQUIPMENT	\$1,456,781	\$1,457,000	\$1,457,000
11. TOTAL PROJECT COST	\$15,002,543	\$15,002,000	\$18,844,000

## 6.1 CALIFORNIA ENERGY COMMISSION APPROVED AUDIT

This project will be designed to exceed Title 24, Part 6 Energy Code by 10%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.
- Durable systems and finishes with long life cycles that minimize maintenance and replacement.
- Optimization of indoor environmental quality for occupants with high efficiency industrial ventilation.
- Utilization of environmentally preferable products and processes, such as recycled content materials and recyclable materials.
- Procedures that monitor, trend and report operational performance as compared to the optimal design and operating parameters to the campus' central energy management system.
- Space provided in each building to support an active program for recycling and reuse of materials.

Fiscal Year 2021-22	Business Unit 6870	Department Board of Governors, California Community Colleges	Priority No.
Budget Request Name 6870-301-COBCO-2021-XX		Capital Outlay Program ID <b>5680</b>	Capital Outlay Project ID <i>(7 digits. For new projects leave blank)</i>

Project Title <b>South Orange County Community College District, Irvine Valley College, B-300 Renovation</b>	Project Status and Type Status: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuing Type: <input checked="" type="checkbox"/> Major <input type="checkbox"/> Minor
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Project Category *(Select one)*

☐ CRI *(Critical Infrastructure)*  
 ☐ WSD *(Workload Space Deficiencies)*  
 ☐ ECP *(Enrollment Caseload Population)*  
 ☐ SM *(Seismic)*  
☐ FLS *(Fire Life Safety)*  
 ☒ FM *(Facility Modernization)*  
 ☐ PAR *(Public Access Recreation)*  
 ☐ RC *(Resource Conservation)*

Total Request (in thousands) \$7,522	Phase(s) to be Funded PWCE	Estimated Total Project Cost (in thousands) \$15,004
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**Budget Request Summary**  
 The B-300 Building at the Irvine Valley College was built in 1988 and there have been no renovations to the building since its construction. The building cannot meet the program needs of the Mathematics, Computer Science, Bio-technology, and Physical Science Programs that will be located back into the facility upon completion. The scope of this project renovates the 28,330 gross square foot two-story building resulting in a total of 18,510 assignable square feet comprised of 3,300 assignable square feet Lecture space, 9,630 assignable square feet Laboratory space, 620 assignable square feet Office space, 3,000 assignable square feet Library space, 1,200 assignable square feet AVTV space, and 760 assignable square feet of Other instructional support space. Total project cost is \$15,004,000 (\$7,522,000 state funds, \$7,482,000 district funds).

Requires Legislation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Code Section(s) to be Added/Amended/Repealed	CCCI <b>6684</b>
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Requires Provisional Language <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Budget Package Status <input type="checkbox"/> Needed <input checked="" type="checkbox"/> Not Needed <input type="checkbox"/> Existing
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Impact on Support Budget

One-Time Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Future Costs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Future Savings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Revenue	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

If proposal affects another department, does other department concur with proposal?    ☐ Yes    ☐ No  
*Attach comments of affected department, signed and dated by the department director or designee.*

Prepared By	Date	Reviewed By	Date
Department Director	Date	Agency Secretary	Date

Department of Finance Use Only	
Principal Program Budget Analyst	Date submitted to the Legislature

**A. COBCP Abstract:**

South Orange County Community College District, Irvine Valley College, B-300 Renovation - \$15,004,000 for Preliminary Plans, Working Drawings, Construction, and Equipment. The project includes the renovation of the existing B-300 Building to improve instructional delivery for the Mathematics, Computer Science, Bio-technology, and Physical Science Programs. Total project costs are estimated at \$15,004,000, including preliminary plans (\$631,000), working drawings (\$669,000), construction (\$12,247,000), and equipment (\$1,457,000). The construction amount includes \$10,591,000 for the construction contract, \$741,000 for contingency, \$265,000 for architectural and engineering services, and \$650,000 for other project costs. The preliminary plans will begin in August 2021 and be completed in January 2022. The working drawings are estimated to begin in February 2022 and be completed in April 2023. Construction is scheduled to begin in August 2023 and will be completed in June 2025.

**B. Purpose of the Project:**

**Problem Statement**

**1. Executive Summary**

The B-300 Building at the Irvine Valley College was built in 1988 and there have been no renovations to the building since its construction. The Facilities Condition Index for this building is over 13%. The building cannot meet the program needs of the Mathematics, Computer Science, Bio-technology, and Physical Science Programs that will be located back into the facility upon completion. This will help the campus meet its needs for addressing Student Success and Guided Pathways goals. The scope of this project renovates the 28,330 gross square foot two-story building resulting in a total of 18,510 assignable square feet comprised of 3,300 assignable square feet Lecture space, 9,630 assignable square feet Laboratory space, 620 assignable square feet Office space, 3,000 assignable square feet Library space, 1,200 assignable square feet AVTV space, and 760 assignable square feet of Other instructional support space.

This is a Category C project – modernization.

**2. Problem Statement**

The California Community Colleges Board of Governors (BOG) has adopted priority funding categories and a scoring system to assist community college districts in their capital planning efforts so that capital outlay project proposals reflect the state's priorities. The BOG's priority funding categories give preference to projects that best meet the following priorities: life and safety, growth, and modernization. The proposed project successfully met the BOG's priorities as a Modernization category project and has received a high score.

Based on 2017-2018 Chancellor's Office data the South Orange County Community College District annually has 61,281 students enrolled in its instructional programs, and 34 percent of the students are low-income. Irvine Valley College has 562 full-time equivalent employees who provide administrative leadership, student services, and instruction. There are 57 full-time equivalent employees who directly serve the programs associated with the proposed project. The South Orange County CCD and the Irvine Valley College campus are not located in a region which is identified by the California Community College Vision for Success as a region of low-performance.

The South Orange County Community College District assessed valuation per FTES is \$8,555,067. The South Orange County Community College District is a multi-college district with two campuses and a district office, and its current capital outlay needs include 26 projects: the Stadium and Site Improvements, ATAS Building, New Parking Lot - Phase I and II, Campus Village (Interim Space) Offline, Gateway Building, Health Center/Concessions, Fine Arts Building, Renovate Soccer &

Practice Fields, B-300 Renovation, SM Building Renovation, TAS Renovation, New ATEP Building, Student Services Renovation, Fine Arts Promenade Landscape/Hardscape, Gateway Building Transit Entrance Plaza, Quad Landscape/Hardscape Renovation, Fine Arts Building Renovation, A-Quad Landscape/Hardscape Renovation, A-200 Renovation, Campus Entrance Plaza Renovation, Health Sciences Building Renovation, Renovate Pedestrian Pathways-Arboretum Trail, Auxiliary Gymnasium, Lifetime Fitness and Wellness Center projects.

The South Orange County Community College District has not passed a local bond. The district's Board of Trustees and college administrators have budgeted \$7,482,000 to cover 50 percent of the B-300 Renovation project, but it will require state capital outlay resources to finance the remaining 50 percent.

The District hired an independent third party to perform a seismic evaluation of the B-300 Building and it is considered a Risk Level 5. The building is located in a high seismicity area. It was constructed in 1987 to the 1973 Uniform Building Code. A wall along Grid 16 between Grids A-D is deficient in flexure, additionally, a number of wall footings were deficient in Sliding when subjected to BSE-2N seismic forces. In addition to the seismic issues, the B-300 Building has ADA access problems, no fire sprinkler system, major building systems like HVAC have out lived their useful life, a deteriorating roof, and a Facilities Condition Index of over 13% demonstrates the need for renovation.

The building's current configuration limits the delivery of support for technology and instructional spaces. The lack of flexibility in room sizes deters maximizing space utilization and course offerings. Additional small group study space is key to improving the Guided Pathways program.

### **3. Solution Criteria**

To mitigate these problems, the campus seeks a solution that meets the following criteria:

- Cost – The B-300 Renovation proposal is the least cost solution once the do nothing alternative is rejected.
- Educational Impacts – The renovated B-300 Building will provide the technology and configuration to support instructional programs.
- Educational Impacts - Creates an on-campus environment where students can learn through the incorporation of current educational technologies.
- Delivery time – The B-300 Renovation project delivers a solution in the shortest amount of time
- Campus integration or cohesiveness – The B-300 Renovation project is included in the campus' master plan.
- Security – The renovated B-300 Building will improve campus security systems
- Energy efficiency and environmental sustainability – The B-300 Renovation improves energy efficiency
- Building safety, access, code compliance – Provides facility designed to applicable building codes including seismic, life/safety, access, and improves safety and security for faculty and students.

### **C. Relationship to the Strategic Plan:**

The mission of Irvine Valley College is to focus on the education and workforce development needs of communities in the Irvine, Laguna Beach, Lake Forest, Newport Beach and Tustin communities. Irvine Valley College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, and transfer to four-year institutions) in an environment committed to student learning, achievement and success. This includes the increased efficiency and effective use of all resources. This project continues to provide optimum environments for learning and academic support services with focus on instructional strategies that foster transferable intellectual skills.

### **D. Alternatives:**

In considering alternatives, the site analyzed options that will meet the primary needs of the campus' Educational and Facilities Master Plans.

Alternatives to this project include:

- Alternative #1 – B-300 Renovation
- Alternative #2 – Lease Off-Site Facilities
- Alternative #3 – Acquire temporary portables
- Alternative #4 – Do Nothing

### **Alternative #1 – B-300 Renovation**

This option remodels the on-campus B-300 Building modernizing program and academic support spaces for the Bio-technology, Computer Science, Mathematics, and Physical Science programs, resulting in 18,510 asf of instructional, tutorial, data processing, and office spaces. The total estimated cost of this alternative @ CCCI 6684/EPI 3607: \$15,004,000.

Pros:

- Provides specialized and expanded space to support the Instructional & Tutorial Programs
- Offers reconfigured space to safely and adequately meet program needs
- Allows students to stay on campus
- Consistent with the campus' strategic plan
- Does not adversely impact campus operational budget
- Least cost alternative after do nothing alternative is dismissed
- Building safety, access and code compliance will be current

Cons:

- Requires relocation of program during construction period

### **Alternative #2 – Lease Off-Site Facilities**

This alternative requires a long-term 18,510 asf lease. The rented space also provides adequate parking and security services, and the leased building spaces will require the approval of the Division of the State Architect. The total estimated cost of this alternative @ CCCI 6684/EPI 3607: \$28,999,000.

Pros:

- Provides specialized and expanded space to support Instructional & Tutorial Programs

Cons:

- Students must leave campus to participate in the programs
- Not consistent with campus' strategic plan
- Will adversely impact the operational budget by requiring additional staff to maintain an off-site facility
- Not the least cost solution
- Does not address fire, life, safety concerns

### **Alternative #3 – Acquire Temporary Portables**

This option would bring portables on to the campus to meet the Instructional & Tutorial Program needs. The total estimated cost of this alternative @ CCCI 6684/EPI 3607: \$19,989,000.

Pros:

- Provides specialized and expanded space to support Instructional & Tutorial Programs
- Offers space to safely and adequately meet program needs
- Allows students to stay on campus

Cons:

- Will not be located in the core of the campus
- Will increase maintenance & operation costs
- Not consistent with the campus' strategic plan
- Not the least cost solution

**Alternative #4 – Do Nothing with B-300 Building**

This option would make no changes to B-300 Building. Doing nothing is not an option as it does not meet the goals and mission of the educational and facilities masterplan. The total estimated cost of this alternative @ CCCI 6684/EPI 3607: \$0.

Pros:

- Least cost solution

Cons:

- Does not provide specialized and expanded space to support the Instructional & Tutorial Programs
- Does not offer reconfigured space to safely and adequately meet program needs
- Is not consistent with the campus' educational master plan
- Does not address seismic concerns, ADA code compliance, or fire sprinkler installation
- Does adversely impact campus operational budget

(Continued on next page)

**Solution Criteria Matrix**

<b>CRITERIA</b>	<b>Alternative #1 B-300 Renovation</b>	<b>Alternative #2 Lease Off-Site Facilities</b>	<b>Alternative #3 Acquire Portables</b>	<b>Alternative #4 Do Nothing to B-300 Building</b>
Cost	Yes	No	No	No
Technology Educational Impacts	Yes	Yes	Yes	No
On-Campus Environment Educational Impacts	Yes	No	Yes	No
Delivery Time	Yes	No	No	No
Campus Integration and Cohesiveness	Yes	No	Yes	Yes
Improves Security	Yes	No	No	No
Energy Efficiency and Environmental Sustainability	Yes	No	Yes	No
Building Safety, Access, Code Compliance	Yes	No	Yes	No

**Economic Analysis Matrix**

<b>ECONOMIC ANALYSIS MATRIX</b>	<b>Alternative #1 B-300 Renovation</b>	<b>Alternative #2 Lease Off-Site Facilities</b>	<b>Alternative #3 Acquire Portables</b>	<b>Alternative #4 Do Nothing to B-300 Building</b>
<b>Site Acquisition</b>	\$0	\$0	\$0	\$0
<b>Plans and Working Drawings</b>	\$1,300,000	\$1,025,000	\$1,245,000	\$0
<b>Construction Costs:</b>				\$0
Utility Service	\$90,000	\$0	\$700,000	\$0
Site Development-Service	\$81,000	\$0	\$1,150,000	\$0
Site Development-General	\$121,000	\$0	\$975,000	\$0
Other Site	\$0	\$0	\$0	\$0
Reconstruction	\$9,999,000	\$0	\$0	\$0
New Construction	\$0	\$0	\$0	\$0
Energy Policy Allowance	\$300,000	\$0	\$0	\$0
Other Construction	\$0	\$0	\$0	\$0
Construction Soft Costs	\$1,656,000	\$0	\$297,000	\$0
<b>Total Construction Costs</b>	\$12,248,000	\$0	\$3,122,000	\$0
Equipment (Group II)	\$1,457,000	\$1,457,000	\$1,457,000	\$0
Other – Portable or Lease Costs	\$0	\$25,100,000	\$14,165,000	\$0
Other – Tenant Improvements	\$0	\$1,417,000	\$0	\$0
<b>Total Project Cost</b>				
CCI: 6684 EPI: 3607	<b>\$15,004,000</b>	<b>\$28,999,000</b>	<b>\$19,989,000</b>	<b>\$0</b>
<b>Total Costs Escalated</b>	<b>CCC Calculates this amount based on latest DOF directions</b>			
<b>@ CCI: 6684 EPI: 3607</b>				
<b>per DOF Budget Letter BL-XXXXX</b>				

\*Figures Taken from Units and Supporting Costs for the JCAF32

\*\* \$1.95 per gsf per month x gsf x 12 months x 30 years. Tennant Improvements are estimated at \$50/gsf

\*\*\* Portables estimated at \$250/gsf, 2 life cycles

**E. Recommended Solution:**

**1. Which alternative and why?**

**Alternative #1 – Renovate B-300**

This alternative meets all of the solution criteria. It provides permanent on-campus program space reconfigured to meet the specialized and growing needs of the Instructional and Tutorial Programs. The design also provides adequate support space that is easily accessible and secure. Incorporating modern design, the building's infrastructure is designed to provide a clean, efficient, technologically advanced educational space to meet the current demands of the campus for Student Success, Career Technology, and Guided Pathways goals.

This option also keeps the programs in the core of the campus, and does not create a hardship for students with limited transportation or scheduling options. This choice is consistent with the college's strategic plan. The alternative does not adversely impact the site's operational budget. This choice is the least cost alternative.

Total project costs are \$15,004,000, which includes \$7,522,000 state funds and \$7,483,000 district funds. Of this amount, \$631,000 is for preliminary plans, \$669,000 is for working drawings, \$12,247,000 is for construction, and \$1,457,000 for equipment. The District will fund 100% of the equipment cost.

Why the other alternatives are not recommended:

**Alternative #2 - Lease off-site facilities:** This option does not meet all of the solution criteria. This alternative poses many challenges in finding adequate State approved space near the campus. Additionally, this alternative distances the programs and students from campus, creating hardship for students with limited transportation, scheduling and resources. This choice does not provide a permanent space solution that is consistent with the site's strategic plan. This choice adversely impacts the campus operations budget and is not the least expensive option.

**Alternative #3 – Acquire portables:** This option meets a lot of the solution criteria. However, it leaves the B-300 Building vacant. The village of portables would not be centrally located on campus and easily accessible to the students. Portables require higher maintenance than permanent buildings and it is not the least cost solution.

**Alternative 4 – Do nothing to B-300 Building –** This option does not meet any of the solution criteria. It does not address any of the seismic issues present in the B-300 Building. It would not improve instructional delivery for the academic programs. Nor does it improve the safety for faculty and students in the aging building.

**2. Detail scope description**

This is a Category C project – Modernization.

The scope of this project renovates the 28,330 gross square foot two-story building resulting in a total of 18,510 assignable square feet comprised of 3,300 assignable square feet Lecture space, 9,630 assignable square feet Laboratory space, 620 assignable square feet Office space, 3,000 assignable square feet Library space, 1,200 assignable square feet AVTV space, and 760 assignable square feet of Other instructional support space.

As reflected in the Space Analysis table below, when completed this project's scope does not increase Title 5 capacity load ratios beyond 100% in any space being renovated.

**Space Analysis (ASF):**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary	3,300	9,630	620	3,000	1,200	760	18,510
Secondary	-3,342	-10,886	-627	-3,433	0	-297	-18,585
Net	-42	-1,256	-7	-433	1,200	463	-75
<b>Beg. Cap/Load Ratios (2021)</b>	<b>115%</b>	<b>117%</b>	<b>85%</b>	<b>78%</b>	<b>62%</b>	<b>N/A</b>	<b>0%</b>
<b>End. Cap/Load Ratios (2024)</b>	<b>114%</b>	<b>146%</b>	<b>81%</b>	<b>77%</b>	<b>76%</b>	<b>N/A</b>	<b>0%</b>

The District is contributing 50% toward state-supportable project costs.

## 1. Basis for cost information

The District hired an architect who, using cost guidelines provided by the State Chancellor's Office, engineering data based upon the building specifications, and professional cost estimating, has provided the cost estimates.

This project will be designed to exceed Title 24, Part 6 Energy Code by 10%, consistent with the Board of Governors Energy and Sustainability policy. The design incorporates sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the building's impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand;
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect;
- Overhangs have been incorporated to shade glazing;
- Low E dual glazing will be incorporated to reduce heat gain;
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain;
- Heating and cooling will be provided by a highly energy efficient HVAC system;
- Independent HVAC controls provided where applicable;
- Natural lighting will be incorporated into most spaces;
- Energy saving lighting with automatic lighting controls and sensors;
- Interior materials will be low in volatile organic compounds, high in recycled content;
- Water efficient fixtures, faucets and devices will be incorporated;
- Non-potable water will be used for toilets;
- A strict recycling program will be required during construction;
- Requested participation in the local utility's energy incentive program; and

- Photovoltaic panels will be incorporated where appropriate.

**2. Factors/benefits for recommended solution other than the least expensive alternative**

The project is not the least cost solution. However, the least cost solution of doing nothing does not improve the Instructional & Tutorial Programs and does not meet the goals and mission statement of the Irvine Valley College Educational Master Plan.

**3. Complete description of impact on support budget**

The South Orange County CCD affirms that it will budget for ongoing maintenance and operations costs associated proposed project with existing local resources. The district's current maintenance and operation budget and anticipated new costs for the proposed project are available in the table below. This project will not result in a need for additional faculty or staff positions. This project will include installation of efficient mechanical and electrical devices, which is expected to result in a reduction of operational and maintenance costs.

<b>Maintenance and Operations Budget</b>	
Current Year Budget	\$ 7.9M
Budget After Project	\$ 7.9M
Difference	\$ 0

Please see *9.1 Analysis of Future Costs* in this proposal for a detailed discussion.

**4. Identify and explain any project risks**

No known risks have been identified for this project at this time.

**5. List requested interdepartmental coordination and/or special project approval (including mandatory reviews and approvals, e.g. technology proposals)**

- Division of the State Architect and the State Fire Marshall review for structural safety, access compliance and fire life safety plan and field reviews.
- State Public Works Board approval of preliminary plans.

**F. Consistency with Government Code Section 65041.1:**

The California Community Colleges are exempt from the specific provisions of this Government Code Section.

**G. Attachments:**

1. Project Cost Estimate (Quantity & Unit Costs)
2. JCAF31
3. JCAF32
4. JCAF33
5. Equipment List
6. Schematic Drawings
7. Energy Participation Letter
8. Fiscal Impact Worksheet
9. Other

## **8.1 CALIFORNIA ENVIRONMENTAL QUALITY ACT ENVIRONMENTAL IMPACT REPORT**

*(Reference: California Code of Regulations, Title 5, Section 57121)*

It has been determined that a Negative Declaration will apply to this project. This declaration will be submitted to the appropriate agencies for approval prior to the submission of the Preliminary Plans to the Chancellor's Office.

## 9.1 ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

### Personnel Costs

**Certificated:** This project is a renovation of the existing B-300 Building. There will be no increase in gross square feet in the project. There will be no increase of assignable square feet due to the renovation. There will be no increase in staffing due to the renovation.

**Classified:** This project is a renovation of the existing B-300 Building. There will be no increase in gross square feet in the project. There will be no increase of assignable square feet due to renovation. There will be no increase in staffing due to the renovation.

### Depreciation, Maintenance, and Operation:

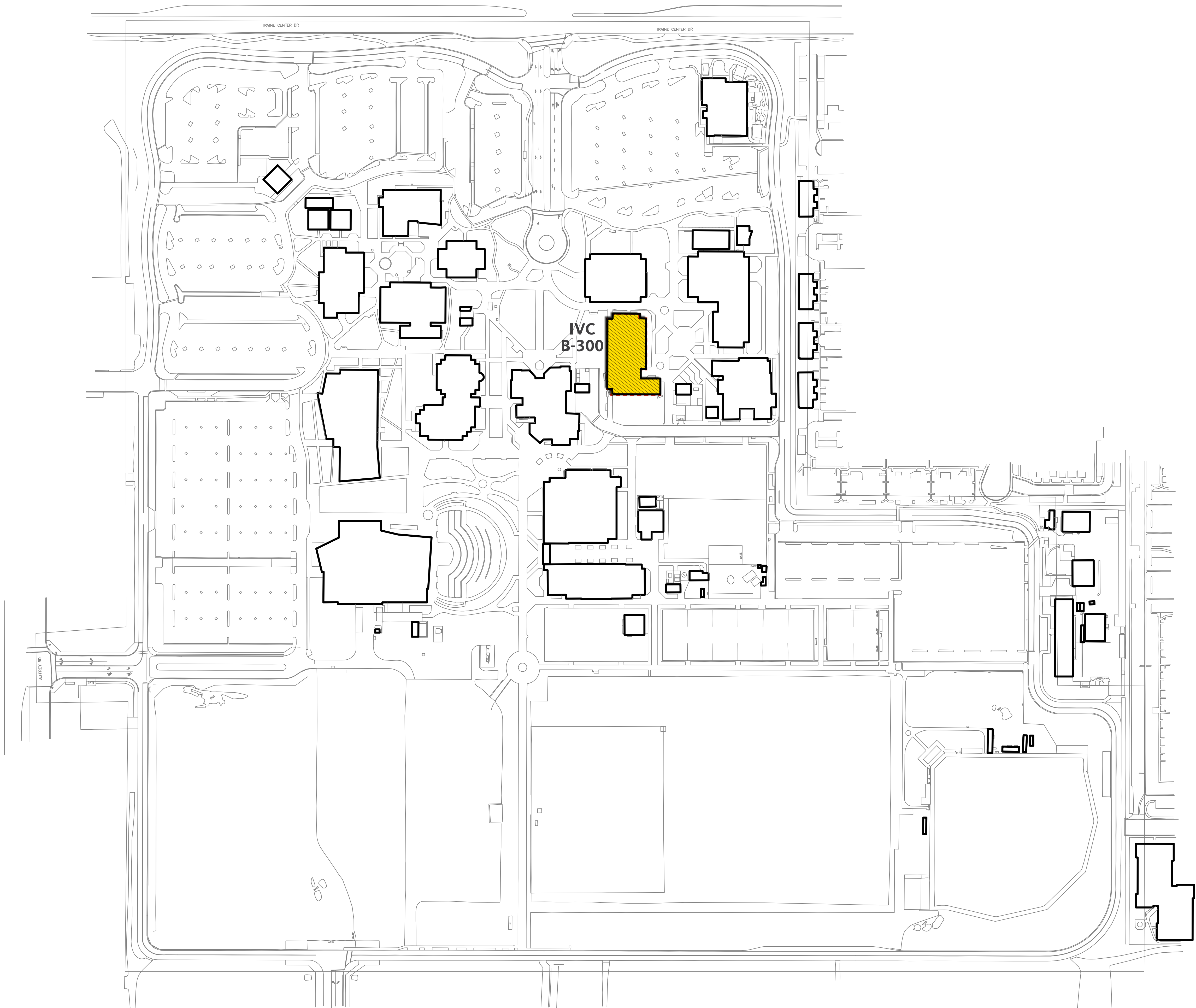
There will be no expected increase in Maintenance and Operations cost since the GSF of the building is not increasing and the energy efficiencies of the building will be improved by the installation of more efficient HVAC systems. Custodial costs will also remain the same or be slightly diminished due to the new condition of the renovated building.

**Program/Course/Service Approvals:** List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are not new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

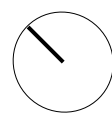
**Name of New Program/Course/Service**

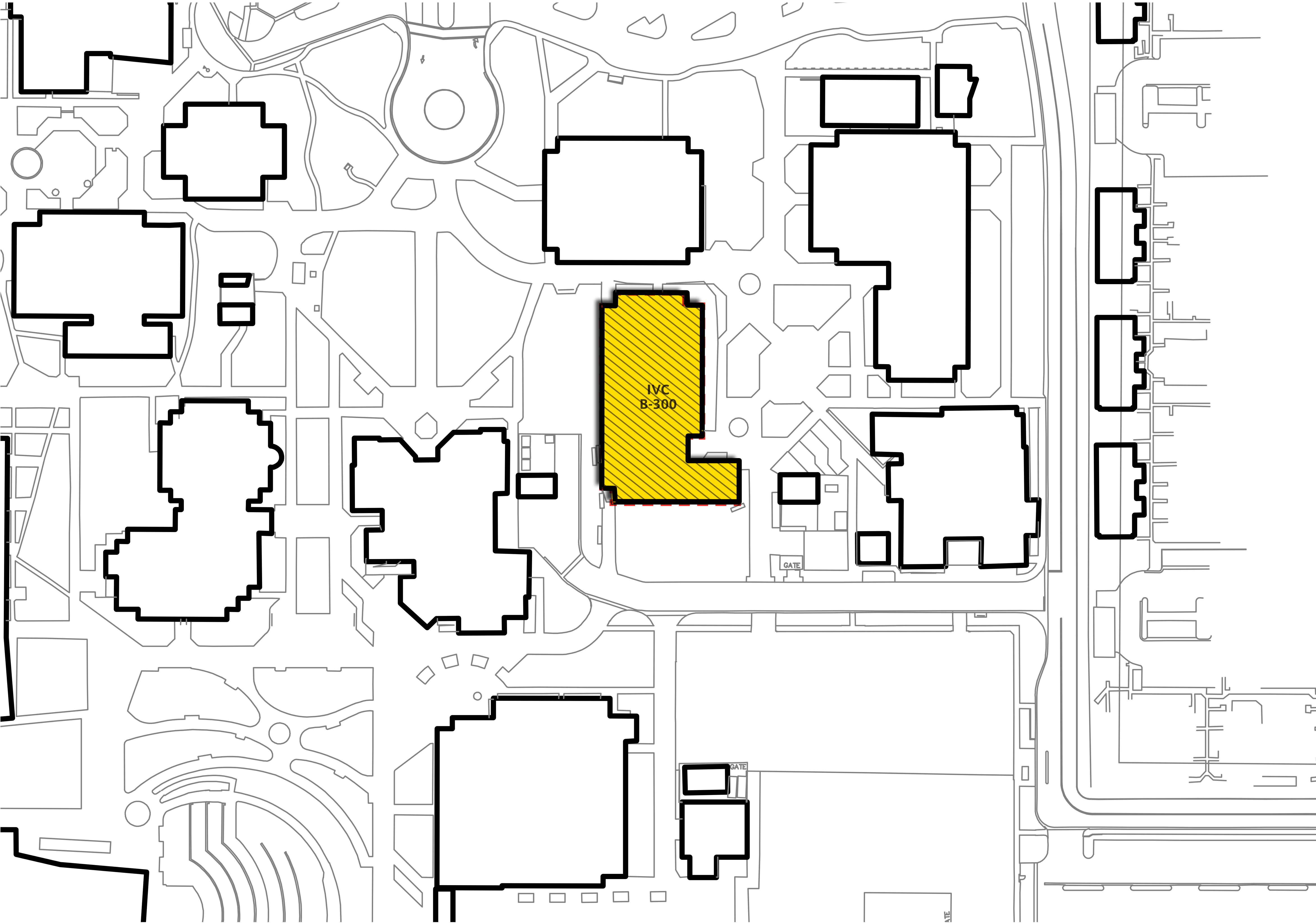
**Date of Approval**

No new programs



PHYSICL SCI & ART (B-300) (Irvine Valley College / SOCCCD)



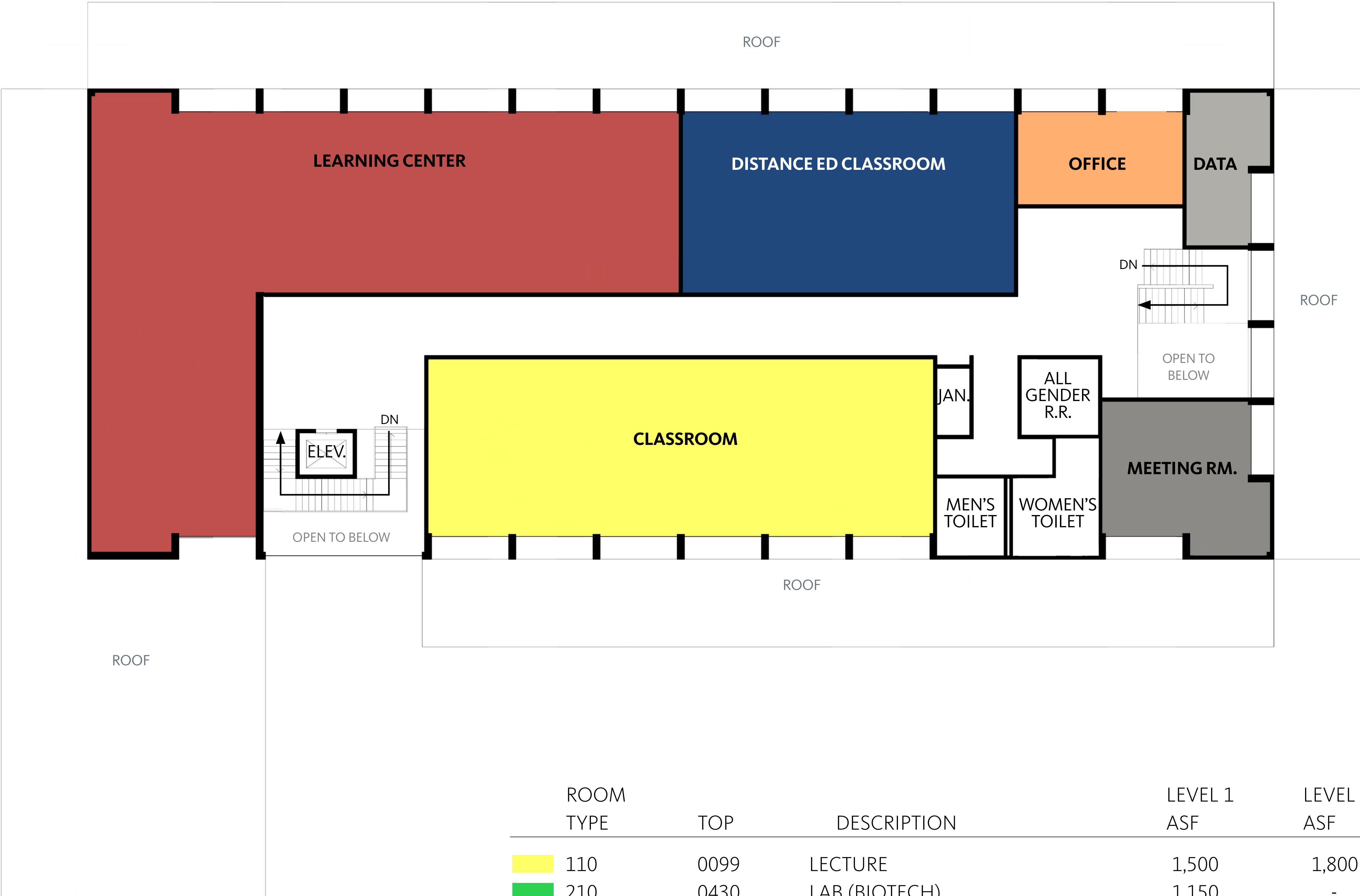


PROPOSED FLOOR PLAN (LEVEL 1)



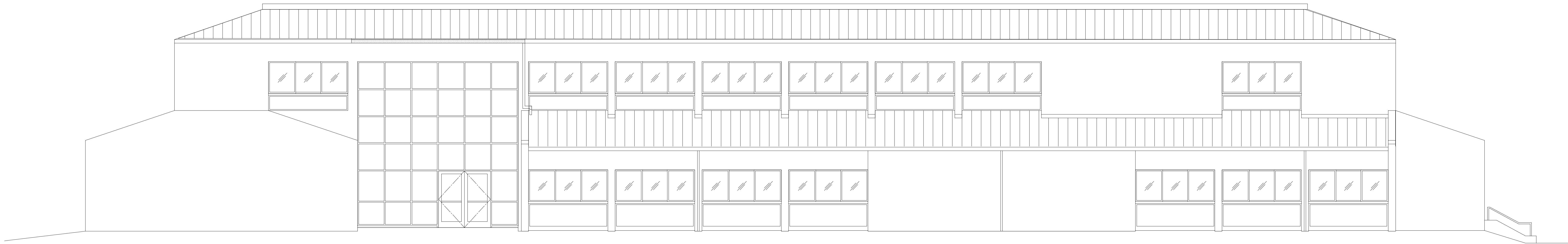
	ROOM TYPE	TOP	DESCRIPTION	LEVEL 1 ASF	LEVEL 2 ASF	TOTAL
	110	0099	LECTURE	1,500	1,800	3,300
	210	0430	LAB (BIOTECH)	1,150	-	1,150
	215	0430	LAB SERVICE (BIOTECH)	500	-	500
	210	1902	LAB (PHYSICS / ASTRONOMY)	4,330	-	4,330
	215	1902	LAB SERVICE (PHYSICS / ASTRONOMY)	650	-	650
	210	0701	LAB (INFO TECH)	3,000	-	3,000
	310	0430	OFFICE	310	-	310
	310	0701	OFFICE	-	310	310
	410	6110	LIBRARY / STUDY	-	3,000	3,000
	530	6130	AV / TV	-	1,200	1,200
	680	0099	MEETING ROOM / LOUNGE	-	460	460
	710	6780	DATA SERVER	150	150	300
	TOTAL			11,590 ASF	6,920 ASF	18,510 ASF

PROPOSED FLOOR PLAN (LEVEL 2)

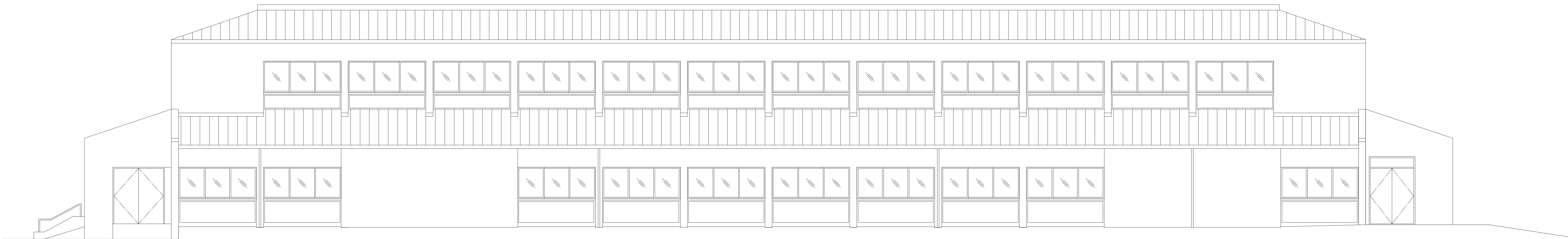


ROOM TYPE	TOP	DESCRIPTION	LEVEL 1 ASF	LEVEL 2 ASF	TOTAL
110	0099	LECTURE	1,500	1,800	3,300
210	0430	LAB (BIOTECH)	1,150	-	1,150
215	0430	LAB SERVICE (BIOTECH)	500	-	500
210	1902	LAB (PHYSICS / ASTRONOMY)	4,330	-	4,330
215	1902	LAB SERVICE (PHYSICS / ASTRONOMY)	650	-	650
210	0701	LAB (INFO TECH)	3,000	-	3,000
310	0430	OFFICE	310	-	310
310	0701	OFFICE	-	310	310
410	6110	LIBRARY / STUDY	-	3,000	3,000
530	6130	AV / TV	-	1,200	1,200
680	0099	MEETING ROOM / LOUNGE	-	460	460
710	6780	DATA SERVER	150	150	300
TOTAL			11,590 ASF	6,920 ASF	18,510 ASF

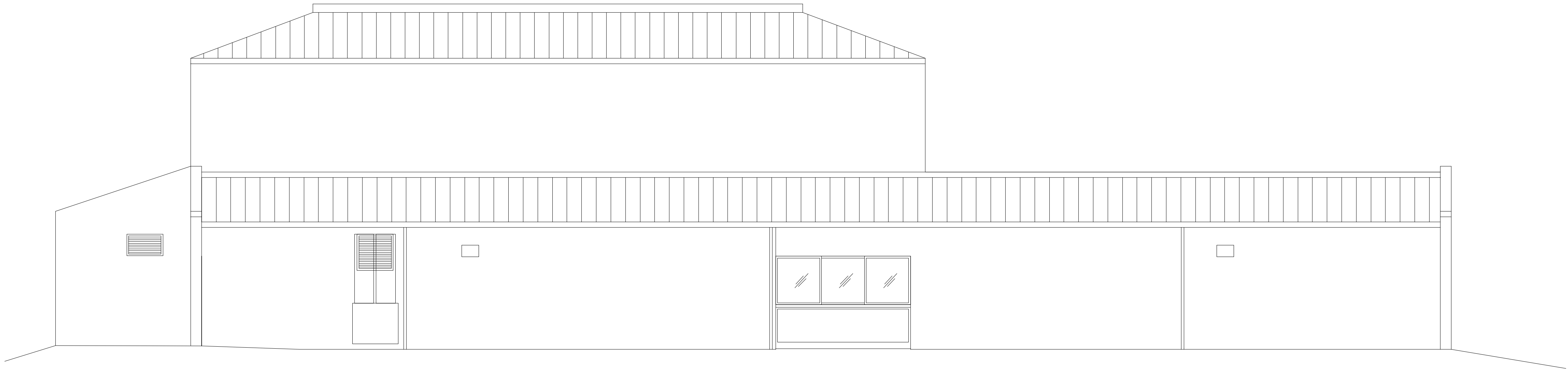
ELEVATIONS



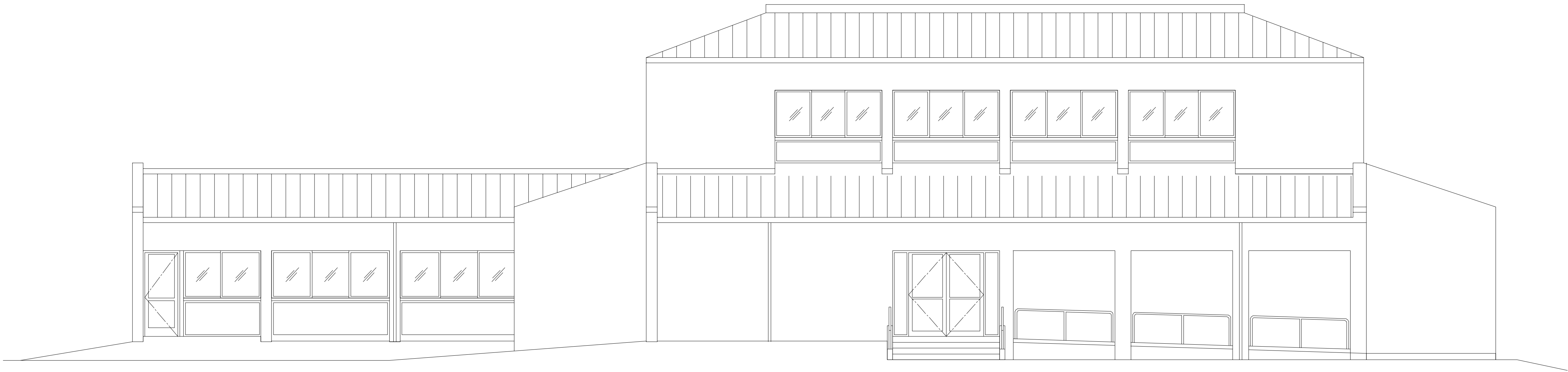
SOUTH-EAST ELEVATION



NORTH-WEST ELEVATION



SOUTH-WEST ELEVATION



NORTH-EAST ELEVATION

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** B-300 RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
110-115	Classroom	0099-4999		0	0	3,300	3,342	-42	\$16.65	\$0
210	Class Lab	0430	Biotechnology and Biomedical Technology	0	0	1,150	0	1,150	\$85.73	\$98,590
210	Class Lab	0701	Information Technology, General	0	0	3,000	0	3,000	\$245.19	\$735,570
210	Class Lab	0934	Electronics and Electric Technology	0	0	0	1,148	-1,148	\$104.70	\$0
210	Class Lab	0935	Electro-Mechanical Technology	0	0	0	1,595	-1,595	\$104.70	\$0
210	Class Lab	1002	Art (Painting, Drawing and Sculpture)	0	0	0	2,652	-2,652	\$41.29	\$0
210	Class Lab	1902	Physics, General	0	0	4,330	1,426	2,904	\$85.73	\$248,960
210	Class Lab	4930	General Studies	0	0	0	1,004	-1,004	\$32.14	\$0
215	Class Lab Service	0430	Biotechnology and Biomedical Technology	0	0	500	0	500	\$85.73	\$42,865
215	Class Lab Service	0934	Electronics and Electric Technology	0	0	0	455	-455	\$104.70	\$0
215	Class Lab Service	1002	Art (Painting, Drawing and Sculpture)	0	0	0	450	-450	\$41.29	\$0
215	Class Lab Service	1902	Physics, General	0	0	650	521	129	\$85.73	\$11,059
220	Spec Class Lab	1101	Foreign Languages, General	0	0	0	1,635	-1,635	\$61.72	\$0
300-355	Faculty Offices	0099 - 4999	Biotechnology and Biomedical Technology	0	0	310	0	310	\$26.37	\$8,175
300-355	Faculty Offices	0099 - 4999	General Assignment	0	0	0	627	-627	\$26.03	\$0
300-355	Faculty Offices	0099 - 4999	Information Technology, General	0	0	310	0	310	\$26.37	\$8,175
410-420	Library - Reading and Stack Space	6110, 6120		0	0	0	1,919	-1,919	\$0.00	\$0
410-420	Library - Reading and Stack Space	6110, 6120		0	0	0	1,400	-1,400	\$0.00	\$0
410-420	Library - Reading and Stack Space	6110, 6120		0	0	3,000	0	3,000	\$39.58	\$118,740
455	Study Service	1799	Other Mathematics	0	0	0	114	-114	\$0.00	\$0
530-535	Audio Visual Arts	6130		0	0	1,200	0	1,200	\$117.73	\$141,276

