



Meeting of the Board of Trustees

August 31, 2020

CALL TO ORDER: 5:00 P.M.

In an effort to control the spread of COVID-19, this meeting will not be physically open to the public. All members of the public may participate in the meeting via Zoom Videoconference. Upon entry into the meeting; all computers and telephones except for the Board of Trustees shall be muted. The August 31, 2020 Board Meeting will be conducted telephonically.

The closed session and regular session meeting will consist of two locations. The South Orange County Community College District Board of Trustees will participate via teleconference pursuant to Executive Order N-29-20 and N-35-20 issued by Governor Newsom on March 12 and March 21, 2020 respectively.

In compliance with the Executive Order, Board Members, interested parties, and members of the public will be able to call or sign-in to the meeting at 5 p.m. on Monday, August 31, 2020.

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

Teleconferencing Location: via Zoom Videoconferencing at
<https://socccd.zoom.us/j/91966294447?pwd=bDlzQ0ZJMzNkZS9sUFpDRmhxR0N3dz09>

Meeting ID: 919 6629 4447

Meeting Passcode: 141781

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

Consistent with the provisions of the Executive Order N-29-20 and N-35-20, the above-noticed meeting of the Board of Trustees shall take place as follows:

1. Members of the Board of Trustees may participate remotely via Zoom Videoconferencing. If members choose to participate remotely, their locations will not be noticed nor will public access be available at their locations.
2. Members of the public may participate via Zoom Videoconferencing using the link above or by **calling in to the meeting at (888) 788-0099 (Toll Free) or (877) 853-5247 (Toll Free) Meeting ID: 919 6629 4447, Passcode: 141781**
3. Members of the public wishing to comment on an agenda item or another

topic within the jurisdiction of the Board of Trustees will be given the opportunity to ask questions by submitting public comments via email to the Board of Trustees Liaison, Grace Garcia, at: ggarcia@socccd.edu. All public comments will be accepted via email. Submissions must be received prior to the posted start time of the meeting. Please include in the subject line of the email: **COMMENTS FOR THE MEETING OF AUGUST 31, 2020**. Please indicate if you are addressing a specific agenda item, or are making "Public Comment." Submissions will be read aloud at the meeting and must comply with the 2 minute time limit.

American with Disabilities Act (ADA)

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

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Roll Call – Establishment of Quorum

Trustee T.J. Prendergast, Board President
Trustee Tim Jemal, Vice President
Trustee James Wright, Clerk of the Board
Trustee Barbara Jay, Member
Trustee David Lang, Member
Trustee Marcia Milchiker, Member
Trustee Terri Whitt Rydell, Member
Student Trustee Ethan Manafi

1.3 Public Comments

Members of the public may address the Board on items listed to be discussed in closed session. If you wish to address the board on a closed session item, please submit your request via email prior to the start of closed session. 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 and 594954.5)
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)

- A. Faculty Association (FA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor - HR
 - B. Classified School Employees Association (CSEA)
Agency Designated Negotiator: Kim Widdes, Acting Vice Chancellor - HR
 - C. Police Officers Association (POA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President – IVC
- 1.5 Conference with Real Property Negotiators (Government Code Section 54956.8)
- A. Exchange of Property
Agency Designated Negotiators: South Orange County Community College District – Ann-Marie Gabel, CPA, Vice Chancellor, Business Services (Seller), Andrew Bernstein, Jackson Tidus, (District Real Estate Legal Counsel) and Gregory G. Gotthardt, FTI Consulting, LLC (District Real Estate Consultant)
- Lease of Property by District: Approximately 20.8 acres of real property located at 1610 Valencia Ave. and 1602 Victory Road Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP site)
- Negotiating Parties: Advantech Corporation and Southern California University of Health Sciences
- Under Negotiation: Instructions to designated negotiators will concern price and terms of payment for the ground lease of the identified Property.
- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
- A. Anticipated Litigation (Government Code Section 54956.9(d)(3)
Significant exposure to litigation: 1 potential case
 - 1. Saddleback Stadium and Athletic Fields Project
 - B. Existing Litigation (Government Code Section 54956.9 (d)(1)
1 case

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Terri Whitt Rydell

2.4 Public Comments

Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please submit

your request via email prior to the beginning of open session. Speakers are limited to two minutes each.

3.0 REPORTS

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

- A. Board Reports
- B. Student Trustee
- C. Associated Student Government Reports
- D. Saddleback College Academic Senate
- E. Irvine Valley College Academic Senate
- F. Faculty Association
- G. Irvine Valley College Classified Senate
- H. Saddleback College Classified Senate
- I. California School Employees Association
- J. Police Officers Association
- K. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

4.1 SOCCCD: BoardDocs Overview Presentation

A brief overview on the newly acquired electronic agenda system will be provided by a BoardDocs representative.

4.2 SOCCCD: Return to Work Guidelines and Equity Work Presentation

Presentation to the Board of Trustees regarding information on the start of the fall 2020 semester with details about the Return to Work Guidelines as well as Diversity, Equity and Inclusion resources for employees, and a program mainly geared toward students "The My Choice First Name" program.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held virtually on July 20, 2020.

5.2 SOCCCD: Trustees' Requests for Attending Conferences

Approve/Ratify Trustees' requests for attending conference(s)

5.3 SOCCCD: Board Policy and Administrative Regulation Conversion to Community College League of California Categorization and Numerical System

Approve the conversion to the Community College League of California categorization and numerical system for Board Policies and Administrative

Regulations

- 5.4 **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.
- 5.5 **SOCCCD: Authorize the Purchase of Ergonomic Furniture and Accessories, Humanscale Corporation**
Approve California Multiple Award Schedule Contract No. 4-13-71-0095B and all future approved supplements and/or amendments as awarded to Humanscale Corporation for the purchase of ergonomic furniture and accessories, Humanscale Corporation.
- 5.6 **SOCCCD: Adopt Resolution No. 20-22, Authorizing the Purchase of Lockers, Shelving and Educational Furniture through the Los Angeles Community College District Master Agreement 40481 with Wenger Corporation**
Approve Los Angeles Community College District Master Agreement 40481 with Wenger Corporation and all future approved supplements and/or amendments as awarded to Wenger Corporation for the purchase of lockers, shelving, and educational furniture for an active term through August 7, 2024.
- 5.7 **SOCCCD: Authorization to Utilize Foundation for California Community Colleges (FCCC) and Trustees of the California State University Contracts**
Approve the use of the identified FCCC/CSU/UC contracts to purchase equipment, software, hardware, maintenance, furniture, fixtures, materials, supplies, and services to support instruction, technology, custodial, maintenance, facilities, operations, office, and miscellaneous areas. The approval to utilize the contracts applies to purchases made within the term of the agreements and is contingent upon the availability of funds for each purchase.
- 5.8 **SOCCCD: Budget Amendment: Adopt Resolution No. 20-20 to Amend FY 2019-2020 Adopted Budget**
Adopt Resolution No. 20-20 to amend the FY 2019-2020 Adopted Budget as listed.
- 5.9 **SOCCCD: Transfer of Budget Appropriations: Adopt Resolution No. 20-21 to Approve FY 2019-2020 Budget Transfers**
Adopt Resolution No. 20-21 to approve the transfer of budget appropriations as listed.
- 5.10 **SOCCCD: Change Orders and Amendments**
Ratify the amendments/change orders as listed.
- 5.11 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.

- 5.12 **SOCCCD: Contracts**
Ratify contracts as listed.

6.0 **GENERAL ACTION ITEMS**

- 6.1 **SOCCCD (Irvine Valley College) Renewal of Capistrano Unified School District (CUSD), College and Career Access Pathway (CCAP), 2020-2023**
Approve the Dual Enrollment, SOCCCD (Irvine Valley College) and CUSD College & Career Access Pathways Partnership Agreement through August 31, 2023 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.
- 6.2 **SOCCCD (Irvine Valley College) Renewal of Irvine Unified School District (IUSD), College and Career Access Pathway (CCAP), 2020-2023**
Approve the Dual Enrollment, SOCCCD (Irvine Valley College) and IUSD College & Career Access Pathways Partnership Agreement through August 31, 2023 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.
- 6.3 **SOCCCD (Irvine Valley College)-Tustin Unified School District (TUSD), College and Career Access Pathway (CCAP), 2020-2023**
Approve the Dual Enrollment, SOCCCD (Irvine Valley College) and TUSD College & Career Access Pathways Partnership Agreement through August 31, 2023 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.
- 6.4 **SOCCCD: Saddleback College Veteran's Center Improvements Project, Award of Bid No. 2096, JR Universal Construction, Inc.**
Approve awarding Bid No. 2096, Saddleback College Veteran's Center Improvements project and approve the agreement with JR Universal Construction, Inc., in the amount of \$394,586 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.
- 6.5 **SOCCCD: Parking Fees**
Approve forgoing parking fees charged to students and employees for fall 2020 and to pro-rate by one-half the parking fees for employees for spring 2021. The Chancellor further recommends that the Board of Trustees approve forgoing parking fees charged to students and employees for spring 2021 if the campuses remain closed due to the COVID-19 pandemic.
- 6.6 **SOCCCD: COVID-19 Response Block Grant Allocation**
Accept the allocation of \$2,888,873 for the COVID-19 Response Block Grant.
- 6.7 **SOCCCD: Acceptance of State-Supplied Donation of Personal Protective Equipment**
Acknowledge receipt and accept the state provided donation of Personal Protective Equipment.