**DISTRICT** South Orange County Community College District (890)

**CAMPUS** Irvine Valley College (892)

**Project:** B-300 RENOVATION

Rm Type	Description	TOP Code	Department	No. Rms	No. Sta	ASF	Sec. ASF	Increase In Space	Equip Cost Per ASF	Total Allowable Cost
680-685	Meeting Rooms	0000-9600		0	0	460	138	322	\$27.33	\$8,800
710-715	Data Processing/Computer Lab	0000-9600		0	0	300	159	141	\$245.19	\$34,572
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>18,510</b>	<b>18,585</b>	<b>-75</b>	<b>-</b>	<b>\$1,456,781</b>

Report Generated: 05/14/2019

**12.1 - Justification For Additional Costs Exceeding Guidelines**



Construction



Equipment

**District:** South Orange County Community College District  
**College:** Irvine Valley College

**Project:** B-300 Renovation  
**Date:** July 1, 2019

**There are no additional costs over guidelines in this project.**

### 13.1 - Detailed Equipment List

**District:** South Orange County Community College District

**Project:** B-300 Renovation

**College:** Irvine Valley College

July 1, 2019

EPI 3607

Rm #	Room Description	Item Description <sup>1</sup>	Units	Unit Cost	Total Cost	Less Existing Inventory <sup>2</sup>	Total New Equipment Needed
	<b>Classroom</b>						
		Student Desk	150	\$450	\$67,500		\$67,500
		Instructors Table	6	\$500	\$3,000		\$3,000
		Instructors Smart Podium	6	\$1,250	\$7,500		\$7,500
		Instructors Chair	6	\$500	\$3,000		\$3,000
		Instructors Computer	6	\$1,750	\$10,500		\$10,500
		Instructors Smart Workstation	6	\$2,400	\$14,400		\$14,400
		AV Interface Control System	6	\$1,500	\$9,000		\$9,000
		LCD Projector	3	\$2,000	\$6,000		\$6,000
		Sound System	3	\$4,000	\$12,000		\$12,000
		Visual Presenter	3	\$2,400	\$7,200		\$7,200
	<b>Bio Tech Lab</b>						
		Student Workstation	60	\$1,500	\$90,000		\$90,000
		Student Chair	60	\$300	\$18,000		\$18,000
		Instructors Table	8	\$500	\$4,000		\$4,000
		Instructors Chair	8	\$500	\$4,000		\$4,000
		Instructors Computer	4	\$1,750	\$7,000		\$7,000
		Instructors Smart Workstation	4	\$2,400	\$9,600		\$9,600
		AV Interface Control System	4	\$1,500	\$6,000		\$6,000
		LCD Projector	4	\$2,000	\$8,000		\$8,000
		Sound System	4	\$4,000	\$16,000		\$16,000
		Visual Presenter	4	\$2,400	\$9,600		\$9,600
		Biological Refrigerator	6	\$7,500	\$45,000		\$45,000
	<b>Physics Lab</b>						
		Lab Stool	200	\$300	\$60,000		\$60,000
		Instructors Table	8	\$500	\$4,000		\$4,000
		Instructors Chair	4	\$500	\$2,000		\$2,000
		Instructors Computer	4	\$1,750	\$7,000		\$7,000
		Instructors Smart Workstation	4	\$2,400	\$9,600		\$9,600
		AV Interface Control System	4	\$1,500	\$6,000		\$6,000
		LCD Projector	4	\$2,000	\$8,000		\$8,000
		Sound System	4	\$4,000	\$16,000		\$16,000
		Visual Presenter	4	\$2,400	\$9,600		\$9,600
		Student Tables	24	\$500	\$12,000		\$12,000
	<b>Computer Lab</b>						
		Student Workstation	120	\$755	\$90,600		\$90,600
		Student Computer	120	\$1,500	\$180,000		\$180,000
		Student Chair	120	\$300	\$36,000		\$36,000
		Instructors Table	6	\$500	\$3,000		\$3,000
		Instructors Chair	6	\$500	\$3,000		\$3,000

Rm #	Room Description	Item Description <sup>1</sup>	Units	Unit Cost	Total Cost	Less Existing Inventory <sup>2</sup>	Total New Equipment Needed
		Instructors Computer	4	\$1,750	\$7,000		\$7,000
		Instructors Smart Workstation	4	\$2,400	\$9,600		\$9,600
		AV Interface Control System	4	\$1,500	\$6,000		\$6,000
		LCD Projector	4	\$2,000	\$8,000		\$8,000
		Sound System	4	\$4,000	\$16,000		\$16,000
		Visual Presenter	4	\$2,400	\$9,600		\$9,600
	<b>Faculty Office</b>						
		Box File Cabinet	12	\$600	\$7,200		\$7,200
		Lateral File Cabinet	12	\$500	\$6,000		\$6,000
		Upper Cabinets	12	\$600	\$7,200		\$7,200
		Computer	6	\$1,750	\$10,500		\$10,500
		Telephone	6	\$500	\$3,000		\$3,000
		Workstation	6	\$1,500	\$9,000		\$9,000
		Bookcases 36" Ht	12	\$300	\$3,600		\$3,600
		Staff Task Chair	6	\$550	\$3,300		\$3,300
		Guest Chair	12	\$350	\$4,200		\$4,200
	<b>Study Room</b>						
		Round Table	20	\$1,500	\$30,000		\$30,000
		Student Chair	100	\$400	\$40,000		\$40,000
		Instructors Table	4	\$500	\$2,000		\$2,000
		Instructors Chair	4	\$500	\$2,000		\$2,000
		Instructors Computer	4	\$1,750	\$7,000		\$7,000
		Instructors Smart Workstation	4	\$2,400	\$9,600		\$9,600
		AV Interface Control System	4	\$1,500	\$6,000		\$6,000
		LCD Projector	2	\$2,000	\$4,000		\$4,000
		Sound System	2	\$4,000	\$8,000		\$8,000
		Visual Presenter	2	\$2,400	\$4,800		\$4,800
		Student Computer	90	\$1,500	\$135,000		\$135,000
	<b>Distance Education</b>						
		Student Chair	40	\$400	\$16,000		\$16,000
		10' Table	12	\$600	\$7,200		\$7,200
		Instructors Table	2	\$500	\$1,000		\$1,000
		Instructors Chair	2	\$500	\$1,000		\$1,000
		Instructors Computer	2	\$1,750	\$3,500		\$3,500
		Instructors Smart Workstation	2	\$2,400	\$4,800		\$4,800
		AV Interface Control System	2	\$1,500	\$3,000		\$3,000
		LCD Projector	2	\$2,000	\$4,000		\$4,000
		Sound System	2	\$4,000	\$8,000		\$8,000
		Visual Presenter	2	\$2,400	\$4,800		\$4,800
		Distance Ed Video System	4	\$25,000	\$100,000		\$100,000
	<b>Meeting Room</b>						
		Computer	2	\$1,750	\$3,500		\$3,500
		Printer/Copier/Scanner/FAX	4	\$650	\$2,600		\$2,600
		Printer Stand	4	\$800	\$3,200		\$3,200
		Projector	2	\$1,500	\$3,000		\$3,000
		Configurable Conference Table	12	\$500	\$6,000		\$6,000
		Chair	48	\$300	\$14,400		\$14,400
		Coat Rack	2	\$90	\$180		\$180
		Smart Workstation	2	\$2,400	\$4,800		\$4,800
		AV Interface Control System	2	\$1,500	\$3,000		\$3,000

Rm #	Room Description	Item Description <sup>1</sup>	Units	Unit Cost	Total Cost	Less Existing Inventory <sup>2</sup>	Total New Equipment Needed
		LCD Projector	2	\$2,000	\$4,000		\$4,000
		Sound System	2	\$4,000	\$8,000		\$8,000
		Visual Presenter	2	\$2,400	\$4,800		\$4,800
	<b>Server Room</b>						
		Server	10	\$5,500	\$55,000		\$55,000
		Server Rack	5	\$2,000	\$10,000		\$10,000
	<b>Miscellaneous</b>						
		Vacuum	2	\$1,250	\$2,500		\$2,500
		Storage Shelves	20	\$450	\$9,000		\$9,000
		Steam Cleaning Machine	1	\$4,600	\$4,600		\$4,600
		Propane Buffer	1	\$6,200	\$6,200		\$6,200
		Floor Wax Applicator	1	\$3,500	\$3,500		\$3,500
	<b>Grand Total</b>				\$1,464,280		\$1,464,280



April 8, 2019

Lisa Hannaman  
Southern California Edison  
7300 Fenwick Lane, 2<sup>nd</sup> Floor Admin Building  
Westminister, CA 92683

Subject: Letter of Interest: California Community College New Construction for Partnerships /  
Savings-by-Design Participation  
Project Name: South Orange County CCD, Irvine Valley College, B-300 Renovation

Dear Ms. Hannaman:

The South Orange County Community College District (SOCCCD) would like to participate in the Southern California Edison Public Utilities New Construction for Partnerships / Savings-by-Design (NCP/SBD) program for the project identified above. We understand that this is a nonresidential new construction and renovation/remodel energy efficiency program, funded by utility customers through the Public Purpose Programs surcharge. We are interested in improving the energy efficiency of our upcoming projects using design assistance and financial incentives available through the NCP/SBD program.

SOCCCD agrees to provide required documentation as requested which includes a completed application for each project. We are willing to consider efficiency recommendations that will improve the performance of these projects significantly beyond Title 24 (or other baseline) requirements.

SOCCCD understands that participation in the NCP/SBD program is voluntary, and that we are under no obligation to modify the design or construction of our buildings based on resulting recommendations. We also understand that we will receive financial incentives only if we complete an agreement, our eligibility is confirmed by Southern California Edison, the performance of each building in the project meets program requirements, and the energy efficiency strategies are installed and verified by Southern California Edison.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ann-Marie Gabel".

Ann-Marie Gabel  
Vice Chancellor, Business Services  
South Orange County Community College District

Cc: Lan Yuan  
Capital Outlay Specialist  
California Community Colleges Facilities Planning Unit

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Professional Services Agreements for Task Orders of Audio-Visual Design and Integration/Implementation Services with Golden Star Technology, Inc. and Southland Technology, Inc.]

**ACTION:** Approval

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### **BACKGROUND**

Saddleback College and Irvine Valley College desire to upgrade and refresh audio-visual systems for classrooms, theaters, lecture halls, and conference rooms. There are approximately 330 such spaces within most buildings across both campuses where the current audio-visual equipment is inadequate and/or obsolete to provide a technologically conducive learning environment for students.

The Board of Trustees has approved \$5,866,154 in basic aid funding for the technology and audio-visual refresh project.

### **STATUS**

On April 19, 2019, Request for Qualifications and Proposals 367D for Professional Audio-Visual Design and Integration/Implementation Services (RFQ&P) was issued by placing advertisements in the OC Register on April 19 and 26, 2019. The RFQ&P document was made available on the District's website and sent out to 110 firms through the PlanetBids system. The District further identified and reached out to twenty (20) firms and distributed the RFQ&P. On May 20, 2019, four (4) proposals were received and have been deemed responsive in conformance to RFQ&P specifications (EXHIBIT C).

The award of Professional Services Agreements for Task Orders (Agreements) as a result of this RFQ&P and all work performed pursuant to the agreements will be by issuance of a Task Order only. The award of Agreements is not a guaranteed award of work.

This RFQ&P encompasses scope of work for Task Order No. 1 which includes design, project management, integration, calibration and implementation as well as ongoing warranty services and other related services of AV systems in forty (40) rooms at Saddleback College and fourteen (14) rooms at Irvine Valley College. This recommendation of award includes approval for the issuance of Task Order No. 1.

All future Task Orders for other contemplated phases will be issued by the District as needed schedule and will be assigned to the firm(s) based on the originally contracted price and other terms, as negotiated per the scope of the Task Order.

Based on a combination of qualifications and expertise, demonstrated knowledge and experience with higher education, client references and fees, the committee recommends award of contracts to two (2) firms: Golden Star Technology, Inc. (EXHIBIT A) and Southland Technology, Inc. (EXHIBIT B). The term of the contracts is set for three (3) years with up to two (2) one-year extensions.

Funding for the project is available in the basic aid accounts for Saddleback College and Irvine Valley College.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Professional Services Agreements for Task Orders with Golden Star Technology, Inc. and Southland Technology, Inc. from June 25, 2019 through June 24, 2024.



**PROFESSIONAL SERVICES AGREEMENT FOR TASK ORDERS  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into this **25th day of June in the year 2019**, between **South Orange County Community College District**, hereinafter referred to as "District", and **Golden Star Technology, Inc.**, hereinafter referred to as "Consultant". The District and the Consultant are sometimes referred to herein as a "Party" and collectively as the "Parties". This Agreement is made with reference to the following facts:

**WHEREAS**, District requires specialized services and/or advice in connection with certain professional consulting, financial, economic, accounting, estimate and/or administrative matters where such services and advice are not available to the District without cost either internally or from other public agencies;

**WHEREAS**, Consultant has represented to the Governing Board that Consultant is knowledgeable and qualified in skills required for this project and covenants that Consultant is capable of performing the services required under this agreement; and

**WHEREAS**, District desires to obtain specialized services and/or advice for the Professional Audio-Visual Integration/Installation Services described further in the RFP No. 367D dated April 19, 2019, hereinafter referred to as the "Project", located within the District; and

**WHEREAS**, Consultant has indicated its willingness and commitment to provide its specialized services and/or advice to the District on the terms hereafter set forth in this Agreement.

**NOW, THEREFORE**, the Parties hereto agree as follows:

**ARTICLE I**  
**SCOPE OF SERVICES AND RESPONSIBILITIES**

1. Services. Consultant shall provide and deliver all aspects of services related to the Professional Audio-Visual Integration/Installation Services specified in the District's Request for Qualification & Proposal ("RFQ&P") No. 367D referenced herein and made a part hereof, and the proposal ("Proposal") submitted by Consultant to District, dated May 20, 2019, referenced herein and made a part hereof, (Collectively, the "Services") to District. However, the Parties understand and agree that the services specified in the RFQ&P and/or Proposal are intended to cooperate and be complementary and shall be interpreted per the provisions in Article IX 8. of this Agreement.

As set forth herein, the District may pursuant to this Agreement, from time to time, issue Task Orders to Consultant authorizing certain work, and the provisions of this Agreement shall apply to all such Task Orders. Consultant shall not perform and District shall not be liable for any work performed by Consultant unless written authorization from District is given to Consultant in the form of such Task Order(s) prior to the performance of such work.

The Consultant shall provide to the District on the terms set forth herein, and within the time stipulated in each individual Task Order, all the services articulated in the Consultant's scope of work ("Services"), which may be more particularly described in a Task Order issued pursuant to this Agreement. The Parties agree if there is a proposal or similar document that the terms of this Agreement shall be controlling over any of the terms contained within the Consultant's proposal

or similar document.

2. Contract Documents. The following contract documents are considered part of the final Agreement, in order of precedence:
  - a. All properly executed Task Orders, and any Exhibits thereto.
  - b. The final executed Agreement between the Consultant and District.
  - c. Request for Proposal ("RFP") No. 367D for Professional Audio-Visual Integration/Installation Services dated April 19, 2019, as originally released, with Proposal Forms, Appendices and any addenda thereto – Exhibit A referenced herein and made a part hereof.
  - d. Consultant's proposal dated May 20, 2019, including all addenda and attachments, but not including any provisions which do not exceed the minimum standards set forth in the RFP – Exhibit B referenced herein and made a part hereof.
3. Contract Term. The term of this Agreement shall begin June 25, 2019 and shall end June 24, 2022, in accordance with the schedule. This contract is for a "Base Period" of three (3) years. The District has the option to extend the term of the contract for two (2) additional periods consisting of 12 months each. This Agreement will not exceed five (5) years total. The time for completing the Services set forth in a Task Order shall be established in each individual Task Order issued to Consultant.
4. Liquidated Damages. Time is of the essence. Should Consultant fail to complete any part of its Services required pursuant to a Task Order within the time specified in the individual Task Order, the District will suffer damage, the amount of which is difficult, if not impossible, to ascertain and, pursuant to the authority of Government Code section 53069.85, the District shall therefore be entitled to five hundred dollars (\$500) per calendar day as liquidated damages for each calendar day or part thereof that actual completion extends beyond the time specified in a Task Order.
5. Representations and Warranties. Consultant makes the following certifications, representations, and warranties for the benefit of the District and Consultant acknowledges and agrees that the District, in deciding to engage Consultant pursuant to this Agreement, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this Agreement and the course of Consultant's engagement hereunder:
  - a. Consultant is qualified in all respects to provide to the District all of the Services contemplated by this Agreement and, to the extent required by any applicable laws, Consultant has all such licenses and/or governmental approvals as would be required to carry out and perform, for the benefit of the District, such Services as are called for hereunder.
  - b. Consultant, in providing the Services and in otherwise carrying out its obligations to the District under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including workers' compensation and equal protection and non-discrimination laws. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

6. Standard of Care. The Consultant will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The Consultant will furnish, at its expense, those Services that are set forth in this Agreement and represents that the Services set forth in said EXHIBIT are within the technical and professional areas of expertise of the Consultant or any sub-Consultant the Consultant has engaged or will engage to perform the Service(s). The District shall request in writing if the District desires the Consultant to provide Services in addition to, or different from, the Services described. The Consultant shall advise the District in writing of any Services that, in the Consultant's opinion, lie outside of the technical and professional expertise of the Consultant.
7. Reports. The Consultant shall provide any required DSA reports, certifications or forms for each of the DSA application numbers included under this Project within ten (10) days of that specific DSA application number Project completion.
8. Employees. Consultant warrants that all of Consultant's employees and Subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and Subconsultants or sub-Consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.
9. Authorized Changes. The Consultant is not authorized to modify, waive, eliminate, or add any requirement to the Project's specifications or other contract documents, nor to approve or accept any portion of the construction work, unless specifically authorized in writing by the District or its authorized representative. The Consultant shall not have the right to reject work or the right to stop work, except for such periods as may be required to conduct sampling, testing or inspection of work covered by this Agreement.

## **ARTICLE II**

### **PAYMENTS TO CONSULTANT**

1. Basic Services. Consultant shall not be entitled to any compensation for any services unless and until a written Task Order has been issued by the District. Upon issuance of such a Task Order, Consultant agrees to perform basic Services provided by this Agreement and the Task Order, and District agrees to pay Consultant for such Services in accordance with the fee schedule set forth in Attachment A – June 5, 2019 Revised Proposal Form D: Fee and Rate Proposal and confirmed as a not to exceed price in the Task Order. Compensation for Additional Services shall be dependent upon Consultant's compliance with the provisions outlined in ARTICLE IV below and shall be calculated in accordance with the rates set forth.
2. Reimbursable Costs/Expenses. The District recognizes that certain costs and expenses associated with the Services performed are reimbursable to the Consultant. Provided that the Consultant obtains the District's prior written approval, costs and expenses will be reimbursed to the Consultant in accordance with this ARTICLE. The District's prior written authorization is an express

condition precedent to any reimbursement to the Consultant of such costs and expenses, and no claim for any additional compensation or reimbursement shall be valid absent such prior written approval by the District and calculated in accordance with the rates set forth. The Consultant's mileage and travel time shall not be considered as an allowable reimbursable expense. The descriptive categories of expenses that may be considered for reimbursement are as follows, and any other reimbursable expenses must be approved in writing by the District:

- a. Approved reproduction of reports and/or other documents in excess of the copies required by this Agreement;
  - b. Fees advanced for securing approval of authorities in connection with the Services rendered pursuant to this Agreement;
  - c. Cost of UPS, Federal Express, and other deliverables; and
  - d. Cost of Subconsultants hired by Consultant with prior written approval of District.
3. The Consultant shall submit invoices monthly to the District for the fees incurred during the billing period and reimbursable expenses (if any). Separate invoices shall be submitted for each Project and Service Authorization Order. Invoice shall be processed within thirty (30) days upon receipt and approval by South Orange Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
  4. All invoices submitted must contain the following certification statement: "I certify that payment requested is for appropriate purposes and in accordance with the provisions of the Agreement." All invoices must be signed by Consultant's Chief Financial Officer or designee.
  5. Consultant certifies that Consultant has not and will not receive pay for the same services or days of Service by any other public agency.
  6. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, unless otherwise specifically stated in the Agreement.
  7. The District may withhold, or on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the District from loss, including costs and attorneys' fees, on account of:  
(1) defective or deficient work product not remedied; (2) failure of the Consultant to make payments properly to its employees or sub-Consultants; or (3) failure of Consultant to perform its services in a timely manner so as to conform to Project schedule.

### **ARTICLE III**

#### **TERMINATION**

1. This Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party in the event of an uncured substantial failure of performance by such other Party, including insolvency of Consultant; or if the District should decide to abandon or indefinitely postpone the Project.

2. In the event of a termination based upon abandonment or postponement by District, the District shall pay to the Consultant for all Services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the Consultant for Board approved Additional Services. In ascertaining the Services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings, reports and/or other documents whether delivered to the District or in the possession of the Consultant. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased Consultant and replacement Consultant costs, shall be deducted from payments to the Consultant.
3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph 4 below, and Consultant shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by Consultant.
4. This Agreement may be terminated without cause by District upon thirty (30) days written notice to the Consultant. In the event of a termination without cause, the District shall pay Consultant for all Services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the Consultant for Board approved Additional Services.
5. In the event of a dispute between the Parties as to performance of the work or 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 this dispute, Consultant agrees to continue the work diligently to completion. If the dispute is not resolved, Consultant agrees it will neither rescind the Agreement nor stop the progress of the work, but Consultant's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Project has been completed, and not before. The Parties may agree in writing to submit any dispute between the Parties to mediation and/or arbitration.

#### **ARTICLE IV** **ADDITIONAL SERVICES**

1. 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 any Additional Services. The District may also require Consultant to perform additional services which are, in the District's discretion, necessary. Compensation for all Additional Services shall be negotiated and approved in writing by the District before Consultant performs such Additional Services. Consultant shall not be entitled to any compensation for performing Additional Services that are not previously approved by the District in writing. Additional Services may include:
  - a. Making material revisions in reports or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of such documents;

- b. Preparing reports and other documentation and supporting data, and providing other Services in connection with Project modifications required by causes beyond the control of the Consultant which are not the result of the direct or indirect negligence, errors or omissions on the part of Consultant;
- c. If the District requests additional shifts to complete the Services articulated where the requests for additional shifts do not arise from the direct or indirect negligence, errors or omissions on the part of Consultant, the Consultant's compensation is expressly conditioned on the lack of fault of the Consultant; and
- d. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with the generally accepted practice in the Consultant's industry.

**ARTICLE V**  
**SUCCESSORS AND ASSIGNS**

- 1. It is mutually understood and agreed that this Agreement shall be binding upon the District and its successors and upon the Consultant, its partners, successors, executors, and administrators. Neither this Agreement, nor any monies due or to become due thereunder, may be assigned by the Consultant without the written consent and approval of the District.

**ARTICLE VI**  
**AUDIT AND INSPECTION OF RECORDS OF THE CONSULTANT**

- 1. At any time during the normal business hours and as often as District may deem necessary, Consultant shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Consultant and Consultant will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract. Consultant shall allow inspection of all work, data, documents, proceedings, and records related to the Contract for a period of four (4) years from the date of final payment under this Contract.

**ARTICLE VII**  
**REPORTS AND/OR OTHER DOCUMENTS**

- 1. The reports and/or other documents that are prepared, reproduced, maintained and/or managed by the Consultant or Consultant's Consultants in accordance with this Agreement, shall be and remain the property of the District (hereinafter "PROPERTY"). The District may provide the Consultant with a written request for the return of its PROPERTY at any time. Upon Consultant's receipt of the District's written request, Consultant shall return the requested PROPERTY to the District within seven (7) calendar days. Failure to comply with the requirements in this Article shall be deemed a material breach of this Agreement.

**ARTICLE VIII**  
**INDEMNITY AND INSURANCE**

- 1. Hold Harmless and Indemnification. To the fullest extent permitted by law and as a material part of this agreement, Consultant shall hold harmless and indemnify South Orange County Community

College District, its Board of Trustees, officers, employees, agents, volunteers, and representatives from and against any and all claims, liabilities, losses, costs, damages, expenses and obligations, including reasonable attorney fees, arising from the acts and errors or omissions of Consultant or of persons acting on behalf of Consultant, however caused, in the performance of the services specified herein excluding, however, such liability claims, losses, damages, or expenses arising from the District's sole or active negligence, willful misconduct, or unlawful acts. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Consultant shall hold harmless and indemnify South Orange County Community College District from any and all losses, costs or expenses resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. This hold harmless and indemnification includes, but is not limited to, compensatory damages, regulatory fines and penalties, and extra-contractual liability. In no event shall the District be liable for any loss of Consultant's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages.

The parties understand and agree that the above shall be the sole indemnity provision governing this agreement. Any other indemnity that is attached to this agreement shall be void and unenforceable between the parties. Neither termination of this agreement nor completion of the acts to be performed under this Agreement shall release Consultant from its obligations to indemnify as to any claims or causes of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

2. Insurance. Consultant shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California, A.M. Best rated at least A-: VII, and acceptable to District, which will protect Consultant and District from claims which may arise out of, or result from, Consultant's actions or inactions relating to this Agreement, whether such actions or inactions be by themselves or by any sub-Consultant, Subconsultant 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 per services coverage for:
  - a. Workers' Compensation and Employer's Liability insurance in accordance with the laws of the State of California. Coverage limits under the Workers' Compensation Insurance shall be in accordance with legal requirements; coverage limits under the Employers Liability insurance shall be not less than ONE MILLION DOLLARS (\$1,000,000).
  - b. Commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate including coverage for the following:
    - i. Blanket Contractual
    - ii. Broad form property damage
    - iii. Products & Completed Operations
    - iv. Personal Injury
  - c. Auto Liability insurance with combined single limits of not less than one million dollars (\$1,000,000.00) per occurrence for "Any Auto.
  - d. Failure of the Consultant to maintain policies of insurance in the minimum coverage limits set forth herein is a material breach of this Agreement and grounds for immediate termination.

- e. The Consultant and its Subconsultants shall, at all times during the Work, maintain the policies of insurance in the minimum coverage amounts set forth in the Agreement. The Consultant's Commercial General Liability insurance and Automobile Liability Insurance shall name the District as an Additional Insured. All policies of insurance shall include provisions that the policy of insurance will not be materially modified, cancelled, or allowed to expire without at least thirty (30) days advance notice to the District. Prior to commencing the Work, the Consultant shall deliver Certificates of Insurance for the Consultant and its Subconsultants evidencing the required insurance coverages, in the minimum coverage limits required by the Agreement and the District as the Certificate Holder, along with all required endorsements. Policies of insurance required of the Consultant and Subconsultants is primary; policies of insurance maintained by the District are excess and non-contributory to that of the Consultant's/Subconsultant's policies of insurance.
- f. All insurance coverage amounts specified hereinabove shall cover only risks relating to, or arising out of, the services governed by this particular Agreement. The insurance and required amounts of insurance specified above shall not be reduced or encumbered on account of any other services of the Consultant.

#### **ARTICLE IX** **MISCELLANEOUS**

1. Performance and Payment Bonds. The Services under this Agreement shall be assigned and bonded on a Task Order by Task Order basis. If required by law or requested by the District, upon the District's issuance of a Task Order Consultant shall furnish a surety bond in an amount equal to one hundred percent (100%) of the Task Order price as security for faithful performance of this Agreement and shall furnish a separate bond in an amount at least equal to one hundred percent (100%) of the Task Order price as security for payment of persons performing labor and furnishing materials in connection with the Task Order.
2. Control and Payment of Consultant and its Subordinates. Consultant, in the performance of this Agreement, shall be and act as an independent Consultant. Consultant understands and agrees that Consultant and all of Consultant's 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 Workers' Compensation. Consultant assumes the full responsibility for the acts and/or omissions of Consultant's employees or agents as they relate to the Services to be provided under this Agreement. Consultant shall assume full responsibility for payment of any applicable prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective Consultant's employees.
3. Prevailing Wages: If applicable and required under California Labor Code section 1720 *et seq.*, Consultant shall pay, and shall cause all sub-Consultants and/or Subconsultants of every tier to pay, not less than the specified prevailing wage rates, to the extent applicable, to all workers employed to perform work or Services under this Agreement. Consultant shall defend, indemnify and hold District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all sub-Consultants

to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor, and debarment of Consultants and Subconsultants.

4. Registration. If the services are being performed as part of an applicable “public works” or “maintenance” project, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all sub-Consultants must be registered with the Department of Industrial Relations (“DIR”). Consultant shall maintain registration for the duration of the project and require the same of any sub-Consultants. This project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.
5. Installation Requirements. As may be further described and set forth in a Task Order, all installation, integration, and other potentially public works construction activities which may be contemplated by Consultant, shall be performed in accordance with all applicable, laws, rules, and regulations of the District.
6. Ownership of Materials and Confidentiality.
  - (a) All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District’s sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.
  - (b) All such materials and data shall be provided to the District, or such other agency or entity as directed by District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by District. Should District wish to obtain possession of any such materials or data during the term of this Agreement, it shall make its request in writing. Such information shall be provided to the District within forty-eight (48) hours of its request.
7. No Third Party Beneficiaries. 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.
8. Conflicting Provisions. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved or ratified by District’s Board of Trustees, and executed by the Parties shall be interpreted in the benefit of the District. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference. However, the Parties understand and agree that the service specified in the Agreement and any provisions set forth in any referenced attachments or exhibits to this Agreement is intended to

cooperate and be complementary; provided further, however, that in the event of a conflict between the Agreement and the provisions set forth in any referenced attachments or exhibits, the Agreement shall control, unless the provisions set forth in any referenced attachments or exhibits to this Agreement provides the District with greater benefits or more expansive services in which case the provisions set forth in any referenced attachments or exhibits to this Agreement shall compliment the terms of this Agreement.

9. Consultation with Legal Counsel. Each of the Parties have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this Agreement. Each of the Parties agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this Agreement. This Agreement represents the entire Agreement between the District and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the District and the Consultant.
10. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.
11. Attorneys' Fees. If either Party becomes involved in litigation arising out of this Agreement or the performance thereof, each Party shall bear its own litigation costs and expenses, including reasonable attorney's fees.
12. Exhibits and Recitals. All exhibits and recitals referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof with the exception of those documents or provisions that are subject to the exclusions specifically set forth in this Agreement.
13. Interpretation. This Agreement shall be liberally construed to effectuate the intention of the Parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to any word, phrase or provision of this Agreement, neither this Agreement nor any uncertainty or ambiguity herein will be construed or resolved against either party (including the Party primarily responsible for drafting and preparation of this Agreement), under any rule of construction or otherwise, it being expressly understood and agreed that the Parties have participated equally or have had equal opportunity to participate in the drafting hereof.
14. Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is expressly specified in writing.
15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, all of which shall be sufficient evidence of this Agreement.
16. Confidentiality and Use of Information:
  - (a) Consultant shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.

- (b) Consultant shall advise the District of any and all materials used, or recommended for use by Consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Consultant shall fail to so advise the District and as a result of the use of any programs or materials developed by Consultant under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Consultant agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.
- (c) Notwithstanding the above requirements, to the extent any records or documents associated with the Consultant's services and/or the project are or become public records, they shall be subject to disclosure pursuant to the Public Records Act and applicable California law.
17. Governing Law: This Agreement shall be governed by the laws of the State of California.
18. Severability: If any portion of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be enforceable without such provisions.
19. Notices: 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, overnight, or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the fifth 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 Paragraph. At the date of this Agreement, the addresses of the Parties are as follows:
- |   |   |
|---|---|
| To the District:  | To the Consultant:  |
| South Orange Community College District   | Golden Star Technology, Inc.  |
| Attn: Priya Jerome, Executive Director of<br>Procurement, Central Services & Risk Management<br>28000 Marguerite Parkway<br>Mission Viejo, CA 92692<br>Phone: 949-582-4680<br>Fax: 949-364-1731 | Attn: Henry Ngo<br>12881 166 <sup>th</sup> Street<br>Cerritos, CA 90703<br>Phone: 562-345-8766<br>Fax: 562-546-1290 |
20. Conflict of Interest. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
21. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort

to contact and utilize DVBE Subconsultants or sub- Consultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE Subconsultants or sub-Consultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

22. Tobacco Prohibited: any tobacco use (smoking, chewing, etc.) by anyone, is prohibited at all times on any District property.
23. Mandatory Dress. Appropriate dress is mandatory. Therefore, tank tops, cut-offs and shorts are not allowed. Additionally, what is written or pictured on clothing must comply with the requirements of acceptable language, no profanity or other offensive language shall be permitted.
24. Images: If applicable, the Consultant is prohibited from capturing on any visual medium images of any property, logo, student, or employee of the District, or any image that represents the District without express written consent from the District.
25. Board Approval. In accordance with California Education Code section 81655, this Agreement is not a valid or enforceable obligation against the District until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

**ARTICLE X**  
**ENTIRE AGREEMENT**

1. All of the Agreement between the Parties is included herein, and no warranties expressed or implied, representations, promises, or statements have been made by either Party unless endorsed hereon in writing, and no charges or waiver of any provision hereof shall be valid unless made in writing and executed in the same manner as the Agreement.
2. Neither amendments to nor modifications of this Agreement shall be effective unless signed by officials of the Consultant and the District having authority equal to or greater than that of the officials signing this Agreement. The District and the Consultant hereby agree to the full performance of the covenants contained herein.

**SIGNATURE PAGE FOLLOWS**

The Parties, through their authorized representatives, have executed this Agreement as of the day and year first written above.

**Golden Star Technology, Inc.**

Dennis Wang  
Chief Operating Officer  
12881 166<sup>th</sup> Street  
Cerritos, CA 90703  
Telephone: 562-345-8711  
Fax: 562-345-8714  
SS#/Federal Tax ID: 33-0116008

Signature: \_\_\_\_\_

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

**South Orange Community College District**

Ann-Marie Gabel  
Vice Chancellor, Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Telephone: 949-582-4664  
Fax: 949-364-1731

Signature: \_\_\_\_\_

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

**ATTACHMENT A**

**JUNE 5, 2019  
REVISED PROPOSAL FORM D  
FEE AND RATE PROPOSAL  
Golden Star Technology, Inc.**

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

1. The Fee Proposal shall include all costs to complete the scope of work.
2. Please indicate the title of each team member to be assigned to this project, along with the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual fees and rates will be subject to negotiation prior to issuance of any agreement. Pricing shall be submitted for years 1 through 5 of the proposed contract period. Fees for all 5 years shall be firm.
3. The Firm shall provide a three (3) year warranty and service plan per Section VII of the Scope of Services of the RFQ&P.

<b>AVI Services</b>	<b>Hourly Rate for 2019-2020</b>	<b>Hourly Rate for 2020-2021</b>	<b>Hourly Rate for 2021-2022</b>	<b>Hourly Rate for 2022-2023</b>	<b>Hourly Rate for 2023-2024</b>
Project Manager	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Design Engineer	\$80.00	\$80.00	\$80.00	\$80.00	\$80.00
Integration Technician	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Implementation Technician	\$70.00	\$70.00	\$70.00	\$70.00	\$70.00
Ongoing Warranty & Maintenance Technician	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### TASK ORDER 1

#### PROFESSIONAL AUDIO-VISUAL DESIGN AND INTEGRATION/IMPLEMENTATION SERVICES

This Task Order ("TO") is entered by and between South Orange County Community College District and **Golden Star Technology, Inc.** ("Consultant") as of 6/25/2019.

Whereas, the District entered into a written Agreement entitled Agreement for Professional Audio-Visual Design and Integration/Implementation Services ("Agreement") generally establishing terms and conditions for the Consultant's services.

Whereas, this TO sets forth the specific terms and conditions applicable to the District assignment of the Task Order to the Consultant for the completion of Professional Audio-Visual Design and Integration/Implementation Services.

NOW THEREFORE, the District and Consultant agree as follows:

**1. Task Order Project Description.** The Project is described as follows:

See RFQ&P 367D - Appendix H: Task Order 1- AV Room Scope: Saddleback College – 40 Classroom Professional Audio-Visual Design and Integration/Implementation Services. Irvine Valley College – 9 Classroom Professional Audio- Visual Design Integration/Implementation Services.

**2. Consultant Personnel.** Consultant Personnel for the TO are:

Title/Description	Name and Contact Information
Project Executive	Michael Stone; 626-800-8381; mstone@gstes.com;
Project Manager	Cyreel Basabica; 562-345-8713; cbasbica@gstes.com

**3. Task Order Project Schedule.** The Consultant's completion of Consultant Services for the Project shall be in accordance with the following Task Order Project Schedule: See Attached Document: Integration and Implementation Schedule for Task Order 1.

**4. Task Order Contract Price.** The Contract Price for the TO is:

Implementation & Integration of forty (49) rooms		
Item Description	Irvine Valley College	Saddleback College
	NTE Cost (9 Rooms)	NTE Cost (40 Rooms)
Implementation & Integration Services	\$80,119.00	\$228,865.00
Contractor Furnished-Contractor Installed (CFCI) Crestron Equipment, Materials and Supplies	\$98,286.60	\$187,377.82
Contractor Furnished-Contractor Installed (CFCI) Wiring Raceways per Appendix M	\$7,076.68	\$21,774.40
Contractor Furnished-Contractor Installed (CFCI) Auxiliary Materials and Supplies	Included	Included
Training	Included	Included
Allowance	\$18,548.23	\$43,801.72
<b>NTE Total Lump Sum Cost</b>	<b>\$204,030.51</b>	<b>\$481,818.94</b>

\*Costs identified above for materials and goods are not inclusive of sales/applicable taxes. All invoices shall include taxes as a separate line item that would be payable by the District.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

- 5. Agreement Terms.** All terms of the Agreement are incorporated herein and applicable to the TO, except as modified by the terms of this TO.

The District and Consultant have executed this TO as of the date set forth above.

CONSULTANT  
BY:

\_\_\_\_\_  
Signature of Authorized Representative

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BY:

\_\_\_\_\_  
Signature of Authorized Representative




















Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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




















## Appendix I: Implementation and Integration Schedule for Task Order No. 1

ID		Task Mode	Task Name	Duration	Start	Finish																												
							Jun 16, '19 F	M	T	Jun 23, '19 S	W	Jun 30, '19 S	T	Jul 7, '19 F	M	T	Jul 14, '19 S	W	Jul 21, '19 S	T	F	Jul 28, '19 M	T	Aug 4, '19 S	W	Aug 11, '19 S	T	F	Aug 18, '19 M	T	Aug 25, '19 S	W	Sep 1, '19 S	T
1			Notice to Proceed	0 days	Wed 7/3/19	Wed 7/3/19																												
2			SC LRC 314	3 days	Wed 7/3/19	Fri 7/5/19																												
3			SC BGS 235	3 days	Wed 7/3/19	Fri 7/5/19																												
4			SC VIL 3-03	3 days	Wed 7/3/19	Fri 7/5/19																												
5			SC SSC 140	3 days	Mon 7/8/19	Wed 7/10/19																												
6			SC BGS 330	3 days	Mon 7/8/19	Wed 7/10/19																												
7			SC HS 102	3 days	Mon 7/8/19	Wed 7/10/19																												
8			SC VIL 9-03	3 days	Thu 7/11/19	Mon 7/15/19																												
9			SC LRC 103	3 days	Thu 7/11/19	Mon 7/15/19																												
10			SC PE 304	3 days	Thu 7/11/19	Mon 7/15/19																												
11			SC LRC 116	3 days	Tue 7/16/19	Thu 7/18/19																												
12			SC SM 302	3 days	Tue 7/16/19	Thu 7/18/19																												
13			SC VIL 29-2	3 days	Tue 7/16/19	Thu 7/18/19																												
14			SC BGS 244	3 days	Fri 7/19/19	Tue 7/23/19																												
15			SC BGS 131	3 days	Fri 7/19/19	Tue 7/23/19																												
16			SC BGS 329	3 days	Fri 7/19/19	Tue 7/23/19																												
17			SC HS 104	3 days	Wed 7/24/19	Fri 7/26/19																												
18			SC VIL 9-04	3 days	Wed 7/24/19	Fri 7/26/19																												
19			SC FA 101	3 days	Wed 7/24/19	Fri 7/26/19																												
20			SC PE 601	3 days	Mon 7/29/19	Wed 7/31/19																												
21			SC LRC 117	3 days	Mon 7/29/19	Wed 7/31/19																												
22			SC SM 303	3 days	Mon 7/29/19	Wed 7/31/19																												
23			SC BGS 253	3 days	Thu 8/1/19	Mon 8/5/19																												
24			SC BGS 234	3 days	Thu 8/1/19	Mon 8/5/19																												
25			SC BGS 144	3 days	Thu 8/1/19	Mon 8/5/19																												
26			SC BGS 328	3 days	Tue 8/6/19	Thu 8/8/19																												
27			SC HS 105	3 days	Tue 8/6/19	Thu 8/8/19																												
28			SC FA 103	3 days	Tue 8/6/19	Thu 8/8/19																												
29			SC PE 501	3 days	Fri 8/9/19	Tue 8/13/19																												
30			SC LRC 209	3 days	Fri 8/9/19	Tue 8/13/19																												
31			SC SM 122	3 days	Fri 8/9/19	Tue 8/13/19																												
32			SC BGS 132	3 days	Wed 8/14/19	Fri 8/16/19																												
33			SC LRC 212A	3 days	Wed 8/14/19	Fri 8/16/19																												
34			SC BGS 252	3 days	Wed 8/14/19	Fri 8/16/19																												
35			SC BGS 119	3 days	Mon 8/19/19	Wed 8/21/19																												
36			SC SSC 140J	3 days	Mon 8/19/19	Wed 8/21/19																												

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			

## Appendix I: Implementation and Integration Schedule for Task Order No. 1

ID		Task Mode	Task Name	Duration	Start	Finish
37			SC BGS 327	3 days	Mon 8/19/19	Wed 8/21/19
38			SC HS 112	3 days	Thu 8/22/19	Mon 8/26/19
39			SC FA 202	3 days	Thu 8/22/19	Mon 8/26/19
40			SC PE 301	3 days	Thu 8/22/19	Mon 8/26/19
41			SC SM 346	3 days	Tue 8/27/19	Thu 8/29/19
42			IVC A305	3 days	Wed 7/3/19	Fri 7/5/19
43			IVC A306	3 days	Wed 7/3/19	Fri 7/5/19
44			IVC A308	3 days	Mon 7/8/19	Wed 7/10/19
45			IVC A311	3 days	Mon 7/8/19	Wed 7/10/19
46			IVC BST-209	3 days	Thu 7/11/19	Mon 7/15/19
47			IVC CEC-3	3 days	Thu 7/11/19	Mon 7/15/19
48			IVC LIB-213	3 days	Tue 7/16/19	Thu 7/18/19
49			IVC PAC-144	3 days	Tue 7/16/19	Thu 7/18/19
50			IVC SSC 260g	3 days	Fri 7/19/19	Tue 7/23/19

Task		Project Summary		Manual Task		Start-only		Deadline	
Split		Inactive Task		Duration-only		Finish-only		Progress	
Milestone		Inactive Milestone		Manual Summary Rollup		External Tasks		Manual Progress	
Summary		Inactive Summary		Manual Summary		External Milestone			



**PROFESSIONAL SERVICES AGREEMENT FOR TASK ORDERS  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

This Agreement is made and entered into this **25th day of June in the year 2019**, between **South Orange County Community College District**, hereinafter referred to as "District", and **Southland Technology, Inc.**, hereinafter referred to as "Consultant". The District and the Consultant are sometimes referred to herein as a "Party" and collectively as the "Parties". This Agreement is made with reference to the following facts:

**WHEREAS**, District requires specialized services and/or advice in connection with certain professional consulting, financial, economic, accounting, estimate and/or administrative matters where such services and advice are not available to the District without cost either internally or from other public agencies;

**WHEREAS**, Consultant has represented to the Governing Board that Consultant is knowledgeable and qualified in skills required for this project and covenants that Consultant is capable of performing the services required under this agreement; and

**WHEREAS**, District desires to obtain specialized services and/or advice for the Professional Audio-Visual Integration/Installation Services described further in the RFP No. 367D dated April 19, 2019, hereinafter referred to as the "Project", located within the District; and

**WHEREAS**, Consultant has indicated its willingness and commitment to provide its specialized services and/or advice to the District on the terms hereafter set forth in this Agreement.

**NOW, THEREFORE**, the Parties hereto agree as follows:

**ARTICLE I  
SCOPE OF SERVICES AND RESPONSIBILITIES**

1. Services. Consultant shall provide and deliver all aspects of services related to the Professional Audio-Visual Integration/Installation Services specified in the District's Request for Qualification & Proposal ("RFQ&P") No. 367D referenced herein and made a part hereof, and the proposal ("Proposal") submitted by Consultant to District, dated May 20, 2019, referenced herein and made a part hereof, (Collectively, the "Services") to District. However, the Parties understand and agree that the services specified in the RFQ&P and/or Proposal are intended to cooperate and be complementary and shall be interpreted per the provisions in Article IX 8. of this Agreement.

As set forth herein, the District may pursuant to this Agreement, from time to time, issue Task Orders to Consultant authorizing certain work, and the provisions of this Agreement shall apply to all such Task Orders. Consultant shall not perform and District shall not be liable for any work performed by Consultant unless written authorization from District is given to Consultant in the form of such Task Order(s) prior to the performance of such work.

The Consultant shall provide to the District on the terms set forth herein, and within the time stipulated in each individual Task Order, all the services articulated in the Consultant's scope of work ("Services"), which may be more particularly described in a Task Order issued pursuant to this Agreement. The Parties agree if there is a proposal or similar document that the terms of this Agreement shall be controlling over any of the terms contained within the Consultant's proposal

or similar document.

2. Contract Documents. The following contract documents are considered part of the final Agreement, in order of precedence:
  - a. All properly executed Task Orders, and any Exhibits thereto.
  - b. The final executed Agreement between the Consultant and District.
  - c. Request for Proposal ("RFP") No. 367D for Professional Audio-Visual Integration/Installation Services dated April 19, 2019, as originally released, with Proposal Forms, Appendices and any addenda thereto – Exhibit A referenced herein and made a part hereof.
  - d. Consultant's proposal dated May 20, 2019, including all addenda and attachments, but not including any provisions which do not exceed the minimum standards set forth in the RFP – Exhibit B referenced herein and made a part hereof.
3. Contract Term. The term of this Agreement shall begin June 25, 2019 and shall end June 24, 2022, in accordance with the schedule. This contract is for a "Base Period" of three (3) years. The District has the option to extend the term of the contract for two (2) additional periods consisting of 12 months each. This Agreement will not exceed five (5) years total. The time for completing the Services set forth in a Task Order shall be established in each individual Task Order issued to Consultant.
4. Liquidated Damages. Time is of the essence. Should Consultant fail to complete any part of its Services required pursuant to a Task Order within the time specified in the individual Task Order, the District will suffer damage, the amount of which is difficult, if not impossible, to ascertain and, pursuant to the authority of Government Code section 53069.85, the District shall therefore be entitled to five hundred dollars (\$500) per calendar day as liquidated damages for each calendar day or part thereof that actual completion extends beyond the time specified in a Task Order.
5. Representations and Warranties. Consultant makes the following certifications, representations, and warranties for the benefit of the District and Consultant acknowledges and agrees that the District, in deciding to engage Consultant pursuant to this Agreement, is relying upon the truth and validity of the following certifications, representations and warranties and their effectiveness throughout the term of this Agreement and the course of Consultant's engagement hereunder:
  - a. Consultant is qualified in all respects to provide to the District all of the Services contemplated by this Agreement and, to the extent required by any applicable laws, Consultant has all such licenses and/or governmental approvals as would be required to carry out and perform, for the benefit of the District, such Services as are called for hereunder.
  - b. Consultant, in providing the Services and in otherwise carrying out its obligations to the District under this Agreement, shall, at all times, comply with all applicable federal, state, and local laws, rules, regulations, and ordinances, including workers' compensation and equal protection and non-discrimination laws. Consultant shall be liable for all violations of such laws and regulations in connection with Services.

6. Standard of Care. The Consultant will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The Consultant will furnish, at its expense, those Services that are set forth in this Agreement and represents that the Services set forth in said EXHIBIT are within the technical and professional areas of expertise of the Consultant or any sub-Consultant the Consultant has engaged or will engage to perform the Service(s). The District shall request in writing if the District desires the Consultant to provide Services in addition to, or different from, the Services described. The Consultant shall advise the District in writing of any Services that, in the Consultant's opinion, lie outside of the technical and professional expertise of the Consultant.
7. Reports. The Consultant shall provide any required DSA reports, certifications or forms for each of the DSA application numbers included under this Project within ten (10) days of that specific DSA application number Project completion.
8. Employees. Consultant warrants that all of Consultant's employees and Subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant further represents that it, its employees and Subconsultants or sub-Consultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Any of Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any of Consultant's employees who fail or refuse to perform the Services in a manner acceptable to District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.
9. Authorized Changes. The Consultant is not authorized to modify, waive, eliminate, or add any requirement to the Project's specifications or other contract documents, nor to approve or accept any portion of the construction work, unless specifically authorized in writing by the District or its authorized representative. The Consultant shall not have the right to reject work or the right to stop work, except for such periods as may be required to conduct sampling, testing or inspection of work covered by this Agreement.

## **ARTICLE II**

### **PAYMENTS TO CONSULTANT**

1. Basic Services. Consultant shall not be entitled to any compensation for any services unless and until a written Task Order has been issued by the District. Upon issuance of such a Task Order, Consultant agrees to perform basic Services provided by this Agreement and the Task Order, and District agrees to pay Consultant for such Services in accordance with the fee schedule set forth in Attachment A – June 5, 2019 Revised Proposal Form D: Fee and Rate Proposal and confirmed as a not to exceed price in the Task Order. Compensation for Additional Services shall be dependent upon Consultant's compliance with the provisions outlined in ARTICLE IV below and shall be calculated in accordance with the rates set forth.
2. Reimbursable Costs/Expenses. The District recognizes that certain costs and expenses associated with the Services performed are reimbursable to the Consultant. Provided that the Consultant obtains the District's prior written approval, costs and expenses will be reimbursed to the Consultant in accordance with this ARTICLE. The District's prior written authorization is an express

condition precedent to any reimbursement to the Consultant of such costs and expenses, and no claim for any additional compensation or reimbursement shall be valid absent such prior written approval by the District and calculated in accordance with the rates set forth. The Consultant's mileage and travel time shall not be considered as an allowable reimbursable expense. The descriptive categories of expenses that may be considered for reimbursement are as follows, and any other reimbursable expenses must be approved in writing by the District:

- a. Approved reproduction of reports and/or other documents in excess of the copies required by this Agreement;
  - b. Fees advanced for securing approval of authorities in connection with the Services rendered pursuant to this Agreement;
  - c. Cost of UPS, Federal Express, and other deliverables; and
  - d. Cost of Subconsultants hired by Consultant with prior written approval of District.
3. The Consultant shall submit invoices monthly to the District for the fees incurred during the billing period and reimbursable expenses (if any). Separate invoices shall be submitted for each Project and Service Authorization Order. Invoice shall be processed within thirty (30) days upon receipt and approval by South Orange Community College District of an invoice, in triplicate, showing services rendered for the period covered by the invoice.
  4. All invoices submitted must contain the following certification statement: "I certify that payment requested is for appropriate purposes and in accordance with the provisions of the Agreement." All invoices must be signed by Consultant's Chief Financial Officer or designee.
  5. Consultant certifies that Consultant has not and will not receive pay for the same services or days of Service by any other public agency.
  6. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District, unless otherwise specifically stated in the Agreement.
  7. The District may withhold, or on account of subsequently discovered evidence, nullify the whole or a part of any payment to such extent as may be necessary to protect the District from loss, including costs and attorneys' fees, on account of:  
(1) defective or deficient work product not remedied; (2) failure of the Consultant to make payments properly to its employees or sub-Consultants; or (3) failure of Consultant to perform its services in a timely manner so as to conform to Project schedule.

### **ARTICLE III** **TERMINATION**

1. This Agreement may be terminated by either Party upon thirty (30) days written notice to the other Party in the event of an uncured substantial failure of performance by such other Party, including insolvency of Consultant; or if the District should decide to abandon or indefinitely postpone the Project.

2. In the event of a termination based upon abandonment or postponement by District, the District shall pay to the Consultant for all Services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of the abandonment or postponement plus any sums due the Consultant for Board approved Additional Services. In ascertaining the Services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings, reports and/or other documents whether delivered to the District or in the possession of the Consultant. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased Consultant and replacement Consultant costs, shall be deducted from payments to the Consultant.
3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for convenience in accordance with Paragraph 4 below, and Consultant shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense or liability may be claimed, requested or recovered by Consultant.
4. This Agreement may be terminated without cause by District upon thirty (30) days written notice to the Consultant. In the event of a termination without cause, the District shall pay Consultant for all Services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination plus any sums due the Consultant for Board approved Additional Services.
5. In the event of a dispute between the Parties as to performance of the work or 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 this dispute, Consultant agrees to continue the work diligently to completion. If the dispute is not resolved, Consultant agrees it will neither rescind the Agreement nor stop the progress of the work, but Consultant's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute, after the Project has been completed, and not before. The Parties may agree in writing to submit any dispute between the Parties to mediation and/or arbitration.

**ARTICLE IV**  
**ADDITIONAL SERVICES**

1. 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 any Additional Services. The District may also require Consultant to perform additional services which are, in the District's discretion, necessary. Compensation for all Additional Services shall be negotiated and approved in writing by the District before Consultant performs such Additional Services. Consultant shall not be entitled to any compensation for performing Additional Services that are not previously approved by the District in writing. Additional Services may include:
  - a. Making material revisions in reports or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation and completion of such documents;

- b. Preparing reports and other documentation and supporting data, and providing other Services in connection with Project modifications required by causes beyond the control of the Consultant which are not the result of the direct or indirect negligence, errors or omissions on the part of Consultant;
- c. If the District requests additional shifts to complete the Services articulated where the requests for additional shifts do not arise from the direct or indirect negligence, errors or omissions on the part of Consultant, the Consultant's compensation is expressly conditioned on the lack of fault of the Consultant; and
- d. Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with the generally accepted practice in the Consultant's industry.

**ARTICLE V**  
**SUCCESSORS AND ASSIGNS**

- 1. It is mutually understood and agreed that this Agreement shall be binding upon the District and its successors and upon the Consultant, its partners, successors, executors, and administrators. Neither this Agreement, nor any monies due or to become due thereunder, may be assigned by the Consultant without the written consent and approval of the District.

**ARTICLE VI**  
**AUDIT AND INSPECTION OF RECORDS OF THE CONSULTANT**

- 1. At any time during the normal business hours and as often as District may deem necessary, Consultant shall make available to District for examination at District's place of business as specified herein, all data, records, investigation reports and all other materials respecting matters covered by this Consultant and Consultant will permit the District to audit, and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Contract. Consultant shall allow inspection of all work, data, documents, proceedings, and records related to the Contract for a period of four (4) years from the date of final payment under this Contract.

**ARTICLE VII**  
**REPORTS AND/OR OTHER DOCUMENTS**

- 1. The reports and/or other documents that are prepared, reproduced, maintained and/or managed by the Consultant or Consultant's Consultants in accordance with this Agreement, shall be and remain the property of the District (hereinafter "PROPERTY"). The District may provide the Consultant with a written request for the return of its PROPERTY at any time. Upon Consultant's receipt of the District's written request, Consultant shall return the requested PROPERTY to the District within seven (7) calendar days. Failure to comply with the requirements in this Article shall be deemed a material breach of this Agreement.

**ARTICLE VIII**  
**INDEMNITY AND INSURANCE**

- 1. Hold Harmless and Indemnification. To the fullest extent permitted by law and as a material part of this agreement, Consultant shall hold harmless and indemnify South Orange County Community

College District, its Board of Trustees, officers, employees, agents, volunteers, and representatives from and against any and all claims, liabilities, losses, costs, damages, expenses and obligations, including reasonable attorney fees, arising from the acts and errors or omissions of Consultant or of persons acting on behalf of Consultant, however caused, in the performance of the services specified herein excluding, however, such liability claims, losses, damages, or expenses arising from the District's sole or active negligence, willful misconduct, or unlawful acts. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Consultant shall hold harmless and indemnify South Orange County Community College District from any and all losses, costs or expenses resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. This hold harmless and indemnification includes, but is not limited to, compensatory damages, regulatory fines and penalties, and extra-contractual liability. In no event shall the District be liable for any loss of Consultant's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages.

The parties understand and agree that the above shall be the sole indemnity provision governing this agreement. Any other indemnity that is attached to this agreement shall be void and unenforceable between the parties. Neither termination of this agreement nor completion of the acts to be performed under this Agreement shall release Consultant from its obligations to indemnify as to any claims or causes of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

2. Insurance. Consultant shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California, A.M. Best rated at least A-: VII, and acceptable to District, which will protect Consultant and District from claims which may arise out of, or result from, Consultant's actions or inactions relating to this Agreement, whether such actions or inactions be by themselves or by any sub-Consultant, Subconsultant 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 per services coverage for:
  - a. Workers' Compensation and Employer's Liability insurance in accordance with the laws of the State of California. Coverage limits under the Workers' Compensation Insurance shall be in accordance with legal requirements; coverage limits under the Employers Liability insurance shall be not less than ONE MILLION DOLLARS (\$1,000,000).
  - b. Commercial General Liability insurance with a limit of not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) general aggregate including coverage for the following:
    - i. Blanket Contractual
    - ii. Broad form property damage
    - iii. Products & Completed Operations
    - iv. Personal Injury
  - c. Auto Liability insurance with combined single limits of not less than one million dollars (\$1,000,000.00) per occurrence for "Any Auto.
  - d. Failure of the Consultant to maintain policies of insurance in the minimum coverage limits set forth herein is a material breach of this Agreement and grounds for immediate termination.

- e. The Consultant and its Subconsultants shall, at all times during the Work, maintain the policies of insurance in the minimum coverage amounts set forth in the Agreement. The Consultant's Commercial General Liability insurance and Automobile Liability Insurance shall name the District as an Additional Insured. All policies of insurance shall include provisions that the policy of insurance will not be materially modified, cancelled, or allowed to expire without at least thirty (30) days advance notice to the District. Prior to commencing the Work, the Consultant shall deliver Certificates of Insurance for the Consultant and its Subconsultants evidencing the required insurance coverages, in the minimum coverage limits required by the Agreement and the District as the Certificate Holder, along with all required endorsements. Policies of insurance required of the Consultant and Subconsultants is primary; policies of insurance maintained by the District are excess and non-contributory to that of the Consultant's/Subconsultant's policies of insurance.
- f. All insurance coverage amounts specified hereinabove shall cover only risks relating to, or arising out of, the services governed by this particular Agreement. The insurance and required amounts of insurance specified above shall not be reduced or encumbered on account of any other services of the Consultant.

**ARTICLE IX**  
**MISCELLANEOUS**

1. Performance and Payment Bonds. The Services under this Agreement shall be assigned and bonded on a Task Order by Task Order basis. If required by law or requested by the District, upon the District's issuance of a Task Order Consultant shall furnish a surety bond in an amount equal to one hundred percent (100%) of the Task Order price as security for faithful performance of this Agreement and shall furnish a separate bond in an amount at least equal to one hundred percent (100%) of the Task Order price as security for payment of persons performing labor and furnishing materials in connection with the Task Order.
2. Control and Payment of Consultant and its Subordinates. Consultant, in the performance of this Agreement, shall be and act as an independent Consultant. Consultant understands and agrees that Consultant and all of Consultant's 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 Workers' Compensation. Consultant assumes the full responsibility for the acts and/or omissions of Consultant's employees or agents as they relate to the Services to be provided under this Agreement. Consultant shall assume full responsibility for payment of any applicable prevailing wages and all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective Consultant's employees.
3. Prevailing Wages: If applicable and required under California Labor Code section 1720 *et seq.*, Consultant shall pay, and shall cause all sub-Consultants and/or Subconsultants of every tier to pay, not less than the specified prevailing wage rates, to the extent applicable, to all workers employed to perform work or Services under this Agreement. Consultant shall defend, indemnify and hold District, its elected officials, officers, employees and agents free and harmless from any claims, liabilities, costs, penalties or interest arising out of any failure or alleged failure to comply with the Prevailing Wage Laws. It shall be mandatory upon the Consultant and all sub-Consultants

to comply with all California Labor Code provisions, which include but are not limited to prevailing wages, employment of apprentices, hours of labor, and debarment of Consultants and Subconsultants.

4. Registration. If the services are being performed as part of an applicable “public works” or “maintenance” project, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all sub-Consultants must be registered with the Department of Industrial Relations (“DIR”). Consultant shall maintain registration for the duration of the project and require the same of any sub-Consultants. This project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant’s sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR.
5. Installation Requirements. As may be further described and set forth in a Task Order, all installation, integration, and other potentially public works construction activities which may be contemplated by Consultant, shall be performed in accordance with all applicable, laws, rules, and regulations of the District.
6. Ownership of Materials and Confidentiality.
  - (a) All materials and data, including but not limited to, data on magnetic media and any materials and data required to be made or kept pursuant to federal, state or local laws, rules or regulations, prepared or collected by Consultant pursuant to this Agreement, shall be the sole property of the District, except that Consultant shall have the right to retain copies of all such documents and data for its records. District shall not be limited in any way in its use of such materials and data at any time, provided that any such use not within the purposes intended by this Agreement shall be at District's sole risk and provided that Consultant shall be indemnified against any damages resulting from such use, including the release of this material to third parties for a use not intended by this Agreement.
  - (b) All such materials and data shall be provided to the District, or such other agency or entity as directed by District or required by law, rule or regulation, immediately upon completion of the term of this Agreement as directed by District. Should District wish to obtain possession of any such materials or data during the term of this Agreement, it shall make its request in writing. Such information shall be provided to the District within forty-eight (48) hours of its request.
7. No Third Party Beneficiaries. 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.
8. Conflicting Provisions. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved or ratified by District’s Board of Trustees, and executed by the Parties shall be interpreted in the benefit of the District. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference. However, the Parties understand and agree that the service specified in the Agreement and any provisions set forth in any referenced attachments or exhibits to this Agreement is intended to

cooperate and be complementary; provided further, however, that in the event of a conflict between the Agreement and the provisions set forth in any referenced attachments or exhibits, the Agreement shall control, unless the provisions set forth in any referenced attachments or exhibits to this Agreement provides the District with greater benefits or more expansive services in which case the provisions set forth in any referenced attachments or exhibits to this Agreement shall compliment the terms of this Agreement.

9. Consultation with Legal Counsel. Each of the Parties have had the opportunity to, and have to the extent each deemed appropriate, obtained legal counsel concerning the content and meaning of this Agreement. Each of the Parties agrees and represents that no promise, inducement or agreement not herein expressed has been made to effectuate this Agreement. This Agreement represents the entire Agreement between the District and Consultant and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the District and the Consultant.
10. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.
11. Attorneys' Fees. If either Party becomes involved in litigation arising out of this Agreement or the performance thereof, each Party shall bear its own litigation costs and expenses, including reasonable attorney's fees.
12. Exhibits and Recitals. All exhibits and recitals referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof with the exception of those documents or provisions that are subject to the exclusions specifically set forth in this Agreement.
13. Interpretation. This Agreement shall be liberally construed to effectuate the intention of the Parties with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to any word, phrase or provision of this Agreement, neither this Agreement nor any uncertainty or ambiguity herein will be construed or resolved against either party (including the Party primarily responsible for drafting and preparation of this Agreement), under any rule of construction or otherwise, it being expressly understood and agreed that the Parties have participated equally or have had equal opportunity to participate in the drafting hereof.
14. Non-Waiver. None of the provisions of this Agreement shall be considered waived by either party, unless such waiver is expressly specified in writing.
15. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, and the counterparts shall constitute one and the same instrument, all of which shall be sufficient evidence of this Agreement.
16. Confidentiality and Use of Information:
  - (a) Consultant shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is information which is related to the District's research, development, trade secrets and business affairs; but does not include information which is generally known or easily ascertainable by nonparties through available public documentation.

- (b) Consultant shall advise the District of any and all materials used, or recommended for use by Consultant to achieve the project goals, that are subject to any copyright restrictions or requirements. In the event Consultant shall fail to so advise the District and as a result of the use of any programs or materials developed by Consultant under this Contract the District should be found in violation of any copyright restrictions or requirements, or the District should be alleged to be in violation of any copyright restrictions or requirements, Consultant agrees to indemnify, defend and hold harmless, District against any action or claim brought by the copyright holder.
- (c) Notwithstanding the above requirements, to the extent any records or documents associated with the Consultant's services and/or the project are or become public records, they shall be subject to disclosure pursuant to the Public Records Act and applicable California law.
17. Governing Law: This Agreement shall be governed by the laws of the State of California.
18. Severability: If any portion of this Agreement is held as a matter of law to be unenforceable, the remainder of this Agreement shall be enforceable without such provisions.
19. Notices: 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, overnight, or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the fifth 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 Paragraph. At the date of this Agreement, the addresses of the Parties are as follows:
- |   |                            |
|---|----------------------------|
| To the District:  | To the Consultant:         |
| South Orange Community College District   | Southland Technology, Inc. |
| Attn: Priya Jerome, Executive Director of Procurement, Central Services & Risk Management | Attn: Shawn Thompson       |
| 28000 Marguerite Parkway  | 8053 Vickers Street        |
| Mission Viejo, CA 92692   | San Diego, CA 92111        |
| Phone: 949-582-4680   | Phone: 858-634-4121        |
| Fax: 949-364-1731   | Fax: 858-694-0938          |
20. Conflict of Interest. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.
21. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of District's Minority Business Enterprise program, if any, or other related programs or guidelines currently in effect or hereinafter enacted. Consultant must make a good faith effort

to contact and utilize DVBE Subconsultants or sub- Consultants and suppliers in securing bids for performance of the Agreement and shall be required to certify its good faith efforts towards retaining DVBE Subconsultants or sub-Consultants and suppliers and identify DVBE firms utilized in performance of the Agreement.

22. Tobacco Prohibited: any tobacco use (smoking, chewing, etc.) by anyone, is prohibited at all times on any District property.
23. Mandatory Dress. Appropriate dress is mandatory. Therefore, tank tops, cut-offs and shorts are not allowed. Additionally, what is written or pictured on clothing must comply with the requirements of acceptable language, no profanity or other offensive language shall be permitted.
24. Images: If applicable, the Consultant is prohibited from capturing on any visual medium images of any property, logo, student, or employee of the District, or any image that represents the District without express written consent from the District.
25. Board Approval. In accordance with California Education Code section 81655, this Agreement is not a valid or enforceable obligation against the District until approved or ratified by motion of the Governing Board of the District duly passed and adopted.

**ARTICLE X**  
**ENTIRE AGREEMENT**

1. All of the Agreement between the Parties is included herein, and no warranties expressed or implied, representations, promises, or statements have been made by either Party unless endorsed hereon in writing, and no charges or waiver of any provision hereof shall be valid unless made in writing and executed in the same manner as the Agreement.
2. Neither amendments to nor modifications of this Agreement shall be effective unless signed by officials of the Consultant and the District having authority equal to or greater than that of the officials signing this Agreement. The District and the Consultant hereby agree to the full performance of the covenants contained herein.

**SIGNATURE PAGE FOLLOWS**

The Parties, through their authorized representatives, have executed this Agreement as of the day and year first written above.

**Southland Technology, Inc.**

Robert Pedigo  
President/CEO  
8053 Vickers Street  
San Diego, CA 92111  
Telephone: 858-694-0932  
Fax: 858-694-0938  
SS#/Federal Tax ID: 33-0959405

Signature: \_\_\_\_\_

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

**South Orange Community College District**

Ann-Marie Gabel  
Vice Chancellor, Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Telephone: 949-582-4664  
Fax: 949-364-1731

Signature: \_\_\_\_\_

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

**ATTACHMENT A**

**JUNE 5, 2019  
REVISED PROPOSAL FORM D  
FEE AND RATE PROPOSAL  
Southland Technology, Inc.**

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

1. The Fee Proposal shall include all costs to complete the scope of work.
2. Please indicate the title of each team member to be assigned to this project, along with the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual fees and rates will be subject to negotiation prior to issuance of any agreement. Pricing shall be submitted for years 1 through 5 of the proposed contract period. Fees for all 5 years shall be firm.
3. The Firm shall provide a three (3) year warranty and service plan per Section VII of the Scope of Services of the RFQ&P.

<b>AVI Services</b>	<b>Hourly Rate for 2019-2020</b>	<b>Hourly Rate for 2020-2021</b>	<b>Hourly Rate for 2021-2022</b>	<b>Hourly Rate for 2022-2023</b>	<b>Hourly Rate for 2023-2024</b>
Project Manager	\$100.00	\$105.00	\$110.00	\$115.00	\$115.00
Design Engineer	\$120.00	\$120.00	\$125.00	\$125.00	\$130.00
Integration Technician	\$75.00	\$75.00	\$80.00	\$80.00	\$80.00
Implementation Technician	\$125.00	\$125.00	\$125.00	\$125.00	\$125.00
Ongoing Warranty & Maintenance Technician	\$75.00	\$75.00	\$80.00	\$80.00	\$80.00
Auxiliary Materials and Supplies	\$80.00	\$80.00	\$85.00	\$85.00	\$85.00
Electrical	\$100.00	\$105.00	\$110.00	\$115.00	\$120.00



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### TASK ORDER 1

#### PROFESSIONAL AUDIO-VISUAL DESIGN AND INTEGRATION/IMPLEMENTATION SERVICES

This Task Order ("TO") is entered by and between South Orange County Community College District and **Southland Technology, Inc.** ("Consultant") as of 6/25/2019.

Whereas, the District entered into a written Agreement entitled Agreement for Professional Audio-Visual Design and Integration/Implementation Services ("Agreement") generally establishing terms and conditions for the Consultant's services.

Whereas, this TO sets forth the specific terms and conditions applicable to the District assignment of the Task Order to the Consultant for the completion of Professional Audio-Visual Design and Integration/Implementation Services.

NOW THEREFORE, the District and Consultant agree as follows:

**1. Task Order Project Description.** The Project is described as follows:

Professional Audio- Visual Design Integration/Implementation Services for the following five (5) rooms at Irvine Valley College: A-123, BST-112, CEC-3, PE-160, PE-270. Refer to Addendum No. 2 of the RFQ&P dated 04/26/19.

**2. Consultant Personnel.** Consultant Personnel for the TO are:

Title/Description	Name and Contact Information
Project Executive	Shawn Thompson; 619-890-5025; sthompson@southlandtechnology.com;
Project Manager	David Marshall; 619-806-1205; dmarshall@southlandtechnology.com

**3. Task Order Project Schedule.** The Consultant's completion of Consultant Services for the Project shall be in accordance with the following Task Order Project Schedule:

- **Start Date: June 26, 2019**
- **Completion Date: July 3, 2019**

**4. Task Order Contract Price.** The Contract Price for the TO is:

Implementation & Integration of five (5) rooms	
Item Description	Irvine Valley College
	NTE Cost (5 Rooms)
Implementation & Integration Services	\$23,818.55
Contractor Furnished-Contractor Installed (CFCI) Wiring Raceways per Appendix M	\$869.26
Contractor Furnished-Contractor Installed (CFCI) Auxiliary Materials and Supplies	\$1,340.90
Training	Included
Allowance	\$2,602.87
<b>NTE Total Lump Sum Cost</b>	<b>\$28,631.58</b>

\* Costs identified above for materials and goods are not inclusive of sales/applicable taxes. All invoices shall include taxes as a separate line item that would be payable by the District.

**5. Agreement Terms.** All terms of the Agreement are incorporated herein and applicable to the TO, except as modified by the terms of this TO.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

The District and Consultant have executed this TO as of the date set forth above.

CONSULTANT

BY:

\_\_\_\_\_  
Signature of Authorized Representative

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY:

\_\_\_\_\_  
Signature of Authorized Representative

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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



**Request for Qualifications & Proposals No. 367D**  
**Professional Audio-Visual Design and Integration/Implementation Services**

**Submittals**

**South Orange County Community College District**

**June 24, 2019**

<b>COMPANY NAME</b>	<b>CITY</b>	<b>RATING</b>	<b>HOURLY RATE FOR 2019-2020 INTEGRATION TECHNICIAN</b>	<b>HOURLY RATE FOR 2019-2020 IMPLEMENTATION TECHNICIAN</b>
<b>Golden Star Technology, Inc.*</b>	Cerritos, CA	92	\$70.00	\$70.00
<b>Southland Technology, Inc. *</b>	San Diego, CA	86	\$75.00	\$125.00
Digital Networks Group, Inc.	Lake Forest, CA	67	\$121.43	\$121.43
IES Communications, LLC	Irvine, CA	53	\$101.20	\$101.20

\* Awarded firms

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-3100 Budget Preparation, BP-3205 Insurance, BP-3340 Employee Phone Allowance, BP-3515 Reporting of Crimes and/or Safety Concerns, BP-4009 Certification of Freedom from Tuberculosis, BP-4012 Academic Administrators and Classified Management Personnel Files, BP-4013 Confidentiality and Conflicts of Interest in Hiring, BP-4017 Child Abuse Reporting, BP-4020 Designated Administrators and Classified Management Personnel, BP-4050 Workplace Violence, BP-4073 Faculty Reassigned Time and Stipends, BP-4077.1 Change of Assignment Classified Managers, BP-4079 Bereavement Leave for Management Personnel, BP-4082 Medical Benefits for Management Personnel While on Leave, BP-4101 Salary Schedules and Annual Step Increments for Management Personnel, BP-4102 Salary Schedule Placement for Management Personnel and Classified Bargaining Unit Employees, BP-4203 Sick Leave for Management Personnel, BP-4209 Classified Management Personnel Reduction in Force Notification, BP-5410 Student Equity, BP-5604 Admissions, BP-5605 Residence Determination, BP-5615 Student Records Compliance with Family Educational Rights and Privacy Act (FERPA), BP-5627 Student Participation in Governance

**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 comply with current laws and regulations.

### **STATUS**

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

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on June 13, 2019 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3100

BUSINESS

## BUDGET PREPARATION

The Board of Trustees is responsible for the control of all the funds of the District and accepts the responsibility to direct the use of these funds in a prudent manner.

Each year, the Chancellor shall direct the staff in the development of the budget and present to the Board a budget, prepared in accordance with Title 5 and the California Community Colleges Budget and Accounting Manual. The schedule for presentation and review of budget proposals shall comply with state laws and regulations, and provide adequate time for Board study.

Budget development shall meet the following criteria:

- A. The annual budget shall support planning, both on a ~~District~~district-wide and college basis. Planning documents critical to the development of the budget are the ~~District~~district-wide strategic plan, college strategic plans, educational master and ~~facilities~~strategic master plans, facilities master plan, ~~District~~district-wide information technology plan, and other planning documents.

~~—The Board of Trustees Budget Development Guidelines are used to build the budget.~~

### B. Reserve for Economic Uncertainties

The general fund reserve for economic uncertainties shall be no less than 7.5 percent of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditures, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5 percent shall be accompanied by a plan that indicates how the reserve shall be restored.

### C. Deficit Financing

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue for the year. Deficit financing should not occur for ongoing expenses such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5 percent.

~~B. —Assumptions upon which the budget is based are presented to the Board for review.~~

- ~~• Changes in the assumptions upon which the budget was based shall be reported to the Board in a timely manner.~~

Adopted: 9-23-91      Revised: 04-28-08  
Revised: 4-26-99      Revised: 08-26-13  
Revised: 9-29-03

~~C.D.~~ A ~~schedule-Budget Calendar~~ is provided to the Board ~~by the December Board Organization meeting of annually~~ that includes dates for presentation of the tentative budget, required public hearing(s), Board study session(s), and approval of the final budget. At the public hearings, interested persons may appear and address the Board regarding the proposed budget or any item in the proposed budget.

~~D. Unrestricted general reserves shall be no less than 7.5%.~~

E. Budget projections shall address long-term goals and commitments.

F. Following the adoption of the District budget by the Board of Trustees, the Chancellor shall administer the budget in conformity with all legal requirements and the actions of the Board of Trustees.

*References:*

*Education Code Section ~~70901, 70902~~, 70902(b)(5);*

*Title 5, Section 58300 et seq.*

*Accreditation Standard III.D.*

Adopted: 9-23-91  
Revised: 4-26-99  
Revised: 9-29-03

Revised: 04-28-08  
Revised: 08-26-13

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3205

BUSINESS

## INSURANCE

The Chancellor or designee shall be responsible to ~~secure~~ procure and maintain insurance for the District as required by law, which shall include but is not limited to the following liabilities: ~~described as follows:~~

### A. Liability

Coverage shall insure the District (includes officers, agents, and employees) for damages for death, injury to persons or damage or loss of property.

### B. ~~Personal~~ Directors & Officers ~~Liability~~

Coverage shall protect the personal liability of the District's ~~members of the~~ Board of Trustees, ~~and the~~ officers, and employees ~~of the District~~ for damages for death, injury to a person, or damages or loss of property caused by the negligent act or omission of the Board ~~Member~~, officer or employee when acting within the scope of her/his ~~his or her~~ office or employment.

### C. Worker's' ~~e~~ Compensation ~~insurance~~.

In the event of a workplace injury/illness, employees shall be afforded coverage for basic benefits, including medical care, temporary disability benefits, permanent disability benefits, supplemental job displacement benefits, return-to-work supplement, and death benefits.

The Chancellor or designee may provide coverage for persons authorized by the governing board to perform volunteer services for the District. Such coverage, including Workers' Compensation may be the same or comparable to coverage afforded to the District's officers, agents, and employees.

Insurance coverages may be written by any insurance company authorized to transact business of insurance in the state or by a non-admitted insurer and the District may join in a joint powers agreement for the purposes described in this policy.

A fund for self-insurance will be established and maintained to receive transfers from the general fund for deductibles and loss payments arising from self-insurance programs or noninsured losses.

### *Reference:*

*Education Code Sections ~~70902; 72502;~~ 72506; 81602*1, et seq.

*Labor Code Section 3364.5*

Adopted:	4-08-91	Revised:	5-26-09
Revised:	4-26-99	Revised:	7-30-12
Revised:	9-29-03		

# BOARD POLICY

3340

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## EMPLOYEE ~~CELLULAR TELEPHONE / SMARTPHONE~~PHONE ALLOWANCE

Employees may receive a monthly allowance for the use of a cellular telephone or smartphone if it is warranted for ~~4~~District business. The Chancellor or designee shall establish an Administrative Regulation relating to an allowance for the use of a cellular telephone/smartphone in conjunction with district business. ~~AR 3340 will outline the monthly allowance and usage limits.~~ Board of Trustees may be reimbursed for their actual cellular telephone/smartphone expense.

Motor vehicle drivers shall not use cellular telephones while operating their vehicles without a hands-free device and shall comply with all requirements of California law regarding the use of cellular telephones in vehicles.

Employees' business activity on their personal phones is subject to public records acts requests. When any such public records act request is received, the District shall follow *Board Policy and Administrative Regulation 3004 – Public Records*. In accordance with that policy and regulation, the employee will be notified and must respond to the request within the prescribed timelines.

### *Reference:*

*Vehicle Code Sections ~~12810.3~~, 23123, and 23124*

Adopted: 10-26-04  
Revised: 07-19-05  
Revised: 10-27-08

Revised: 06-22-09  
Revised: 12-07-09  
Revised: 06-23-14

Revised:

Page 1 of 1

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3515  
BUSINESS

## REPORTING OF CRIMES AND/OR SAFETY CONCERNS AND NOTIFICATION PROTOCOLS

~~The Chancellor and College Presidents shall assure that, as required by law, all occurrences reported to campus police of, and arrests for, crimes that are committed on campus and that involve violence, hate crimes, theft, destruction of property, illegal drugs, or alcohol intoxication are compiled and recorded.~~

~~The Chancellor and College Presidents shall also assure that all occurrences, acts of bias, and hate crimes reported to and for which a written report is prepared by campus police, are compiled and recorded.~~

~~Furthermore, all such information concerning the crimes and acts of bias shall be made available within two business days following the request of any student or employee of, or applicant for admission to, any campus within their respective jurisdictions, or to the media, unless the information is the type of information exempt from disclosure.~~

~~These crime statistics shall be submitted annually to the Department of Education in compliance to the Jeanne Clery Act. The information shall be disseminated by the campus police in a manner that aids the prevention of similar crimes and made available as required by law.~~

The Chancellor shall ensure that the colleges maintain and report crime statistics, and provide crime and safety notifications to the campus community as required by the Jeanne Clery Act or as required by administrative regulations. Reports must include all crimes reported to Campus Police.

### *Reference:*

~~*Education Code Section 67380*~~

*Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998*

# BOARD POLICY

4009

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## CERTIFICATION OF FREEDOM FROM TUBERCULOSIS

The Chancellor shall ensure District and college compliance with the California Education Code requirements for certification of freedom from tuberculosis.

### *References:*

*California Education Code Section: 87408.6*

# BOARD POLICY

4012

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## ACADEMIC ADMINISTRATORS AND CLASSIFIED MANAGERS PERSONNEL FILES

Personnel records are private, accurate, complete, and permanent. Personnel records are maintained in ~~the District Office of~~ Human Resources.

Every Academic Administrator and Classified Management employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information.

The employee shall have the right to enter, and have his or her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for a reasonable amount of time for this purpose without salary reduction.

With the exception of routine documents (e.g. payroll reports, status reports, etc.) or any documents ~~generated by the employee or~~ previously signed by the employee, any material placed in an employee's file must be signed and dated by both the employee and the individual who is requesting that the material be placed in the employee file. The employee's signature is only to acknowledge that the employee saw the document, it does not imply agreement with the material. A copy of any document other than the aforementioned routine documents, ~~documents generated by the employee,~~ or documents previously signed by the employee, shall be given to the employee prior to the time of insertion in the personnel file.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that (a) were obtained prior to the employment of the person involved, (b) were prepared by identifiable examination committee members, or (c) were obtained in connection with a promotional examination or interview.

### *Reference:*

*Education Code Section 87031, et seq.;*  
*Labor Code, Section 1198.5, et seq.*

Adopted: 4-28-08

Reviewed by BPARAC & Chancellor on 10-28-13. No recommended change to policy.
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# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~4011.2~~4013

HUMAN RESOURCES

## CONFIDENTIALITY AND CONFLICTS OF INTEREST IN HIRING

### SECTION I: DEFINITIONS

- Committee: The Hiring Committee, also known as the Search Committee.
- Director: Director of Recruitment and Employment Services, Human Resources.
- District: The South Orange County Community College District.
- HR Specialist: Human Resources Specialist, ~~Hiring Compliance Officer and EEO representative~~ assigned to the job ~~opening~~ recruitment.
- President: President of the College at which the position is assigned.
- Related Party: A related party is the father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, grandfather, grandmother, grandson, granddaughter, ~~husband,~~ wife/spouse, registered domestic partner, father-in-law, mother-in-law, brother-in-law, sister-in-law, step-father, step-mother, step-son, step-daughter, step-brother, step-sister, half-brother, half-sister, or any person who is living in the same household as an employee involved in the hiring process. ~~Further, a related party is a business entity (or trust) which is at least five percent owned by the person or in combination with related parties to the person.~~

### SECTION II: CONFIDENTIALITY

Confidential hiring information includes all applications for District employment, as well as applicants' and finalists' names and rankings, information and materials obtained in the hiring process, and the deliberations of the Committee.

Committee members may disclose confidential hiring information only to another member of the Committee, to a District employee authorized by the District to possess such information, or to an individual acting as an agent of the District, or when required to do so by court order.