- 6.8 **SOCCCD: Board Policy Revision: BP-6115 Community Education Programs, BP-6140 College Speakers**
Approve the board policies as listed.
- 6.9 **SOCCCD: Health Sciences Program Agreement between The Regents of the University of California and South Orange County Community College District and Addendum to the Health Sciences Program Agreement - COVID-19 Acknowledgment for On-site Students**
The Chancellor requests direction from the Board of Trustees on whether the Board of Trustees is willing to accept the liability imposed upon the District with the attached Agreement and Addendum. If the Board of Trustees is willing to accept the liability, the Chancellor requests authorization for the Chancellor, the Vice Chancellor of Business Services or designee to enter and execute the Health Sciences Program Agreement with The Regents of the University of California on behalf of University of California, Irvine, School of Medicine and the Addendum to the Health Sciences Program Agreement for the COVID-19 Acknowledgment for On-Site Students.
- 6.10 **SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items**
Ratify New Personnel Actions Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Additional Compensation: Restricted Funds, Resignation/Retirement/Conclusion of Employment, Reorganization/Reclassification.
- 6.11 **SOCCCD: Classified Personnel Actions – Regular Items**
Ratify New Personnel Appointments, Authorization to Increase/Decrease Hours Per Week and/or Months Per Year for Classified Positions, 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 Absences, etc. Resignation/Retirement/Conclusion of Employment.
- 6.12 **SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items**
Ratify New Personnel Appointments, Volunteers.
- 6.13 **SOCCCD: SOCCCD Faculty Association (FA) – Memorandum of Understanding for Novel Coronavirus (COVID-19) – AY 2020 - 2021**
Approve Memorandum of Understanding with FA.
- 6.14 **SOCCCD: Sabbatical Leave Revision**
Approve Revision of Sabbatical Leave previously approved by the Board.
- 6.15 **SOCCCD: Sabbatical Leave Rescindment**
Approve Rescindment of Sabbatical Leaves previously approved by the Board.

7.0 REPORTS

- 7.1 **SOCCCD: Staff Response to Public Comments from Previous Board Meeting**
None
- 7.2 **SOCCCD: Facilities Plan Status Report**
Status report of current construction projects.
- 7.3 **SOCCCD: CARES Act Funding Monthly Summary**
Cumulative summary of the funds awarded and spent as of July 31, 2020 is provided.
- 7.4 **SOCCCD: COVID-19 Response Block Grant Monthly Summary**
Cumulative summary of the funds awarded and spent as of July 31, 2020 is provided.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund.**
Report for period ending June 30, 2020.
- 7.6 **SOCCCD: Basic Aid Report**
Report for period ending June 30, 2020.
- 7.7 **SOCCCD: Quarterly Investment Report**
Report for period June 30, 2020.
- 7.8 **SOCCCD: Pension Stabilization Trust Fund**
Report for period ending June 30, 2020.

8.0 WRITTEN REPORTS FROM ADMINISTRATION

Reports by the following individuals may be written and submitted through the docket process prior to distribution of the Board agenda packet.

- A. Chancellor
- B. Irvine Valley College President
- C. Saddleback College President
- E. CSEA President

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: BoardDocs Implementation
ACTION: Discussion/Presentation

BACKGROUND

The SOCCCD recently acquired BoardDocs for online board agenda management. BoardDocs is an online software tool for eGovernance that is designed to be cost effective and environmentally sound. It will increase transparency and drastically reduce the manual preparation of board agendas. BoardDoc's paperless services will be used to improve the way board packets are created and managed, increase the ease of access to information and improve the efficiency with which meetings can be conducted.

Board Docs provides a means of immediately publishing and revising agenda items, support documents, and other Board information via the internet. The implementation of hosting an online agenda and meeting will greatly improve communication to the community, faculty, staff and students. The new system will also provide a searchable and historical record for the district.

The District plans to transition to the BoardDocs system for board meetings beginning with the November, 2020 meeting.

A general training session to help trustees make full use of the features available will be provided at a future date. Board members will be trained on topics such as viewing agendas, accessing documents in the packet, viewing policies, searching documents, and annotating agenda items with private notes.

STATUS

Kristin Forsberg, BoardDocs representative, will provide a brief overview of the new agenda management system.

Item Submitted by: Kathleen F. Burke, Chancellor



BoardDocs®

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BoardDocs®
A DILIGENT BRAND



Diligent

**54 CCLC Districts use BoardDocs
4,000+ clients**

Diligent and its family of brands are trusted globally by:

- 16,000 organizations
- 650,000 administrators and board members

Current Problems

- Searchability
- Policy Management
- Committees managed separately in SharePoint
- No digital workflow/approval for various departments
- Manual minutes process
- Inefficient for administrators

How BoardDocs Solves these Problems

- Searchability – Fully searchable, even within pdfs
- Policy Management – Ability to manage active, draft, and retired policies in same system as agendas
- Committees managed separately in SharePoint – Ability to manage all committees, and duplicate items from committees into board meeting agenda
- No digital workflow/approval for various departments – Workflow / approval trees for various departments to submit and review agenda items within system
- Inefficient for administrator – Easy to use, drag and drop / reorder items

Board Member Experience

Auto-Email Notification when Meeting is Published

[BoardDocs] New Featured Meeting



BoardDocs Notification <noreply@boarddocs.co

To Kristin Forsberg



9:50 AM

Dear Executive,

A meeting has been made current.

Meeting: June 2020 Regular Board Meeting

Date: June 17, 2020 (Wednesday)

See the meeting by visiting this URL:

<https://go.boarddocs.com/demo/kf/Board.nsf/Private?open&login>

Thank you,

BoardDocs Notification

Meetings on Home Page upon logging in. Committee meetings will be added based on user permissions.



FEATURED

MEETINGS



Meetings



Wednesday, August 26, 2020

August 2020 Regular Board Meeting - 6:30 P.M.

Board of Directors

BoardDocs, a Diligent Brand

Agenda on left, with details to the right. Ability to type text into platform and add attachments.

Q Search Agenda

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1. Announcement: Executive Order N-29-20 Teleconference Flexibility

1.01 This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020, in response to COVID-19. All Board members may attend this meeting by teleconference if they deem necessary. The Board meeting will be open and available to the public via online "live stream" for live viewing and submittal of public comments via instructions in Item 2.1

2. Meeting Opening - 7:00 p.m.

2.01 Call to Order/Pledge of Allegiance/Moment of Silence/ Performance of the National Anthem by Mr. Moon

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Agenda Item Details

Meeting

Aug 26, 2020 - August 2020 Regular Board Meeting - 6:30 P.M.

Category

Announcement: Executive Order N-29-20 Teleconference Flexibility

Subject

This meeting is being held pursuant to the procedures established in Executive Order N-29-20 issued by California Governor Gavin Newsom on March 17, 2020, in response to COVID-19. All Board members may attend this meeting by teleconference if they deem necessary. The Board meeting will be open and available to the public via online "live stream" for live viewing and submittal of public comments via instructions in Item 2.1

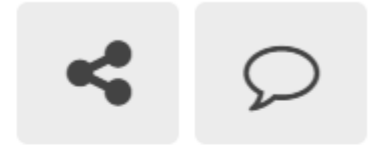
Access

Public

Type



Ability to add notes.



BACKGROUND

On Friday, March 13, 2020 in Riverside County until A closure was extended until develop and implement pla enrichment learning to our students receive breakfast our school and district site district.

On March 17, 2020 Californ for K-12 schools to help ed by school closures, with an with disabilities.

This guidance follows Governor Gavin Newsom's March 13 [Executive Order](#), which ensured that schools continue to receive funding and outlined key efforts that

Annotations

notes

✕ Close

📄 New

🖨 Print

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Other benefits

Option for goal tracking. Can be used for board goals, committee goals, building projects, or even accreditation standards.