### SECTION III: CONFLICTS OF INTEREST

It is the personal obligation of each evaluator in the District's employment processes to judge each candidate fully, impartially, and only in terms of the qualifications established for the position.

Adopted: 01-21-03  
Revised: 12-08-03  
Reviewed: 05-31-11

No person may participate in a specific selection process when such participation would involve them in decisions or actions which affect their own interests or the interests of a Related Party or parties. No person may serve as an evaluator for a position if he or she has an association with any candidate for that position, when that association is based on past or present financial or real property interests, family relationships, or similar close personal connections that would compromise the impartiality of the evaluator.

Each person must disclose past or present financial or real property interests, family relationships, or similar close personal connections that would compromise the impartiality of the evaluator. Irrespective of the existence or nonexistence of any such interest or relationship, a member of a hiring committee must disclose to the HR Specialist any relationship, including any professional relationship, or issue which limits or which may reasonably create the appearance of limiting the ability of the member to act in a strictly impartial manner toward any candidate.

#### SECTION IV: COMPLIANCE

All hiring committee members are required to comply strictly with this Board Policy ~~4011.2~~4013. Employees who violate this policy may be subject to appropriate discipline by the President, Chancellor, Chancellor's designee, or Board, consistent with applicable District policy, collective bargaining agreements, and law.

No person may serve on a hiring committee who has not first signed the following statement:

I have received and read a copy of *Board Policy ~~4011.2~~4013, Confidentiality and Conflicts of Interest in Hiring*. I agree to maintain confidentiality as described in Section II above, and I affirm that, to the best of my knowledge, I am free of any conflicts of interest with respect to applicants for the position to be filled, and that I am capable of rendering an impartial judgment with regard to each candidate. I will ask to be excused from the committee should this condition change during the course of the hiring process.

# BOARD POLICY

4017

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## CHILD ABUSE REPORTING

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

### *References:*

*Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164- 11174.3;*

*Welfare and Institutions Code Sections 300, 318, and 601;*

*Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892*

# BOARD POLICY

4020

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## DESIGNATED ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

The Board of Trustees, upon recommendation of the Chancellor, shall designate administrators and classified manager positions. In addition, pursuant to California Education Code, the Board of Trustees shall also designate those administrative positions which are also educational administrative positions. A complete and accurate list of these positions will be maintained in ~~the~~ Office of District Human Resources.

### *Reference:*

*California Education Code, Section 87002(b)*

Adopted:	05-23-77	Revised:	05-11-92	Revised:	08-29-11	Page 1 of 1
Revised:	11-26-86	Revised:	04-26-99	Revised:		
Revised:	04-10-89	Revised:	01-20-04			

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~4000.3~~4050

HUMAN RESOURCES

## WORKPLACE VIOLENCE

The District is committed to an environment that is free from workplace violence or a threat of violence. The safety and security of District employees, students, and visitors is of the highest priority to the District and is essential to carrying out the mission of the District. The District shall take steps to effectively handle actual or potential critical work place violence incidents. Unlawful violence or a credible threat of violence from any individual, that can reasonably be construed to be carried out or to have been carried out in the workplace, as these terms are defined in Code of Civil Procedures, is prohibited.

An employee against whom violence or a threat of violence has been directed in the workplace shall notify the Vice Chancellor of Human Resources or designee immediately. The Vice Chancellor of Human Resources shall ensure a thorough investigation is conducted and that appropriate action is taken should the allegation be substantiated. The Vice Chancellor shall consider whether to seek a temporary restraining order and injunction on behalf of the employee who has suffered the unlawful violence or credible threat of violence and, if appropriate, other District employees.

Retaliation against individuals for reporting violations of this policy is prohibited.

The Chancellor shall develop ~~Administrative~~ administrative ~~Regulations~~ regulations to establish a workplace violence prevention program.

### References:

- 1) *Federal Occupational Safety and Health Act 29 United States Code, Section 654 (a)(1)*
- 2) *California Labor Code, Sections 6400, et seq. Occupational Safety and Health; 8 Cal. Code Reg., Section 3203*
- 3) *California Civil Code, Section 51.7, Freedom from Violence or Intimidation*
- 4) *California Code of Civil Procedure, Section 527.8, Workplace Violence Safety Act*

Adopted: 03-20-95      Revised: 04-30-12  
Revised: 04-26-99  
Revised: 08-29-05

Page 1 of 1

# BOARD POLICY

4073

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## FACULTY REASSIGNED TIME AND STIPENDS

~~A faculty member's primary assignment is to provide teaching, library, and counseling services as described in Board Policy 4309 Duties and Responsibilities of the Faculty and SOCCCD Academic Employee Master Agreement. In addition, faculty is expected to fulfill an essential leadership role in the coordination of programs and in the representation of faculty in the effective participation in college and district governance. Specifically, Education Code Section 70902, "Duties and Responsibilities of the Board of Trustees," states that the Board of Trustees shall:~~

~~Regulations are to be adopted that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions. These opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance. Academic and Professional matters upon which the Board of Trustees will rely primarily upon the advice and council of the Academic Senate for curriculum and academic standards.~~

### I. REASSIGNED TIME

Reassigned time is part of a faculty load that is subtracted from the faculty's primary assignment to create time for leadership functions. When coordination of a program or engaging in effective college or District participation requires significant amounts of time in addition to the faculty member's primary assignment, the ~~President~~ president of the college may recommend reassigned time for the faculty leader to the Chancellor.

### II. STIPENDS

A stipend is a monetary payment to faculty that does not result in a reduction in a faculty's primary assignment. When a college president determines that program coordination or effective participation warrants compensation, a stipend may be paid to the faculty member following recommendation to the Chancellor and approval by the Board of Trustees.

### III. EQUITY

The amount of a stipend or reassigned time will be calculated using objective and relevant workload measures that promote equitable compensation for leadership assignments.

### IV. ACCOUNTABILITY

Adopted: 05-26-09  
Reviewed: 12-17-12

The expected outcomes of the leadership assignment shall be specified and approved in advance by the college president.

~~V.~~ EXCLUSIONS

~~The Board of Trustees may exclude some stipend and reassigned time expenditures from a college's limitation, as defined in Administrative Regulation 4073, or establish separate limitations for them. The costs of reassigned time and stipends awarded to the SOCCCD Faculty Association, accreditation, service to certain state-wide statewide community college organizations, and grants and categorical monies would be excluded from college specific calculations. Stipends and Reassigned time for non-reoccurring assignment would be excluded from college specific calculations, by recommendation of the President and approval of the Chancellor.~~

~~VI.~~ V. LIMITATIONS

The Board of Trustees may establish limitations on the total expenditures for reassigned time and stipends as a part of the budget approval process. If a percentage cap is chosen, then each college will be assigned a percentage that takes into consideration the size of the college and need.

*Reference:*

*California Education Code Section 70902*

# BOARD POLICY

4077.1

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## CHANGE OF ASSIGNMENT-CLASSIFIED MANAGERS

### DELETE BP-4077.1

~~The appropriate administrators and/or managers are authorized to change the assignment of an employee for up to five (5) days without initiating a change of salary.~~

~~Requests for a change of an employee's assignment in excess of five (5) days will be directed to the Chancellor's designee, who will submit a recommendation to the Chancellor concerning any proposed change in an employee's assignment.~~

~~When a classified management employee is temporarily assigned to a higher classification for more than five (5) work days within a 15 calendar day period, the employee's salary will be adjusted upward for the entire period of work in the higher classification at a rate that reasonably reflects the duties to be performed outside of the employee's regular classification.~~

Adopted: 8-24-82  
Revised: 4-10-89  
Revised: 4-26-99  
Revised: 1-31-05

Revised: 4-30-12

# BOARD POLICY

4079

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## BEREAVEMENT LEAVE FOR ~~ADMINISTRATORS AND CLASSIFIED~~ MANAGEMENT PERSONNEL

~~Administrators and classified management~~ Management personnel shall be granted ~~five (5)~~ five (5) days leave of absence for the death of a spouse or domestic partner, child; child of spouse or domestic partner; parent, step-parent, legal guardian of the employee or of the spouse or domestic partner of the employee; or five (5) days if more than two hundred (200) miles of travel each way from their residence is required whenever travel out-of-state is required for any other member because of the death of any member of the employee's immediate family. Otherwise, management personnel shall be granted three (3) days leave of absence for any other member of the employee's immediate family.

~~The term member of the immediate family as used in this policy means the mother, father, grandmother, grandfather, or grandchild of the employee or of the spouse of the employee or a registered domestic partner, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, of the employee, or a former spouse, or any relative living in the immediate household of the employee or a registered domestic partner.~~ No deduction shall be made from the salary of any employee qualifying for bereavement leave.

### *Reference:*

*California Education Code Section 88194*

Adopted:	02-26-68	Revised:	04-10-89	Revised:	01-31-05	Page 1 of 1
Revised:	02-22-72	Revised:	04-26-99	Revised:	07-25-11	
Revised:	11-26-79	Revised:	05-24-04			

# BOARD POLICY

4082

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## MEDICAL BENEFITS FOR ~~ADMINISTRATORS AND CLASSIFIED~~ MANAGEMENT PERSONNEL WHILE ON LEAVE

~~Administrators and classified management~~ Management personnel of the South Orange County Community College District shall receive medical, dental, vision, and life insurance benefits while on a leave of absence in accordance with the following conditions:

1. Employees shall continue to receive insurance benefits while on a paid leave of absence.
2. An employee on an unpaid leave of absence due to illness shall continue to receive insurance benefits, provided by the District, for one year following the date the employee attained unpaid leave status.
3. Employees on an unpaid leave longer than one year may continue to receive District insurance benefits beyond the one year by paying the District's costs to provide these insurance benefits.
4. The benefits provided by this policy shall run concurrently with rights under the federal Family and Medical Leave Act of 1993 (FMLA) and the California Family Rights Act (CFRA).

Adopted: 06-21-93  
Revised: 04-26-99  
Revised: 01-31-05

Revised: 02-27-12

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# BOARD POLICY

4101

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## SALARY SCHEDULES AND ANNUAL STEP INCREMENTS FOR ~~ADMINISTRATORS AND CLASSIFIED~~ MANAGEMENT PERSONNEL

Salary schedules shall be adopted by the Board of Trustees for ~~administrators and classified~~ management personnel and shall contain an annual pay increment for each step indicated for a particular position. Copies of these schedules shall be on file in ~~the Office-District of~~ Human Resources and available on the ~~district~~ website.

Adopted:	06-09-69	Revised:	01-31-05
Revised:	04-10-89	Revised:	09-26-11
Revised:	04-26-99		

# BOARD POLICY

4102

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## SALARY SCHEDULE PLACEMENT FOR ~~ADMINISTRATORS, CLASSIFIED~~ MANAGEMENT PERSONNEL, AND CLASSIFIED BARGAINING UNIT EMPLOYEES

### I. INITIAL SALARY PLACEMENT

#### A. Management Personnel

New hires will ~~normally~~ be placed on Step 1 of the appropriate salary schedule. The Chancellor or designee may approve a higher placement based on education and/or experience that exceeds the minimum qualifications as listed in the job announcement and is directly related to the position ~~to be competitive with the employment market and/or the work experience and skill level of the new employee.~~

#### B. Classified Bargaining Unit Employees

Initial placement for newly appointed first-time classified bargaining unit employees will be at step one (1) of the appropriate salary range. Placement above step one will be according to Article 8.7.1.1. of the CSEA contract.

### II. PROMOTION/CHANGE IN STATUS

If an employee is promoted from one District position to a higher level, the Chancellor or designee may place the employee on a step that results in a pay increase that appropriately compensates for the increase in responsibilities.

Employees promoted to a higher CSEA classified position shall be placed according to Article 8.7.1 of the CSEA contract.

### III. DEMOTION

If an employee is demoted from one District position to a lower level, the Chancellor or designee may place the employee on a step that reflects the reduction in responsibility.

# BOARD POLICY

4203

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## SICK LEAVE FOR ~~EDUCATIONAL ADMINISTRATORS AND CLASSIFIED~~ MANAGEMENT PERSONNEL

~~Employees who are not members of a collective bargaining unit~~ Management personnel shall be entitled to a leave of absence for personal illness or injury with full salary at the rate of one (1) day for each month served. Credit for a leave of absence need not be accrued prior to the taking of such leave by the employee. The leave of absence may be taken at any time during the year. However, a new ~~Educational Administrator/ Classified Management~~ management employee of the district shall not be eligible to take more than six (6) days or the proportionate amount to which the employee may be entitled until the first day of the calendar month after the completion of six (6) months of service with the district. Sick leave that is not used during any fiscal year shall be allowed to accumulate from year to year.

### *References:*

~~California- Education- Code- Sections~~ 88191, 88207- 4(b)

Adopted:	09-29-69	Technical	Revised:	02-27-17	Page 1 of 1
Revised:	07-10-73	Update:	04-26-99		
Revised:	04-10-89	Revised:	12-06-10		

# BOARD POLICY

# 4209

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## CLASSIFIED MANAGEMENT PERSONNEL REDUCTION IN FORCE NOTIFICATION ~~DELETE Board Policy 4209~~

~~California Education Code, establishes a 45-day notification for reduction in force of Classified Leadership Personnel. However, excluding disciplinary actions, in which case prevailing California Education Code applies, a 90-day notification will be issued to Classified Management staff affected by a reduction in force.~~

~~Whenever it becomes necessary to reduce the number of classified management employees because of lack of work, lack of funds, or in the interest of economy, the Chancellor shall recommend the specific positions to be discontinued. Other facts being equal, employees shall be laid off in reverse order of seniority within the job classifications of such discontinued positions.~~

### *Reference:*

~~—California Education Code, Section 88017~~

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5410  
STUDENTS

## STUDENT EQUITY

The Board of Trustees is committed to assuring student equity in educational programs and ~~College-college~~ services. The ~~P~~resident at each ~~College-college~~ shall establish and implement a student equity plan that meets Title 5 standards. It is the intent of the Legislature that colleges prioritize funding for high-need and disadvantaged students.

### *Reference:*

*California Education Code Section 66030, et. seq. 78221(c), and 78222 (c)(4)  
Title 5, California Code of Regulations, Section 54220*

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5604

STUDENTS

## ELIGIBILITY FOR ADMISSIONS

### A. GENERAL ADMISSION

Admission to Irvine Valley College and Saddleback College is open to individuals who are capable of profiting from the instruction offered for those:

1. Who possess a high school diploma or its equivalent; or
2. Who are 18 years of age or over-of-ageolder. Such persons shall be admitted as a provisional student, and therefore, shall be required to comply with the District's rules and regulations regarding scholastic achievement and other standards to be met by provisional or probationary students as a condition to being area-readmitted in any succeeding semester; or
3. Who Whom are apprentices as defined in Section 3077 of the California Labor Code.

The District shall in its discretion, or otherwise federally mandated, evaluate the validity of a student's high school completion.

### B. ADMISSION TO SPECIAL PROGRAMS

In addition to meeting the academic standards for admission to the-either Collegescollege, students wishing to enroll in special programs (i.e. nursing) must satisfy additional admissions requirements. Specific criteria for admission to those programs shall be approved by the President.

### C. SPECIAL ADMISSION

Students enrolled in grades K-12 who can demonstrate their ability to benefit from college instruction may be admitted as a special admission. Special part-time admission students are limited to a maximum of 11 units per semester. Special full-time admission may be approved by the President to-for an individual identified as highly gifted and who has been released by the primary school district.

### D. DENIAL OF REQUESTS FOR SPECIAL FULL TIME ENROLLMENT

If the President denies admission to any special full-time admission applicant who is identified as highly gifted, the applicant shall:

1. Be provided a written statement within 60 days of the request identifying the findings and the reason for denial of the request.

Adopted: 05-15-89      Revised: 09-26-05  
Revised: 04-26-99      Revised: 02-27-12  
Revised: 12-10-01

2. The written recommendation and denial shall be issued at the next regularly scheduled board meeting that occurs at least 30 days after the request is made.

#### E. INTERNATIONAL STUDENT ADMISSION

The colleges of the District have been approved by the United States Department of Justice to accept and enroll international students with an F1 Visa status. The colleges will seek to achieve broad representation from nations of the world to benefit both international and ~~the~~ District students and the community it serves.

In addition to submitting an international student application, o~~Only~~ individuals who have completed the equivalent of an American high school education with satisfactory grades; those who can demonstrate they possess adequate financial resources to support themselves and meet educational expenses, and who have demonstrated English language proficiency will be admitted. All international students are required to purchase health and accident insurance from the company approved by the District's ~~Business Services~~ Procurement, Central Services or Risk Management Office.

#### *Reference:*

*U.S. Department of Education regulation on the Integrity of Federal Financial Aid  
Programs under Title IV, 34 Code of Federal Regulations Part 668.16*

*California Education Code, Sections 48800, 76000, 76001, 76002(b) California Labor  
Code, Section 3077*

Adopted:	05-15-89	Revised:	09-26-05
Revised:	04-26-99	Revised:	02-27-12
Revised:	12-10-01		

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5605  
STUDENTS

## RESIDENCE DETERMINATION

Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

~~Students shall be classified at the time of each application for admission or registration as a resident or nonresident student.~~

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of a semester or summer session for which the student applies to attend.

Residence classification shall be made for each student at the time an initial applications for admission ~~are~~ is accepted ~~or during initial~~ registration each term, occurs and whenever a student who has not been in attendance for more than one semester reapplies. A student classified as a nonresident may be reclassified as of any subsequent residence determination date.

The Chancellor shall enact administrative regulations to assure that residence determinations are made in accordance with California Education Code, Title 5, California Code of Regulations and the Student Attendance Accounting Manual.

### *Reference:*

*California Education Code, Section 68040, 68086 and 76140  
Title 5, California Code of Regulations, Section 54000, et seq.*

Adopted: 05-15-89      Revised: 05-21-12  
Revised: 04-26-99  
Revised: 01-31-05

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

5615

STUDENTS

## STUDENT RECORDS: COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Chancellor shall assure that student records are maintained in compliance with applicable federal and state laws relating to the privacy of student records.

The Chancellor may direct the implementation of appropriate safeguards to assure that student records cannot be accessed or modified by any person not authorized to do so.

Any currently enrolled or former student of the District has a right of access to any and all student records relating to him or her maintained by the District. Student access means that students may review or request copies of documents in their file. Original documents turned over to the District/College will remain in the student's file.

No District representative shall release the contents of a student record to any member of the public without the prior written consent of the student, other than directory information as defined in Administrative Regulation 5615, and information sought pursuant to a court order, or lawfully issued subpoena, or as otherwise authorized by applicable federal and state laws.

Students shall be notified of their rights with respect to student records, including the definition of directory information.

### *Reference:*

*California ~~Education~~ Code, Section 76200, et seq.*

*California Civil Code Section 1798.85*

*California Code of Regulations, Title 5 Section 54600 et seq.*

*20 U.S. Code Section 1232g(j)*

Revised: 5-15-89

Revised: 4-26-99

Revised: 8-30-04

Revised: 1-31-05

Revised: 11-17-09

Revised: 6-23-14

# BOARD POLICY

5627

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## STUDENT PARTICIPATION IN GOVERNANCE

The Associated Students of the colleges of the South Orange County Community College District (SOCCCD) shall be given an opportunity to participate in the formulation and development of district policies and regulations that have a significant effect on students. The selection of student representatives to serve on SOCCCD committees or task forces shall be made after consultation with the Associated Student Governments of the respective colleges. The opinions and recommendations of the students will be given every reasonable consideration.

Except for emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the designated student groups have been provided the opportunity to participate. District and college policies and regulations that have or will have a “significant effect on students” include the following:

- A. grading policies;
- B. codes of student conduct;
- C. academic disciplinary policies;
- D. curriculum development;
- E. courses or programs which should be initiated or discontinued;
- F. formulation of policies and regulations concerning graduation requirements;
- G. processes for institutional planning and budget development;
- H. standards and policies regarding student preparation and success;
- I. student services planning and development;
- J. student fees within the authority of the District to adopt; and
- K. any other District and college policy, regulation, or related matter that the District governing board determines will have a significant effect on students.

Student representatives will be treated with equal inclusion, opportunity and consideration in respect to all participatory governance and will have access to necessary and relevant information, documents and resources necessary for meaningful participation in governance processes.

As there are times during the academic year in which students are generally less available, such as summer, every reasonable effort shall be made to schedule meetings so that student participation is possible.

### *Reference:*

*Title 5, California ~~Education~~ Code of Regulations, Section 51023.7;  
California Education ~~Code~~, Section 70902~~f(b)(7)~~*

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Board Policy Revision: BP-1311 Civic Center and Other Facilities Use, BP-3453 Emergency Operations Plan, BP-3502 Campus Police and Safety Services, BP-3517 Student Organizations at Off-Campus Locations, BP-3600 Disposition of District Property, BP-3610 Auxiliary Organizations, Including Foundations, BP-4008 Fingerprinting of Personnel, BP-4014 Electronic Communication, BP-4083 Vacation Leave for Management Personnel, BP-4111 Professional Growth and Development Leave for Administrators and Classified Managers, BP-5608 Student Fee Refunds, BP-5700 Intercollegiate Athletics

**ACTION:** 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 comply with current laws and regulations.

### **STATUS**

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

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on May 9, 2019 for review and recommendation to the Chancellor. EXHIBITS A-L were brought to the Board of Trustees on May 20, 2019 for review and study.

### **RECOMMENDATION**

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

# BOARD POLICY

1311

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

COMMUNITY  
RELATIONS

## CIVIC CENTER AND OTHER FACILITIES USE

~~There is a Civic Center at each college and campus. Use of the Civic Center shall be granted as provided by law.~~ The Chancellor shall establish ~~procedures~~ regulations regarding the use of District property and facilities, including but not limited to facilities, equipment and supplies, by community groups, ~~and other outside contractors,~~ and others.

These administrative ~~procedures~~ regulations shall reflect the requirements of applicable law, including Education Code Section 82537 and 82542, regarding Civic Centers. The regulations shall include reasonable rules regarding the time, place and manner of use of District facilities. They shall assure that persons or organizations using college property are charged such fees as are authorized by law. Public use of District property shall not interfere with scheduled instructional programs or other activities.

No group or organization may use District property for purposes that discriminate on the basis of race, color, religion, ancestry, national origin, military or veteran status, disability, ~~sex (i.e., gender)~~ gender, gender identity, gender expression, or sexual orientation, or the perception that a person has one or more of the foregoing characteristics, or because a person associates with a person or group with one or more of these actual or perceived characteristics or on any basis prohibited by law.

Use of the District's Civic Centers will be only for the purposes described by the California Legislature in Education Code Section 82537(a). These purposes include use by associations "formed for recreational, educational, political, economic, artistic, or moral activities of the public school districts" in order to "engage in supervised recreational activities" or "meet and discuss from time to time, as they may desire, any subjects and questions which in their judgment appertain to the educational, political, economic, artistic, and moral interests of the citizens of the communities in which they reside" (Education Code Section 82537(a)). In granting permission to use the Civic Centers, the District will not discriminate on the basis of viewpoint with regard to organizations engaging in expressive activities on the topics and subject matters articulated above.

### *Reference:*

*Education Code Section 82537 and 82542*

*California Code of Regulations Title 5 Sections 59601 et. seq.*

Adopted:	12-14-70	Revised:	03-07-88	Revised:	12-11-06	Page 1 of 1
Revised:	04-07-75	Revised:	04-26-99	Revised:	09-27-10	
Revised:	03-28-77	Revised:	09-29-03			

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

3453

BUSINESS

## EMERGENCY RESPONSE ~~OPERATIONS~~ PLAN

The Chancellor shall establish procedures that ensure that the District, and the colleges ~~and ATEP~~ implement an Emergency Operations Plan (EOP) to be activated in the event of an emergency, ~~or such as the occurrence of a natural disaster, or hazardous condition, terrorist activity, or active shooter incident.~~ This ~~plan~~ EOP must comply with the National Incident Management System (NIMS) and, the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), ~~the Master Mutual Aid Agreement (MMAA)~~ and any other relevant programs. The ~~plan~~ EOP must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

The Chancellor shall ensure that a team is created to carry out compliance with NIMS and SEMS mandates. Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing a disaster preparedness procedures or plan; and
- Developing guidelines regarding activation and chain of command responsibilities; and
- Completion of training sessions by ~~all~~ District employees ~~of the district~~ in compliance with NIMS and SEMS guidelines.
  - Training requirements vary based on job titles or assigned roles within the emergency plan.

~~All District employees of the District must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.~~

~~The District will ensure that a team is created to carry out compliance with NIMS and SEMS mandates.~~ The District and colleges must ensure that their EOP is updated annually. The disaster plan shall be accessible via the colleges' website. Annually, the plan shall be emailed to all employees.

~~The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions and state.~~

~~The plan will contain information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its disaster plan is updated regularly. Campuses must comply with NIMS and SEMS to receive federal or state funding.~~

### *References:*

Adopted: 08-31-09  
Revised 09-27-10

*Education Code Sections 32280 et. seq. and, 71095-;*  
*Government Code Sections 3100 and 8607(a);*  
*Homeland Security Act of 2002;*  
*National Fire Protection Association 1600;*  
*Homeland Security Presidential Directive-5;*  
*Executive Order S-2-05;*  
*19 California Codes of Regulations ~~(CCR)~~ Sections 2400-2450;*  
*34 Code of Federal Regulations Part 668.46 (g)*

# BOARD POLICY

3502

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## CAMPUS POLICE AND SAFETY SERVICES

The Board of Trustees is committed to a safe and secure District work and learning environment. ~~To that end, the Chancellor or designee shall establish a campus safety plan and ensure that it is posted or otherwise made available to students. The campus safety plan shall include availability and location of security personnel, methods for summoning assistance of security personnel, any special safeguards that have been established, any actions taken in the preceding 18 months to increase safety, and any changes in safety precautions to be made during the next 24 months.~~ The campus law enforcement agencies have the primary authority for providing police and safety services to their campuses, including the investigation of criminal activity.

The Chancellor or designee shall ensure the District enters into written agreements with local law enforcement for each campus to clarify operational responsibilities for investigations of crimes occurring on each campus. Each written agreement entered into shall designate which law enforcement agency shall have operational responsibility for investigations and delineate the specific geographical boundaries of each agency's operational responsibility, including maps as necessary. These agreements shall not limit the authority of campus police departments in providing police services to their campuses.

### *Reference:*

*Education Code ~~67380(a)(4)~~ 67381.1*

# BOARD POLICY

3517

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS

The District shall work with local law enforcement agencies to monitor and assess criminal activity ~~in which~~<sup>by</sup> students ~~engage~~ at off-campus locations of student organizations officially recognized by the District.

*Reference:*

*34 Code of Federal Regulations Section 668.46(b)(7)*

# BOARD POLICY

# 3600

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## DISPOSITION OF DISTRICT PROPERTY

The Board of Trustees shall authorize the disposal of surplus personal property, including, but not limited to ~~or obsolete~~ supplies, materials, furniture and equipment, which are unusable, no longer required, obsolete or unsuitable for District purposes and authorize the Chancellor or ~~his/her~~ designee to ~~dispose~~ sell, auction, donate, recycle, or otherwise dispose such personal property of the District of such supplies and equipment in conformance with the law and District procedures. The Chancellor or designee shall periodically submit to the Board of Trustees for approval all such surplus property prior to the disposition of District personal property. ~~All sales of surplus district property shall be reported to the Board of Trustees on a periodic basis.~~

This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

### *Reference:*

*Education Code Section 70902(b)(6), ~~81383, 81384,~~ and 81450 et. seq., ~~81452~~*

Adopted:	09-08-80	Revised:	04-23-99	Reviewed:	02-27-12	Page 1 of 1
Revised:	04-06-87	Revised:	09-29-03	Revised:	07-30-12	
Revised:	05-23-88	Revised:	04-28-08			

# BOARD POLICY

# 3610

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## AUXILIARY ORGANIZATIONS, INCLUDING FOUNDATIONS

The Board of Trustees may recognize and approve auxiliary organizations, identified in Title 5, California, Code of Regulations, established for the purpose of providing to the District any and all supportive services, specialized programs, and functions for the general benefit of its colleges or the District. ~~identified in Title 5, Calif. Code of Regulations.~~

The Chancellor shall establish administrative regulations necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those regulations to the Chancellor for the California Community Colleges as required by law. At a minimum, the regulations shall address the subjects required by Title 5 and Education Code.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board of Trustees' approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board of Trustees shall conduct its business in accordance with the administrative regulations adopted by the Chancellor pursuant to this policy. Notwithstanding, anything contained in the administrative regulations, any auxiliary organization recognized by the Board of Trustees shall comply with Education Code provisions regarding:

1. ~~The~~ composition of a board of directors and the way in which it conducts its meetings;
2. ~~Con~~ducting an annual audit;
3. ~~E~~mploying its work force; and,
4. ~~E~~xpensing and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college district or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for ~~disabled~~ students with disabilities.

### *References:*

*California Education Code, Section 72670, et seq.;*

*Title 5, California Code of Regulations, Sections 59250, et. seq.*

Adopted: 03-29-04

Revised: 03-28-11

Page 1 of 1

# BOARD POLICY

4008

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~PERSONNEL~~ HUMAN RESOURCES

## FINGERPRINTING OF PERSONNEL

All new employees shall, within ten (10) days of employment, be fingerprinted by the appropriate law enforcement agency. The District may exempt from this requirement classified substitute and temporary employees employed for less than a school year.

### *Reference:*

*California Education Code, Sections 87013 and 88024*

Adopted:	09-26-69	Revised:	04-08-91	Revised:	01-20-04	Page 1 of 1
Revised:	02-22-72	Revised:	05-11-92	Reviewed:	10-13-10	
Revised:	04-10-89	Revised:	04-26-99			

# BOARD POLICY

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~4000.2~~4014

HUMAN RESOURCES

## ELECTRONIC COMMUNICATION

The Board of Trustees of the South Orange County Community College District finds that it is important for staff and students to have access to electronic-based research tools and skills through its electronic/digital information network for educational and work related purposes. Such access is a privilege and requires that individual users act responsibly. The electronic/digital information network consists of (but is not limited to) District ~~owned~~ computers, computer networks, application software, electronic mail and voice mail systems, internet services, wireless networks, audio and video conferencing, and related electronic devices such as cellular telephones, facsimile machines and copiers.

It is the policy of ~~this~~the District to restrict access to and use of the electronic/digital information network to students and employees for educational and work related purposes. ~~by students and employees and work related purposes by employees~~. Use of the District's electronic/digital information network for other purposes amounting to more than incidental personal use or for unlawful purposes is not authorized and can constitute grounds for revocation of user privileges, removal of offending material, and potential disciplinary action.

There is no right to privacy in the use of the District's resources. The District may monitor and access information contained on its resources for investigative and/or administrative purposes, and may take administrative action in response to any violation of this policy, applicable administrative regulation, or other law. The Chancellor is hereby authorized to adopt and implement such administrative regulations to implement this policy.

Adopted:	04-28-97	Revised:	12-10-07
Revised:	04-26-99	Revised:	07-25-11
Revised:	02-18-03		

Page 1 of 1

# BOARD POLICY

4083

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## VACATION LEAVE FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL MANAGEMENT PERSONNEL

~~Administrators and classified management personnel~~ Management personnel shall accumulate vacation days at the rate of two (2) vacation days for each month of service during any fiscal year not to exceed 24 days per fiscal year. Employees may accrue vacation time up to a maximum two (2) times their annual vacation allowance.

Employees whose vacation balance exceeds the 48 day limit on August 31<sup>st</sup> shall not earn nor accrue further vacation leave until the employee reduces his or her vacation leave balance to an amount not exceeding the 48 day limit.

At the time of separation, retirement, termination, or reassignment, accrued but unused vacation leave ~~for administrators~~ shall be paid at ~~the~~ their daily rate for academic administrators and at the hourly rate for classified administrators/managers ~~management personnel~~ at their hourly rate, in effect at the time of their separation, retirement, termination, or reassignment.

Adopted: 02-13-69  
Revised: 06-14-71  
Revised: 05-27-75  
Revised: 12-10-79  
Revised: 04-30-87

Revised: 04-01-89  
Revised: 05-11-92  
Revised: 04-26-99  
Revised: 01-31-05  
Revised: 01-31-06

Revised: 11-20-06

Reviewed by BPARAC & Chancellor on 7-6-11  
No Recommended Change to Policy

# BOARD POLICY

4111

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PROFESSIONAL GROWTH AND DEVELOPMENT LEAVE FOR ADMINISTRATORS AND CLASSIFIED ~~MANAGERS~~ MANAGEMENT PERSONNEL

The Board of Trustees may grant administrative leaves to administrators and classified managers.  
The Chancellor shall develop administrative regulations establishing the application process for leaves under this policy.

Adopted:	02-25-74	Revised:	04-10-89	Revised:	06-21-05	Page 1 of 1
Revised:	02-24-75	Revised:	04-26-99	Revised:	09-26-11	
Revised:	07-11-77	Revised:	05-24-04			
Revised:	06-10-85	Revised:	01-31-05			

# BOARD POLICY

5608

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## TUITIONSTUDENT FEE REFUNDS

~~A request for nonresident tuition refunds may be requested and granted under the conditions outlined in the Administrative Regulation 5608.~~

The South Orange County Community College District shall refund enrollment, nonresident tuition, and fees in accordance with applicable federal and state laws and regulations.

The Chancellor shall establish administrative regulations defining the refund process.

### *Reference:*

*Title 5, California Code of Regulations, Section 54070, 58508*

Revised: 5-03-82	Revised: 4-26-99	Revised: 5-21-12
Revised: 5-15-89	Revised: 8-30-04	
Revised: 4-08-91	Revised: 1-31-05	

# BOARD POLICY

5700

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## INTERCOLLEGIATE ATHLETICS

The District may maintain organized athletic programs for men and women in intercollegiate athletics. The programs shall not discriminate on the basis of gender in the availability of athletic opportunities.

The Chancellor or designee shall assure that the athletic program complies with state law, the California Community Colleges Athletic Association (CCCCAA); Constitution and Sports Championship Handbooks Guides and appropriate Conference Constitution regarding student athlete participation.

### *Reference:*

*~~Title IX, Education Amendments of 1972;~~ 20 U.S. Code Sections 1681 et. seq.  
Education Code Sections 66271.6, 66271.8, 67360 et. seq., 78223  
ACCJC Accreditation Standard II; C.4*

Adopted: 12-07-09  
Revised: 05-20-13  
Revised: 11-25-13  
Revised: 12-14-15

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

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

**ACTION:** Ratification

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the academic employees and classified administrators' personnel actions as shown in Exhibits A and 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 4000)

- a. D'ARCY, KIM, ID #015762, is to be employed as Director of Learning Assistance, Pos. #P0004640, Division of Online Education and Learning Resources, Saddleback College. Academic Administrators and Classified Administrators/Managers Salary Schedule Range 17, Step 3 (\$127,885), effective June 1, 2019. **Education:** Psy.D. (Clinical Psychology), Argosy University, Santa Ana and B.A. (Psychology), University of Arizona, Tucson. (Exhibit B, Pages 1-4)
- b. FARTHING, SCOTT, ID #014387, is to be employed as Interim Dean of Fine Arts & Media Technology, Pos. #P0004614, Office of Instruction, Saddleback College. Academic Administrators and Classified Administrators/Manager Salary Schedule Range 22, Step 1 (\$151,704), effective July 1, 2019. **Education:** D.M.A. (Conducting) and M.M. (Conducting), University of Missouri, Kansas City and B.Mus. (Music Performance), Friends University, Wichita. (Exhibit B, Pages 5-7)
- c. MATHUR, ROOPA ID # 008428, is to be employed as Interim Director of Economic and Workforce Development (Categorical), Pos. # P0007017, Division of Career and Continuing Education and Integrated Design, Engineering and Automation, ATEP, Irvine Valley College. Academic Administrators and Classified Administrators/Managers Salary Schedule, Range 19, Step 3 (\$144,516), effective August 1, 2019. **Education:** Ph.D. (Information Systems Management), Walden University, Minneapolis; M.S. (Computer Information Systems), University of Phoenix, Phoenix; and B.S. (Electrical Engineering), University of Houston, Houston. (Exhibit B, Pages 8-10)
- d. OLIVERI, DOMENICA, is to be employed as Assistant Dean, Health Sciences and Human Services/Director of Nursing, Pos. #P0004626, Division of Health Sciences and Human Services, Saddleback College. Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, Step 3 (\$151,704), effective July 1, 2019. **Education:** Ed.D. (Educational Leadership) and M.S.N. (Nursing), University of Phoenix; and B.S.N. (Nursing), William Patterson University, Wayne, New Jersey. (Exhibit B, Pages 11-14)

**2. FULL-TIME FACULTY EMPLOYMENT** (Ratified – Pursuant to Board Policy 4000)

- a. BEAHM, AUSTIN, is to be employed as Geography Instructor, Pos #P0001570, Division of Social and Behavioral Sciences, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.A., Geography; California State University, Long Beach; B.A., International Studies; California State University, Long Beach.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**2. FULL-TIME FACULTY EMPLOYMENT (Ratified – Pursuant to Board Policy 4000)**

- b. CARRILLO, BRYAN, is to be employed as Mathematics Instructor, Pos #P0005100, Division of Math, Science and Engineering, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Mathematics; University of California, Riverside.; M.S., Mathematics; University of California, Riverside; B.S., Mathematics; Bates College, Lewiston, Maine.
- c. CARVER, NICHOLE, is to be employed as Mathematics Instructor, Pos #P0007227, School of Math, Computer Science and Engineering, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.S., Statistics; Northern Arizona University; B.S., Mathematics; University of Arkansas, Fort Smith. This is a new position.
- d. CZERNIAWSKI, JENNIFER, is to be employed as Psychology Instructor, Pos #P0001510, Division of Social and Behavioral Sciences, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Psychology; Rutgers University, New Brunswick, New Jersey; M.A., Psychology; Rutgers University, New Brunswick, New Jersey; B.A., Psychology; Binghamton University, Binghamton, New York.
- e. GUTIERREZ, LUIS, is to be employed as Administration of Justice Instructor, Pos #P0014901, School of Social and Behavioral Sciences, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.A., Management; University of Redlands; Redlands, California; B.A., Public Administration; University of LaVerne; LaVerne, California; A.A., Administration of Justice; Irvine Valley College; Irvine, California. This is a new position.
- f. IDLEMAN, BRANDEE, is to be employed as Librarian (Instruction), Pos #P0014894, School of Languages and Learning Resources, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.L.I.S., Library and Information Studies; University of Alabama, Tuscaloosa, Alabama; B.A., History; Dickinson College, Carlisle, Pennsylvania. This is a new position.
- g. JEROME, AMANDA, is to be employed as English as a Second Language Instructor, Pos #P0015764 School of Liberal Arts, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range IV, Step 1. This is a new position. Education: M.S., Education (TESOL); California State University, Fullerton; M.A., English; California State University, Fullerton; B.A., Literature/Writing; University of California, San Diego. This is a new position.
- h. LIN, ALICE, is to be employed as ESL Instructor, Credit & Noncredit, Pos #P0014917, School of Languages and Learning Resources, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range III, Step 1. Education: M.A., English as a Second Language; University of Hawaii at Manoa; B.A., Linguistics and Chinese; University of California, Berkeley. This is a new position.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**2. FULL-TIME FACULTY EMPLOYMENT (Ratified – Pursuant to Board Policy 4000)**

- i. LONG, ERIN, is to be employed as Counselor (Generalist), Pos #P0001560, Division of Counseling Services, Saddleback College, effective July 29, 2019. Approximate Salary Placement: Range III, Step 1. Education: M.A., Counseling ; Webster University; Irvine, California; B.A., Psychology; California State University, Fullerton; A.A., Psychology; Saddleback College, Mission Viejo, California.
- j. LOPEZ, TERRY, is to be employed as Biology Instructor, Pos #P0001772, Division of Math, Science and Engineering, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Pharmacological Sciences; University of California, Irvine; M.S., Environmental Toxicology; University of California, Riverside; B.S., Biological Sciences; University of California, Riverside.
- k. NEILL, CAROLYN, is to be employed as Nursing Instructor, Pos #P0004458, Division of Health Science and Human Services, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.S.N., Nursing; Western Governors University, Utah; B.S.N., Nursing; National University, San Diego, California; A.A., Pre-Nursing; Mira Costa College; Oceanside, California.
- l. NGUYEN, STEVEN, is to be employed as Chemistry Instructor, Pos #P0014820, School of Life Sciences and Technologies, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Chemistry; University of California, San Diego; M.S., Chemistry; University of California, San Diego; B.S., Biochemistry; University of California, San Diego. This is a new position.
- m. PALTIN, CAROLINE, is to be employed as Human Services Instructor, Pos #P0001726, Division of Health Science and Human Services, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Clinical Psychologist, United States International University, Irvine, California; M.A., Psychology; United States International University, Irvine, California; B.A., Psychology; California State University, Fullerton.
- n. PERRY, DONALD, is to be employed as Chemistry Instructor, Pos #P0002132, School of Physical Sciences and Technologies, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Chemistry; University of California, Irvine; B.S., Chemistry; University of Nevada, Las Vegas.
- o. PHELPS, KELICIA, is to be employed as ESL Instructor, Credit & Noncredit, Pos #P0014918, School of Languages and Learning Resources, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range III, Step 1. Education: M.A., Linguistics (TESOL); California State University, Long Beach; B.A., English, History; University of North Carolina, Chapel Hill. This is a new position.
- p. RATH, CAROLYN, is to be employed as Geology/Marine Science Instructor, Pos #P0002252, School of Physical Sciences and Technologies, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.S., Geological Sciences; California State University, Fullerton; B.S., Geological Sciences; Albion College, Albion, Michigan.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**2. FULL-TIME FACULTY EMPLOYMENT (Ratified – Pursuant to Board Policy 4000)**

- q. SPINELLA, WILLIAM, is to be employed as Astronomy (Physics) Instructor, Pos #P0012844, School of Physical Sciences and Technologies, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Computation Science; Claremont Graduate University, Claremont, California; B.S., Physics; University of California, Santa Barbara. This is a new position.
- r. WHITMORE, GREGORY, is to be employed as Music Instructor (Instrumental), Pos #P0001027, School of the Arts, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range V, Step 1. Education: Ed.D., Music and Music Education; Columbia University; Ed.M., Music and Music Education; Columbia University; M.M., Music; California State University, Fullerton; B.M., Music; University of Michigan, Ann Arbor.
- s. YOUSSEF, MOHAMAD, is to be employed as Mathematics Instructor, Pos #P0007226, School of Math, Computer Science and Engineering, Irvine Valley College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.S., Mathematics; University of South Carolina; Columbia, South Carolina; B.S., Mathematics; University of California, Los Angeles; A.A., Liberal Arts; Cypress College; Cypress, California. This is a new position.
- t. ZEMANEK, ERIKA, is to be employed as English Composition Instructor, Pos #P0001566, Division of Liberal Arts, Saddleback College, effective August 12, 2019. Approximate Salary Placement: Range II, Step 1. Education: M.A., English; California State University, Long Beach; B.A., English; California State University, San Bernardino.