Accreditation Standards

I: Mission, Academic Quality and Institutional Effectiveness, and Integrity / IA. Mission

I: Mission, Academic Quality and Institutional Effectiveness, and Integrity / IB. Assuring Academic Quality and Institutional Effectiveness

I. Mission, Academic Quality and Institutional Effectiveness, and Integrity / IC. Institutional Integrity

II: Student Learning Programs and Support Services / IIA. Instructional Programs

Goal Progress

| Date | Name | Type | Result |
|---------------|--|------------------|----------------|
| April 8, 2014 | <u>Changes to Accreditation Standards and Eligibility Requirements</u> | Presentation | N/A |
| April 8, 2014 | <u>FDA Partnership Agreement</u> Action: Approval of Consent Calendar | Action (Consent) | Motion Carries |
| May 6, 2014 | <u>Administrative Procedures</u> | Information | N/A |
| July 1, 2014 | <u>Proposed 16-week Semester Calendar</u> | Presentation | N/A |
| July 1, 2014 | <u>Update on Information Technology "Spring Forward" Project</u> | Presentation | N/A |

Other benefits

Fully Searchable

250 matches found

food services


☒ Meetings

☒ Policies


☒ Library

☒ Minutes


☒ Include Attachments




Attachment
[Tue, Oct 1, 2019](#)
Food Services Supervisor.pdf
(197 KB)
on Agenda Item
Consider Approval of Personnel
Actions (REVISED)



Attachment
[Tue, Feb 7, 2017](#)
Personnel Actions Revised.pdf
(32 KB)
on Agenda Item
Consider Approval/Ratification
of Personnel Actions



Attachment
[Tue, Apr 5, 2016](#)
Board Meeting 4-5-16.pdf (24



Attachment
[Tue, Feb 2, 2016](#)
Board Meeting 2-2-16.pdf (33

Exhibit A
Page 11 of 14

11

Search Active Policies

Book: Policies and Procedures

Introduction

Chapter 1 The District

1100 Board Policy (4/16)

Cabrillo Community College District

1200 Board Policy (6/18)

District Mission

Chapter 2 Board of Trustees

Chapter 3 General Institution

Chapter 4 Academic Affairs

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Print

Status

Active

Legal

Education Code Section 72000(b)

Adopted

September 9, 2013

Last Revised

April 5, 2016

The District has been named the Cabrillo Community College District.

The name is the property of the District. No person shall, without the permission of the Board, use this name or the names of any other facilities of the District, or any abbreviation of them, to imply, indicate or otherwise suggest that an organization, product or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.




The District consists of:


- Cabrillo College

12

 Diligent

Committee Management



Academic Council 

Academic Council

Administrative Services Council (ASC)

Auxiliary Services Advisory Council (ASC)

Benefits Committee

Board of Trustees

Board OPEB Subcommittee

Budget Committee

College Planning Committee

CTE Advisory Committees

Curriculum Committee

Distance Education Advisory Committee

Facilities Planning Committee

Faculty Senate

FLEX Committee

GOAL Board Meeting

GOAL Steering Committee Meeting

Grants Management User Group (GMUG)

Your contact at BoardDocs is Kristin Forsberg – please see contact details below.



BoardDocs®

A DILIGENT BRAND

KRISTIN FORSBERG
Sales Advisor | BoardDocs

Direct: 865.789.4639

Email: Kforsberg@diligent.com

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Return to Work Guidelines

ACTION: Discussion/Presentation

BACKGROUND

Approaching the beginning of the fall 2020 semester in SOCCCD—staff, faculty and students have experienced the impacts associated with the uncertainties of a worldwide pandemic, economic hardships, and racial unrest. As a response, district and college staff have committed to the work of creating guidelines, protocols and programs to help students and employees to be most productive and safe in the midst of these difficult times.

To help employees return to the campuses safely, Return to Work Guidelines were created through a collaborative and inclusive process with supported information from public health experts and authorities.

Additionally to address other social concerns existing in the current community environment, programs associated with diversity, equity and inclusion have been enhanced, updated, expanded and launched.

The presentation to the Board of Trustees will include information about the start of the fall 2020 semester with details about the Return to Work Guidelines as well as Diversity, Equity and Inclusion resources for employees, and a program mainly geared toward students “The My Choice First Name” program.

STATUS

The presentation to the Board of Trustees will include information about the start of the fall 2020 semester with details about the Return to Work Guidelines as well as Diversity, Equity and Inclusion resources for employees, and a program mainly geared toward students “The My Choice First Name” program.

Item Submitted by: Kathleen F. Burke, Chancellor

South Orange County Community College District

Return to Work GUIDELINES

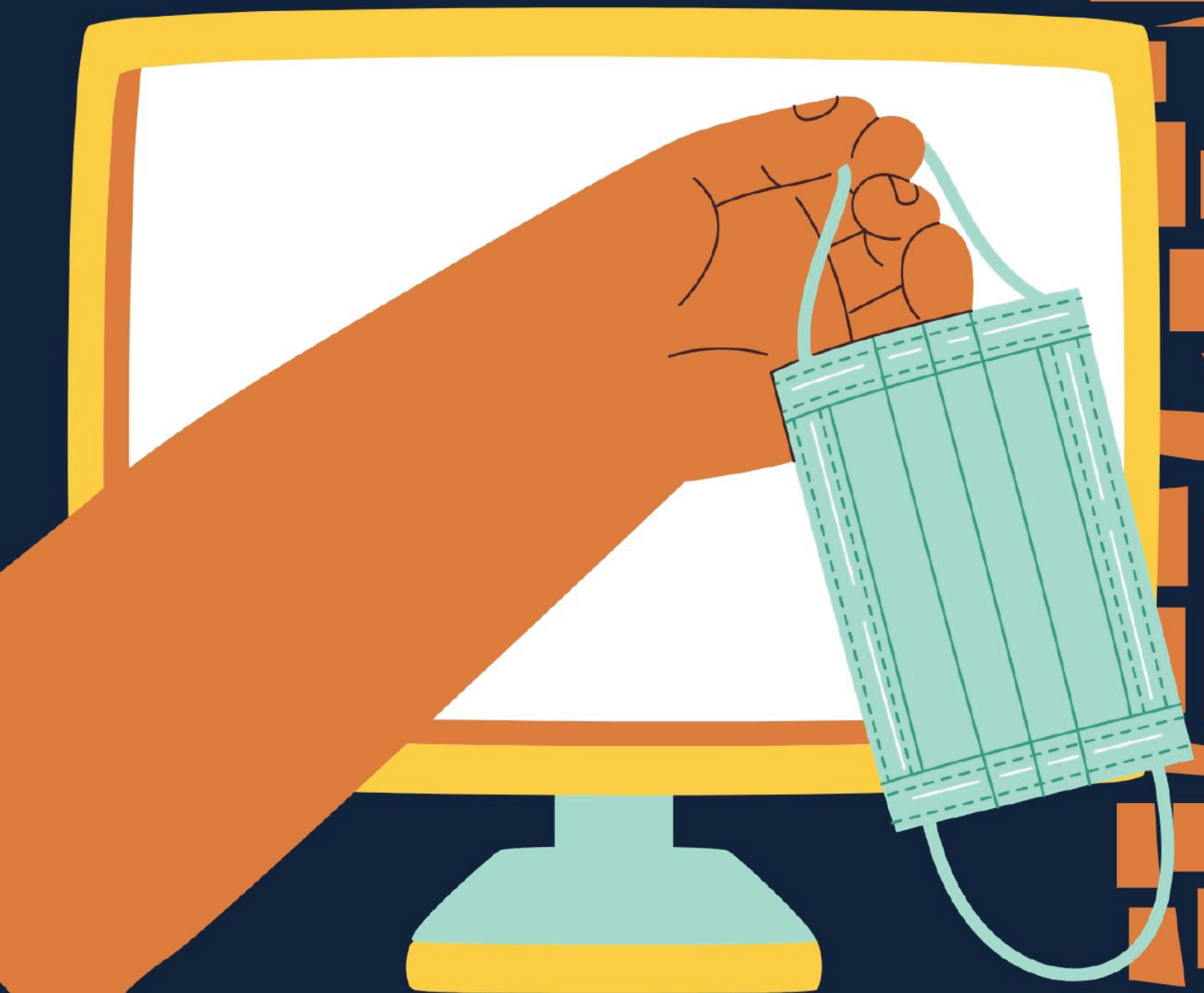


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| 4 | SYMPTOMS OF COVID-19 |
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| 7 | SOCIAL/PHYSICAL DISTANCING |
| 9 | FACE COVERINGS |
| 12 | SANITIZING AND HANDWASHING |
| 14 | ADDITIONAL GUIDELINES |
| 15 | MANAGEMENT RESPONSIBILITIES |
| 16 | EMPLOYEE RESPONSIBILITIES |
| 18 | SAFETY PRACTICES TRAINING FOR EMPLOYEES |
| 20 | MENTAL AND EMOTIONAL WELLBEING SUPPORT |



Keeping Employees Safe

As we return to our campus workplaces, the South Orange County Community College District has comprehensively considered employee safety and health through the implementation of new protocols in our workplace. All employees are expected to commit to staying safe and healthy when reporting to work every day.

The District is following federal and county health and safety guidelines as well as guidance from the state. We have implemented practices for cleaning and social/physical distancing, among others, and will continue to modify these practices as the situation changes.

Every employee plays a key role in avoiding exposure and limiting infection!



Symptoms of COVID-19

Center for Disease Control (CDC) COVID-19 Symptom Guidelines:

Employees who have symptoms when they arrive at work, or become sick during the day, should immediately be sent home.

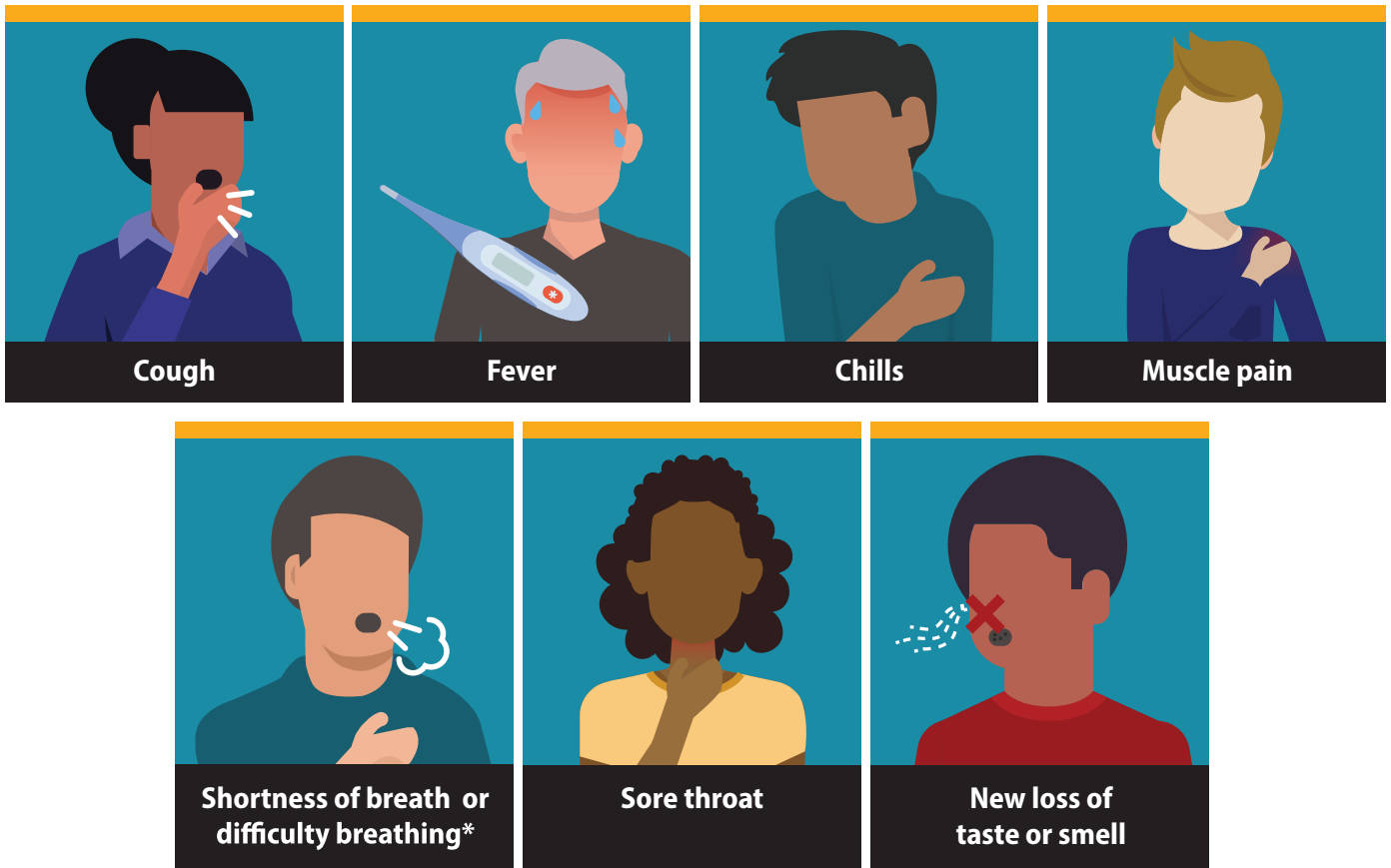
Employees with the following symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The above list does not include all possible symptoms. To learn more about symptoms, visit the [Center for Disease Control's \(CDC\) website](https://www.cdc.gov/covid19/symptoms)

**If you are sick or are experiencing any of the above symptoms,
stay home and do not report to work.**



Know the symptoms of COVID-19, which can include the following:

Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

***Seek medical care immediately if someone has emergency warning signs of COVID-19.**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

317142-A May 20, 2020 10:44 AM



Daily Wellness Check Before Reporting to Work

All employees must self-check daily for any symptoms of COVID-19 and perform a temperature check prior to leaving home and entering the workplace.

Answer all the following criteria pertaining to the last 24 hours. Do you have:

- Temperature above 100.4°F within the past 24 hours without the use of fever-reducing medications
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of smell/ taste

If you answered **YES** to any of the above, you will NOT be permitted to report to work until you have been free of symptoms for at least three days. Contact Human Resources and DO NOT come to campus.

In the past 14 days, have you had:

- Contact with an individual who has tested positive for COVID 19?
- Contact with an individual who is being tested to rule out COVID 19 or has been instructed to self-quarantine or self-isolate?

If you answered **YES** to either of the two questions above, contact Human Resources.

If you start feeling sick at any point during your shift, contact your supervisor and Human Resources IMMEDIATELY. If you have questions about your exposure, have a recorded temperature of greater than 100.4 degrees, or have any of the symptoms listed above, you should contact your medical provider for an assessment and COVID-19 testing. In the event of a positive test result, do not report to work, notify your supervisor and the following at your respective work location:

- **Saddleback College/District Services**
 - o Dr. Jeanne Harris-Caldwell, Dean of Wellness, Social Services and Child Development Center
 - o (949) 582-4606
 - o jharriscaldwell@saddleback.edu
- **Irvine Valley College/ATEP**
 - o Nancy Montgomery, Assistant Dean, Health, Wellness and Veterans Services
 - o (949) 451-5221 or Video Phone (949) 333-0260
 - o ivhealthcenter@ivc.edu



Social / Physical Distancing

Limiting face-to-face contact with others is the best way to reduce the spread of the Coronavirus Disease 2019 (COVID-19). Social distancing, also called “physical distancing,” means keeping space between you and other people outside of your home. To practice social or physical distancing, stay at least six feet (about two arm lengths) from other people.

Know How the Virus Spreads

There is currently no vaccine to prevent COVID-19. The best way to prevent illness is to avoid being exposed to the virus. The virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about six feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, talks, or sings.

These droplets can:

- Land in the mouths or noses of people who are nearby.
- Possibly be inhaled into the lungs.

Recent studies have suggested that COVID-19 is spread:

- By people who are infected but not yet showing symptoms.
- By young people who may have few or no symptoms.

Avoid Close Contact

- Remember that people without symptoms may be able to spread virus.
- Avoid close contact with people who are sick, even inside your home.
- If possible, maintain six feet between the person who is sick and other household members.
- Put distance between yourself and other people outside of your home.
- Avoid physical contact with others, such as shaking hands and/or hugging.



Help Protect Yourself and Others from COVID-19

Practice Social Distancing



Stay six feet (two arm lengths) from other people

And Wear a Cloth Face Covering



Be sure it covers your nose and mouth to help protect others.
You could be infected and not have symptoms.



cdc.gov/coronavirus

CS 317297-A 05/29/2020

Face Coverings

Face coverings are required at all times while on District property.

The only exceptions are:

- When you are in an enclosed office with no one else present; or
- When eating and/or drinking, but still maintaining social distancing of at least six feet from others.

Face coverings can come in many forms (N95, surgical masks, cloth, etc.). Guidelines specific to cloth face coverings are below.

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, buffs, T-shirts, sweatshirts, or towels.

They should:

- Be able to be laundered and/or hand washed without damage or change to shape.
- Be washed daily.
- Include multiple layers of fabric.
- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Allow for breathing without restriction.
- Be removed carefully and hands should be washed after removal.