**3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4000)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Ahad, Sally	MS/Physiological Sciences	Biology/IVC	2	08/19/19
Angeles, Gabrielle	Equivalency	Dance/IVC	1	08/19/19
Boelli, Daniele	MA/History	History/SC	2	05/28/19
Boling, Jess	PhD/Mathematics	Mathematics/IVC	5	08/19/19
Cabral, Larry	PhD/Biological Science	Biology/IVC	5	05/28/19
Chau, Grace	MA/Nursing Education	Nursing/SC	2	08/19/19
Cook, Jodie	Equivalency	Interior Design/SC	1	08/19/19
Crossman, Claire	MA/Communication	Speech/IVC	2	08/19/19
Fernandez, Ricardo	MA/Anthropology	Anthropology/SC	2	05/28/19
Garcia, Saul	Equivalency	Automotive Tech/SC	1	05/28/19
Ghotra, Jaspreet	Equivalency	American Sign Language/IVC	1	08/19/19
Gilliom, Jon	MS/Library Science	Librarian/SC	2	08/19/19

**A. NEW PERSONNEL APPOINTMENTS - Continued**

**3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4000)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Hoffman, Willian	PhD/Social Ecology	Economics/SC	5	08/19/19
<sup>1</sup> Joyce, Hillary	MA/TESOL	Tutor/SC	2	05/28/19
Kim, Kendrick	Equivalency	Business/SC	2	05/28/19
Kurr, Kyle	MA/Business Admin	Business/SC	2	08/19/19
Lee, Ryan	Equivalency	Emeritus/SC	1	05/28/19
Limberg, Jerry	MS/Library Science	Librarian/SC	2	08/19/19
McCrary, Roy	MS/Deaf & Hard-Hearing	American Sign Language/IVC	2	08/19/19
Miller, Robert	PhD/History	History/SC	5	05/28/19
Miller, Tracie	Equivaency	American Sign Language/IVC	1	08/19/19
Ponchetti-Daly, Heather	PhD/History	History/IVC	5	08/19/19
Ross, James	PhD/Chemistry	Chemistry/IVC	5	08/19/19
Samuels, Nicole	Equivalency	DSPS Counselor/SC	1	05/28/19
Sarabi, Niloo	MA/English	English/IVC	2	08/19/19
Sawada, Mika	MA/Japanese Language	Japanese/IVC	2	08/19/19
Selke, Dennis	MA/Architecture	Interior Design/SC	2	05/28/19
<sup>2</sup> Shahruryari, Shabnam	Equivalency	Tutor/IVC	5	05/28/19
Singh, Herman	MA/Economics	Economics/SC	2	08/19/19
South, Marla	AA/Fashion	Emeritus/SC	2	08/19/19
Sullivan, Patrick	AA/Automotive Tech.	Automotive Tech/SC	1	05/28/19
Wilford, Scott	MS/Physical Education	Kinesiology/SC	2	05/28/19
<sup>3</sup> Zucker, Richard	MA/Mathematics	Mathematics/IVC	7	08/19/19

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Adams, Brittany J	Chair, Humanities	\$6,547.50	08/12/19-12/18/19
Ambrose, Arthur S.	Co-Chair, Physical Sciences 1	\$3,273.75	08/12/19-12/18/19
Bailey, Cheryl Anne	Library Services Coordinator	\$1,455.00	08/12/19-12/18/19
Bailey, Cheryl Anne	Chair, Library	\$2,910.00	08/12/19-12/18/19
Bailey, Cheryl Anne	Academic Senate Recorder	\$4,365.00	08/12/19-12/18/19
Bailey, Cheryl Anne	Co-Chair, OETF 1	\$4,365.00	08/12/19-12/18/19
Beck, Rebecca	Chair, ESL	\$4,531.20	05/28/19-08/11/19

<sup>1</sup> Current NBU Employee, Tutor at Saddleback College  
<sup>2</sup> Current NBU Employee, Tutor at Irvine Valley College  
<sup>3</sup> CalSTRS Retiree

**B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Boone, Rick Harper	Curriculum Chair	\$4,248.00	05/28/19-08/09/19
Bradley, Devon Jane	Co-Chair, Life Science	\$3,273.75	08/12/19-12/18/19
Brass, Monique Marie	Fitness Center Facilitator	\$5,820.00	08/12/19-12/18/19
Cassens, Michael R.	Chair, Psychology	\$3,637.50	08/12/19-12/18/19
Chambers, Elizabeth L.	Chair, Sociology	\$2,910.00	08/12/19-12/18/19
Cullen, Thomas Donovan	SLO Facilitator 2	\$4,365.00	08/12/19-12/18/19
deRoulet, Daniel N	Writing Center Co-Facilitator	\$2,124.00	05/28/19-08/09/19
deRoulet, Daniel N	Chair, Academic Affairs	\$4,248.00	05/28/19-08/09/19
Donavan, Keith C	SLO Facilitator 1	\$4,365.00	08/12/19-12/18/19
Donavan, Keith C	Program Review Coordinator	\$4,365.00	08/12/19-12/18/19
French, Julianna Marie	Facilitator, Forensics 1st Half Semester	\$3,637.50	08/12/19-12/18/19
Gabriella, Wendy G.	Chair, Anthropology	\$566.40	05/28/19-08/12/19
Ghuloum, Adam John	Chair, Economics	\$2,910.00	08/12/19-12/18/19
Grabau, Melvin Scott	Chair, Theatre Arts/Theater Production	\$5,092.50	08/12/19-12/18/19
Hernandez, Jerry A.	Co-Chair, Kinesiology, Health/Athletics	\$3,637.50	08/12/19-12/18/19
Hochwald, Seth Michael	Co-Chair, Computer Science 1	\$1,455.00	08/12/19-12/18/19
Ikeda, Nancy	Discipline Expert	\$746.38	03/08/19-04/19/19
Kil, Joon Sung	Chair, Political Science	\$2,910.00	08/12/19-12/18/19
King, Donna Noel	Chair, Human Development	\$566.40	05/28/19-08/09/19
King, Donna Noel	Chair, Human Development	\$3,637.50	08/12/19-12/18/19
Kirk, Julie Ann	Chair, Visual Arts	\$8,002.50	08/12/19-12/18/19
La Curan, Jennifer Amanda	Chair, Dance	\$5,820.00	08/12/19-12/18/19
Loke, Chan Hong	Co-Chair, Computer Science 2	\$1,455.00	08/12/19-12/18/19
Long, Lewis Jean	Chief Negotiator, Faculty Association	\$4,248.00	05/28/19-08/09/19
Long, Lewis Jean	Chair, English	\$4,531.20	05/28/19-08/09/19
Long, Lewis Jean	Co-Chair, English	\$1,455.00	08/12/19-12/18/19
McLaughlin, Elizabeth J	Academic Senate President	\$4,248.00	05/28/19-08/09/19
McLaughlin, Elizabeth J	Paralegal Program Coordinator	\$2,910.00	08/12/19-12/18/19
Melendez, Robert Phillip	Student Success & Department Coordinator	\$2,910.00	08/12/19-12/18/19
Melendez, Robert Phillip	Chair, Counseling	\$2,910.00	08/12/19-12/18/19

**B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Melendez, Robert Phillip	Early College Facilitator Counseling	\$5,820.00	08/12/19-12/18/19
Meyer, Kurt Zitlau	President, Faculty Association	\$4,248.00	05/28/19-08/09/19
Monte, Brent M.	Co-Chair, Mathematics 1	\$4,728.75	08/12/19-12/18/19
Neesen, William J	Facilitator, Forensics 2nd Half Semester	\$3,637.50	08/12/19-12/18/19
Noroozi, Zahra	Co-Chair, OETF 2	\$4,365.00	08/12/19-12/18/19
Pham, Lan D	Co-Chair, Mathematics 2	\$4,728.75	08/12/19-12/18/19
Ryals, Kay Ferguson	Honors Program Facilitator	\$2,832.00	05/28/19-08/09/19
Rybold, Gary A.	Chair, Communication Arts	\$4,365.00	08/12/19-12/18/19
Sahani, Navneet Shirin	Co-Facilitator, Model United Nations 2	\$2,182.50	08/12/19-12/18/19
Scherger, Deanna Gross	Writing Center Co-Facilitator	\$2,124.00	05/28/19-08/09/19
Scherger, Deanna Gross	Writing Center Facilitator	\$5,820.00	08/12/19-12/18/19
Sheldon, Joel Andrew	Math Lab Facilitator	\$4,248.00	05/28/19-08/09/19
Sim, Alec Micheal	Co-Chair, Physical Sciences 2	\$3,273.75	08/12/19-12/18/19
Taylor, Yemmy	Chair, Psychology	\$1,132.80	05/28/19-08/11/19
Tchaikovsky, Bennet Price Lientz	Chair, Business Sciences	\$2,832.00	05/28/19-08/12/19
Titus, Jodi L.	Chair, Geography	\$566.40	05/28/19-08/09/19
Titus, Jodi L.	Chair, Geography	\$2,910.00	08/12/19-12/18/19
Tresler, Matthew Troy	Chair, Music	\$4,365.00	08/12/19-12/18/19
Tseng, Beatrice Shan Yi	Co-Chair, Languages 1	\$1,455.00	08/12/19-12/18/19
Weatherford, Theodore Michael	Co-Chair, Kinesiology, Health/Athletics	\$3,637.50	08/12/19-12/18/19

**General Fund/IVC Month to Date: \$ 199,724.53**  
**IVC APPROVED FISCAL YEAR TO DATE: \$ 576,416.69**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Barrows, Morgan E.	Chair, Env Studies/Ecology/Marine Science	\$566.40	05/28/19-08/09/19
Barrows, Morgan E.	Chair, Env Studies/Ecology/Marine Science	\$3,637.50	08/12/19-12/18/19
Bear, Teresa June	Chair, Chemistry	\$3,637.50	08/12/19-12/18/19

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Beckham, Jack Marlin	Co-Chair, English	\$2,832.00	05/28/19-08/09/19
Beckham, Jack Marlin	Writing Center Coordinator	\$2,182.50	08/12/19-12/18/19
Beckham, Jack Marlin	English Comp Coordinator	\$4,365.00	08/12/19-12/18/19
Bennett, Michael Patrick	Chair, Adapted Kinesiology	\$3,637.50	08/12/19-12/18/19
Bowman, Donald P.	Chair, Accounting	\$1,132.80	05/28/19-08/09/19
Bowman, Donald P.	Chair, Accounting	\$3,637.50	08/12/19-12/18/19
Branch-Stewart, Kim Denise	Chair, Human Services	\$566.40	05/28/19-08/09/19
Branch-Stewart, Kim Denise	Chair, Human Services	\$3,637.50	08/12/19-12/18/19
Brooks, Taylor Timothy	Chair, Automotive Technology	\$849.60	05/28/19-08/09/19
Brooks, Taylor Timothy	Chair, Automotive Technology	\$3,637.50	08/12/19-12/18/19
Caggiano, Jodi Andrea	Co-Chair, Nursing/Health Science	\$849.60	05/28/19-08/09/19
Camelot, Allison Renee	Chair, Sociology	\$849.60	05/28/19-08/09/19
Camelot, Allison Renee	Chair, Sociology	\$2,910.00	08/12/19-12/18/19
Cavazzi, Deidre Marissa	Chair, Dance	\$566.40	05/28/19-08/09/19
Cavazzi, Deidre Marissa	Chair, Dance	\$5,092.50	08/12/19-12/18/19
Cesareo, Claire Marie	Chair, Anthropology/Ethnic Studies	\$849.60	05/28/19-08/09/19
Cesareo, Claire Marie	EPA Coordinator	\$2,910.00	08/12/19-12/18/19
Cesareo, Claire Marie	Chair, Anthropology/Ethnic Studies	\$3,637.50	08/12/19-12/18/19
Chang, Sarah Akemi	Chair, Counseling	\$849.60	05/28/19-08/09/19
Chang, Sarah Akemi	Chair, Counseling	\$2,910.00	08/12/19-12/18/19
Chu, Hencelyn Gloria	Chair, Medical Lab Technician	\$566.40	05/28/19-08/09/19
Chu, Hencelyn Gloria	Chair, Medical Lab Technician	\$2,910.00	08/12/19-12/18/19
Cox, Barbara Goffigon	Co-Chair, Business	\$169.92	05/28/19-08/09/19
Cox, Barbara Goffigon	Chair, Business	\$509.25	08/12/19-12/18/19
Crabb, Kerry L.	Chair, Intercollegiate Athletics	\$1,699.20	05/28/19-08/09/19
Crabb, Kerry L.	Chair, Intercollegiate Athletics	\$4,365.00	08/12/19-12/18/19
Cubbage, April	Distance Education Coordinator	\$4,248.00	05/28/19-08/09/19
Cubbage, April Dawn	Distance Education Coordinator	\$5,820.00	08/12/19-12/18/19
Damm, Kathryn Laurel	Chair, Psychology	\$2,265.60	05/28/19-08/09/19
Damm, Kathryn Laurel	Chair, Psychology	\$5,092.50	08/12/19-12/18/19
DeDonno, Thomas	Chair, CIM/Admin Asst	\$1,699.20	05/28/19-08/09/19
DeDonno, Thomas	Chair, CIM/Admin Asst	\$6,547.50	08/12/19-12/18/19
Duffy, Michelle Moreau	Academic Senate - Secretary	\$2,832.00	05/28/19-08/09/19
Duquette, Janice L.	Chair, Kinesiology & Recreation	\$6,547.50	08/12/19-12/18/19
Eldred, Stacy Lynn	Co-Chair, Adult Education	\$708.00	05/28/19-08/09/19

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Eldred, Stacy Lynn	Chair, Adult Education	\$1,455.00	08/12/19-12/18/19
Evancoe, Eugene John	Chair, Electronics/Comp Maintenance	\$2,910.00	08/12/19-12/18/19
Even, Ryan Daniel	Chair, Photography	\$566.40	05/28/19-08/09/19
Even, Ryan Daniel	Chair, Photography	\$2,910.00	08/12/19-12/18/19
Farnsworth, Robert J.	Co-Chair, Horticulture/Landscape Design	\$283.20	05/28/19-08/09/19
Farnsworth, Robert J.	Chair, Horticulture/Landscape Design	\$1,818.75	08/12/19-12/18/19
Farthing, Scott R.	Co-Chair, Music	\$1,132.80	05/28/19-08/09/19
Fier, Scott R.	Chair, Chemistry	\$1,132.80	05/28/19-08/09/19
Fisher, Katherine S.	Co-Chair, English	\$2,832.00	05/28/19-08/09/19
Fox, Lindsay Ann Smith	Chair, Fashion	\$1,132.80	05/28/19-08/09/19
Fredrickson, Scott	LVLUP-AHE Peer Academy	\$213.25	03/01/19-03/01/19
Fredrickson, Scott	Co-Chair, Business	\$1,529.28	05/28/19-08/09/19
Fredrickson, Scott	Academic Senate Vice President	\$2,832.00	05/28/19-08/09/19
Fredrickson, Scott	Chair, Business	\$4,583.25	08/12/19-12/18/19
Gabdrakhmanova, Farida S	Chair, Interior Design	\$566.40	05/28/19-08/09/19
Gabdrakhmanova, Farida S	Chair, Interior Design	\$3,637.50	08/12/19-12/18/19
Ghanbarpour, Christina	Chair, Gender and Sexuality Studies	\$566.40	05/28/19-08/09/19
Ghanbarpour, Christina	Chair, History	\$2,265.60	05/28/19-08/09/19
Gilbert, Annie	Co-Chair, Adult Education	\$1,062.00	05/28/19-08/09/19
Gilbert, Annie	Chair, Adult Education	\$1,455.00	08/12/19-12/18/19
Haeri, Mitchell Behjan	Chair, Astronomy/Physics/Engineering	\$1,132.80	05/28/19-08/09/19
Haight, Laura Michelle	Chair, Art	\$1,699.20	05/28/19-08/09/19
Hardick, Randolph S.	Chair, EMS/Paramedics	\$566.40	05/28/19-08/09/19
Hardick, Randolph S.	Chair, EMS/Paramedics	\$2,910.00	08/12/19-12/18/19
Hernandez Bravo, Carmenmara	Chair, International Languages	\$2,265.60	05/28/19-08/09/19
Hernandez Bravo, Carmenmara	Language Lab Coordinator	\$2,182.50	08/12/19-12/18/19
Hernandez Bravo, Carmenmara	Co-Chair, International Languages	\$6,402.00	08/12/19-12/18/19
Hoggatt, Michael James	Chair, Special Services	\$566.40	05/28/19-08/09/19
Hoggatt, Michael James	Chair, Special Services	\$2,910.00	08/12/19-12/18/19
Hoolihan, Lori Elizabeth	Chair, Family, Consumer Science, & Nutrition	\$566.40	05/28/19-08/09/19
Hoolihan, Lori Elizabeth	Chair, Family, Consumer Science, & Nutrition	\$2,910.00	08/12/19-12/18/19

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Huntley, Anthony Charles	Chemical Hygiene Officer	\$4,365.00	08/12/19-12/18/19
Ibbotson, Jill Messier	Co-Chair, Adult Education	\$1,062.00	05/28/19-08/09/19
Ibbotson, Jill Messier	Chair, Adult Education	\$2,182.50	08/12/19-12/18/19
Inlow, Lisa Christine	Chair, Culinary, Hospitality & Tourism	\$566.40	05/28/19-08/09/19
Inlow, Lisa Christine	Chair, Culinary, Hospitality & Tourism	\$3,637.50	08/12/19-12/18/19
Kiernan, Maria J.	Co-Chair, Emeritus	\$8,293.50	08/12/19-12/18/19
Konishi, Hiromasa	Chair, Cinema, TV, Radio	\$1,699.20	05/28/19-08/09/19
Langrell, Jenny L.	Library Coordinator	\$4,365.00	08/12/19-12/18/19
Lawson, Anne Marie	Co-Chair, Nursing/Health Science	\$849.60	05/28/19-08/09/19
Lawson, Anne Marie	Co-Chair, Nursing/Health Science	\$2,910.00	08/12/19-12/18/19
Lee, Kenneth G.K.	Co-Chair, Horticulture/Landscape Design	\$283.20	05/28/19-08/09/19
Lee, Kenneth G.K.	Chair, Horticulture/Landscape Design	\$1,818.75	08/12/19-12/18/19
Licavoli, Lisa Ann	Co-Chair, Emeritus	\$2,832.00	05/28/19-08/09/19
Lovett, Margot L.	Academic Senate Vice President	\$2,832.00	05/28/19-08/09/19
Lowe, Lesley Ann	Co-Chair, Emeritus	\$2,832.00	05/28/19-08/09/19
Lowe, Lesley Ann	Co-Chair, Emeritus	\$2,764.50	08/12/19-12/18/19
<sup>4</sup> Lunetto, Kathleen	Curriculum Lead Team	\$2,832.00	05/28/19-08/11/19
Lunetto, Kathleen Elizabeth	Curriculum Lead Team	\$4,365.00	08/12/19-12/18/19
Major, Nicole Marie	Gerontology Coordinator	\$1,416.00	05/28/19-08/09/19
Major, Nicole Marie	Gerontology Coordinator	\$2,182.50	08/12/19-12/18/19
Mamoon, Safiah	Chair, Health Information Technology	\$566.40	05/28/19-08/09/19
McElroy, Glen Mark	Chair, Health	\$566.40	05/28/19-08/09/19
McElroy, Glen Mark	Chair, Health	\$2,910.00	08/12/19-12/18/19
McGirr, Julie Bjorklund	Chair, English as a Second Language	\$1,699.20	05/28/19-08/09/19
McGirr, Julie Bjorklund	Chair, English as a Second Language	\$727.50	08/12/19-12/18/19
McGirr, Julie Bjorklund	ESL Lab Services Coordinator	\$2,182.50	08/12/19-12/18/19
McGuire, William	Chair, Theatre	\$849.60	05/28/19-08/09/19
McGuire, William	Chair, Theatre	\$4,365.00	08/12/19-12/18/19
Millovich, June Marie	Curriculum Lead Team	\$4,365.00	08/12/19-12/18/19
Murray, Peter A	Chair, Humanities/Philosophy	\$849.60	05/28/19-08/09/19
Murray, Peter A	Chair, Humanities/Philosophy	\$2,910.00	08/12/19-12/18/19
Myhren, Brett	Distance Education Coordinator	\$4,248.00	05/28/19-08/09/19

<sup>4</sup> Compensation amount was revised. Original stipend request was approved on May 20, 2019 in the amount of \$4,248.00.

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Pakula, Jennifer Leigh	Chair, Economics	\$566.40	05/28/19-08/09/19
Pakula, Jennifer Leigh	Chair, Economics	\$2,910.00	08/12/19-12/18/19
Pakula, Jennifer Leigh	Chair, Political Science	\$2,910.00	08/12/19-12/18/19
Parra, Michael Alberto	Chair, Adapted Kinesiology	\$566.40	05/28/19-08/09/19
Perez, Lawrence D.	Chair, Computer Science	\$849.60	05/28/19-08/09/19
Perez, Lawrence D.	Chair, Computer Science	\$2,910.00	08/12/19-12/18/19
Pires, Marcelo Nolla	Co-Chair, Biology/Oceanography	\$2,546.25	08/12/19-12/18/19
Posada, Timothy Brice	Chair, Journalism	\$566.40	05/28/19-08/09/19
Posada, Timothy Brice	Chair, Journalism	\$2,910.00	08/12/19-12/18/19
Repka, James Lawrence	Chair, Geology	\$566.40	05/28/19-08/09/19
Repka, James Lawrence	Chair, Geology	\$2,910.00	08/12/19-12/18/19
Schermerhorn, Brockton Hunter	Co-Chair, Real Estate	\$424.80	05/28/19-08/09/19
Schermerhorn, Brockton Hunter	Chair, Real Estate	\$1,455.00	08/12/19-12/18/19
Sellers, Joel E	Co-Chair, Music	\$1,132.80	05/28/19-08/09/19
Sellers, Joel E	Co-Chair, Music	\$3,273.75	08/12/19-12/18/19
Silveira, Lisa M.	Chair, Mathematics	\$2,832.00	05/28/19-08/09/19
Silveira, Lisa M.	Co-Chair, Mathematics	\$2,910.00	08/12/19-12/18/19
Sirulnik, Abby G	Co-Chair, Biology/Oceanography	\$2,546.25	08/12/19-12/18/19
Smith, Christina Lynne	Chair, Educational Studies	\$566.40	05/28/19-08/09/19
Smith, Christina Lynne	Chair, Educational Studies	\$2,910.00	08/12/19-12/18/19
Smith, Maureen K.	Chair, Geography/GIS	\$1,132.80	05/28/19-08/09/19
Smith, Maureen K.	Co-Chair, Geography/GIS	\$1,455.00	08/12/19-12/18/19
Stankovich, Kimberly Ann	Chair, Communication Studies	\$2,265.60	05/28/19-08/09/19
Stankovich, Kimberly Ann	Chair, Speech	\$4,365.00	08/12/19-12/18/19
Stankovich, Kimberly Ann	Curriculum Lead Team	\$4,365.00	08/12/19-12/18/19
Steinriede, Lindsay M.	Chair, Kinesiology & Recreation	\$1,699.20	05/28/19-08/09/19
Stephens, Blake E.	Chair, Architecture/Drafting	\$849.60	05/28/19-08/09/19
Stephens, Blake E.	Academic Senate President Elect	\$2,832.00	05/28/19-08/09/19
Stephens, Blake E.	Chair, Architecture/Drafting	\$4,365.00	08/12/19-12/18/19
Stevenson, Robert Glen	Chair, Advanced Manufacturing	\$566.40	05/28/19-08/09/19
Street, Karah Anne	Co-Chair, Biology/Oceanography	\$1,132.80	05/28/19-08/09/19
Tamer, Rita Selim	Chair, American Sign Language	\$566.40	05/28/19-08/09/19
Tamer, Rita Selim	Chair, American Sign Language	\$2,910.00	08/12/19-12/18/19
Tamialis, Barbara J	Chair, Child Development	\$1,699.20	05/28/19-08/09/19
Tamialis, Barbara J	Chair, Child Development	\$5,820.00	08/12/19-12/18/19
Taylor, Karen Ann	Chair, Graphic Comm/Design	\$1,132.80	05/28/19-08/09/19
Taylor, Karen Ann	Chair, Graphic Comm/Design	\$3,637.50	08/12/19-12/18/19
Teh, Steve	Co-Chair, Biology/Oceanography	\$1,132.80	05/28/19-08/09/19

**B. ADDITIONAL COMPENSATION: GENERAL FUND – Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 and 2019/2020 fiscal years.

Name	Activity	Not to Exceed	
		Amount (\$)	Effective Date
Vogel, Jeff T	Chair, Reading	\$1,416.00	05/28/19-08/09/19
Vogel, Jeff T	Academic Reading Coordinator	\$2,182.50	08/12/19-12/18/19
Vogel, Jeff T	Chair, Reading	\$3,637.50	08/12/19-12/18/19
Walsh, Daniel James	Academic Senate President	\$4,248.00	05/28/19-08/09/19
Walsh, Daniel James	Co-Chair, Geography/GIS	\$1,455.00	08/12/19-12/18/19
Welc, S. Martin	Co-Chair, Real Estate	\$424.80	05/28/19-08/09/19
Welc, S. Martin	Chair, Real Estate	\$1,455.00	08/12/19-12/18/19
White-Alcover, Susan M.	Chair, Medical Assistant/Medical Ins.	\$566.40	05/28/19-08/09/19
White-Alcover, Susan M.	Chair, Medical Assistant/Medical Ins.	\$2,910.00	08/12/19-12/18/19
Yassine, Amina M.	Co-Chair, International Languages	\$1,600.50	08/12/19-12/18/19

**General Fund/SC Month to Date:** \$ **341,133.40**

**SC APPROVED FISCAL YEAR TO DATE:** \$ **815,710.83**

**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 2018/2019 and 2019/2020 fiscal years.

Name	Activity	Not to Exceed	
		Amount (\$)	Effective Date
Ali, Jawad	WR302/WR399 Workshop 1	\$298.55	01/07/19-01/07/19
Bobrik, Alexis	BST AB 705 Workshop 3	\$63.98	02/08/19-02/08/19
Branson, Leslie	AESL Citizenship Event Facilitator	\$170.60	05/09/19-05/09/19
Brody, Jaime	BST AB 705 Workshop 1	\$63.98	03/12/19-03/12/19
Butenko, Anton	Math Dept. AB 705 Meeting 8	\$135.20	03/01/19-03/01/19
Connors, Frances (Marie)	BST AB 705 Workshop 1	\$63.98	02/12/19-02/12/19
Connors, Frances (Marie)	BST AB 705 Workshop 4	\$63.98	03/08/19-03/08/19
Danufsky, Joshua	Math 124 Coreq Coord. (BST)	\$1,416.00	01/14/19-05/22/19
DeRoulet, Daniel	BST AB 705 Workshop 4	\$63.98	02/08/19-02/08/19
DeRoulet, Daniel	BST AB 705 Workshop 5	\$63.98	03/08/19-03/08/19
Dillard, Allison	Math Dept. AB 705 Meeting 7	\$142.02	03/01/19-03/01/19
Doherty, Michelle	BST AB 705 Workshop 2	\$63.98	02/12/19-02/12/19
Doherty, Michelle	BST AB 705 Workshop 2	\$63.98	03/12/19-03/12/19
Fazeli, Farimah	Math Dept. AB 705 Meeting 10	\$127.95	03/01/19-03/01/19
Goncalves, Mauricio	WR 302/WR 399 Workshop 4	\$298.55	01/07/19-01/07/19
Heinze, Amy	BST AB 705 Workshop 2	\$63.98	03/08/19-03/08/19
Horikawa, Kazumi	Math Dept. AB 705 Meeting 1	\$149.28	03/01/19-03/01/19
Johnson, Jeff	WR 302/WR 399 Workshop 5	\$298.55	01/07/19-01/07/19
Johnson, Jeff	BST WR 302 Workshop 2	\$63.98	02/08/19-02/08/19
Johnson, Jeff	BST WR 302 Workshop 7	\$63.98	03/08/19-03/08/19
Johnson, Jeff	BST AB 705 Workshop 5	\$63.98	02/08/19-02/08/19

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

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Johnson, Jeff	BST AB 705 Workshop 3	\$63.98	03/08/19-03/08/19
Johnson, Shauna	BST WR 302 Workshop 10	\$63.98	03/08/19-03/08/19
Johnson, Shauna	WR 302/WR 399 Workshop 11	\$298.55	01/07/19-01/07/19
Khong, Mitchell	Math Dept. AB 705 Meeting 2	\$149.28	03/01/19-03/01/19
Kim, Gemma	Math Dept. AB 705 Meeting 4	\$149.28	03/01/19-03/01/19
Lombardi, Debbie	ESL Course 370 Participant 2	\$767.70	01/14/19-05/22/19
Meyer, Kurt	BST AB 705 Workshop 3	\$63.98	02/12/19-02/12/19
Meyer, Kurt	BST AB 705 Workshop 3	\$63.98	03/12/19-03/12/19
Morrow, Stacy	Math Dept. AB 705 Meeting 5	\$149.28	03/01/19-03/01/19
Noone, Kristin	BST AB 705 Workshop 4	\$63.98	02/12/19-02/12/19
Noone, Kristin	BST AB 705 Workshop 4	\$63.98	03/12/19-03/12/19
Pham, Jax	BST AB 705 Workshop 1	\$63.98	02/08/19-02/08/19
Pov, Tina	Math Dept. AB 705 Meeting 3	\$149.28	03/01/19-03/01/19
Roberts, Katie	BST AB 705 Workshop 6	\$63.98	03/08/19-03/08/19
Shiring, Richard	Math Dept. AB 705 Meeting 9	\$135.20	03/01/19-03/01/19
Takeuchi, Shannon	BST AB 705 Workshop 5	\$63.98	03/12/19-03/12/19
Tanriverdi, Fawn	EOPS-CARE Faculty Coordinator	\$3,442.00	08/19/19-12/18/19
Vernazza, Daniel	BST AB 705 Workshop 6	\$63.98	02/08/19-02/08/19
Williams, Sherry	WR 302/WR 399 Workshop 9	\$298.55	01/07/19-01/07/19
Woodward, Wenying	Math Dept. AB 705 Meeting 6	\$149.28	03/01/19-03/01/19

**Non-General Fund/IVC Month to Date:**

**\$ 10,132.66**

**IVC APPROVED FISCAL YEAR TO DATE:**

**\$ 446,811.15**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Allah, Nancy	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Bower, Karyn	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Brunner, Janelle	AVID	\$1,416.00	05/28/19-08/09/19
Busick, Elizabeth	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Cervantes, Rebecca	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Cooper, Karin	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Druce, Sharon	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Elston, Lisa	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Engels, Michael	AVID	\$1,416.00	05/28/19-07/26/19
Evans, Mercedes	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Foote, Alan	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Giordano, David	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Goodman, Rich	Bridging Drug Court Participants	\$427.00	05/28/19-08/09/19
Hardaway, Nicole	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Homma, Mary	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19

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

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 2018/2019 and 2019/2020 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Hoolihan, Lori	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Jennison, Elizabeth	AVID	\$1,416.00	05/28/19-08/09/19
Kihyet Connie	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Lawson, Anne	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Luque, Jonathan	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Medling, Jane	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Meshkin, Nahid	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Morrison, Anna	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Murray, Peter	AVID	\$1,416.00	05/28/19-08/09/19
Ochi, David	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Parra, Michael	Coordinator, KNEA Program	\$4,265.00	05/30/19-08/08/19
Peck, Paris	AVID	\$1,416.00	05/28/19-08/09/19
Pfeiler, Donna	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Popa, Aura	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Quade, Joyce	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Reading, Cynthia	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Romero, Maria Teresa	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Shults, Maryanne	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Smith, Christina	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Taylor, Karen	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Trodick, Scot	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Vidal-Prudholme, Laura	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Voisard, Norbert	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Vu, Son	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Whitson, Stephen	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19
Wolff, Michele	AHA Coordinator	\$2,132.50	05/01/19-05/24/19
Wong, Julie	SSSP Progress Report Training	\$100.00	04/19/19-04/19/19

**Non-General Fund/SC Month to Date:**

**\$ 17,304.50**

**SC APPROVED FISCAL YEAR TO DATE:**

**\$ 683,377.71**

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

1. DEAN OF CAREER PATHWAYS AND DUAL ENROLLMENT, CATEGORICAL, Pos. #P0010872, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 22, Office of Instruction, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2019. (Position approved: December 12, 2016, funded by Strong Workforce Program Funds (80%) and the General Fund (20%))
2. ASSISTANT DEAN OF COMMUNITY OUTREACH AND RECRUITMENT, Pos. #P0011226, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College seeks authorization to eliminate this full-time, 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2019. (Position approved: April 24, 2017)

**E. REORGANIZATION/RECLASSIFICATION**

1. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Academic Administrator positions, within its organization as defined by Title 5 Education Code, Sections 53021 (a), (b), and (c) Recruitment.
  - a. **ELIMINATE** ASSISTANT VICE PRESIDENT FOR INSTITUTIONAL EFFECTIVENES, CATEGORICAL, Pos. #P0006564, Office of Instruction, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 23, full-time, 40 hours per week, 12 months per year;  
**CREATE** ASSOCIATE VICE PRESIDENT FOR EXTENDED LEARNING, CATEGORICAL, Pos. #P0006564, Office of Instruction, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 23, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. Employment in this position is contingent upon funding by the Adult Education Program (50%), Community Education (25%), and the General Fund (25%). This position was approved by the Chancellor on April 16, 2019.
2. <sup>5</sup>SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following administrator position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Assistant Vice President for Institutional Effectiveness, Categorical, to begin reporting to the Vice President for Instruction, effective July 1, 2019.
  - a. Dean of Online Education and Learning Resources, Pos. #P0004611 (Appointed to Marina Aminy, ID #016961)

<sup>5</sup> Saddleback College seeks authorization to eliminate the Office of Institutional Effectiveness, and change the reporting structure for the Division of Online Education and Learning Resources, from reporting to the Office of Institutional Effectiveness, to begin reporting to the Office of Instruction.

**E. REORGANIZATION/RECLASSIFICATION – Continued**

3. <sup>6</sup>SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following administrator position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Dean of Community Education, Emeritus Institute, and K-12 Partnerships, to begin reporting to the Associate Vice President for Extended Learning, Categorical, effective July 1, 2019.
  - a. Assistant Dean of Division/Director of Emeritus Institute, Pos. #P0010502 (Appointed to Daniel Predoehl, ID #020267)

**F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. GILMAN, BRUCE, ID# 011766, English Composition Instructor, Division of Liberal Arts, Saddleback College, Position #P001766, resignation effective May 31, 2019, retirement effective June 1, 2019. Payment is authorized for any compensated time off. (Start date: August 20, 2001.)
2. MCHENRY, BART, ID# 006574, Assistant Dean of Community Outreach and Recruitment, Office of Instruction, Saddleback College, Position #P0011226, resignation effective June 30, 2019. Payment is authorized for any compensated time off. (Start date: May 24, 2010).

<sup>6</sup> Saddleback College seeks authorization to change the division name, from the Division of Community Education, Emeritus Institute, and K-12 Partnerships, to the Division of Extended Learning.



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT FOR  
DIRECTOR OF LEARNING ASSISTANCE AT  
SADDLEBACK COLLEGE  
BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
KIM D'ARCY**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 1<sup>st</sup> day of June, 2019, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board, as appropriate) and Dr. Kim d'Arcy (hereinafter "Dr. d'Arcy").

IT IS HEREBY AGREED AS FOLLOWS:

1. Director of Learning Assistance. Dr. d'Arcy is hereby employed for a period of time commencing on June 1, 2019, and ending on June 30, 2021, as the Director of Learning Assistance at the District's Saddleback College campus. Director of Learning Assistance, is an academic employee as defined in Education Code Section 87001(a), and an educational 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. Dr. d'Arcy shall perform all of the powers and duties of the position of Director of Learning Assistance at Saddleback College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. d'Arcy 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 Director of Learning Assistance shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 17, Step 3, \$127,884 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 Director of Learning Assistance's salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement nor operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. d'Arcy 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. Dr. d'Arcy shall accrue one day of sick leave for each full month of employment during the term of this Agreement. Dr. d'Arcy shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive

of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. d'Arcy may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. d'Arcy 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, Dr. d'Arcy 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 Dean of Online Education and Learning Resources.

6. Performance Evaluations.

6.1 The Dean of Online Education and Learning Resources will provide Dr. d'Arcy with periodic opportunities to discuss the Dean/Director relationship.

6.2 The Dean of Online Education and Learning Resources will set Dr. d'Arcy's goals for each 12-month period. Dr. d'Arcy's performance in achieving those goals and carrying out her other duties will be evaluated by the Dean of Online Education and Learning Resources by October 20 of that college year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Dr. d'Arcy as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. d'Arcy in the performance of the duties of Director of Learning Assistance.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. d'Arcy for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. d'Arcy with a monthly stipend of \$165 for cell phone allowance and \$125 to cover use of a personal automobile within Orange County.

8. Fringe Benefits. The District shall provide to Dr. d'Arcy, 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, Dr. d'Arcy, 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 Dr. d'Arcy in writing of its decision not to renew this Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Dr. d'Arcy, this Agreement will terminate effective at the close of business on June 30, 2021. If Dr. d'Arcy has retreat rights to a faculty position as defined by Education

Code Section 87458 and District Policy, then the Director of Learning Assistance 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 one additional year 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 Director of Learning Assistance 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 Director of Learning Assistance shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Director of Learning Assistance 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 Director of Learning Assistance, provide the Director of Learning Assistance with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Director of Learning Assistance shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Director of Learning Assistance shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

Since Dr. d'Arcy has 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 Dr. d'Arcy 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 5, Step 10 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 Director of Learning Assistance with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Director of Learning Assistance shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Dr. d'Arcy's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. Dr. d'Arcy shall reimburse the District for any cash settlement, or for any salary paid during leave related to the investigation of an underlying offense, or for legal criminal defense funds provided by the District, if Dr. d'Arcy's contract is terminated as a result of a conviction for a crime involving the abuse of her office or position as defined in California Government Code Section 53243 et seq. 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

\_\_\_\_\_  
Dr. Kathleen F. Burke  
Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

\_\_\_\_\_  
Dr. Kim d'Arcy  
Director of Learning Assistance  
Saddleback College

Dated \_\_\_\_\_



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
INTERIM DEAN OF FINE ARTS AND MEDIA TECHNOLOGY  
SADDLEBACK COLLEGE**

**BETWEEN**

**THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DR. SCOTT FARTHING**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this first day of July, 2019, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board", as appropriate) and Dr. Scott Farthing (hereinafter "Dr. Farthing").

**IT IS HEREBY AGREED AS FOLLOWS:**

1. Interim Dean of Fine Arts and Media Technology. Dr. Farthing is hereby employed as Interim Dean of Fine Arts and Media Technology at the District's Saddleback College campus for a period of time commencing on July 1, 2019, and ending on June 30, 2020, or sooner. The Interim Dean of Fine Arts and Media Technology is an academic employee as defined in Education Code Section 87001(a), and an educational administrator or student services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Dr. Farthing shall perform all of the powers and duties of the position of Interim Dean of Fine Arts and Media Technology at Saddleback College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. Farthing may be transferred or assigned to any duties or positions for which he possesses the minimum qualifications required by law. However, reassignment pursuant to this Section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation during the term of this Agreement.

4. Salary. Salary paid to the Interim Dean of Fine Arts and Media Technology shall be paid at Range 22, Step 1, \$151,704 per annum, of the Academic and Classified Administrators/Classified Managers Salary Schedule. The salary shall be paid in equal monthly installments for the duration of the Agreement. The Board reserves the right to increase the Interim Dean of Fine Arts and Media Technology's salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement nor operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. Farthing shall be required to render 12 months of full and regular service (243 days) to the District during each annual period covered by this Agreement, or any successor. Dr. Farthing shall accrue one day of sick leave for each full month of employment during the term of the Agreement. Dr. Farthing shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. Farthing may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. Farthing reaches this

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

6. Performance Evaluations.

6.1 The Vice President for Instruction will provide Dr. Farthing with periodic opportunities to discuss the Vice President/Interim Dean relationship.

7. Expenses and Required Memberships.

7.1 The District shall reimburse Dr. Farthing, as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. Farthing in the performance of the duties of Interim Dean of Fine Arts and Media Technology at Saddleback College.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. Farthing for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. Farthing with a monthly stipend of \$250 to cover use of a personal automobile within Orange County and a monthly allowance of \$165 to cover cellular telephone expenses.

8. Fringe Benefits The District shall provide to Dr. Farthing, his spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, vision, and life insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Dr. Farthing, his spouse, and eligible dependents shall receive the same health and medical benefit package including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees.

9. Amendment, Termination, or Non-renewal.

9.1 This Agreement may be amended by mutual written agreement between the parties.

9.2 Non-renewal of this Agreement shall be in accordance with Education Code Section 72411. However, as this is an interim assignment for less than one year with an expiration date of no later than June 30, 2020, no further notice of termination shall be required.

9.3 This Agreement may be terminated by the Board prior to its expiration. Prior to exercising its right to early termination of this Agreement, the Board, the Chancellor, or designee, shall provide the Interim Dean of Fine Arts and Media Technology with 30 days written notice. If the Board determines to terminate this Agreement pursuant to this Section, the Interim Dean of Fine Arts and Media Technology shall not be entitled to any additional procedural protections. Upon the effective date of termination pursuant to this Section, the Interim Dean of Fine Arts and Media Technology shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

Since Dr. Farthing has previously acquired tenure in the District as a faculty member, he shall be so assigned upon the termination of this Agreement, and the terms and conditions of his employment will be the same as any other similarly situated faculty member. Termination of Dr. Farthing from his employment with

the District, as opposed to the termination of this Agreement, shall be pursuant to the provisions of California Education Code Section 87732 et. seq., and 87660 et. seq. Effective the date of this agreement, he will be placed on Class V, Step 13 of the Academic Salary Schedule and all subsequent years of service as an administrator will count for additional step placement in the event of administrative retreat.