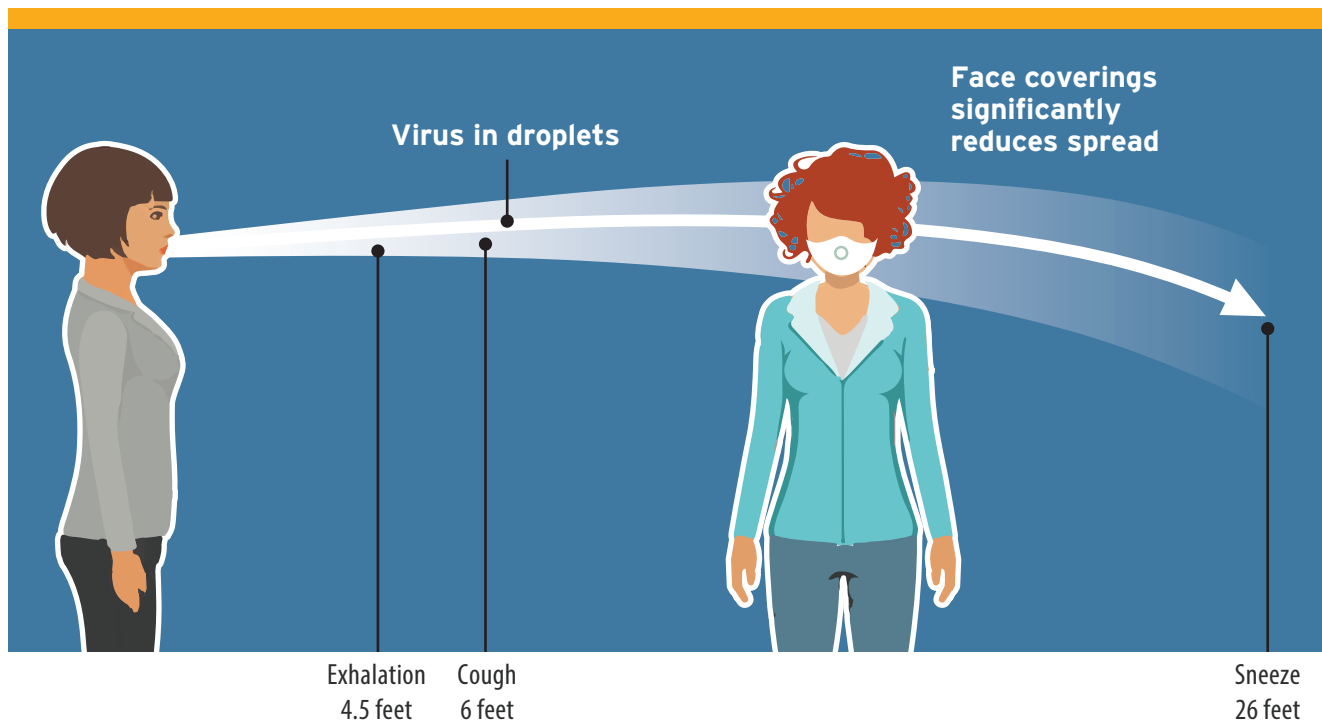


Cover Your Coughs and Sneezes

If you are around other people and do not have on your face covering, remember to always:

- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit - ever.
- Throw used tissues in the trash.
- After sneezing or coughing, immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

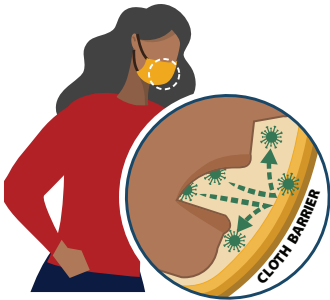
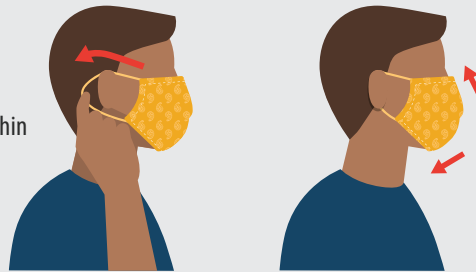
How Far COVID-19 Droplets Spread Without a Face Cover



How to Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than two years old



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS 316488A 06/10/2020

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



Sanitizing and Handwashing

Clean and Disinfect

- Clean AND disinfect frequently touched surfaces daily.
- Sanitizing should include tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

Germ s are All Around Us



Stay Healthy – Sanitize Your Work Area



The Importance of Handwashing

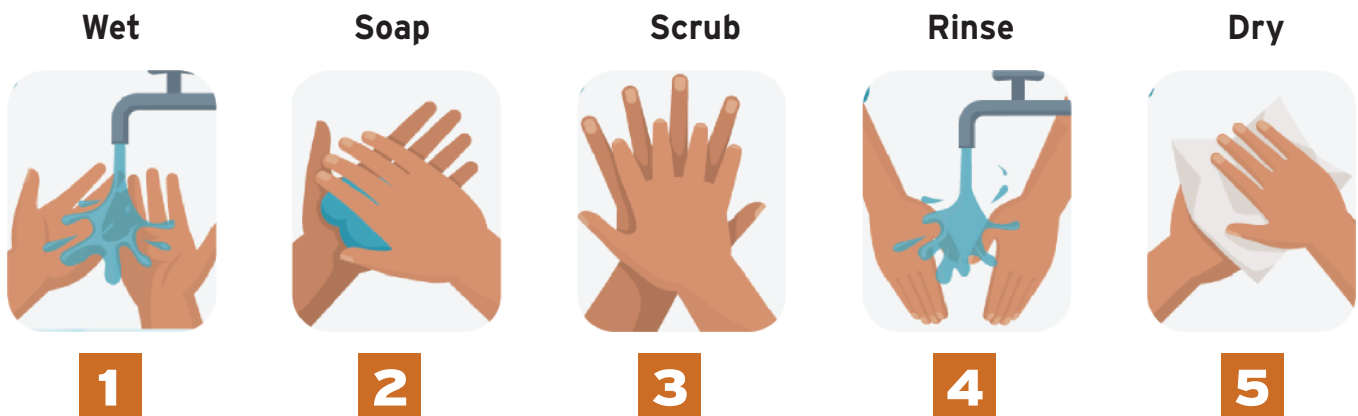
Handwashing is one of the best ways to protect yourself and your family from getting sick. Learn when and how you should wash your hands to stay healthy. Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. You can help yourself and your coworkers stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic cashier registers/screens, etc.
- Before and after touching your eyes, nose, or mouth (because that's how germs enter bodies)
- Before, during, and after preparing food
- Before eating food
- After using the toilet or urinal
- After preparing or eating food and drinks
- After touching contaminated surfaces or objects
- After blowing your nose
- After coughing or sneezing into your bent arm and elbow

Follow these five steps every time you wash your hands:

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Handwashing Basics



Additional Guidelines

Shared Break Room and Kitchens

- Please follow the guidance posted in the location.

Restrooms

- Please follow the guidance posted in the location.
- Wash your hands thoroughly with soap and water afterward, to reduce potential transmission of the virus.

Conference Rooms

- Please follow the guidance posted in the location.
- Meetings should be held using the extensive range of available collaboration online tools (e.g. Zoom, Microsoft Teams, etc.). Conference calls by telephone are also a good option.
- In that convening in person in groups increases the risk of transmission, in-person meetings must be limited to two people per room, unless signage in the meeting room indicates it is approved for greater occupancy.
- In addition, meetings should only take place if individuals can maintain six feet of separation and all participants are wearing face coverings.
- Rooms should be arranged with visual markers to support physical distancing requirements (e.g. remove/rearrange chairs and tables and provide signage).

Use of Elevators

- Please follow the guidance posted in the location.
- No more than one person may use an elevator at a time.
- Avoid touching the elevator buttons with your exposed hands/fingers, if possible.
- Wash your hands or use hand sanitizer upon departing the elevator.
- Maintain the necessary six feet of separation when entering and departing the elevator.

Water Bottle Stations

- Use of personal water bottles to obtain water from a drinking fountain or refillable water bottle station is a better option than drinking water directly from fountain spigots.

Signage and Posters

- Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevators, stairs, restrooms, and common use areas and walkways.



Management Responsibilities

The need to reduce the density and number of people on our campuses to meet physical distancing requirements will continue for some time. Increasing onsite occupancy will be tightly controlled and coordinated to mitigate potential risks for students, employees, and the communities we serve.

Managers must ensure that required physical distancing measures are in place to reduce population density within buildings and workspaces. Employees who can continue to work remotely to fulfill their work responsibilities should continue to do so in order to reduce the number of individuals in the workplace and the potential of spread of COVID-19. Any employee who needs to work on-site must be approved to do so by the Chancellor.



Employee Responsibilities

Adherence to the following guidelines will assure the ongoing safety and health of everyone in our college community. Each and every SOCCCD employee is expected to:

- **View/Read:** Prior to reporting on-site for the first time, read these guidelines and view the training videos that are available via Keenan Safe Colleges (see page 18).
- **Self-Check:** You must self-check daily for symptoms using the checklist provided in this guide.
 - o This is to be done each day prior to reporting to work.
 - o You must stay home if you are sick and inform your supervisor.
 - o Employees experiencing illness will utilize their available sick leave balances.
 - o If symptoms appear during the course of an on-site work day, you must notify your supervisor and return home immediately.
 - o Always keep Human Resources informed if you require an extended absence and complete the appropriate leave paperwork in a timely manner. This expectation applies whether you are working from home or on-site.
- **Communicate:** If you, or a member of your household, has contact with someone with COVID-19 or is experiencing symptoms of COVID-19, contact Human Resources.
- **Social Distance:** Maintain social distancing of at least six feet apart in the workplace.
- **Practice Safety:** Follow disinfecting product instructions when cleaning your work areas throughout the day and/or at the end of your shift. Employees are responsible for keeping their work areas clean via the products supplied to their departments.
- **Hand Wash Frequently:** Wash your hands frequently (at least once every few hours) and/or use hand sanitizer.
- **Travel:** If you are planning to travel out of state or out of the country, please notify your supervisor prior to your departure. When you return you may be required to self-quarantine for 14 days before being allowed to return to work.
- **Cover:** Sneeze or cough into your elbow and wash your hands afterward.
- **Be Aware:** Avoid touching your face, eyes, and mouth with hands.