9.4 In accordance with Government Code Section 53260, the maximum cash settlement that the Interim Dean of Fine Arts and Media Technology may receive upon termination shall be an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract or not more than eighteen (18) months of salary and benefits, whichever is less. As further required under California Government Code Section 53243 et seq., the Interim Dean of Fine Arts and Media Technology shall be required to fully reimburse the District any salary if the Interim Dean of Fine Arts and Media Technology is convicted of a crime involving an abuse of his or her office or position. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53260, 53243, 53243.1, 53243.2, 53243.3, and 53243.4.

10. 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.

13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

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

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

by \_\_\_\_\_  
Dr. Kathleen F. Burke  
Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

by \_\_\_\_\_  
Dr. Scott Farthing  
Interim Dean of Fine Arts and Media Technology  
Saddleback College

Dated \_\_\_\_\_

**AMENDMENT TO  
CONTRACT OF EMPLOYMENT  
BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DR. KARIMA FELDTHUS**

**THIS AMENDMENT** is made and entered into this 1st day of July 2019, by and between the South Orange County Community College District (“District” or “Board”) and Dr. Karima Feldhus (“Dr. Feldhus”).

**Paragraph 1. of the Contract is hereby amended to the following:**

“1. Associate Vice President for Extended Learning - Categorical, Saddleback College. Dr. Feldhus is hereby employed for a period commencing on July 1, 2019 and ending on June 30, 2020, as the Associate Vice President for Extended Learning - Categorical, Saddleback College. Associate Vice President of Extended Learning - Categorical is an academic employee as defined in Education Code Section 87001(a), and an educational administrator or student services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g). This contract supersedes all previous agreements.”

**Paragraph 4. of the Contract is hereby amended to the following:**

“4. Salary/Stipends. For the term of her employment as Associate Vice President, Saddleback College, Dr. Feldhus shall be paid at Range 23, Step 8, \$224,184 per annum.”

Except as expressly provided in this Amendment, all other provisions of the Agreement are unchanged and shall remain in effect.

This Amendment to Contract of Employment is hereby agreed to:

By: \_\_\_\_\_  
Dr. Kathleen F. Burke  
Chancellor  
South Orange County Community  
College District

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

By: \_\_\_\_\_  
Dr. Karima Feldhus  
Associate Vice President for Extended Learning - Categorical  
Saddleback College

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



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
INTERIM DIRECTOR OF ECONOMIC AND WORKFORCE  
DEVELOPMENT (CATEGORICAL)  
IRVINE VALLEY COLLEGE (ATEP/IDEA)**

**BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DR. ROOPA MATHUR**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this first day of August, 2019, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board", as appropriate) and Dr. Roopa Mathur (hereinafter "Dr. Mathur").

**IT IS HEREBY AGREED AS FOLLOWS:**

1. Interim Director of Economic and Workforce Development (Categorical). Dr. Mathur is hereby employed as Interim Director of Economic and Workforce Development (Categorical) at the District's Irvine Valley College (ATEP/IDEA) campus for a period of time commencing on August 1, 2019, and ending on June 30, 2020, or sooner. The Interim Director of Economic and Workforce Development (Categorical) is a classified employee as defined in Education Code Section 87001(a), and a classified administrator or student services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This Agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Dr. Mathur shall perform all of the powers and duties of the position of Interim Director of Economic and Workforce Development (Categorical) at Irvine Valley College (ATEP/IDEA), as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. Mathur 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 Interim Director of Economic and Workforce Development (Categorical) shall be paid at Range 19, Step 3, \$144,516 per annum, of the Academic and Classified Administrators/Classified Managers Salary Schedule. The salary shall be paid in equal monthly installments for the duration of the Agreement. The Board reserves the right to increase the Interim Director of Economic and Workforce Development's (Categorical) salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement nor operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. Mathur shall be required to render 12 months of full and regular service (243 days) to the District during each annual period covered by this Agreement, or any successor. Dr. Mathur shall accrue one day of sick leave for each full month of employment during the term of

the Agreement. Dr. Mathur shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. Mathur may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. Mathur 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, Dr. Mathur 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 Dean of Career and Continuing Education and Integrated Design, Engineering and Automation.

6. Performance Evaluations.

6.1 The Dean of Career and Continuing Education and Integrated Design, Engineering and Automation will provide Dr. Mathur with periodic opportunities to discuss the Dean/Director relationship.

7. Expenses and Required Memberships.

7.1 The District shall reimburse Dr. Mathur, as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. Mathur in the performance of her duties at Irvine Valley College (ATEP/IDEA).

7.2 In addition to any reimbursement provided under section 7.1 above, the District will reimburse Dr. Mathur for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. Mathur with a monthly stipend of \$125 to cover use of a personal automobile within Orange County and a monthly allowance of \$165 to cover cellular telephone expenses.

8. Fringe Benefits The District shall provide to Dr. Mathur, her spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, vision, and life insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Dr. Mathur, 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, as this is an interim assignment for less than one year with an expiration date of no later than June 30, 2020, no further notice of termination shall be required.

9.3 Since Dr. Mathur has 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 Dr. Mathur 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 Class V, Step 17 of the Academic Salary Schedule and all subsequent years of service as an administrator will count for additional step placement in the event of administrative retreat.

9.4 In accordance with Government Code Section 53260, the maximum cash settlement that the Interim Director of Economic and Workforce Development (Categorical) may receive upon termination shall be an amount equal to the monthly salary of the employee multiplied by the number of months left on the unexpired term of the contract or not more than eighteen (18) months of salary and benefits, whichever is less. As further required under California Government Code Section 53243 et seq., the Interim Director will be required to fully reimburse the District any salary if the Interim Director of Economic and Workforce Development (Categorical) is convicted of a crime involving an abuse of her office or position. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53260, 53243, 53243.2, 53243.3 and 53243.4.

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 nor 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.

13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

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

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

by \_\_\_\_\_  
Dr. Kathleen F. Burke  
Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

by \_\_\_\_\_  
Dr. Roopa Mathur  
Interim Director of Economic and Workforce  
Development (Categorical)  
Irvine Valley College (ATEP/IDEA)

Dated \_\_\_\_\_



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
ASSISTANT DEAN, HEALTH SCIENCES AND HUMAN  
SERVICES/DIRECTOR OF NURSING AT  
SADDLEBACK COLLEGE**

**BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DOMENICA OLIVERI**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 1<sup>st</sup> day of July, 2019, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board, as appropriate) and Dr. Domenica Oliveri (hereinafter "Dr. Oliveri").

**IT IS HEREBY AGREED AS FOLLOWS:**

1. Assistant Dean, Health Sciences and Human Services/Director of Nursing. Dr. Oliveri is hereby employed for a period of time commencing on July 1, 2019, and ending on June 30, 2021, as the Assistant Dean, Health Sciences and Human Services/Director of Nursing at the District's Saddleback College campus. Assistant Dean, Health Sciences and Human Services/Director of Nursing, is an academic employee as defined in Education Code Section 87001(a), and an educational 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. Dr. Oliveri shall perform all of the powers and duties of the position of Assistant Dean, Health Sciences and Human Services/Director of Nursing at Saddleback College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. Oliveri 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, Health Sciences and Human Services/Director of Nursing shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 20, Step 3, \$151,704 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, Health Sciences and Human Services/Director of Nursing's salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement nor operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. Oliveri 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. Dr. Oliveri shall accrue one day of sick leave for each full month of employment during the term of this Agreement. Dr. Oliveri shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. Oliveri may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. Oliveri 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, Dr. Oliveri 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 Dean of Health Sciences and Human Services.

6. Performance Evaluations.

6.1 The Dean of Health Sciences and Human Services will provide Dr. Oliveri with periodic opportunities to discuss the Dean/Assistant Dean relationship.

6.2 The Dean of Health Sciences and Human Services will set Dr. Oliveri's goals for each 12-month period. Dr. Oliveri's performance in achieving those goals and carrying out her other duties will be evaluated by the Dean of Health Sciences and Human Services by October 20 of that college year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Dr. Oliveri as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. Oliveri in the performance of the duties of Assistant Dean, Health Sciences and Human Services/Director of Nursing.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. Oliveri for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. Oliveri with a monthly stipend of \$165 for cell phone allowance and \$125 to cover use of a personal automobile within Orange County.

8. Fringe Benefits. The District shall provide to Dr. Oliveri, 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, Dr. Oliveri, 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 Dr. Oliveri in writing of its decision not to renew this Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Dr. Oliveri, this Agreement will terminate effective at the close of business on June 30, 2021. If Dr. Oliveri has retreat rights to a faculty position as defined by Education Code Section 87458 and District Policy, then the Assistant Dean, Health Sciences and Human Services/Director of Nursing 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 one additional year 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, Health Sciences and Human Services/Director of Nursing 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, Health Sciences and Human Services/Director of Nursing shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Assistant Dean, Health Sciences and Human Services/Director of Nursing 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, Health Sciences and Human Services/Director of Nursing, provide the Assistant Dean, Health Sciences and Human Services/Director of Nursing with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Assistant Dean, Health Sciences and Human Services/Director of Nursing shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Assistant Dean, Health Sciences and Human Services/Director of Nursing shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

Since Dr. Oliveria has not previously acquired tenure in the District as a faculty member, she shall only have the right to be assigned to a first year probationary position upon the termination of this Agreement, if the conditions set forth in Education Code Section 87458 and the Board's Policy on administrator retreat rights are satisfied, and the termination is not for a cause enumerated in Education Code Section 87732. Effective the date of hire as an administrator in the District, she will be placed on Range 5, Step 1 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, Health Sciences and Human Services/Director of Nursing with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Assistant Dean, Health Sciences and Human Services/Director of Nursing shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items,

and Dr. Oliveri's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. Dr. Oliveri shall reimburse the District for any cash settlement, or for any salary paid during leave related to the investigation of an underlying offense, or for legal criminal defense funds provided by the District, if Dr. Oliveri's contract is terminated as a result of a conviction for a crime involving the abuse of her office or position as defined in California Government Code Section 53243 et seq. 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

\_\_\_\_\_  
Dr. Kathleen F. Burke  
Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

\_\_\_\_\_  
Dr. Domenica M. Oliveri  
Assistant Dean, Health Sciences and Human Services/Director of Nursing  
Saddleback College

Dated \_\_\_\_\_

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Faculty Conversion to Canvas One-Time Stipends

**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**

Those academic employees' personnel actions (Canvas Conversion one-time stipend) shown in Exhibit A are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

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

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

**A. ADDITIONAL COMPENSATION: CANVAS CONVERSION-GENERAL FUND**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the **Canvas Conversion (IVC converted beginning Fall 2016)** - 2016/2017, 2017/2018 and 2018/2019 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Bellas, Patricia	Canvas Conversion, Web Enhanced	\$1,000.00	08/21/17-12/20/17
Clarke, Kristine	Canvas Conversion, Web Enhanced	\$1,000.00	05/29/18-08/17/18

<b>June 24, 2019</b>	<b>IVC Canvas Conversion</b>	<b>\$ 2,000.00</b>
<b>May 20, 2019</b>	<b>IVC Canvas Conversion</b>	<b>-</b>
<b>April 22, 2019</b>	<b>IVC Canvas Conversion</b>	<b>1,000.00</b>
<b>March 25, 2019</b>	<b>IVC Canvas Conversion</b>	<b>1,000.00</b>
<b>February 25, 2019</b>	<b>IVC Canvas Conversion</b>	<b>5,000.00</b>
<b>January 22, 2019</b>	<b>IVC Canvas Conversion</b>	<b>13,000.00</b>
<b>December 10, 2018</b>	<b>IVC Canvas Conversion</b>	<b>-</b>
<b>November 19, 2018</b>	<b>IVC Canvas Conversion</b>	<b>-</b>
<b>October 29, 2018</b>	<b>IVC Canvas Conversion</b>	<b>37,000.00</b>
<b>September 24, 2018</b>	<b>IVC Canvas Conversion</b>	<b>17,000.00</b>
<b>August 27, 2018</b>	<b>IVC Canvas Conversion</b>	<b>45,500.00</b>
<b>July 30, 2018</b>	<b>IVC Canvas Conversion</b>	<b>35,500.00</b>
<b>June 25, 2018</b>	<b>IVC Canvas Conversion</b>	<b>163,000.00</b>
<b>May 21, 2018</b>	<b>IVC Canvas Conversion</b>	<b>145,000.00</b>
<b>April 30, 2018</b>	<b>IVC Canvas Conversion</b>	<b>50,500.00</b>
<b>March 26, 2018</b>	<b>IVC Canvas Conversion</b>	<b>-</b>
<b>TOTAL TO DATE:</b>		<b>\$515,500.00</b>

**A. ADDITIONAL COMPENSATION: CANVAS CONVERSION-GENERAL FUND - Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the **Canvas Conversion (SC converted beginning Fall 2017)** - 2017/2018 and 2018/2019 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Frydenberg, Jia	Canvas Conversion, Online	\$5,000.00	01/14/19-05/22/19
Gandoumani, Toshiko	Canvas Conversion, Web Enhanced	\$1,000.00	01/14/19-05/22/19
Reading, Cynthia	Canvas Conversion, Online	\$5,000.00	01/14/19-05/22/19

<b>June 24, 2019</b>	<b>SC Canvas Conversion</b>	<b>\$ 11,000.00</b>
<b>May 20, 2019</b>	<b>SC Canvas Conversion</b>	<b>36,500.00</b>
<b>April 22, 2019</b>	<b>SC Canvas Conversion</b>	<b>4,000.00</b>
<b>March 25, 2019</b>	<b>SC Canvas Conversion</b>	<b>60,000.00</b>
<b>February 25, 2019</b>	<b>SC Canvas Conversion</b>	<b>49,500.00</b>
<b>January 22, 2019</b>	<b>SC Canvas Conversion</b>	<b>41,000.00</b>
<b>December 10, 2018</b>	<b>SC Canvas Conversion</b>	<b>14,000.00</b>
<b>November 19, 2018</b>	<b>SC Canvas Conversion</b>	<b>20,000.00</b>
<b>October 29, 2018</b>	<b>SC Canvas Conversion</b>	<b>190,500.00</b>
<b>September 24, 2018</b>	<b>SC Canvas Conversion</b>	<b>56,500.00</b>
<b>August 27, 2018</b>	<b>SC Canvas Conversion</b>	<b>184,000.00</b>
<b>July 30, 2018</b>	<b>SC Canvas Conversion</b>	<b>63,500.00</b>
<b>June 25, 2018</b>	<b>SC Canvas Conversion</b>	<b>116,000.00</b>
<b>May 21, 2018</b>	<b>SC Canvas Conversion</b>	<b>58,000.00</b>
<b>April 30, 2018</b>	<b>SC Canvas Conversion</b>	<b>73,000.00</b>
<b>March 26, 2018</b>	<b>SC Canvas Conversion</b>	<b>177,000.00</b>

<b>TOTAL TO DATE:</b>	<b>\$1,154,500.00</b>
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**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, 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 achieving the goals of the District while supporting and assisting students with respect to their educational goals.

### **RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4000)

- a. <sup>1</sup>AULAKH, NARINDER is to be employed as Laboratory Technician, Chemistry, Pos. #P0005095, School of Physical Sciences and Technologies, Irvine Valley College, CSEA Classified Bargaining Unit Salary Schedule Range 122, Step 1, 25 hours per week, 12 months per year, effective May 28, 2019.
- b. FORMANECK, DONALD ALBERT is to be employed as Technical Director/Scenic Designer, Pos. #P0004350, School of the Arts, Irvine Valley College, CSEA Classified Bargaining Unit Salary Schedule Range 132, Step 3, 40 hours per week, 12 months per year, effective May 28, 2019.
- c. GARCIA, EMILY KIMWELL is to be employed as Admissions and Records Specialist I, Pos. #P0002727, Enrollment Services, Saddleback College, CSEA Classified Bargaining Unit Salary Schedule Range 116, Step 1, 25 hours per week, 12 months per year, effective May 28, 2019.
- d. PHILLIPS, ANGELA PATRICIA is to be employed as Senior Administrative Assistant, Pos. #P0005050, Marketing and Creative Services, Irvine Valley College, CSEA Classified Bargaining Unit Salary Schedule Range 127, Step 2, 40 hours per week, 12 months per year, effective May 06, 2019.
- e. RUNDLES, JONAHTAN WILLIAM is to be employed as Health Office Assistant, Categorical, Pos. #P0014511, Student Health Center, Irvine Valley College, CSEA Classified Bargaining Unit Salary Schedule Range 115, Step 1, 20 hours per week, 10 months per year, effective May 06, 2019. Employment in this position is contingent upon funding by Health Fee Services. The Board of Trustees approved this position on October 29, 2018.
- f. SAGIAO, JR., MALOFOU, is to be employed as Veterans Services Center Manager, Categorical, Pos. #P0013482, Veterans Service Center, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 5, Step 1, 40 hours per week, 12 months per year, effective May 20, 2019. This position is partially categorically funded with employment contingent upon funding by the Veterans Resource Center. The Board of Trustees approved this position on February 26, 2018.
- g. WYCHE, SONJA is to be employed as Senior Administrative Assistant, Pos. #P0011292, Procurement, Central Services and Risk Management, District Services, CSEA Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, 12 months per year, effective June 10, 2019.

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<sup>1</sup> Related to Jasvinder Aulakh, Human Resources Assistant, District Services.

**B. AUTHORIZATION TO ELIMINATE (A) CLASSIFIED POSITION(S) AND/OR POSITION NUMBER(S)**

1. GRANT PROJECT MANAGER, CATEGORICAL, Pos. #P0009415, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 11, Division of Liberal Arts, Saddleback College, seeks authorization to eliminate this full-time, 40 hour per week, 12 month per year position from its staff complement, effective May 1, 2019. The Board of Trustees originally approved position on June 27, 2016.
2. PROGRAM COORDINATOR, CATEGORICAL, Pos. #P0004659, CSEA Classified Bargaining Unit Salary Schedule Range 134, Division of Advanced Technology and Applied Sciences, Saddleback College, seeks authorization to eliminate this full-time, 40 hour per week, 12 month per year position from its staff complement, effective July 17, 2018. The Board of Trustees originally approved position on August 27, 2012.
3. PROGRAM RESEARCH ANALYST, CATEGORICAL, Pos. #P0009412, CSEA Classified Bargaining Unit Salary Schedule Range 138, Division of Research, Planning and Accreditation, Saddleback College, seeks authorization to eliminate this full-time, 40 hour per week, 12 month per year position from its staff complement, effective May 16, 2019. The Board of Trustees originally approved position on August 22, 2016.
4. PROGRAM TECHNICIAN, CATEGORICAL, Pos. #P0004241, CSEA Classified Bargaining Unit Salary Schedule Range 122, Division of Advanced Technology and Applied Sciences, Saddleback College, seeks authorization to eliminate this full-time, 40 hour per week, 10 month per year position from its staff complement, effective April 30, 2019. The Board of Trustees originally approved position on March 28, 2016.

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

1. <sup>2</sup>DIRECTOR OF STRATEGIC ENROLLMENT MANAGEMENT, CATEGORICAL (TWO (2) YEARS), a classified manager, Pos. #P0015882, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, Office of the President, 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 April 16, 2019. Employment in this position is contingent upon funding by Guided Pathways (50%) and Strong Workforce Program funds (50%). This position was approved by the Chancellor on April 16, 2019.

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<sup>2</sup> This is a temporary, two-year, categorically-funded position reporting to the president of the college.

#### **D. REORGANIZATION/RECLASSIFICATION**

1. IRVINE VALLEY COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** DIRECTOR OF OUTREACH, RECRUITMENT AND STUDENT SUPPORT SERVICES, CATEGORICAL, a classified manager, Pos. #P0013364, Student Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, full-time, 40 hours per week, 12 months per year;  
**TO** DIRECTOR OF PROMISE, RECRUITMENT, AND OUTREACH PROGRAMS, CATEGORICAL, a classified manager, Pos. #P0013364, Student Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, full-time, 40 hours per week, 12 months per year position, effective June 1, 2019. Employment in this position is contingent upon funding by the Student Equity Program (SEP) and the Student Success and Support Program (SSSP). This position was approved by the Chancellor on June 13, 2019.
    - i. **PROMOTE** AMRIK JOHAL, ID #023831, from DIRECTOR OF OUTREACH, RECRUITMENT AND STUDENT SUPPORT SERVICES, CATEGORICAL, a classified manager, Pos. #P0013364, Student Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, Step 1, full-time, 40 hours per week, 12 months per year; to DIRECTOR OF PROMISE, RECRUITMENT, AND OUTREACH PROGRAMS, CATEGORICAL, a classified manager, Pos. #P0013364, Student Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, Step 1, full-time, 40 hours per week, 12 months per year, effective June 1, 2019.
  - b. **RECLASSIFY** CAREER PLACEMENT OFFICER, Pos. #P0007237, Career/Placement Center, School of Guidance and Counseling, CSEA Classified Bargaining Unit Salary Schedule Range 129, full-time, 40 hours per week, 12 months per year;  
**TO** CAREER PLACEMENT OFFICER, Pos. #P0007237, Career/Placement Center, School of Guidance and Counseling, CSEA Classified Bargaining Unit Salary Schedule Range 131, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
    - i. <sup>3</sup>**PROMOTE** KAYE MCDONALD, ID #019249, from CAREER PLACEMENT OFFICER, Pos. #P0007237, Career/Placement Center, School of Guidance and Counseling, CSEA Classified Bargaining Unit Salary Schedule Range 129, Step 6, full-time, 40 hours per week, 12 months per year; to CAREER PLACEMENT OFFICER, Pos. #P0007237, Career/Placement Center, School of Guidance and Counseling, CSEA Classified Bargaining Unit Salary Schedule Range 131, Step 7, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.

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<sup>3</sup> Related to Christopher McDonald, Vice President for Instruction, Irvine Valley College.

**D. REORGANIZATION/RECLASSIFICATION** – Continued

1. IRVINE VALLEY COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - c. **ELIMINATE** DISPATCHER LEAD, Pos. #P0004721, Police Department, CSEA Classified Bargaining Unit Salary Schedule Range 123, full-time, 40 hours per week, 12 months per year;  
**REPLACE WITH SENIOR DISPATCHER**, Pos. #P0004721 Police Department, CSEA Classified Bargaining Unit Salary Schedule Range 123, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
2. SADDLEBACK COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** ADMISSIONS AND RECORDS EVALUATOR, Pos. #P0003231, Admissions and Records, CSEA Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hours per week, 12 months per year;  
**TO LEAD EVALUATOR**, Pos. #P0003231, Admissions and Records, CSEA Classified Bargaining Unit Salary Schedule Range 131, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
    - i. **PROMOTE** ELVA ARAIZA, ID #003467, from ADMISSIONS AND RECORDS EVALUATOR, Pos. #P0003231, Admissions and Records, CSEA Classified Bargaining Unit Salary Schedule Range 127, Step 7, full-time, 40 hours per week, 12 months per year; to LEAD EVALUATOR, Pos. #P0003231, Admissions and Records, CSEA Classified Bargaining Unit Salary Schedule Range 131, Step 6, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.
  - b. **RECLASSIFY** PLUMBER, Pos. #P0003127, Facilities, Maintenance and Operations, CSEA Classified Bargaining Unit Salary Schedule Range 128, full-time, 40 hours per week, 12 months per year;  
**TO SENIOR PLUMBER**, Pos. #P0003127, Facilities, Maintenance and Operations, CSEA Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
    - i. **PROMOTE** PAUL FIGUEIRA, ID #016013, from PLUMBER, Pos. #P0003127, Facilities, Maintenance and Operations, CSEA Classified Bargaining Unit Salary Schedule Range 128, Step 7, full-time, 40 hours per week, 12 months per year; to SENIOR PLUMBER, Pos. #P0003127, Facilities, Maintenance and Operations, CSEA Classified Bargaining Unit Salary Schedule Range 130, Step 7, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.

**D. REORGANIZATION/RECLASSIFICATION** – Continued

2. SADDLEBACK COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - c. **RECLASSIFY** CAREER PLACEMENT OFFICER, Pos. #P0010427, Career/Placement Center, Division of Business Sciences and Economic and Workforce Development, CSEA Classified Bargaining Unit Salary Schedule Range 129, full-time, 40 hours per week, 12 months per year;  
**TO** CAREER PLACEMENT OFFICER, Pos. #P0010427, Career/Placement Center, Division of Business Sciences and Economic and Workforce Development, CSEA Classified Bargaining Unit Salary Schedule Range 131, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
    - i. **PROMOTE** ERIC HILDEN, ID #015118, from CAREER PLACEMENT OFFICER, Pos. #P0010427, Career/Placement Center, Division of Business Sciences and Economic and Workforce Development, CSEA Classified Bargaining Unit Salary Schedule Range 129, Step 7, full-time, 40 hours per week, 12 months per year; to CAREER PLACEMENT OFFICER, Pos. #P0010427, Career/Placement Center, Division of Business Sciences and Economic and Workforce Development, CSEA Classified Bargaining Unit Salary Schedule Range 131, Step 7, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.
  - d. **RECLASSIFY** ADMINISTRATIVE ASSISTANT, Pos. #P0003630, Division of Kinesiology and Athletics, CSEA Classified Bargaining Unit Salary Schedule Range 121, part-time, 20 hours per week, 12 months per year;  
**TO** SPORTS PUBLIC INFORMATION OFFICER, Pos. #P0003630, Division of Kinesiology and Athletics, CSEA Classified Bargaining Unit Salary Schedule Range 129, part-time, 20 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
    - i. **PROMOTE** BRADLEY HOISETH, ID #016343, from ADMINISTRATIVE ASSISTANT, Pos. #P0003630, Division of Kinesiology and Athletics, CSEA Classified Bargaining Unit Salary Schedule Range 121, Step 7, part-time, 20 hours per week, 12 months per year; to SPORTS PUBLIC INFORMATION OFFICER, Pos. #P0003630, Division of Kinesiology and Athletics, CSEA Classified Bargaining Unit Salary Schedule Range 129, Step 4, part-time, 20 hours per week, 12 months per year, effective July 1, 2019.

**D. REORGANIZATION/RECLASSIFICATION** – Continued

2. SADDLEBACK COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - e. **RECLASSIFY** DISPATCHER/RECORDS, Pos. #P0004748, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 119, full-time, 40 hours per week, 12 months per year;  
**TO** SENIOR DISPATCHER, Pos. #P0004748, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 123, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
  - i. **PROMOTE** JANINE JONES, ID #021810, from DISPATCHER/RECORDS, Pos. #P0004748, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 119, Step 6, full-time, 40 hours per week, 12 months per year; to SENIOR DISPATCHER, Pos. #P0004748, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 123, Step 5, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.
  - f. **RECLASSIFY** DISPATCHER/RECORDS, Pos. #P0004747, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 119, full-time, 40 hours per week, 12 months per year;  
**TO** SENIOR DISPATCHER, Pos. #P0004747, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 123, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. This position was approved by the Chancellor on May 28, 2019.
  - i. <sup>4</sup>**PROMOTE** TIA LOONEY, ID #018753, from DISPATCHER/RECORDS, Pos. #P0004747, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 119, Step 6, full-time, 40 hours per week, 12 months per year; to SENIOR DISPATCHER, Pos. #P0004747, Office of Safety and Security, CSEA Classified Bargaining Unit Salary Schedule Range 123, Step 6, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.

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<sup>4</sup> Related to Cameron Looney, Custodian, Irvine Valley College.

**D. REORGANIZATION/RECLASSIFICATION** – Continued

2. SADDLEBACK COLLEGE seeks authorization to reclassify, eliminate and replace with the following Classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - g. **RECLASSIFY** OFFICE ASSISTANT, CATEGORICAL, Pos. #P0003658, Disabled Students Programs and Services, CSEA Classified Bargaining Unit Salary Schedule Range 113, part-time, 29 hours per week, 11 months per year;  
**TO** PROGRAM ASSISTANT, CATEGORICAL, Pos. #P0003658, Disabled Students Programs and Services, CSEA Classified Bargaining Unit Salary Schedule Range 118, full-time, 40 hours per week, 11 months per year position, effective July 1, 2019. Employment in this position is contingent upon funding by Disabled Students Programs and Services (DSPS). This position was approved by the Chancellor on May 28, 2019.
  - i. **PROMOTE** REGINA SHIROMA, ID #020593, from OFFICE ASSISTANT, CATEGORICAL, Pos. #P0003658, Disabled Students Programs and Services, CSEA Classified Bargaining Unit Salary Schedule Range 113, Step 5, part-time, 29 hours per week, 11 months per year; to PROGRAM ASSISTANT, CATEGORICAL, Pos. #P0003658, Disabled Students Programs and Services, CSEA Classified Bargaining Unit Salary Schedule Range 118, Step 4, full-time, 40 hours per week, 11 months per year, effective July 1, 2019.
  - h. **RECLASSIFY** ASSOCIATE DIRECTOR OF ADULT EDUCATION, CATEGORICAL, a classified manager, Pos. #P0009594, Community Education, Emeritus Institute, and K-12 Partnerships, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, full-time, 40 hours per week, 12 months per year;  
**TO** DIRECTOR OF ADULT EDUCATION, CATEGORICAL, a classified manager, Pos. #P0009594, Extended Learning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 17, full-time, 40 hours per week, 12 months per year position, effective July 1, 2019. Employment in this position is contingent upon funding by the Adult Education Program. This position was approved by the Chancellor on May 14, 2019.
  - i. **PROMOTE** SUSAN DONELSON, ID #017475, from ASSOCIATE DIRECTOR OF ADULT EDUCATION, CATEGORICAL, a classified manager, Pos. #P0009594, Community Education, Emeritus Institute, and K-12 Partnerships, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 8, Step 7, full-time, 40 hours per week, 12 months per year; to DIRECTOR OF ADULT EDUCATION, CATEGORICAL, a classified manager, Pos. #P0009594, Extended Learning, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 17, Step 1, full-time, 40 hours per week, 12 months per year, effective July 1, 2019.

**D. REORGANIZATION/RECLASSIFICATION – Continued**

3. <sup>5</sup>SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following management and/or staff position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Assistant Vice President for Institutional Effectiveness, Categorical, to begin reporting to the Vice President for Instruction, effective July 1, 2019.
  - a. Senior Administrative Assistant, Pos. #P0007489 (Appointed to Patti Nutting, ID #018034)
  - b. Curriculum Specialist, Pos. #P0004785 (Appointed to Suzie Bugay, ID #017504)
  - c. Curriculum Specialist, Pos. #P0004786 (Appointed to Stephanie DiAlto, ID #018268)
4. <sup>6</sup>SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following management and/or staff position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Dean of Community Education, Emeritus Institute, and K-12 Partnerships, to begin reporting to the Associate Vice President for Extended Learning, Categorical, effective July 1, 2019.
  - a. Director of Adult Education, Categorical, Pos. #P0009594 (Appointed to Susan Donelson, ID #017475)
  - b. Division Operations Manager, Pos. #P0011211 (Appointed to Jessica Moon, ID #012376)
  - c. Senior Administrative Assistant, Pos. #P0004975 (Vacant)
  - d. Program Coordinator, Categorical, Pos. #P0007893 (Appointed to Denise Ludes, ID #019417)
  - e. Program Coordinator, Categorical, Pos. #P0007892 (Appointed to Arron Searcy, ID #016576)
  - f. Program Assistant, Categorical, Pos. #P0005074 (Appointed to Amy Garcia, ID #019306)
  - g. Community Education Program Specialist, Categorical, Pos. #P0004853 (Appointed to Laura Kwan, ID #022850)
  - h. Office Assistant, Pos. #P0004485 (Appointed to Katie Luong, ID #023461)
5. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following management and/or staff position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Dean of Career Pathways and Dual Enrollment, Categorical, to begin reporting to the Assistant Dean of Career and Technical Education, Categorical, effective September 1, 2018.
  - a. Program Technician, Special Funded, Pos. #P0012539 (Appointed to Tracy McConnell, ID #013022)

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<sup>5</sup> Saddleback College seeks authorization to eliminate the Office of Institutional Effectiveness.

<sup>6</sup> Saddleback College seeks authorization to change the division name, from the Division of Community Education, Emeritus Institute, and K-12 Partnerships, to the Division of Extended Learning.

**D. REORGANIZATION/RECLASSIFICATION** – Continued

6. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following management and/or staff position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Dean of Online Education and Learning Resources, to begin reporting to the Director of Fiscal and Contract Services, Specially Funded, effective June 1, 2019.
  - a. Grant Project Manager, Specially Funded, Pos. #P0006673 (Appointed to Gary Barnak, ID #018591)
7. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following management and/or staff position(s) within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021, from reporting to the Vice President for College Administrative Services, to begin reporting to the Director of Fiscal and Contract Services, Specially Funded, effective June 3, 2019.
  - a. Student Payment and Veterans Offices Manager, Pos. #P0004813 (Appointed to Zachary Guajardo, ID #019469)
8. DISTRICT SERVICES seeks authorization to reclassify, eliminate and replace with the following classified positions, within their organization as defined by Title 5 Education Code, Sections (a), (b), and (c) Recruitment 53021.
  - a. **RECLASSIFY** EMPLOYEE/EMPLOYER RELATIONS MANAGER, a classified manager, Pos. #P0012926, District Human Resources, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, full-time, 40 hours per week, 12 months per year;  
**TO** DISTRICT DIRECTOR OF EMPLOYEE RELATIONS AND TITLE IX COMPLIANCE, a classified manager, Pos. #P0012926, District Human Resources, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year position, effective June 1, 2019. This position was approved by the Chancellor on May 14, 2019.
    - i. **PROMOTE** KAREN DUBERT, ID #023793, from EMPLOYEE/EMPLOYER RELATIONS MANAGER, a classified manager, Pos. #P0012926, District Human Resources, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 13, Step 4, full-time, 40 hours per week, 12 months per year; to DISTRICT DIRECTOR OF EMPLOYEE RELATIONS AND TITLE IX COMPLIANCE, a classified manager, Pos. #P0012926, District Human Resources, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 16, Step 2, full-time, 40 hours per week, 12 months per year, effective June 1, 2019.

**E. CHANGE OF FUNDING SOURCE FOR (A) CLASSIFIED POSITION(S)**

1. OUTREACH ASSISTANT, Pos. #P0004937, CSEA Classified Bargaining Unit Salary Schedule Range 117, Outreach and Recruitment, Irvine Valley College, has changed the funding source from general to partial categorical funding through the California College Promise, for this part-time, 20 hours per week, 12 months per year position, effective May 14, 2019. Employment in this position is contingent upon funding by the General Fund (44%) and the California College Promise (56%).

**F. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR ON (A) CLASSIFIED POSITION(S)**

1. OUTREACH ASSISTANT, CATEGORICAL, Pos. #P0004937, CSEA Classified Bargaining Unit Salary Schedule Range 117, Outreach and Recruitment, Irvine Valley College, seeks authorization to increase the hours per week for this part-time, 20 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective May 14, 2019. Employment in this position is contingent upon funding by the General Fund (44%) and the California College Promise (56%) (Position #P0004937, is vacant)

**G. CHANGE OF STATUS**

1. IRVINE VALLEY COLLEGE (IVC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4000)

<u>Name</u>	<u>Assignment From</u>	<u>Assignment To</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Romero, Phillip	P0002572, Police Officer	P0004403, Police Sergeant	IV/3	40	05/27/2019
Turner, Amanda	P0004394, Applications Specialist I	P0005167, Applications Specialist II	138/3	40	05/24/2019

2. SADDLEBACK COLLEGE (SC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Administrative Regulation 4002.1)

<u>Name</u>	<u>Assignment From</u>	<u>Assignment To</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Guajardo, Zachary	P0003547, Admissions and Records Specialist II	P0004813 Student Payment/Veterans Office Manager	05/1	40	06/01/2019

**H. 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 (a) temporary, out of class and/or interim assignment(s).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Kostina, Ksenia	P0010420 Program Assistant (Categorical)	P0015580 Senior Administrative Assistant	127/1	40	05/06/2019

**I. OUT OF CLASS ASSIGNMENTS – FOR POSITIONS THAT ARE TEMPORARILY AVAILABLE DUE TO LEAVES OF ABSENCE, ETC.**

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

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Kostina, Ksenia	P0010420, Program Assistant (Categorical)	P0014559, Senior Administrative Assistant	118/4	40	05/03/2019

**J. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

<u>Name</u>	<u>Position Title</u>	<u>Resignation Date</u>	<u>Retirement Date</u>
Arango, Monserat	Financial Aid Specialist/SC	05/31/2019	N/A
Gomez Acosta, Maria	Laboratory Technician, Consumer Sciences/SC	06/14/2019	N/A
Grant, Ryan	Athletic Equipment Specialist/Driver/IVC	06/01/2019	N/A
Kittrell, Christopher	Senior Laboratory Technician Performing Arts/IVC	05/29/2019	N/A
Peterson, Raya	Webmaster/SC (39 Month EC 88192, 88195)	05/09/2019	N/A
Rondeau, James	Director of College Broadcast Systems/SC	06/05/2019	N/A
Saldana, Pablo	Building Maintenance Worker/SC	08/23/2019	08/24/2019
Sexton, Karen	Laboratory Technician, Reading/SC	07/25/2019	N/A
Wyche, Sonja	Office Assistant/SC	06/09/2019	N/A

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Non-Bargaining Unit 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 achieving the goals of the District while supporting and assisting students with respect to their educational goals.

### **RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

1. The following individuals are to be employed as **Substitutes** in the classification noted below for the **2018/2019** and **2019/2020** academic years, 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>Hourly Rate (\$)</u>	<u>Start Date</u>
Adon, Rose	Program Asst. (Cat. Fund)/SC	22.12	04/15/19-06/30/19
Barboza, Nicolas	Custodian/SC	19.55	07/01/19-06/30/20
Bertolino, Christopher	Sr. Lab.Tech., Art/SC	29.75	04/15/19-06/30/19
Burgett, Paul	Electrician/IVC	28.32	04/15/19-06/30/19
Caras, Amber	Theater Prod. & Ops. Mgr./SC	34.50	05/17/19-06/30/19
Carr, Delores	Admin. Asst./SC	23.82	04/29/19-06/30/19
<sup>1</sup> Chavez, Vanessa	Fin. Aid Spec./IVC	26.30	04/22/19-06/30/19
Danielson, Christopher	Greenhouse Asst./SC	20.04	03/25/19-06/30/19
Estes, Jeffery	Building Maint. Worker/SC	25.65	03/26/19-06/30/19
Estrada, Angel	Custodian/SC	19.55	07/01/19-06/30/20
Faulkner, Richard	Lab.Tech., Chemistry/IVC	24.42	04/15/19-06/30/19
Florentino, Efren	Lab. Tech./SC	24.42	03/15/19-06/30/19
Florentino, Samuel	Custodian/SC	19.55	07/01/19-06/30/20
<sup>2</sup> Fraser, Shannen	Accounting Asst./IVC	22.12	05/20/19-06/30/19
Fuentes Arce, Blanca	Custodian/SC	19.55	07/01/19-06/30/20
Garcia, Armando	Sr. Transfer Center Spec./IVC	25.03	04/15/19-06/30/19
Gonzalez, Anali	Library Asst. I/IVC	20.54	07/01/19-06/30/20
Gonzalez, Anali	Library Asst. II/IVC	20.54	07/01/19-06/30/20
Hillawi, Hamsa	Lab.Tech., Chemistry/SC	24.42	04/15/19-06/30/19
Jacobs-Raine, Jennifer	Theater Prod. & Ops. Mgr./SC	34.50	05/17/19-06/30/19
Kalantari, Mehron	Costume/Makeup Designer/SC	31.26	04/15/19-06/30/19
Kopp, Edward	Plumber/IVC	28.32	04/15/19-06/30/19
Luu, Minh	Lab.Tech., Chemistry/IVC	24.42	04/15/19-06/30/19
Martinez Campos, Omar	Custodian/SC	19.55	07/01/19-06/30/20
Medina-Aviles, Liborio	Custodian/SC	19.55	07/01/19-06/30/20
Morales, Ulysis	Groundskeeper/IVC	22.12	07/01/18-06/30/19
Nguyen, Emily	Sr. Transfer Center Spec./IVC	29.02	04/15/19-06/30/19
Omidi, Ryan	Lab.Tech., Life and Phys. Sci./ATEP	24.42	04/15/19-06/30/19
Peraza, Jose	Custodian/SC	19.55	07/01/19-06/30/20
Perez, Denice	Admin. Asst./IVC	23.82	05/15/19-06/30/19
Ramirez, Christopher	Lab. Tech./SC	24.42	03/15/19-06/30/19
Reitsema Pretorius, Catharine	Costume/Makeup Designer/SC	31.26	04/15/19-06/30/19

<sup>1</sup> Related to Jacqueline Chavez, Project Specialist, DSP&S, IVC

<sup>2</sup> Related to Kyle Fraser, Police Services Specialist, IVC

**A. NEW PERSONNEL APPOINTMENTS** - Continued

1. The following individuals are to be employed as **Substitutes** in the classification noted below for the **2018/2019** and **2019/2020** academic years, 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>Hourly Rate (\$)</u>	<u>Start Date</u>
Reno, Felicia	Library Asst. I/IVC	20.54	07/01/19-06/30/20
Reyes, Carla	Admin. Asst./SC	23.82	04/26/19-06/30/19
Roach, Eileen	Office Asst./SC	19.55	04/15/19-06/30/19
Sendaba, Barbara	Sr. Health Office Asst./SC	28.32	07/01/19-06/30/20
Sharrak, Eddie	Sr. Fiscal/Vets. Spec./SC	29.75	04/10/19-06/30/19
Smith, Susan	Program Asst. (Cat. Fund)/SC	22.12	04/29/19-06/30/19
Titko, Olga	Accounting Spec./DS	27.63	04/29/19-06/30/19
Titko, Olga	Accounting Spec./DS	27.63	07/01/19-06/30/20
Yi, Young	Library Asst. I/IVC	20.54	07/01/19-06/30/20
Yi, Young	Library Asst. II/IVC	20.54	07/01/19-06/30/20

2. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2018/2019** and **2019/2020** academic years, 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>
Acosta, Joaquin	Project Spec./SC	19.00	06/15/19-06/30/19
Aghavali, Roya	Project Spec./IVC	20.00	05/15/19-06/30/19
Aguilar, Nathaniel	Outreach Aide/SC	14.00	04/15/19-06/30/19
Aguilar, Nathaniel	Outreach Aide/SC	14.00	07/01/19-06/30/20
<sup>3</sup> Alvarez-Ceja, Leonel	Outreach Aide/SC	14.00	05/15/19-06/30/19
Beltran, Carla	Child Dev. Center Aide/SC	20.00	07/01/19-06/30/20
Brown, Lucy	Project Spec./SC	18.00	07/01/19-06/30/20
Brown, Susan	Project Spec./SC	20.00	07/01/19-06/30/20
Cook, Kathleen	Child Dev. Center Aide/SC	20.00	07/01/19-06/30/20
Devinney, Danielle	Project Spec./IVC	15.00	04/22/19-06/30/19
Friedlander, Dorothy	Child Dev. Center Aide/SC	20.00	07/01/19-06/30/20
Fulbright, Susan	Child Dev. Center Aide/SC	18.00	05/06/19-06/30/19
Fulbright, Susan	Child Dev. Center Aide/SC	18.00	07/01/19-06/30/20
German, Jessica	Adapted Kines. Aide/SC	13.50	05/09/19-06/30/19
Gilardoni Schneider, Magdalena	Child Dev. Center Aide/SC	15.50	07/01/19-06/30/20
Gordon, Jessica	Project Spec./SC	16.00	04/29/19-06/30/19
Gramling, Maria Cristina	Child Dev. Center Aide/SC	20.00	07/01/19-06/30/20
<sup>4</sup> Guy, Justine	Outreach Aide/SC	14.00	07/01/19-06/30/20
Jamshid Shirazi, Sepideh	Project Spec./SC	16.00	05/15/19-06/30/19
Jimenez, Celeste	Project Spec./IVC	15.00	07/01/19-06/30/20
Juarez, Maria Amor	Child Dev. Center Aide/SC	16.00	07/01/19-06/30/20
Khan, Tabinda	Project Spec./DS	19.00	03/04/19-06/30/19
King, Katelyn	Project Spec./SC	19.00	03/11/19-06/30/19
Lindahl, Glenda	Project Spec./SC	18.00	07/01/19-06/30/20

<sup>3</sup> Related to Jasmine Alvarez Ceja, Recreation Aide, College for Kids

<sup>4</sup> Related to Georgia Guy, Dean, Student Equity and Special Programs, SC  
June 24, 2019

**A. NEW PERSONNEL APPOINTMENTS – Continued**

2. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2018/2019** and **2019/2020** academic years, 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>
Long, Jason	Outreach Aide/SC	14.00	04/15/19-06/30/19
Lopez-Lopez, Adrian	Project Spec./IVC	17.00	05/16/19-06/30/19
Lopez-Lopez, Adrian	Project Spec./IVC	17.00	07/01/19-06/30/20
Martinez, Mariah	Project Spec./IVC	16.00	04/22/19-06/30/19
McCarthy, Nanette	Project Spec./SC	23.00	07/01/19-06/30/20
Merrill, Kirstin	Adapted Kines. Aide/SC	13.50	05/09/19-06/30/19
Moock, Marlee	Child Dev. Spec./SC	24.42	04/15/19-06/30/19
Nikzad, Gita	Project Spec./IVC	17.50	07/01/19-06/30/20
Palacios, Christopher	Campus Sec. Off. - Short Term/SC	15.00	05/15/19-06/30/19
Perez, Jeremiah	Project Spec./IVC	20.00	05/09/19-06/30/19
Pouresfandiari, Shahram	Project Spec./IVC	17.50	07/01/19-06/30/20
Rakiey, Diana	Clerk/IVC	12.50	05/23/19-06/30/19
Ramos Jimenez, Kimberly	Project Spec./SC	13.50	07/01/19-06/30/20
Richmond, Danielle	Project Spec./IVC	17.50	07/01/19-06/30/20
Rivera, Rodolfo	Clerk/IVC	12.50	05/23/19-06/30/19
Rodriguez, Arturo	Outreach Aide/SC	14.00	04/15/19-06/30/19
Rodriguez, Arturo	Outreach Aide/SC	14.00	07/01/19-06/30/20
Rojas, Sonia	Project Spec./SC	12.50	07/01/19-06/30/20
Sanchez, Juliana	Child Dev. Center Aide/SC	16.00	07/01/19-06/30/20
Saur, Barbara	Project Spec./SC	32.50	07/01/19-06/30/20
<sup>5</sup> Schenitzki, Maxwell	Outreach Aide/SC	14.00	04/15/19-06/30/19
Schenitzki, Maxwell	Outreach Aide/SC	14.00	07/01/19-06/30/20
<sup>6</sup> Sessler, Madison	Project Spec./SC	19.00	05/17/19-06/30/19
Tanzil, Luisa	Child Dev. Center Aide/SC	17.00	07/01/19-06/30/20
Tapie, Alan	Coaching Aide/IVC	25.00	05/03/19-06/30/19
Toomey, Joseph	Campus Sec. Off. - Short Term/SC	14.00	05/15/19-06/30/19
Torres, Calen	Outreach Aide/SC	14.00	04/15/19-06/30/19
Torres, Calen	Outreach Aide/SC	14.00	07/01/19-06/30/20
Whelan, Allyson	Project Spec./SC	21.00	03/01/19-06/30/19
Wright, Kirsten	Child Dev. Center Aide/SC	16.00	07/01/19-06/30/20

<sup>5</sup> Related to Lisa Schenitzki, Psychological Health Services Supervisor, SC

<sup>6</sup> Related to Louis Sessler, Facilities Maintenance/Energy Project Manager, SC  
June 24, 2019

**A. NEW PERSONNEL APPOINTMENTS** – Continued

3. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2018/2019** and **2019/2020** academic years.

<u>Name</u>	<u>Start/End Date</u>
Hassaan, Habiba Ahmed Ibrahim M	05/09/19-06/30/19
Kaiser, Keane	07/01/19-06/30/20
Lira, Lizbeth	04/15/19-06/30/19
Loya Acevedo, Bryan	07/01/19-06/30/20
Magpantay, Michaela Eunice	04/11/19-06/30/19
Magpantay, Michaela Eunice	07/01/19-06/30/20
Moghaddam Jafary, Anahita	09/21/18-06/30/19
Paczkowski, Taylor	07/01/19-06/30/20
Pinchuk, Anatolii	04/15/19-06/30/19
Tran, David	07/01/19-06/30/20

4. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2018/2019** and **2019/2020** academic years. 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>
Alattar, Nujoud	Tutor/IVC	16.00	07/01/19-06/30/20
Anderson, Sarah	Captionist/IVC	42.00	07/01/19-06/30/20
Arbogast, Taylor	Medical Prof./SC	35.00	07/01/19-06/30/20
Barker, Joy	Cert. Test Proctor/IVC	12.50	07/01/19-06/30/20
Beigi, Sofia	Tutor/IVC	12.50	07/01/19-06/30/20
Bergado, Christian	Medical Prof./IVC	35.00	05/01/19-06/30/19
Boan, Zachary	Interpreter IV/IVC	30.00	07/01/19-06/30/20
Camacho, Andre	Interpreter III/IVC	25.00	07/01/19-06/30/20
Cantarini, Taylor	Tutor/SC	12.50	05/01/19-06/30/19
Carey, Jonathan	Tutor/IVC	14.00	07/01/19-06/30/20
Carson, Thomas	Tutor/SC	12.50	04/18/19-06/30/19
Carter, Sheila	Tutor/IVC	16.00	07/01/19-06/30/20
Chang, Hwey Ying	Tutor/IVC	12.50	07/01/19-06/30/20
Chau, Grace	Clin. Skills Spec./SC	30.00	07/01/19-06/30/20
Davis, Joseph	Tutor/IVC	12.50	07/01/19-06/30/20
Deats, Lauren	Medical Prof./IVC	50.00	04/15/19-06/30/19
Dempsey, Maureen	Medical Prof./SC	35.00	07/01/19-06/30/20
Ellwa, Marwa	Tutor/IVC	17.00	07/01/19-06/30/20
Farinella, Ralph	Medical Prof./SC	70.00	07/01/19-06/30/20
Godinez, Eduardo	Tutor/IVC	12.50	07/01/19-06/30/20
Goshtasbi, Parmis	Tutor/IVC	12.50	05/03/19-06/30/19
Hannon, Karen	Interpreter IV/SC	42.00	07/01/19-06/30/20
Hendi, Nima	Tutor/IVC	12.50	07/01/19-06/30/20
Jeong, Bo Reum	Tutor/IVC	16.00	07/01/19-06/30/20
Jeong, Hyesung	Tutor/IVC	16.00	07/01/19-06/30/20
Johnson, Jennifer	Interpreter IV/SC	30.00	07/01/19-06/30/20
Kandel, Marlene	Captionist/SC	42.00	07/01/19-06/30/20

**A. NEW PERSONNEL APPOINTMENTS – Continued**

4. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2018/2019** and **2019/2020** academic years. 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>
Kibria, Samiha	Tutor/IVC	12.50	07/01/19-06/30/20
Kohli, Raghav	Tutor/IVC	12.50	07/01/19-06/30/20
Kostapapas, Eoanna	Captionist/SC	42.00	07/01/19-06/30/20
Malik, Aleena	Tutor/IVC	12.50	04/25/19-06/30/19
McLinn, Torrey	Captionist/IVC	35.00	07/01/19-06/30/20
Moldawsky, Richard	Medical Prof./SC	70.00	07/01/19-06/30/20
Morefield, Michael	Interpreter IV/IVC	35.00	07/01/19-06/30/20
Murphy, Tara	Tutor/IVC	16.00	07/01/19-06/30/20
Murray, Sonya	Medical Prof./SC	70.00	07/01/19-06/30/20
Ortiz, Margarita	Captionist/IVC	45.00	07/01/19-06/30/20
Pancoe, Mary	Medical Prof./SC	35.00	07/01/19-06/30/20
Park, Angela	Tutor/IVC	16.00	07/01/19-06/30/20
Phan, Diana	Tutor/IVC	17.00	07/01/19-06/30/20
Pines, Philip	Medical Prof./SC	70.00	07/01/19-06/30/20
Pinto, Andrew	Cert. Test Proctor/IVC	12.50	07/01/19-06/30/20
Raut, Siddhesh	Tutor/IVC	12.50	07/01/19-06/30/20
Savala, Shane	Comm. Ed. Trainer/SC	15.00	05/06/19-06/30/19
Schutza, Jennifer	Comm. Ed. Trainer/SC	15.00	05/07/19-06/30/19
Seabold, Patricia	Cert. Test Proctor/IVC	12.50	07/01/19-06/30/20
Shahriyari, Shabnam	Tutor/IVC	15.00	05/10/19-06/30/19
Singleton, Ashley	Tutor/IVC	16.00	07/01/19-06/30/20
Tan, Brian	Tutor/IVC	14.00	05/14/19-06/30/19
Thompson, Kyle	Cert. Test Proctor/IVC	12.50	07/01/19-06/30/20
Zimmerman, Curtis	Tutor/IVC	12.50	07/01/19-06/30/20

**B. VOLUNTEERS**

1. The following individuals are to be approved as **Volunteers** for the **2018/2019** and **2019/2020** academic years.

Division of Advanced Technology & Applied Science, Saddleback College

Burns, Jeff	Carrillo, Felix	Carroll, Michael
Castro, Noemi	Douvillier, Aaron	Egan, Amy
Fumkawa, Tomoko	Garcia, Saul	Gerhardt, Ryan
Grant, Michael	Hippensteel, Mary	Jackson, Sage
Kroll, Ai Linh	Land, Emily	Liberman, Lauren
Mandalia, Shonia	Molinero, Anthony	Moreno, Jose
Norris, Kimberly	Norris, Kyle	Rogers, Emyle
Santamaria, Jessica	Selff, Sean	Sepahpour, Ardeshir
Underwood, Kristin	Vosseler, Laurel	

Community Education, Emeritus Institute & K-12, Saddleback College

Johnson Bolger, Winifred	Carbone, Martin	Phillips, Tyree
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**B. VOLUNTEERS - Continued**

1. The following individuals are to be approved as **Volunteers** for the **2018/2019** and **2019/2020** academic years.

School of Kinesiology, Health and Athletics, Irvine Valley College

Chan, Kinngai

Division of Kinesiology and Athletics, Saddleback College

Eastman, Melody

Eisner, Elizabeth

Thomas, Brandon

School of Languages & Learning Resources, Irvine Valley College

Arakawa, Emi

Millan, Javier

Oma, Junko

School of Physical Sciences and Technologies, Irvine Valley College

Dunkle, Glenn

Ferenc, Jason

Division of Social and Behavioral Sciences, Saddleback College

Blethen, Mark

Gutierrez, Anthony

Jacobs, Jeff

Larson, Gary

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: Adjustment to the Police Officers Association (POA) Salary Schedule 2019 - 2020

**ACTION:** Approval

---

### **BACKGROUND**

The collective bargaining agreement between South Orange County Community College District (District) and the Police Officers Association (POA) expired on June 30, 2018. The District and POA reached a tentative agreement on salaries for the period of July 1, 2018 – June 30, 2021. A memorandum of understanding was agreed upon for a 0.8% increase to the 2019 – 2020 salary schedule.

### **STATUS**

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The District proposes to increase the Salary Schedule to be adjusted in the amount of two (2) percent for 2018 – 2019, two point six five (2.65) percent for 2019 – 2020 and one point seven seven (1.77) percent for 2020 – 2021. The salary schedules for 2019 – 2020 are attached as Exhibit A. The increased costs of the agreement with POA for the three-year period, from July 1, 2018 through June 30, 2021, as displayed in Exhibit B, are estimated to be \$342,030.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve revision to the Police Officers Association Salary Schedule, to be effective July 1, 2019.



# South Orange County Community College District

## POLICE OFFICER SALARY SCHEDULE

2019-2020

2.65% Increase

<u>CLASSIFICATION</u>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
<b>Range I</b> <b>Campus Security Officer</b>	<b>Monthly</b>	<b>3,691</b>	<b>3,875</b>	<b>4,069</b>	<b>4,272</b>	<b>4,486</b>	<b>4,710</b>
	<i>Annual</i>	44,292	46,500	48,828	51,264	53,832	56,520
	<i>Daily</i>	170.35	178.84	187.80	197.17	207.04	217.38
	<i>Hourly</i>	21.29	22.36	23.48	24.65	25.88	27.17
<b>Range II</b> <b>Police Officer</b> <b>Police Officer - (Weekends/Holidays)</b>	<b>Monthly</b>	<b>5,280</b>	<b>5,544</b>	<b>5,821</b>	<b>6,113</b>	<b>6,419</b>	<b>6,740</b>
	<i>Annual</i>	63,360	66,528	69,852	73,356	77,028	80,880
	<i>Daily</i>	243.69	255.87	268.66	282.13	296.26	311.07
	<i>Hourly</i>	30.46	31.98	33.58	35.27	37.03	38.88
<b>Range IV</b> <b>Police Sergeant</b>	<b>Monthly</b>	<b>5,821</b>	<b>6,113</b>	<b>6,419</b>	<b>6,740</b>	<b>7,077</b>	<b>7,431</b>
	<i>Annual</i>	69,852	73,356	77,028	80,880	84,924	89,172
	<i>Daily</i>	268.66	282.13	296.26	311.07	326.63	342.96
	<i>Hourly</i>	33.58	35.27	37.03	38.88	40.83	42.87

Daily rate based on 21.667 days / month

Hourly rate based on 173.333 hours / month

Advanced POST Certificate Stipend: \$3,000 annual/\$250 per month



# South Orange County Community College District

## POLICE OFFICER SALARY SCHEDULE

2020-2021

1.77% Increase

<u>CLASSIFICATION</u>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly	3,756	3,944	4,141	4,348	4,565	4,793
	Annual	45,072	47,328	49,692	52,176	54,780	57,516
	Daily	173.35	182.03	191.12	200.67	210.69	221.21
	Hourly	21.67	22.75	23.89	25.08	26.34	27.65
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly	5,373	5,642	5,924	6,221	6,533	6,859
	Annual	64,476	67,704	71,088	74,652	78,396	82,308
	Daily	247.98	260.40	273.41	287.12	301.52	316.56
	Hourly	31.00	32.55	34.18	35.89	37.69	39.57
Range IV Police Sergeant	Monthly	5,924	6,221	6,533	6,859	7,202	7,563
	Annual	71,088	74,652	78,396	82,308	86,424	90,756
	Daily	273.41	287.12	301.52	316.56	332.39	349.06
	Hourly	34.18	35.89	37.69	39.57	41.55	43.63

Daily rate based on 21.667 days / month

Hourly rate based on 173.333 hours / month

Advanced POST Certificate Stipend: \$3,000 annual/\$250 per month

POA Negotiations Costing November 2018

2.0% increase for FY 2018-2019

2.65% increase for FY 2019-2020

1.77% increase for FY 2020-2021

POST Supplemental Pay - \$3,000 for Advanced POST

Lower Retirement Benefit Age to 55

Increased Annual Cost					
2018-2019				2019-2020	2020-2021
2.0% Increase	POST Supplemental Pay	Lowet Retirement Benefit Age	Total	2.65% Increase	1.77% Increase
Salary	\$ 26,059	\$ 27,000	\$ -	\$ 53,059	\$ 24,637
27.462% Benefits	\$ 7,156	\$ 7,415	\$ -	\$ 14,571	\$ 8,106
Other	\$ -	\$ -	\$ 4,275	\$ 4,275	\$ -
<b>Total</b>	<b>\$ 33,215</b>	<b>\$ 34,415</b>	<b>\$ 4,275</b>	<b>\$ 71,905</b>	<b>\$ 32,743</b>
2.00%	2.07%	0.26%	4.33%	2.82%	1.97%

Cumulative Cost		
2018-2019	2019-2020	2020-2021
Cumulative Cost 4.33%	Cumulative Cost 6.98%	Cumulative Cost 8.75%
\$ 53,059	\$ 142,052	\$ 255,682
\$ 14,571	\$ 39,994	\$ 73,523
\$ 4,275	\$ 8,550	\$ 12,825
<b>\$ 71,905</b>	<b>\$ 190,596</b>	<b>\$ 342,030</b>
<b>4.33%</b>	<b>7.15%</b>	<b>9.12%</b> (compounded)

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, 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. Elliott Stern, 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>
6/12/2019 12:00 pm	BGS 119	Lisa Elston	FASH 31	Randi Winters	Spinning Fibers Int Yarn with a Spinning Wheel & Drop Spindle
6/20/2019 9:00 am – 4:10 pm	Village CH4	Laura Hoffman	PHOT 50XB	Jay Stoegbauer	Studio Lighting Product Photography
6/27/2019 9:00 am – 4:10 pm	Village CH4	Laura Hoffman	PHOT 50XB	Tyree Phillips	Lightroom

**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>
5/2/19 5:00-6:30pm	BSTIC 101	Carolina Kussoy	Business Information Worker Program	Ryan Zervakos, LinkedIn; John Gutierrez, OC Hospice; Kenia Cuevas, Realtor	Job Search and LinkedIn Workshop
5/2/19 5:00-6:30pm	BSTIC 101	Carolina Kussoy	CIM 112 Computer Information Management	Nicole Sherman; Charlotte Augenstein	Job Search and LinkedIn Workshop
5/14/19 2:00pm	LA 102	Jodi Titus	GEOG 10H Introduction to Weather and Climate Honors	Zach Labe	Arctic Climate

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** Staff Response to Public Comments from a Previous Board Meeting

**ACTION:** Information

---

### **BACKGROUND**

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

### **STATUS**

Three public comments were made at the May 20 board meeting in regards to the alleged closure of the Fine Arts Art Gallery. A response from Saddleback College President Elliot Stern is being provided for information as Exhibit A.



## 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  
Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Response to Public Comment from the May 20, 2019 Meeting of the Board of Trustees regarding the Saddleback Art Gallery

Saddleback College's leadership values the art gallery and remains committed to keeping it open and supporting curation of student art and regular shows of rotating work.

At the May 20, 2019 Board of Trustees meeting, three speakers spoke passionately about the value of the student art gallery at Saddleback in providing an opportunity for students to display their work. College leadership agrees. The speakers also asserted two claims that are contrary to fact,

- (1) that the gallery was being closed by the college; and
- (2) that the gallery budget (or the Visual Arts budget) was being cut.

The gallery was never closed, and Saddleback's administration was, in fact, working to *expand* its open hours and to fund the curation of student work and seasonal shows. A Fine Arts staff position, Gallery Curator, was vacated two years ago and never filled. In the meantime, the college has been using stipends to fund curation and show coordination. The gallery has been open Monday, Tuesday and Wednesday for limited hours. College leadership was exploring ways to keep the gallery open Monday through Friday for normal campus hours. There has been no discussion of closing the gallery or even reducing its hours. Nor has there been any discussion of reducing the budget for curation and show coordination.

College leadership was confused as to how three individuals came to possess such inaccurate information about the college's support of the gallery. On Tuesday, May 21, 2019, the day after the Board of Trustees' meeting, the Vice President of Instruction found two signs hanging in the window of the door to the gallery. One official-looking sign announced its "closure" by the college (when, in fact, the college wanted to expand its hours) and attributed this to budget cuts (of which there were none affecting the gallery). The other posted document provided Trustee contacts and information about the next Board of Trustees meeting. These posts were removed. They had been posted by Fine Arts faculty.

The posting of false information on a college facility by faculty is particularly disappointing in the face of recent conversations these same faculty had with President Stern about finding permanent funding to support the gallery. On April 26, 2018, Dr. Stern was invited to tour the gallery following a reception by the Foundation in the Fine Arts courtyard. During that tour, faculty spoke to the President about funding needed to beautify and infuse additional artworks into the courtyard space and additional funding needed to keep the gallery open long-term, as the coordination of shows and curation was then being

**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 • Kathleen F. Burke, Ed.D., Chancellor

**SADDLEBACK COLLEGE:** Elliot Stern, DO, JD, President

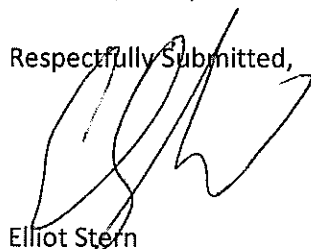
An Equal Opportunity Employer

funded piecemeal, largely through faculty stipends and part-time workers. The President committed to exploring possible funding sources with the new Interim Dean, the Vice President of Instruction and the Vice President of Administrative Services in early July, when the Interim Dean would be in place to ensure follow-through. Neither faculty nor patrons of the gallery had any additional conversations with college leaders between that date and the May 20, 2019 Board of Trustees meeting.

Saddleback College leadership is committed to keeping the gallery open during business hours and to provide curation support for rotating artwork and arranging shows despite its need to reduce overall college budget expenses, and it is working to identify funding sources or other cost-effective ways of meeting this commitment.

Saddleback College's leadership renews its commitment to maintain the budget for the gallery from the current year budget and to go forward with a meeting in July, when Scott Farthing begins as Dean of Fine Arts, to explore funding options to expand open hours to Monday through Friday.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'ES', is written over the text 'Respectfully Submitted,'.

Elliot Stern  
President

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

---

### **BACKGROUND**

At a prior board meeting, members of the Board of Trustees asked staff to provide a listing of Board Requested Reports on the agenda every six months with outdated information dropped off and new requests added to ensure that follow-up and tracking takes place.

### **STATUS**

The List of Board Requested Reports is intended to provide a status of board requested reports of the South Orange County Community College District Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

Requests for Board Reports were not submitted between the six month period of January 1, 2019 through May 31, 2019.

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**RE:** SOCCCD: CCCT Student Trustee Member Election - 2019

**ACTION:** Information

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### **BACKGROUND**

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

Nominations for the student trustee position on the CCCT board must be postmarked on or before Friday, July 12. Nominations are to be made by a member district student trustee who may nominate only one person. Student trustees may nominate themselves. To be eligible, the nominee must be a local community college district student trustee who will be serving during the 2019-20 school year and has consented to be nominated.

The election of the student member of the CCCT board will take place at the League's Student Trustees Orientation Workshop, August 16-18, 2019 at the Doubletree by Hilton Mission Valley in San Diego. Only Student Trustees that have submitted candidacy papers in accordance with the governing policies will have an opportunity to speak for up to three minutes.

### **STATUS**

Each student trustee in attendance at the orientation may cast one vote for the CCCT Student Trustee member. The secret ballot election will take place following three-minute speeches by each candidate. The ballots will be counted by three tellers and results announced at the orientation. The candidate with the highest number of votes will be declared the winner. In the event of a tie, a run-off election shall be conducted between the tied candidates.

The newly elected student member of the CCCT board will be seated at the September meeting and serve through May 2020.

Item Submitted By: *Kathleen F. Burke, Chancellor*

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

---

### **BACKGROUND**

At the request of the Board of Trustees, this report is prepared and submitted monthly to provide the Board with information on major capital projects underway and/or planned. Each project includes the project description, budget narrative, status, whether the project is in progress or recently completed and the current focus. Words appearing in *italics* indicate a change from the previous report. The dates appearing in **bold font** indicate that the associated phase is completed.

### **STATUS**

EXHIBIT A provides an up-to-date report on the status of major capital projects.

## FACILITIES PLAN STATUS REPORT

June 24, 2019

### CAPITAL IMPROVEMENT PLANNING

The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was completed December 2011. The 2011 EFMP report is available at the District website: [http://www.socccd.edu/about/about\\_planning.html](http://www.socccd.edu/about/about_planning.html). The EFMP process is underway with the development of the Education Master and Strategic Plan. This report contains information on projects over \$1 million that are listed in the Facilities Master Plans for both colleges and projects that include associated planning efforts.

### SADDLEBACK COLLEGE

#### 1. STADIUM AND SITE IMPROVEMENT

**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	Mar 2014	Award D/B Contract	Aug 2016
Start Working Drawings	Sep 2016	Complete Construction	May 2020*
Complete Working Drawings	Nov 2017	Advertise for FF&E	Pending
DSA Final Approval	Nov 2018	DSA Close Out	Pending



\*Contractor has not provided a compliant schedule. This date remains in question.

Budget Narrative: Budget reflects Board agenda action on 3/24/2008, 6/23/2014, and 6/22/2015. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M), Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015, the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of *their* RDA and *a portion of the district-wide apartment* income of \$22,705,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$ 0	\$22,705,000	\$22,705,000

Status: Construction Phase: Project 31% complete. Revised substantial completion date set for the end of May 2020.

In Progress: Site utilities installation and building footings excavation continues, performing off-site elevator fabrication, *drainage at practice fields, installing home side concrete masonry units (cmu), review of storm-drain outfall design by County of Orange, re-work at base of retaining wall due to storm damage,* and stadium bleachers fabrication.

Recently Completed: *Installation of home side concrete masonry units (cmu), paving of parking lots 1A and 1B and erection of home-side screen wall structural steel.*

Focus: Resolve steel tariffs impact. Meet with PCL executive team to arrive at contract compliant schedule. Review contractor change order request related to DSA impacts.

## 2. ATAS BUILDING PROJECT

Project Description: The Project includes a new 50,000 gross square feet (GSF) two-story building serving career technical education students. This building will be located at the existing tennis courts facility. Eight new tennis courts (including two striped for pickle ball) will replace the existing six and will be located north of the Village. The college has requested that the existing TAS Building demolition, utility relocation and new parking lot be de-scoped. A partial loop road and installation of additional parking stalls between the baseball field and the new tennis courts is included.

Start Preliminary Plans	Oct 2017	Award D/B Contract	Aug 2018
Start Working Drawings	Oct 2018	Complete Construction	Aug 2022
Complete Working Drawings	Sep 2019	Advertise for FF&E	Pending
DSA Final Approval	Sep 2020	DSA Close Out	Pending



**Budget Narrative:** In fiscal years 2002-2003 and 2004-2005, \$971,000 and \$985,000 respectively, for a total of \$1,956,000 was allocated from basic aid to cover design. Budget reflects Board agenda action on 8/27/2012, 10/25/2013, 6/23/2014, 8/22/2016 and 5/21/2018. On August 27, 2012, the Board approved \$12,777,313. On October 25, 2013, the Board approved fund reassignment of \$8,523,000 to the Saddleback College Sciences Building. On June 23, 2014, the Board restored \$8,523,000 and added \$2,702,000. On August 22, 2016, the Board approved \$3,110,000. On May 21, 2018, the Board approved \$44,863,622 to fund a new building. The ATAS Building project budget of \$64,100,000 differs from the basic aid allocation due to funds spent for the Technology and Applied Science renovation project prior to the decision to move forward with a new building.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:			
TAS Renovation	\$8,755,055	\$ (7,446,120)	\$ 1,308,935
ATAS Building	\$ 0	\$64,100,000	\$64,100,000
Total	\$8,755,055	\$56,653,880	\$65,408,935
District Funding Commitment:	\$8,755,055	\$56,653,880	\$65,408,935
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$1,956,000	\$63,452,935	\$65,408,935

**Status:** Construction Documents (CD) Phase: 50% for the ATAS Building project & 100% (*Pre-DSA Submittal*) for the new Tennis Courts Center.

**In Progress:** Tennis Courts Center one-on-one user group meetings with Saddleback College *Athletic Department*, Facilities Maintenance & Operations department (FMO), Information Technology (IT) and Campus Police, and weekly design coordination meetings with Design-build Entity.

**Recently Completed:** Saddleback College *Executive Cabinet*, *Athletic Department*, FMO, College IT, and Campus Police signed off the *final* Tennis Courts Center 100% CDs (*Pre-DSA Submittal package*).

**Focus Issue:** *Finalize the new Tennis Courts Center design package for DSA submittal. Schedule ATAS Building 100% CDs page-turn review sessions with Saddleback College Executive Cabinet, ATAS faculty & Staff, FMO, IT and Campus Police and obtain final*

*sign-off. Work with Executive Cabinet on loop road and parking stalls configuration to determine budget augmentation needed for completion.*

### 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 project will reduce 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, 8/22/2016 and 6/26/2017 and 4/22/2019. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. On June 26, 2017, the Board approved \$16,832,003. On April 22, 2019, the Board approved the funding allocation of \$6,599,180.

	Original	Revision	Total
Project Budget:	\$42,867,000	\$ 9,471,000	\$52,338,000
District Funding Commitment:	\$12,814,000	\$13,444,000	\$26,258,000
Anticipated State Match:	\$30,053,000	\$(3,973,000)	\$26,080,000
Basic Aid Allocation:	\$ 1,545,115	\$24,712,885	\$26,258,000

Status: Pursuing state funding match. The Saddleback College Gateway project is included in the Governor's January 10, 2019 budget.

In Progress: *Design Services Request for Proposals is underway.*

Recently Completed: The State Chancellor's office developed a project list for the 2019-2020 fiscal year Department of Finance submittal. On September 17, 2018, the Board of Governors approved the 2019-2020 Capital Outlay Spending Plan. The State Chancellor's office is requesting funding for both the preliminary plans and the working drawings for this project. The Department of Finance included the Gateway Building in the Capital Outlay recommendation.

Focus: Staff is monitoring the budget hearings and state budget development. *Design Services Request for Proposals.*

#### 4. ACCESS CONTROL PROJECT

Project Description: This project will retrofit 1,535 existing doors campus-wide with electronic door locks to provide access control and enhanced safety. This project is similar to the standard established at the Science Building, with hardware synchronized to software monitored by the Saddleback College Campus Police.

Criteria Development	Apr 2018	Award D/B Contract	May 2018
Start Working Drawings	Jun 2018	Complete Construction	Jan 2020
Complete Working Drawings	June 2019	FF&E	N/A
DSA Final Approval	June 2019	DSA Closeout	Pending



Budget Narrative: Budget reflects the Board agenda action on 6/26/17 and 5/21/18. On June 26, 2017, the Board approved \$3,000,000 for the District-wide ADA Transition Plan. Saddleback College assigned \$1,600,000 from its share of the ADA transition funds to this project. On May 21, 2018, the Board approved \$4,000,000. Saddleback College also assigned \$1,364,296 from college general funds. Additionally, State Scheduled Maintenance allocations across FY 2015-16, 2016-2017, 2017-2018 total \$4,845,914.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$11,810,210	\$0	\$11,810,210
District Funding Commitment:	\$ 6,964,296	\$0	\$ 6,964,296
Basic Aid Allocation:	\$ 4,000,000	\$0	\$ 4,000,000
Basic Aid ADA Allocation:	\$ 1,600,000	\$0	\$ 1,600,000
College General Fund:	\$ 1,364,296	\$0	\$ 1,364,296
State Scheduled Maintenance Allocation:	\$ 4,845,914	\$0	\$ 4,845,914

Status: Phase Project: Increment 1 construction is approximately *80% complete*. Increment 2 construction began June 3, 2019.

In Progress: Increment 1 construction is underway. Increments 2, 3 and 4 are DSA approved. Increment 5 and 6 were submitted to DSA.

Recently Completed: Campus Police and College IT buildings complete. Cabling and conduit work complete in Central Plant.

Focus: Increment 2 construction and Increment 3 & 4 procurement.

## IRVINE VALLEY COLLEGE

### 1. FINE ARTS PROJECT

Project Description: The proposed project will construct three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand the Fine Arts department. Art, Art History, Music and Dance instruction will relocate from laboratories currently housed across a number of different buildings on campus. The Fine Arts buildings, located southwest of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Space will be vacated within the B-100, B-300 and A-300 buildings for future renovation.

Start Preliminary Plans	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 6/17/2013, 6/23/2014, 8/22/2016, 6/26/2017, and 4/22/2019. On June 17, 2013, the Board approved \$61,278. On June 23, 2014, the Board approved \$795,000. On August 22, 2016, the Board approved \$1,659,739. On June 26, 2017, the Board approved \$12,932,581. On April 22, 2019, the Board approved the funding allocation of \$7,172,680.

	Original	Revision	Total
Project Budget:	\$35,764,278	\$10,059,000	\$45,823,278
District Funding Commitment:	\$10,623,278	\$11,998,000	\$22,621,278
Projected State Match:	\$25,141,000	\$(1,939,000 )	\$23,202,000
Basic Aid Allocation:	\$ 61,278	\$22,560,000	\$22,621,278

**Status:** Pursuing state funding match. The Irvine Valley Fine Arts project was not included in the Governor's January 10, 2019 budget. On June 9, 2019, the *Budget Conference Committee* voted to approve the *Irvine Valley College Fine Arts building*. If state funding does not happen for the 2019-2020 budget, IVC will move forward with this project as a locally funded project and pull the project from state funding consideration.

**In Progress:** *Design Services Request for Proposals* is underway. Awaiting approval from the Governor of the final state budget. An update will be provided to the Board of Trustees at the next meeting.

**Recently Completed:** State Chancellor's office has developed a project list for the 2019-2020 fiscal year Department of Finance submittal. On September 17, 2018, the Board of Governors approved the 2019-2020 Capital Outlay Spending Plan. The State Chancellor's Office is requesting funding for both the preliminary plans and the working drawings for this project.

**Focus:** Staff will monitor the final state budget to determine whether the Fine Arts project remains in the budget signed by the Governor. *Design Services Request for Proposals*.

## 2. PARKING LOT PHASE 1 & 2 AND SOLAR SHADE PROJECT

**Project Description:** This project includes development of a 190,000 square foot, lighted parking lot creating 594 additional parking spaces. The project includes photovoltaic panels supported on parking canopies and a battery storage system. Both systems will interconnect with the local utility grid and integrate with the campus electrical system, which will be consolidated in response to utility requirements.

Start Preliminary Plans	Sep 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Dec 2017	Complete Construction	Apr 2019
Complete Working Drawings	Mar 2018	Advertise for FF&E	Oct 2018
DSA Final Approval	Jun 2018	DSA Close Out	July 2019



**Budget Narrative:** Budget reflects Board action on 6/23/2014, 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and add a connection to the new perimeter road. On June 26, 2017, the Board approved \$733,000. On May 21, 2018, the Board approved \$1,300,000 to include the Phase II parking scope.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$3,010,000	\$5,778,000	\$8,788,000
District Funding Commitment:	\$3,010,000	\$5,778,000	\$8,788,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$5,778,000	\$8,788,000

**Status:** Close Out Phase for Parking Lot project. Asphalt placement and sidewalks complete. Staff will revise the project schedule for the July report to reflect the second phase Solar project.

**In Progress:** *Commissioning of the Battery Energy Storage System.*

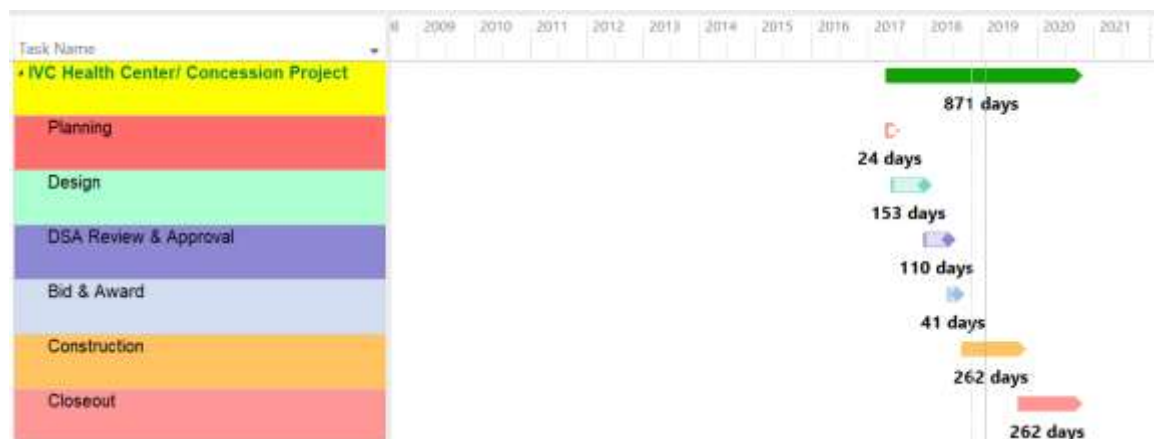
**Recently Completed:** *Parking lot emergency phones are operational. Southern California Edison granted permission to connect and operate the Battery Energy Storage systems.*

Focus: *Completion of Commissioning and Start-up of Battery Energy Storage System.*  
Dates for milestones will revert to the Solar Shade project in July.

### 3. HEALTH CENTER/CONCESSION PROJECT

Project Description: This project is a new one story building with an estimated 2,214 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building. The new Health Center/Concession building is located adjacent to the baseball fields and includes baseball bleacher seating for 300.

Start Preliminary Plans	May 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Jul 2017	Complete Construction	Oct 2019
Complete Working Drawings	Jan 2018	Advertise for Equipment	May 2019
DSA Final Approval	Jun 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 22, 2015, the Board approved \$400,000. On August 22, 2016, the Board approved \$5,338,000. On June 26, 2017, the Board approved \$402,000. On May 21, 2018, the Board approved \$1,360,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$5,200,000	\$2,300,000	\$7,500,000
District Funding Commitment:	\$5,200,000	\$2,300,000	\$7,500,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 400,000	\$7,100,000	\$7,500,000

Status: Construction Phase: Project is approximately 52% complete.

In Progress: *Building site utilities, grading for site concrete and bleacher fabrication is underway.*

Recently Completed: *Delivery of roof mounted HVAC units, HVAC ductwork, building mock-up and ceiling interior drywall is complete.*

Focus: *Insulation, water testing of building mock-up, exterior finishes and bleacher fabrication including on site welding inspections.*

## ATEP

### 1. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 32,492 gross square feet (GSF) building. The new ATEP IVC First Building consists primarily of lab classrooms with some lecture classroom space, offices and student support services. The building was designed for automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, the testing center and some spaces that represent expansion. In addition to the programs identified during design, a portion of the Adult ESL (English as a second language) and the Emeritus and Community Education offices were moved to the ATEP IDEA building at its opening. The project includes 50kW of solar electric power and is a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award D-B Contract	Jun 2015
Start Working Drawings	Jul 2015	Complete Construction	Mar 2018
Complete Working Drawings	Mar 2016	Advertise for FF&E	Sep 2017
DSA Final Approval	Sep 2016	DSA Close Out	Aug 2018



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 June 23, 2014. On June 22, 2015, the Board approved \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The College applied Irvine Valley College RDA funds equaling \$1,250,000 for an expanded lobby and \$700,000 for additional IT equipment. On June 26, 2017, the Board approved \$1,100,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$23,000,000	\$ 6,350,000	\$29,350,000
District Funding Commitment:	\$23,000,000	\$ 6,350,000	\$29,350,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$ 0	\$ 1,950,000	\$ 1,950,000

Status: Project Close out.

In Progress: Coordinate with contractor and SCE for battery storage Permission to Operate (PTO). Coordinate warranty related items with contractor. *Working with contractor to address warranty items.*

Recently Completed: Staff met with end users to identify first year discovery items.

Focus: Obtain photovoltaic interconnect agreement with utility agency allowing system to “go live”. Working on getting battery storage system connected to the photovoltaic system. Continue discussions with contractor to address end users’ first year discovery warranty items.

## 2. ATEP – UTILITIES AND INFRASTRUCTURE (Fencing)

Project Description: The fencing project is an extension to the Utilities and Infrastructure project, which supports the ATEP IVC First Building and future development. The fencing will enclose the undeveloped portions of the ATEP site increasing security and improving site monitoring. Project includes minor landscape/signage improvement.

Start Preliminary Plans	Sep 2018	Award Construction Contract	Nov 2018
Start Working Drawings	Sep 2018	Complete Construction	June 2019
Complete Working Drawings	Sep 2018	Advertise for FF&E	N/A
DSA Final Approval	N/A	DSA Close Out	N/A



Budget Narrative: Budget reflects Board action on 6/22/2015 and 8/22/2016. On June 22, 2015, the Board approved \$7,000,000. On August 22, 2016, the Board of Trustees approved \$2,475,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
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 is *100%* complete.

In Progress: *N/A*

Recently Completed: All *remaining* chain link fence installed. Completed contractor warranty walk for parking lot and bio-swale.

Focus: *Process Notice of Completion. Project will be removed from future reports.*

### 3. ATEP – SIGNAGE PROJECT

Project Description: Wayfinding signage for ATEP consists of monument, vehicle and pedestrian signage. This signage will define the campus as a destination, support route planning, clarify entrances and parking, create a main pathway, and establish a standardized naming system.

Start Preliminary Plans	Mar 2017	Award Construction Contract	Oct 2019
Start Working Drawings	Aug 2018	Complete Construction	Feb 2020
Complete Working Drawings	Apr 2019	Advertise for FF&E	N/A
DSA Final Approval	July 2019	DSA Close Out	Apr 2020



Budget Narrative: Budget reflects Board action on 5/21/2018 and 4/22/2019. On May 21, 2018, the Board approved \$500,000. On April 22, 2019, the Board approved the funding allocation of \$4,431,121.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$3,000,000	\$1,931,121	\$4,931,121
District Funding Commitment:	\$ 500,000	\$4,431,121	\$4,931,121
Anticipated State Match:	\$ 0	\$0	
Basic Aid Allocation:	\$ 500,000	\$4,431,121	\$4,931,121

Status: Design Phase. *Reviewing DSA comments.*

In Progress: Awaiting DSA approval.