Employee Responsibilities

- **Face Covering:** You must wear a face covering if you are not alone in an individual office, where you cannot socially distance, when entering/existing campus, and when traveling through hallways, in walkways, and leaving your office. Any area where social distancing might be questionable will require the use of a face covering.
- **No Physical Contact:** Do not shake hands or hug. Close contact spreads the virus.
- **Avoid Sharing:** Avoid using other employees' phones, desks, offices or other work tools and equipment, whenever possible. If spaces are shared, clean thoroughly between use and/or shifts.
- **Express Concerns:** Talk to your manager and Human Resources if you have concerns specific to your circumstances, such as a health condition that may place you, or someone in your household, at high risk.
- **Follow:** Follow all District policies and practices for the safety and health of everyone on campus.
- **Ask Questions:** Ask questions to ensure you understand what is expected of you. Reach out to your supervisor if you cannot find an answer.
- **Practice Kindness:** Understand that this is a unique and stressful time for everyone, and an extra bit of kindness right now can go a long way. Remember you are part of a community and we must treat our community members with compassion and kindness.



Safety Practices Training for Employees

As we continue to navigate working remotely, the District Office of Risk Management is pleased to offer the below additional resources:

1

Coronavirus Awareness

10 minutes; mandatory for Classified and Administrators; recommended for Faculty

The current Coronavirus outbreak, called COVID-19, has dominated the news cycle since late 2019, and it's normal and understandable to feel anxious about the recent spread of this disease. This course is designed to give a brief overview of the rise and nature of this new virus. Topics covered include symptoms and risk factors; what you can do to help reduce your chances of becoming infected; and where to find reliable news and information about the COVID-19 outbreak. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

2

Coronavirus Cleaning and Disinfecting Your Workplace

10 minutes; mandatory for Classified and Administrators; recommended for Faculty

Cleaning of visibly dirty surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses in community settings. This course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) for cleaning and disinfecting rooms or areas where those with confirmed COVID-19 have visited. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

3

Coronavirus: Managing Stress and Anxiety

12 minutes; recommended for everyone

Crises such as the COVID-19 outbreak can certainly induce an incredible amount of worry and stress on anyone. Stress is our body's way of responding to physical, emotional, or mental demands, such as those imposed by COVID-19 pandemic. This course discusses signs and symptoms of stress and explains the physical and emotional effects of built up stress, such as anxiety. This course also discusses stress management techniques, treatment options, and lifestyle changes to help alleviate stress during such difficult times.



Safety Practices Training for Employees

4 **Coronavirus: Preparing Your Household**

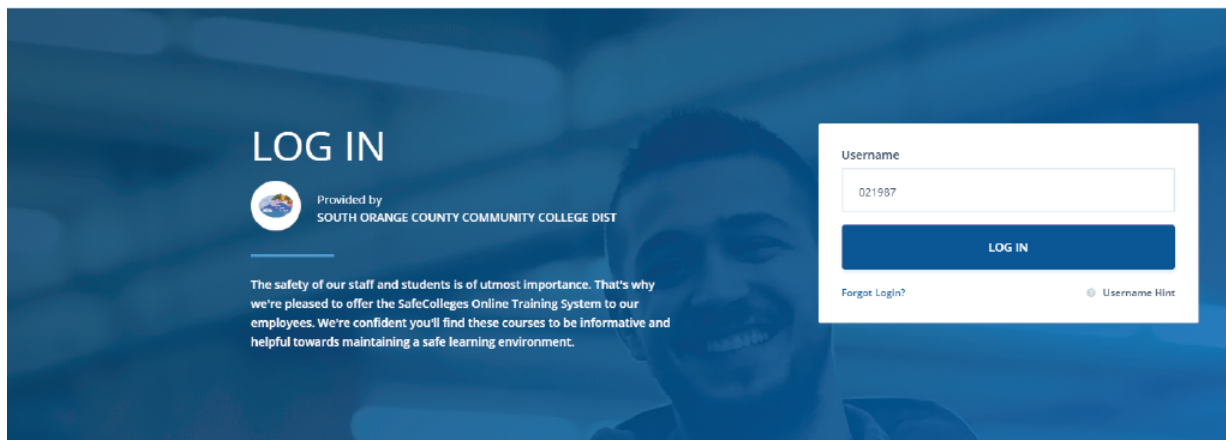
9 minutes; recommended for everyone

A COVID-19 outbreak could last for a long time in your community. Creating a household plan can help protect your health and the health of those you care about in the event of an outbreak in your community. This interactive online course will provide you with practical guidance from the Centers for Disease Control and Prevention (CDC) to help you get your household ready for community transmission of the disease. The situation surrounding the COVID-19 pandemic is changing constantly, and the latest guidelines may vary state to state. Please refer to your local government resources, the Centers for Disease Control, and the World Health Organization (WHO) for the latest, up-to-date information.

To access any of the these courses:

- Please log in to Keenan SafeColleges [here](#)
- Your username is your employee ID number. When your name appears, please click on the “Log In” button.

Keenan
SafeColleges
Training



LOG IN

Provided by
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DIST

The safety of our staff and students is of utmost importance. That's why we're pleased to offer the SafeColleges Online Training System to our employees. We're confident you'll find these courses to be informative and helpful towards maintaining a safe learning environment.

Username
021987

LOG IN

[Forgot Login?](#) [Username Hint](#)

- Click on the “View Library” button
- Click on the “Health” category
- Select your desired course

Should you have any questions regarding the above courses or experience any difficulties with logging on to Keenan SafeColleges, please contact the Office of Risk Management at riskmanagement@socccd.edu.



Mental and Emotional Wellbeing Support

It is recognized that COVID-19 may create stress from fear of infection, of becoming ill, of loved ones becoming ill, impacts on normal routines, including social distancing and financial insecurity. We, therefore, want to ensure that all employees are aware of the District's support resources, which include the following:

Employee Assistance Program (EAP) is confidential and open to all family members (see the flyer on the next page):

- Call 855.RSL.HELP
- Email rsli@acieap.com
- Download the myACI Benefits app





ACI's Employee Assistance Program (EAP) provides professional and confidential services to help employees and family members address a variety of personal, family, life, and work-related issues.

Confidential and professional assessment and referral services for employees and their family members

EAP and Work-Life Benefits:

From the stress of everyday life to relationship issues or even work-related concerns, the EAP can help with any issue affecting overall health, well-being and life management.

- Unlimited Telephonic Clinical Assessment and Referral
- Up to 3 Sessions of Professional Assessment for Employees and Family Members
- Unlimited Child Care and Elder Care Referrals
- Legal Consultation for Unlimited Number of Issues per Year
- Financial Consultation for Unlimited Number of Issues per Year
- Unlimited Pet Care Consultation
- Unlimited Education Referrals and Resources
- Unlimited Referrals and Resources for any Personal Service
- Unlimited Community-based Resource Referrals
- Online Legal Resource Center
- Affinity™ Online Work-Life Website
- myACI App for Mobile Access
- Multicultural and Multilingual Providers Available Nationwide

EAP benefits are free of charge, 100% confidential, available to all family members regardless of location, and easily accessible through ACI's 24/7, live-answer, toll-free number.

EAP services are provided by ACI Specialty Benefits, under agreement with Reliance Standard Life Insurance Company.

Reliance Standard Life Insurance Company is licensed in all states (except New York), the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam. In New York, insurance products and services are provided through First Reliance Standard Life Insurance Company, Home Office: New York, NY. Product availability and features may vary by state.

Additional Questions?