Recently Completed: Submitted 100% Construction Documents to DSA. *City of Tustin courtesy review complete.*

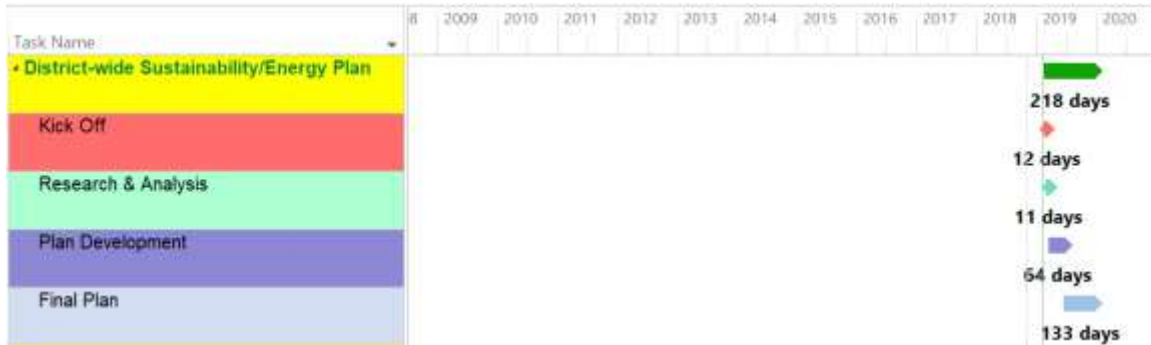
Focus: Develop bid documents. *Respond to DSA comments and set-up DSA back check appointment.*

## DISTRICT WIDE

### 1. SUSTAINABILITY/ ENERGY PLAN

Project Description: The Sustainability/Energy Plan supports the colleges' plans for future sustainability/energy projects, provides best practices, aids with energy savings programs, and recommends various sustainability projects. The project has two phases, the first developed building design and construction guidelines and the second develops campus organizational policies and procedures. The Plan will inform the upcoming Facilities Master Plan process.

Kick Off, Phase II	Mar 2019	Start Plan Development	Jul 2019
Start Research/Analysis	Mar 2019	Complete Plan	Oct 2019
Complete Research/Analysis	Jul 2019	Final Plan, Phase II	Dec 2019



**Budget Narrative:** Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017, and 5/21/2018. On June 22, 2015, the Board approved \$200,000. On August 22, 2016, the Board approved \$40,000. On June 26, 2017, the Board approved \$200,000. On May 21, 2018, the Board approved \$200,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$200,000	\$440,000	\$640,000
District Funding Commitment:	\$200,000	\$440,000	\$640,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$440,000	\$640,000

**Status:** Research and Analysis Phase: 20% complete.

**In Progress:** Initial utility data is *being analyzed* – over 200,000 data points collected. Building *energy use* modeling underway using utility data and State Chancellor’s Office *FUSION* database.

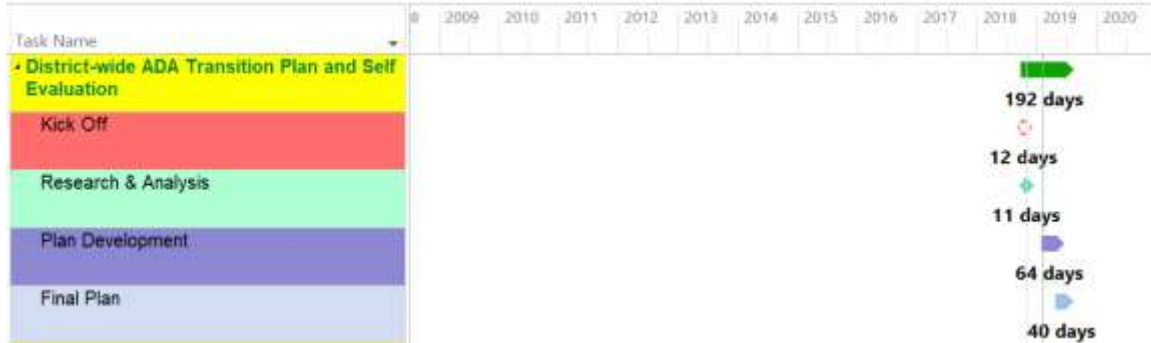
**Recently Completed:** *Briefing and discussion on Phase II goals and objectives with each college.*

**Focus:** Analysis of interval utility usage *data*. Develop energy model of *each building and its consumption of electricity*. Review the Board of Governor’s Resolution 2019-02 on the “Climate Change and Sustainability Policy” for inclusion in our analysis.

## 2. ADA TRANSITION PLAN AND SELF EVALUATION

**Project Description:** The ADA Transition Plan project audited District-wide access compliance and prioritized, budgeted and scheduled the District’s Americans with Disabilities Act (ADA) Transition Plans. This information will inform the upcoming Facilities Master Plan process. Phase II work includes self-evaluation of services, policies and practices.

Kick Off – Phase II	Nov 2018	Start Plan Development	Feb 2019
Start Research/Analysis	Nov 2018	Draft Plan	May 2019
Complete Research/Analysis	Jan 2019	Final Plan	June 2019



Budget Narrative: Budget reflects Board action on 6/22/2015, 6/27/2016 and 6/26/2017. On June 22, 2015, the Board approved \$400,000. On June 27, 2016, the Board approved \$440,000. On June 26, 2017, the Board approved \$400,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$400,000	\$840,000	\$1,240,000
District Funding Commitment:	\$400,000	\$840,000	\$1,240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$840,000	\$1,240,000

Status: Phase III Plan Development underway.

In Progress: Draft report and recommendations are under review.

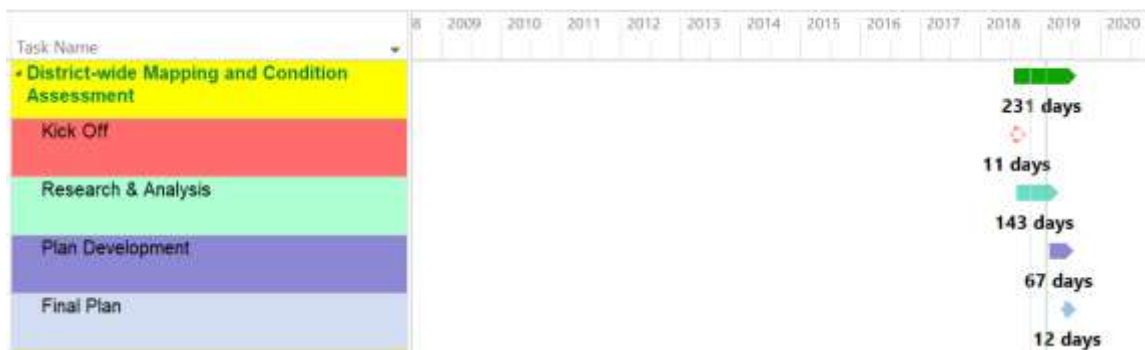
Recently Completed: *Draft plan has been reviewed and returned to consultant.*

Focus: Complete final plan for district-wide review.

### 3. MAPPING AND CONDITION ASSESSMENT

Project Description: This project comprehensively documents the horizontal and vertical positions of underground utilities and assesses existing conditions. Accurate utility information prevents construction delays, claims, and utilities conflicts.

Kick Off	Aug 2018	Start Plan Development	Aug 2018
Start Research/Analysis	Aug 2018	Draft Plan	Mar 2019
Complete Research/Analysis	Mar 2019	Final Plan	Jun 2019



**Budget Narrative:** Budget reflects Board action on 8/22/2016, 6/26/2017, and 5/21/2018. On August 22, 2016, the Board approved \$400,000. On June 26, 2017, the Board approved \$500,000. On May 21, 2018, the Board approved \$3,000,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$400,000	\$3,500,000	\$3,900,000
District Funding Commitment:	\$400,000	\$3,500,000	\$3,900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$3,500,000	\$3,900,000

**Status:** Phase *Four (Draft Deliverables Review)* at Irvine Valley College. Phase Four (*Final Deliverables*) at Saddleback College.

**In Progress:** *Draft deliverables page-turn review sessions with IVC's Facilities Maintenance & Operations (FMO), Information Technology (IT) and Campus Police. Pressure washing all utility markings at IVC. Assembling Saddleback College final deliverable package.*

**Recently Completed:** *Final project deliverables presentation to Saddleback College Executive Cabinet and complete remaining punch-list items.*

**Focus:** *Continue review of draft deliverables with IVC's FMO, IT and Campus Police. Finalize punch-list items and present final project deliverables to IVC's Executive Cabinet.*

#### 4. SC SCIENCE & MATHEMATICS (SM) BUILDING ASSESSMENT & IVC STRUCTURAL ANALYSIS

**Project Description:** The Saddleback College Science & Mathematics (SM) Building project assesses structural and life/safety concerns and evaluates building systems. A final report calculates the feasibility of resolving issues to meet current code requirements and create like-new conditions. The IVC Structural Analysis project assesses foundations and performs a seismic analysis on four buildings: A300, Performing Arts Center (PAC), PE 100, and Student Services Center (SSC) to investigate slab-on-grade and interior wall cracks. The final report recommends corrections and estimates costs.

Kick Off	<b>Jul 2018</b>	Start Plan Development	<b>Sep 2018</b>
Start Research/Analysis	<b>Jul 2018</b>	Draft Plan	<b>Dec 2018</b>
Complete Research/Analysis	<b>Sep 2018</b>	Final Plan	<b>June 2019</b>



Budget Narrative: Budget reflects Board action on 6/22/2015 and 6/26/2017. On June 22, 2015, the Board approved \$750,000. On June 26, 2017, the Board approved \$355,000 to fund Project Pre-planning and Investigation dollars, \$200,000 of which was applied to this project.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$750,000	\$200,000	\$950,000
District Funding Commitment:	\$750,000	\$200,000	\$950,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$750,000	\$200,000	\$950,000

Status: Close out phase.

In Progress: *Initiate contract close out process.*

Recently Completed: *IVC's stakeholders have concluded their review process and Staff provided the final reports to IVC stakeholders.*

Focus: *Contract close out process. Project will be removed from future reports.*

## GENERAL NOTES

- Project updates for active projects may be viewed at:  
<http://www.socccd.edu/businessservices/ProjectUpdates.html>
- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
  - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)

- The “Revisions” column for the State Match category includes changes due to escalation and changes that may have occurred to the state’s percentage (i.e. going from an 80% match down to a 50% match) as the economy has changed from the original project approvals to current date. The “Revisions” column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
  - 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:** Kathleen F. Burke, 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 May 31, 2019 (EXHIBIT A). A review of current revenues and expenditures for FY 2018-2019 show they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of May 31, 2019

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:		\$ 70,700,080	70,700,080	70,700,080	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 2,632,479	6,460,857	1,963,796	30.40%
State Sources	8600-8699	70,069,588	72,145,307	56,037,211	77.67%
Local Sources	8800-8899	255,319,299	256,900,160	261,055,533	101.62%
Other Financing Sources	8900-8912	-	-	-	
Total Revenue		328,021,366	335,506,324	319,056,540	95.10%
FISCAL AGENT PASS THROUGH	8970-8979	4,528,571	4,528,571	4,159,657	91.85%
INCOMING TRANSFERS	8980-8989	6,446,040	6,526,040	4,830,623	74.02%
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 409,696,057</b>	<b>417,261,015</b>	<b>398,746,900</b>	<b>95.56%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 95,430,837	96,927,964	82,722,642	85.34%
Classified Salaries	2000-2999	59,257,036	60,255,056	44,549,100	73.93%
Employee Benefits	3000-3999	61,420,772	62,877,885	49,039,923	77.99%
Supplies & Materials	4000-4999	9,360,109	9,811,039	3,023,439	30.82%
Services & Other Operating	5000-5999	43,630,360	42,357,584	18,834,580	44.47%
Capital Outlay	6000-6999	15,603,835	17,630,244	5,407,121	30.67%
Payments to Students	7500-7699	3,467,749	5,816,967	4,057,979	69.76%
Total Expenditures		\$ 288,170,698	295,676,739	207,634,784	70.22%
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	\$ 1,235,000	1,293,917	1,303,891	100.77%
Basic Aid Transfers Out	7300-7399	74,755,841	74,755,841	74,755,841	100.00%
Intra Fund Transfers Out	7400-7499	4,528,571	4,528,571	3,337,353	73.70%
Total Other Uses		80,519,412	80,578,329	79,397,085	98.53%
<b>TOTAL USES OF FUNDS</b>		<b>368,690,110</b>	<b>376,255,068</b>	<b>287,031,869</b>	<b>76.29%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 41,005,947</b>	<b>41,005,947</b>	<b>111,715,031</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 23,847,231	23,847,231		
Reserve for Economic Uncertainties		13,858,716	13,858,716		
College Reserves for Economic Uncertainties		3,300,000	3,300,000		
<b>TOTAL RESERVES</b>		<b>\$ 41,005,947</b>	<b>41,005,947</b>		

NOTE: As of May 31, 2018 actual revenues to date were **96.16%** and actual expenditures to date were **76.67%** of the revised budget to date.

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of May 31, 2019

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		\$ 16,885,602	16,885,602	16,885,602	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 101,307,382	101,307,382	100,223,297	98.93%
Restricted Budget Allocation		45,338,840	48,693,251	37,026,988	76.04%
Total Revenue		146,646,222	150,000,633	137,250,285	91.50%
INCOMING TRANSFERS	8980-8989	3,796,040	3,796,040	2,758,274	72.66%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 167,327,864</u>	<u>170,682,275</u>	<u>156,894,161</u>	91.92%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 58,033,926	58,147,320	49,604,856	85.31%
Classified Salaries	2000-2999	30,774,599	31,465,306	22,067,538	70.13%
Employee Benefits	3000-3999	33,816,018	34,628,059	27,425,457	79.20%
Supplies & Materials	4000-4999	7,377,701	7,614,992	1,809,058	23.76%
Services & Other Operating	5000-5999	21,729,991	21,708,791	8,847,073	40.75%
Capital Outlay	6000-6999	9,822,234	11,385,735	3,765,498	33.07%
Payments to Students	7500-7699	2,588,395	2,488,155	1,662,892	66.83%
Total Expenditures		<u>\$ 164,142,864</u>	<u>167,438,358</u>	<u>115,182,372</u>	68.79%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ 885,000	943,917	953,891	101.06%
Other Transfers	7400-7499	-	-	-	
Total Other Uses		<u>885,000</u>	<u>943,917</u>	<u>953,891</u>	101.06%
<b>TOTAL USES OF FUNDS</b>		<u>165,027,864</u>	<u>168,382,275</u>	<u>116,136,263</u>	68.97%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 2,300,000</u>	<u>2,300,000</u>	<u>40,757,898</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 2,300,000</u>	<u>2,300,000</u>		

NOTE: As of May 31, 2018 actual revenues to date were **91.93%** and actual expenditures to date were **70.20%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of May 31, 2019

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		\$ 5,257,350	5,257,350	5,257,350	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 65,828,516	65,828,516	65,059,621	98.83%
Restricted Budget Allocation		21,595,323	25,613,014	16,599,701	64.81%
Total Revenue		87,423,839	91,441,530	81,659,322	89.30%
INCOMING TRANSFERS	8980-8989	2,100,000	2,100,000	1,588,879	75.66%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 94,781,189</u>	<u>98,798,880</u>	<u>88,505,551</u>	89.58%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 33,258,855	34,628,128	31,048,407	89.66%
Classified Salaries	2000-2999	18,807,573	18,991,080	14,525,899	76.49%
Employee Benefits	3000-3999	21,234,208	21,821,300	17,540,085	80.38%
Supplies & Materials	4000-4999	1,875,908	2,078,958	1,159,222	55.76%
Services & Other Operating	5000-5999	12,055,190	10,825,448	4,520,962	41.76%
Capital Outlay	6000-6999	5,670,101	6,125,154	1,561,395	25.49%
Payments to Students	7500-7699	879,354	3,328,812	2,395,087	71.95%
Total Expenditures		\$ 93,781,189	97,798,880	72,751,057	74.39%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ -	-	-	
Other Transfers	7400-7499	-	-	-	
Total Other Uses		-	-	-	
<b>TOTAL USES OF FUNDS</b>		<u>93,781,189</u>	<u>97,798,880</u>	<u>72,751,057</u>	74.39%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 1,000,000</u>	<u>1,000,000</u>	<u>15,754,494</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 1,000,000</u>	<u>1,000,000</u>		

NOTE: As of May 31, 2018 actual revenues to date were **92.37%** and actual expenditures to date were **79.66%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** Retiree (OPEB) Trust Fund  
**ACTION:** Information

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**BACKGROUND**

In April 2008, the Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

**STATUS**

This report is for the period ending April 30, 2019 (EXHIBIT A).

For April, the portfolio was composed of 45.7% common stocks (domestic and international) and 54.3% fixed funds (bonds). The portfolio's performance increased 1.91%, ending with a fair market value of \$121,481,300 and an annualized return of 5.60% since inception.

May 13, 2019

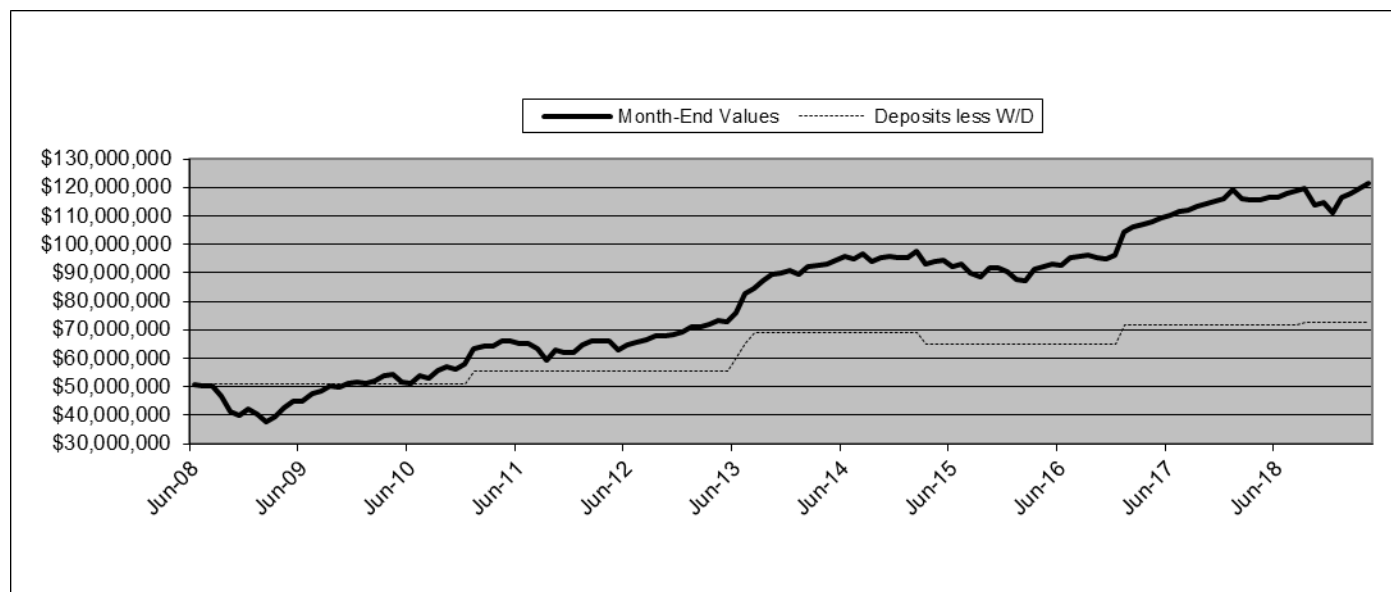
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on April 30th of \$121,481,300.22 your portfolio's performance was up 1.91% for the month and up 5.60% 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 (45.7%) and fixed income funds (54.3%). It was designed to be invested over a long time frame. Total deposits in the amount of \$76,729,695.11 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>April 2019</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.91%	9.39%	5.60% annualized return
S&P 500	4.05%	18.24%	10.33% (Domestic Stocks)
MSCI EAFE	2.81%	13.07%	2.64% (International stocks)
Barclays Aggregate	0.03%	2.97%	3.88% (Domestic Bonds)
Barclays Global	-0.30%	1.89%	2.57% (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
June-17	\$ 6,876,878	\$ 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
February-18	\$ -	\$ 71,676,602	\$ 115,906,436
March-18	\$ -	\$ 71,676,602	\$ 115,625,568
April-18	\$ -	\$ 71,676,602	\$ 115,818,885
May-18	\$ -	\$ 71,676,602	\$ 116,640,143
June-18	\$ -	\$ 71,676,602	\$ 116,478,409
July-18	\$ -	\$ 71,676,602	\$ 117,809,747
August-18	\$ -	\$ 71,676,602	\$ 118,920,059
September-18	\$ 1,053,093	\$ 72,729,695	\$ 119,738,877
October-18	\$ -	\$ 72,729,695	\$ 113,870,918
November-18	\$ -	\$ 72,729,695	\$ 114,824,706
December-18	\$ -	\$ 72,729,695	\$ 110,932,006
January-19	\$ -	\$ 72,729,695	\$ 116,522,929
February-19	\$ -	\$ 72,729,695	\$ 118,015,218
March-19	\$ -	\$ 72,729,695	\$ 119,209,320
April-19	\$ -	\$ 72,729,695	\$ 121,481,300
	<b>\$ 72,729,695</b>		

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke, Chancellor

**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



**DATE:** June 24, 2019  
**TO:** Members of the Board of Trustees  
**FROM:** Chancellor Kathleen F. Burke, Ed.D.  
**SUBJECT:** District Services Report for June 24 Board of Trustees Meeting



### Commencement

This commencement season was particularly special for me, because it served as my first in the South Orange County Community College District. Like many, I always enjoy this season, because it is the culmination of two full semesters, an active year, and of the hard academic work of our students and faculty. It also marks the beginning of a new chapter for many of our students who go on to transfer to a four-year university or embark upon a new stage in their careers. I was honored to provide remarks at both the Saddleback College and Irvine Valley College commencements, where I imparted words of wisdom, not from me, but from the great and “o” so wise, Oprah Winfrey. Some of the advisement included practical points about investing in a quality mattress and shoes. But also to do the right thing and to remember that sometimes there is a difference between what is legal and what is moral. Many thanks to President Stern and President Roquemore for their leadership in organizing two successful commencements. And congratulations again to all of the graduates. I look forward to a new fall semester full of potential and promise.



### Congressional Town Hall

On May 30, SOCCCD had representation at U.S. Representative Katie Porter’s town hall meeting in Tustin, where she discussed issues facing the senior population throughout District 45. Given our robust Emeritus programs, it was helpful to learn about some of the key issues faced by the seniors in our community. Residents across Orange County that are ages 60 and above make up nearly 20 percent of the population and are steadily growing. Seniors face challenges similar to our students, as they increasingly face food and housing insecurity, and face threats against financial abuse. Laguna Woods serves as the city with the largest senior population in Orange County, with numbers above 81 percent. We are thankful that Representative Porter is listening to the community and working to address their most eminent needs.

### DWPC Annual Retreat

On May 29, executives, managers, and key staff across the district came together for the annual District Wide Planning Council Retreat where we finalized the objectives and goals for the district-wide Strategic and Educational Master Plan. Through the help of the consultants of MIG and with the organization of Denice Inciong and her team, the day was productive and successful. We look forward to sharing additional results of MIG’s work with the Board of Trustees in August.



## Elected to ACCJC

On June 5, 2019, the Accrediting Commission for Community and Junior Colleges (ACCJC/WASC) announced that I was elected to serve as one of the three administrative members on the Commission. ACCJC is responsible for the accreditation of 135 two-year public and private institutions, including Saddleback College and Irvine Valley College. Additionally, the Commission has been granted limited authority to approve bachelor's degrees offered at two-year colleges. I'm honored to join ACCJC in this capacity for the next three years and look forward to contributing a meaningful perspective to the important work of the Commission, my term will begin July 1.

## Legislative Update

As we progress through the legislative session, we will provide monthly status updates on the various bills we are supporting or opposing.

### AB 2 (Santiago) – SUPPORT

#### *California College Promise*

AB 2 would extend the free waiver from one year to two years in the California Community College Promise program for first time full-time community college students.

[Referred to Committee on Education \(6/12/19\)](#)

### AB 30 (Holden) – SUPPORT

#### *Community Colleges: College and Career Access Pathways Partnerships*

This bill would require the CCAP partnership agreement to include a plan, instead of a certification, by the participating community college district to ensure specified conditions are met. The bill would require the *Chancellor of the California Community Colleges*, on or before July 31, 2020, to revise the special part-time student application process to allow a pupil to complete one application for the duration of the pupil's attendance at a community college as a special part-time student participating in a CCAP partnership agreement. The bill would extend the operation of the CCAP partnership provisions until January 1, 2027.

[Referred to Appropriations Committee with recommendation for consent calendar \(6/12/19\)](#)

### AB 612 (Weber) – SUPPORT

#### *CalFresh: Restaurant Meals Program*

Programs such as SNAP, CalFresh, and other supplemental nutrition assistance benefits allocated at the state by the federal government are available at qualified restaurants. This bill would allow for those provisions to be applicable to the California Community Colleges system. The bill would require the department to implement its provisions by all-county letter or similar instruction until regulations are adopted and to adopt regulations implementing the bill on or before February 1, 2021.

[Referred to Committee on Human Services with recommendation for consent calendar \(6/12/19\)](#)

### SB 291 (Leyva) – SUPPORT

#### *California Community College Student financial Aid Program*



The bill would establish the California Community College Student Financial Aid Program, to provide need-based grant awards to eligible community college students who attend a California community college voluntarily designated by its district governing board to participate in the program, as specified. Subject to an appropriation by the Legislature, the bill specifies that the program shall be administered by the Board of Governors of the California Community Colleges and implemented by the eligible California community colleges.

[Hearing postponed by committee](#)

### **SB 575 (Bradford) – SUPPORT**

*Second Chance Cal Grants*

SB 575, removes outdated barriers and expands access to postsecondary education opportunities for incarcerated students through second chance Cal Grants. This bill ensures that incarceration will not automatically disqualify students from the Cal Grant program while supporting effective rehabilitative efforts within our correctional institutions.

[Referred to Committee on Higher Education \(6/10/19\)](#)

### **SB 700 (Roth) – SUPPORT**

*Consortium model for nursing students: clinical placements*

Language not yet available.

[Referred to Committee on Rules](#)

#### **Additional Updates:**

- SOCCCD helped to defeat AB 1364 (Rubio) - a bill to allow for-profit nursing programs to expand without review from the Board of Registered Nursing (BRN).
- Approved funding is pending for Irvine Valley College Fine Arts building through Prop 51 funds; it looks promising.
- Monitoring of AB 1486 by Assembly Member Ting is on the list due to the alert from Board President T.J. Prendergast. AB 1486 would mandate the use of surplus land owned by governmental entities for affordable or low-income housing.



# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

**TO:** Kathleen F. Burke, Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President *GR*

**DATE:** June 13, 2019

**SUBJECT: President's Report for the June 24, 2019 Board of Trustees Meeting**

## **IVC Honors Graduates at 34<sup>th</sup> Annual Commencement Ceremony**

On May 24, Irvine Valley College (IVC) celebrated its 34th annual commencement ceremony. This year's crowd was the largest in campus history, with 360 graduates and over 2,100 family, friends, faculty, and staff members in attendance. Chapman University President Dr. Daniele C. Struppa delivered the commencement address, followed by student commencement speaker Sergio Garcia-Koobac, who delivered an inspiring and touching speech to his fellow classmates and guests. This year, IVC conferred 1,740 Associate in Arts degrees; 310 Associate in Arts for Transfer degrees; 173 Associate in Science degrees; 450 Associate in Science for Transfer degrees; and 1,662 Certificates of Achievement. In addition, 277 students graduated cum laude with a grade point average (GPA) of 3.5-3.74; 235 students graduated magna cum laude with a GPA of 3.74-3.99; and 66 students graduated summa cum laude with a GPA of 4.0.



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  
Kathleen F. Burke, Ed.D., Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

*An Equal Opportunity Institution*

### **IVC Celebrates Early College Graduates**

On Friday, May 24, IVC celebrated its Early College graduates, who included 17 students from Beckman High School. Graduates have been accepted to prestigious institutions including the Cal State and UC institutions, and universities such as Chapman and Rutgers. The students also participated in IVC's commencement ceremony and proudly wore their IVC stoles.



### **A Record 570 Scholarships Awarded at Annual Ceremony**

On May 15, the IVC Foundation held its 34th Annual Scholarship Awards Ceremony where a record \$506,000 in 507 scholarships were awarded. This is the highest dollar amount ever awarded in the college's 34-year history. The ceremony featured two student speakers, Amaya Savoy-Easton and Ellie Bui, as well as Cecilia Goodman from Charter 100. The ceremony also honored donors for their generous contributions to the educational dreams of the students who received awards.



### **Guided Pathways Summit**

On May 3, IVC held its biannual Guided Pathways Summit, hosted by the Academic Senate Guided Pathways Workgroup. Participants included more than 75 faculty, staff, administrators, and students. The half-day session included presentations from the Guided Pathways Design Teams, an interactive discussion with a student panel on their experiences at IVC, and an overview of upcoming goals. Participants also discussed what has been accomplished so far.

### **Campus Community Recognition Ceremony**

On May 9, IVC recognized over 300 students, faculty, and staff members for their successes, achievements, and contributions to their areas of study and the campus community. Students were also recognized for their participation and accomplishments in different clubs and extracurricular activities, athletics, and academics. Professor Bennett Tchaikovsky served as master of ceremonies and presented each awardee with

a certificate. Clerk of the Board James Wright joined President Roquemore in congratulating honorees.



### **Three IVC Baseball Players Named CCCBCA Academic All-State**

Three IVC baseball players were recently named to the California Community College Baseball Coaches Association Academic All-State (CCBCA) team for 2019. Sophomore pitchers David Kotin and Matt Wong and sophomore outfielder Michael Hascup earned the honors in representing the Lasers. Players from teams from all over the state were selected. Hascup was listed on the CCCBCA site as having a 3.77 grade point average. Kotin had a 3.75, and Wong was listed at 3.57. The three players helped IVC finish with a record of 20-19-1 overall this past season.

### **2019 Newly Tenured Faculty Reception**

On May 1, IVC came together to congratulate faculty members who have reached tenure or who are on tenure-track. Newly tenured faculty are: Real Estate Instructor Rick Boone, History Instructor Henry Carnie, Economics Instructor Adam Ghuloum, CIM Instructor Michael Salviani, English Composition Instructor Deanna Scherger, and Biology Instructor Justin Wright.

Tenure-track faculty include:

Year 3:

Chemistry Instructor Thomas Cullen, Mathematics Instructor Ronald "RJ" Dolbin, International Counselor Dalal Farsakh, Counselor Mark Franco, Counselor Eric Garcia, Counselor Angel Hernandez, Basic Skills English Instructor Jeff Johnson, Dance Instructor Jennifer La Curan, English Instructor Emily Liu, Counselor and DSPS/Learning Disabilities Specialist Vanessa Marquez, Electrical Technology Instructor Massimo Mitolo, Communication Studies Instructor Bill Neesen, Biology Instructor Pierre Nguyen, STEM Counselor Tuan Nguyen, and English as a Second Language Instructor Brent Warner.

**Year 2:**

DSPS Counselor Breanna Daniels, Geography Instructor Jonathan Rossiter, Political Science Instructor Shirin Sahani, EOPS/CARE Counselor Javier Valdez, and English Composition Instructor Daniel Vernazza.

**Year 1:**

English as a Second Language Instructor Susan Akhavan, Counselor Judith Benavidez, EOPS/Guardian Scholars Counselor Lizett Bobadilla, Counselor Jasmine Dieu, Mathematics Instructor Leonard Lamp, and Counselor Marianne Wolfe.



**Entrepreneurship Program Hosts First Idea Pitch Competition**

On May 1, IVC's Entrepreneurship program, led by Business Management Instructor John Russo, hosted its first Idea Pitch Competition. Students across campus and from all majors were invited to showcase an idea they have had for a product or service by submitting a 60-second video explaining their idea. The top 10 finalists were selected to present a live three-minute pitch in front of five judges, administrators, faculty, community business partners, friends, and family. Participants competed for the opportunity to win one of three cash prizes donated from business partners, first place being \$1,000. Cody David, an IVC entrepreneurship student from Northwood High School, was the recipient of the top cash prize for his SweatStopper idea for e-athletes. The product is a no-slip grip for handheld gaming devices.



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  
Kathleen F. Burke, Ed.D., Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

### 2019 IEEE GameSig Intercollegiate Game Showcase

On May 26, IVC's Interactive Media Arts (IMA) team participated in the IEEE GameSig at the University of California, Irvine. The team, led by student Justin Adams, was one of the top ten finalists for their stunning virtual reality project and represented IVC as the only community college team in the entire competition. Team members included Kyle Chansler (co-leader/level designer and environmental artist), Nina Tran (co-leader/lead programmer), Mark Frendl (programming), David Mertz (programmer), Jeffrey Plizga (rigger/3D generalist), Yifan Liu (3D assets), Spencer Hopkins (programmer), Amanda Dang (3D assets), Abiel Montes (3D assets), and Zakri Magdaleno (3D assets).



### New Lactation Room Opens in Library

Last month, IVC opened a new Lactation Room in Library 107. The room features a Mamava lactation pod, which offers nursing moms a place to breastfeed or pump while on campus. The freestanding pod is equipped with two benches, occupancy-activated lighting, a fold-down table and mirror, ceiling vents and exhaust fan, and power outlets and USB ports for plugging in a breast pump and charging electronic devices. The lactation pod and room are available on a first-come, first-served basis, but can accommodate more than one mom at a time. Moms who wish to make use of the space can request access at the circulation or reference desks at the library and will be provided with the code.





# **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  
Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Report for June 24, 2019 Board of Trustees Meeting

## **Saddleback Awarded \$500,000 Grant to Improve Online CTE Pathways**

Over the next year, Saddleback College will produce more industry-relevant, fully-online degrees and certificates, thanks to a \$500,000 Improving Online CTE Pathways program grant from the California Virtual Campus-Online Education Initiative. The grant will also enable the college to launch a college-wide quality review process for Peer Online Course Review. The college looks forward to creating more fully-online degrees and certificates in Career Technology Education and improving student outcomes to bolster our already strong commitment to online education and completion.

## **Saddleback Named Fifth in State in Graduation and Transfer Rates**

In its rankings of top community colleges in California by size, EduRef.net named Saddleback College fifth out of 114 community colleges in graduation and transfer rates (large school category).

EduRef.net's community college rankings focus on academic quality and student outcomes, based on the combination of graduation and transfer rates. In its write up of the college, EduRef.net cites Saddleback's programming, the variety of resources available to students, and a diversity of services including child care, tutoring, and veteran services.

## **Data Reveals Impressive Gains in Student Completions**

Saddleback's completion efforts over the past four years are showing great results!

As of June 10<sup>th</sup>, 2,854 students completed at least one degree or certificate this academic year – a 13 percent increase over last year. Further, comparing academic year 2013-14 to 2017-18, we saw a 24 percent increase in award completions.

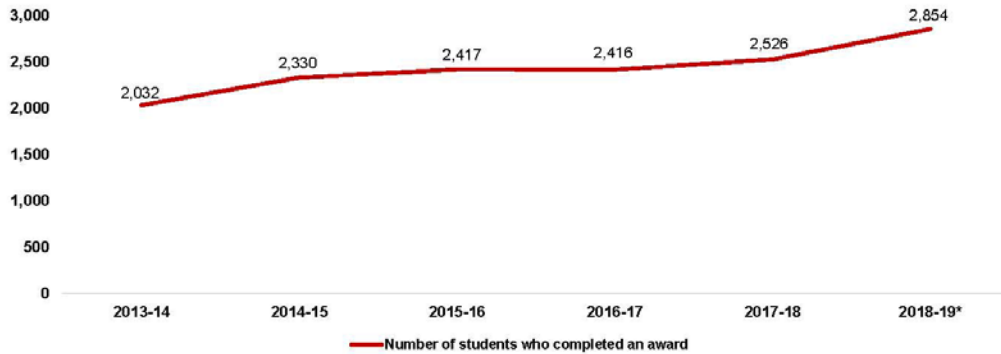
We're also seeing large increases in completed awards overall. At current count, we awarded 5,054 awards in 2018-19, a 14 percent increase over last year. Comparing academic year 2013-14 to 2017-18, we saw a 44 percent increase in completed awards.

While these results are very promising, this is a current count, and we will continue to review the results after all awards for the year are processed. Thank you to our Institutional Research team for their excellent work in reporting this data! Trend analysis is included below.

## Trend Analysis of Completed Awards (Five Years)

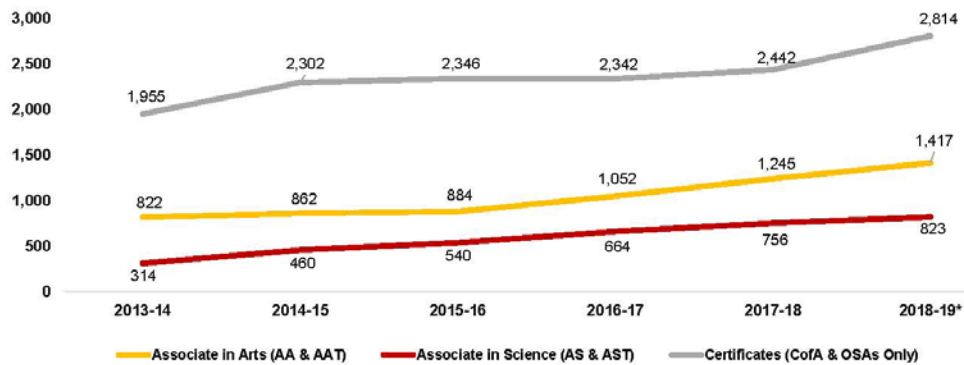
Number of Students Completing Awards by Fiscal Year for Saddleback College

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19*	% Change Comparing 2013-14 to 2017-18
Number of students who completed an award	2,032	2,330	2,417	2,416	2,526	2,854	24%



Completed Awards by Fiscal Year for Saddleback College

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19*	% Change Comparing 2013-14 to 2017-18
Associate in Arts	624	608	531	654	794	904	27%
Associate in Arts - Transfer	198	254	353	398	451	513	128%
Associate in Science	261	306	293	391	403	460	54%
Associate in Science - Transfer	53	154	247	273	353	363	566%
Certificate of Achievement	1,685	2,013	2,075	2,137	2,237	2,430	33%
Occupational Skills Award	270	289	271	205	205	384	-24%
<b>Total</b>	<b>3,091</b>	<b>3,624</b>	<b>3,770</b>	<b>4,058</b>	<b>4,443</b>	<b>5,054</b>	<b>44%</b>



\*This is not a completed fiscal year, therefore these numbers will change. Students with an "in-progress" or "pending" award status were included with completed ones to get a proxy.

Note: These counts exclude full and partial transfer certificates.

### **Students Recognized for Excellence in Journalism**

Saddleback's journalism students received numerous awards during the spring semester for *Orange Appeal* magazine, the OC News Team, and the *Lariat*. The students won awards in either the Southern California region or state, and in some cases, both.

Congratulations are also in order for MaryAnne Shults, journalism instructor, who was named Volunteer of the Year by the Journalism Association for Community Colleges.

#### *Orange Appeal* Magazine

1. General excellence, SoCal and State
2. Magazine cover, 4th, SoCal
3. Magazine design, 2nd, SoCal
4. Timmy Heffernan, 3rd for feature article, State

#### OC News Team

1. Nicole Knight, 1st for video journalism, State
2. Ashley Hern, Ken Kausler and Evan Myers, 2nd for web/broadcast, State
3. Sidney Campos, Adam Gilles and Frank Kalaleh, 4th for video journalism, SoCal
4. Maria Marquez, Ally Beckwitt and Hanna Petersen, 3rd for web/broadcast, SoCal

#### *Lariat* Newspaper

1. General excellence, SoCal
2. Maria Marquez, 1st for opinion story, SoCal
3. Ashley Hern, 1st for info graphic, SoCal
4. Front page layout, 2nd place, SoCal
5. Ashley Hern, 3rd for News Story, SoCal
6. Daniela Sanchez, 4th for editorial cartoon, SoCal
7. Cain Hernandez, 4th for Game Story, SoCal

### **Students Praise Career and Re-Entry Center Workshops**

This year the Career and Re-Entry Center established the #TrendingNow series of workshops, designed to help students who are undecided in their majors and/or career paths. The workshops were led by faculty, professionals, and discipline experts who provided information about the careers associated with their areas of study and informed participants about the required skills needed to get an entry-level job in the field.

The workshops focused on the following disciplines: Horticulture and Landscape Design, Multimedia and Video Journalism, Environmental Studies, Gerontology, Anthropology, and Interior Design.

A survey of students who attended #TrendingNow show that 86 percent said the workshops helped with career decision making, and 99 percent would recommend the workshops to a peer.

The 21<sup>st</sup> Century Skills workshop series offers Saddleback students the opportunity to learn about the employability skills necessary to succeed in a rapidly changing 21<sup>st</sup> Century job market. Based on extensive research from the New World of Work, these skills include adaptability, self-awareness, digital fluency, communication, collaboration, empathy, analysis/solution mindset, resilience, entrepreneurial mindset and social diversity awareness. At Saddleback College, we've also added a bonus workshop to demonstrate the value of building an effective LinkedIn profile and provide all students *free* access to

LinkedIn Learning. These skills, also known as transferable skills, benefit students not only in the workplace, but in their personal and academic lives, too!

In 2018-2019 we offered a workshop on each skill a total of two times, one offered on Wednesdays from 4:00 – 5:30 pm, and Thursdays from 12:00 noon – 1:30 pm. We received 173 evaluation responses out of 189 attendees over the course of 20 workshops. Of that number, 50 people officially enrolled in the online course on Saddleback College's Career XP pilot program, and 10 took skills assessments in order to earn a Digital Badge. 97 percent said they would attend another 21<sup>st</sup> Century Skills workshop in the future and 100 percent said they would recommend these workshops to a friend.

**Customer Service Skills Training: Certification for Higher Education**

The Student Equity and Special Programs Division hosted an all-day workshop entitled "Customer Service Skills Training: Certification for Higher Education" on May 17. The workshop was facilitated by Academic Impressions. The topic was customer service in higher education with an emphasis on servicing disproportionately impacted students. Forty classified staff and administrators from various student services departments participated in highly-engaging sessions to sharpen their customer service skills and share their strategies to best serve our diverse student population. Attendees reviewed the workshop favorably.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'ES', with a stylized flourish at the end.

Elliot Stern  
President