Contact Human Resources or contact
ACI Specialty Benefits toll-free at

855-RSL-HELP

(855-775-4357)

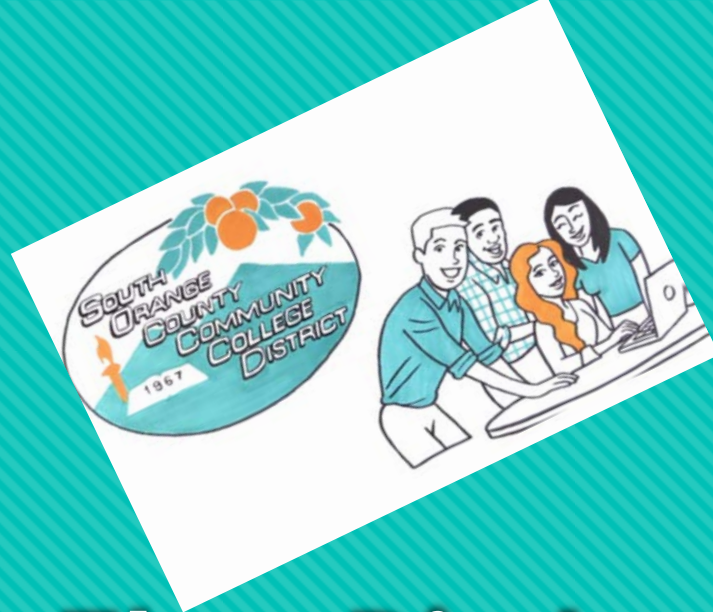
rsli@acieap.com

<http://rsli.acieap.com>



RELIANCE STANDARD
A MEMBER OF THE TOKIO MARINE GROUP





The Picture of Progress Diversity, Equity, and Inclusion

In the South Orange County Community College District

SOCCCD

Diversity, Equity and Inclusion

- The South Orange County Community College District is committed to expanding our efforts to establish a strong culture of diversity, inclusion and compliance that promotes equity across the District.

On-Going Diversity, Equity and Inclusion Efforts

- Expanded the representation of the EEO Advisory Committee
- Implicit Bias Training available to all employees and required for all hiring committee members
- Updated EEO, Diversity and Inclusion training for all hiring committee members
- Hiring of the District's first Fellow for Equity and Inclusion – Erin Pollard
- Newly created SOCCCD Diversity, Equity and Inclusion Webpage
- Launched First Name Campaign

Expanded EEO Committee

- Expansion of the EEO Plan Advisory Committee to include employees from more diverse backgrounds and experiences. The expansion of the team also included training for each member so that their input to the plan was informed by the purpose of working to diversify the workforce within SOCCCD.
- The 2019-2022 EEO Plan can be found on the District website:
http://www.socccd.edu/humanresources/documents/SOCCCEEOPlan2019-2022_Finalversion2.0-revised2.11.2020_001.pdf



**South Orange County
Community College District**

Equal Employment Opportunity Plan

2019-2022



Implicit Bias Training

- It is critically important to provide employees with the tools they need to address and eliminate biases in the workplace.
- Everyone is susceptible to implicit bias, which refers to the attitudes or stereotypes that affect our understanding, actions and decisions in an unconscious manner.
- The online video series accessed through Workday, explores the key characteristics of implicit bias, provides examples of implicit bias, as well as countermeasures to combat the negative effects of implicit bias in connection with the district's ongoing commitment to recruiting a diverse and talented workforce to serve our diverse campus communities.
- **Implicit bias training is mandatory for anyone serving on a hiring committee and recommended for all others.**



Supporting LGBTQIA+

- The District supports and celebrates LGBTQIA+ students, faculty, and staff. In doing so we continue to look for ways in which we can better serve and support our LGBTQIA+ community.

Tools/Resources Added to the District Webpage:

- What does LGBTQIA+ mean?
- Resources to support LGBTQIA+ students, faculty, and staff
- Locations of all gender restrooms
- Information on how to be an **ally**
- Campus and community tools and resources



District Fellow for Equity & Inclusion

Erin Pollard *(She, her, hers)*

- Erin Pollard was hired to be the first ever District Fellow for Equity and Inclusion.
- Under her leadership several programs have launched and key tools and resources have been added to the District's Diversity, Equity & Inclusion website.



ERIN POLLARD, LMFT, LPCC

She, her, hers

Interim Manager of Student Equity, IVC
District Fellow for Equity and Inclusion
LGBTQ+ Campus Liaison
Pride Scholars Coordinator



Update District Website

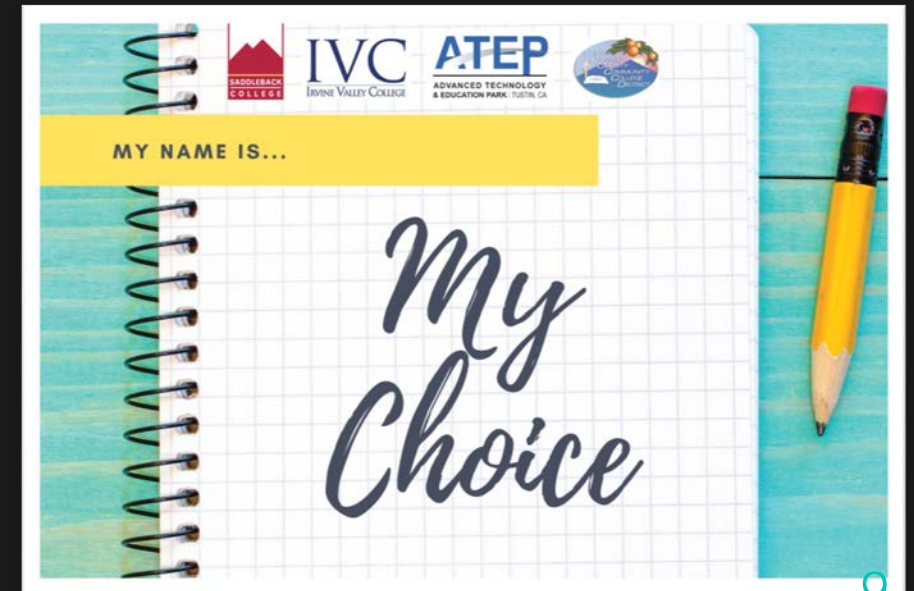
- In an effort to provide more information, resources, and tools to employees about the importance of addressing implicit bias, discrimination, or racism in the workplace, extensive updates have been made to the website. Employees and the public can now find a robust Diversity, Equity and Inclusion page available on the District website. Information can be found on the link below:
http://www.socccd.edu/humanresources/hr_diversity.html



Launch of First Name Campaign

**YOU DON'T HAVE TO USE THE NAME YOU WERE BORN WITH.
USE THE NAME YOU CHOOSE.**

- Months ago we presented to you that we were in the developmental stages of the Preferred Name Campaign. Since that time, we restructured the campaign and with the help of experts like Dr. Cindy Vyskocil and Erin Pollard, it evolved into the First Name Campaign.
- This program encourages equity by allowing students to enter a first and middle name of their choosing in our District systems. These names then can appear in most unofficial documents throughout the District like class rosters and student ID cards.



First Name Program Promotional Video

- To kick-off the campaign, we are proud to feature the video for viewing. Many thanks to all of the amazing students and staff who participated. <https://youtube/DEz2KuDptio>



Next Steps

- Addition of racial justice resources/tools to the Diversity and Inclusion Site
- Integration of personal pronoun options for students and employees
- Create a communication for new hires and current employees to highlight the District's Equity and Inclusion efforts
- Transitioning our data storage and reports to include a non-binary gender option for employees and students in alignment with SB 179

THANK YOU!

For more information and resources:

- Our commitment to diversity, equity, and inclusion can be seen through on-campus programs as well as district services available to our students. Our mission is to remove barriers to academic success and promote engagement and achievement of academic goals for all students.
- **District-wide Support**
[Equal Employment Opportunity Advisory Committee \(EEO\)](#)
[Title IX](#)
- **Irvine Valley College**
[Irvine Valley College Office of Student Equity](#)
[Irvine Valley College Disabled Students Programs & Services \(DSPS\)](#)
[Extended Opportunity Programs & Services \(EOPS\)](#)
[ELEVATE AAPI Program](#)
[Additional Programs and Services Available to Students](#)
- **Saddleback College**
[Saddleback College Student Equity](#)
[Saddleback College Disabled Students Programs and Services \(DSPS\)](#)
[Extended Opportunity Programs & Services \(EOPS\)](#)
[Additional Student Support Programs Available to Students](#)
- **Advanced Technology & Education Park (ATEP)**
[Student Services at ATEP](#)

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

Minutes from:

July 20, 2020 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
July 20, 2020**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

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

CALL TO ORDER: 5:00 P.M.

In an effort to control the spread of COVID-19, this meeting will not be physically open to the public. All members of the public may participate in the meeting via Zoom Videoconference. Upon entry into the meeting; all computers and telephones except for the Board of Trustees shall be muted. The July 20, 2020 Board Meeting will be conducted telephonically.

The closed session and regular session meeting will consist of two locations. The South Orange County Community College District Board of Trustees will participate via teleconference pursuant to Executive Order N-29-20 and N-35-20 issued by Governor Newsom on March 12 and March 21, 2020 respectively.

In compliance with the Executive Order, Board Members, interested parties, and members of the public will be able to call or sign-in to the meeting at 5 p.m. on Monday, July 20, 2020.

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

Teleconferencing Location: via Zoom Videoconferencing at
<https://socccd.zoom.us/j/93928216700?pwd=eGp2dTE4R1FiYm1USkFnWHI5WW5Ydz09>

Meeting ID: 939 2821 6700

Meeting Password: 696407

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

Consistent with the provisions of the Executive Order N-29-20 and N-35-20, the above-noticed meeting of the Board of Trustees shall take place as follows:

1. Members of the Board of Trustees may participate remotely via Zoom Videoconferencing. If members choose to participate remotely, their locations will not be noticed nor will public access be available at their locations.
2. Members of the public may participate via Zoom Videoconferencing using the link above or by calling in to the meeting at (877) 853-5247 (Toll Free) or (888) 788-0099 (Toll Free) Meeting ID: 939 2821 6700, Password: 696407
3. Members of the public wishing to comment on an agenda item or another topic within the jurisdiction of the Board of Trustees will be given the opportunity to ask questions by submitting public comments via email to the Board of Trustees Liaison, Grace Garcia, at: ggarcia@socccd.edu. All public comments will be accepted via email. Submissions must be received prior to the posted start time of the meeting. Please include in the subject line of the email: COMMENTS FOR THE MEETING OF JULY 20, 2020. Please indicate if you are addressing a specific agenda item, or are making "Public Comment." Submissions will be read aloud at the meeting and must comply with the 2 minute time limit.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Roll Call - Establishment of Quorum

Trustee T.J. Prendergast, Board President
Trustee Tim Jemal, Vice President
Trustee James Wright, Clerk of the Board
Trustee Barbara Jay, Member
Trustee David Lang, Member

Trustee Marcia Milchiker, Member
Trustee Terri Whitt Rydell, Member
Student Trustee Ethan Manafi

1.3 Public Comments

Members of the public may address the Board on items listed to be discussed in closed session. If you wish to address the board on a closed session item, please submit your request via email prior to the start of closed session. Speakers are limited to two minutes each.

There were no public comments.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

1.4 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957 and 594954.5)

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

1.5 Conference with Labor Negotiators (Government Code Section 54957.6)

- A. Faculty Association (FA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC
- B. Classified School Employees Association (CSEA)
Agency Designated Negotiator: Kim Widdes, Acting Vice Chancellor - HR
- C. Police Officers Association (POA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President – IVC

1.6 Conference with Real Property Negotiators (Government Code Section 54956.8)

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

Lease of Property by District: Approximately 20.8 acres of real property located at 1610 Valencia Ave. and 1602 Victory Road Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP site)

Negotiating Parties: Advantech Corporation and Southern California University of Health Sciences

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

1.7 Conference with Legal Counsel (Government Code Section 54956.9)

- A. Anticipated Litigation (Government Code Section 54956.9(d)(2).)
Significant exposure to litigation: 1 potential case
- B. Existing Litigation (Government Code Section 54956.9 (d)(1).)
1 case

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 5 to 1 vote with Trustee Jemal casting a negative vote and Trustee Whitt Rydell abstaining, the board, in closed session, voted to accept the administrative determination pursuant to Title 5 Section 59338.

2.2 Invocation
Led by Trustee Marcia Milchiker

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

2.4 Swearing In: Student Trustee Ethan Manafi
Oath of Office to be administered by Board President, T.J. Prendergast

The board president advanced agenda items 2.5, 6.4 and 6.5 prior to administering the Oath of Office in order to approve the appointment of Student Trustee Manafi.

2.5 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 submit your request via email prior to the beginning of open session. Speakers are limited to two minutes each.

There were no public comments.

3.0 REPORTS

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

- A. Board Reports
- B. Student Trustee
- C. Associated Student Government Reports

- D. Saddleback College Academic Senate
- E. Irvine Valley College Academic Senate
- F. Faculty Association
- G. Irvine Valley College Classified Senate
- H. Saddleback College Classified Senate
- I. California School Employees Association
- J. Police Officers Association
- K. Board Request(s) for Reports
 - 1. Trustee Jay has requested a report on the significant accomplishments of the district and both colleges for the past year.

The request for a board report was pulled from the agenda.

[Item 3.1](#)

4.0 DISCUSSION ITEMS

- 4.1 SOCCCD: Facilities Master Plan for Irvine Valley College and Saddleback College
Staff and consultants will present a high-level overview of the complete 2020 Facilities Master Plan.

A General Action item appears at 6.1 for the Board to approve the Facilities Master Plans.

[Item 4.1](#)
[Exhibit A](#)

- 4.2 Irvine Valley College: Laser Technology Program Discontinuance Recommendation
The Laser Technology Program Discontinuance Recommendation by the IVC Academic Senate will be presented to the Board of Trustees.

A General Action items appear at 6.2 and 6.3 for the Board to approve the Discontinuance of the Laser Technology Program and to Donate Surplus Property to Pasadena Community College District.

[Item 4.2](#)
[Exhibit A](#)

Trustee Prendergast requested to remove item 5.2, Trustee Jemal requested to remove item 5.6, and Trustee Wright requested to remove item 5.11 from the consent calendar for separate discussion and action.

On a motion made by Trustee Lang and seconded by Trustee Wright, the balance of the consent calendar was approved on a unanimous roll call vote.

5.0 CONSENT CALENDAR ITEMS

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

- 5.1 SOCCCD: Board of Trustees Meeting Minutes
Approve minutes of a Regular Meeting held virtually on June 22, 2020.

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

- 5.2 SOCCCD: Resolution
Resolution establishing orders for student participation in onsite instructional laboratories and activities and student support services during the 2020-2021 academic year.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a unanimous roll call vote.

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

At 8:48 p.m., a motion was made by Trustee Jemal and seconded by Trustee Lang to recess the meeting for 10 minutes and to extend the meeting to 10 p.m. The motion was approved on a unanimous roll call vote.

- 5.3 SOCCCD: Dual Enrollment SOCCCD (Saddleback College) – Capistrano Unified School District, College and Career Access Pathways Partnership Agreement, Fall 2020- Addendum
Approve the Dual Enrollment, SOCCCD (Saddleback College) – Capistrano Unified School District College & Career Access Pathways Partnership Agreement Addendum for the fall 2020 term and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

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

- 5.4 SOCCCD: Dual Enrollment SOCCCD (Saddleback College) – Saddleback Valley Unified School District, College and Career Access Pathways Partnership Agreement, Fall 2020- Addendum
Approve the Dual Enrollment, SOCCCD (Saddleback College) – Saddleback Valley Unified School District College & Career Access Pathways Partnership Agreement Addendum for the fall 2020 term and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

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

- 5.5 SOCCCD: Regional Strong Workforce Program Participation Agreement (Modification April 2020) for FY 2019-2020 between Rancho Santiago Community College District and SOCCCD
Approve the Regional Strong Workforce Program participation agreement modification to increase the incentive funds allocation by \$421,361 for a total allocation of \$2,266,772 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

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

- 5.6 SOCCCD: Approval of Master Agreement between South Orange County Community College District (SOCCCD) and the Irvine Valley College (IVC) Foundation
Approve the master agreement between South Orange County Community College District and the Irvine Valley College Foundation for a term of five years, with automatic renewals for subsequent annual periods.

On a motion made by Trustee Rydell and seconded by Trustee Jay, this item was approved on a unanimous roll call vote.

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

- 5.7 SOCCCD: Irvine Valley College, Notices of Completion, Various Projects
Authorize filing the Notice of Completion for the Access Control & Security Systems and Hardware project #P197397 at Irvine Valley College to Blue Violet Networks, LLC, for a contract total of \$598,809.29 and for the B200 Physical Sciences project at Irvine Valley College to Blackstone Builders, Inc., with an original contract total of \$1,784,846 and a deductive change order of (\$68,690), for a revised contract total of \$1,716,156.

[Item 5.7](#)
[Exhibits A-B](#)

- 5.8 Saddleback College and Irvine Valley College: Community Education Fall 2020
Approve Fall 2020 Community Education courses, presenters, and compensation.

[Item 5.8](#)
[Exhibits A-B](#)

- 5.9 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 5.9](#)

[Exhibit A](#)

- 5.10 SOCCCD: Authorize the Purchase of Computer Equipment, Related Devices and Services, Dell Marketing, L.P.
Approve the use of Master Price Agreement No. MNWNC-108 as awarded by the state of Minnesota in association with the NASPO/WSCA, and approved for usage by the state of California pursuant to the California Participating Addendum No. 7-15-70-34-003 along with all future amendments as authorized by this addendum.

[Item 5.10](#)

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

On a motion made by Trustee Jemal and seconded by Trustee Lang, this item was approved on a unanimous roll call vote.

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

- 5.12 SOCCCD: Adopt Resolution No. 20-18: Appropriations Limit for FY 2020-2021 (Gann Limit).
Adopt Resolution No. 20-18 establishing the required State constitutional appropriations limit for FY 2020-2021 for the South Orange County Community College District.

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

- 5.13 SOCCCD: Change Orders and Amendments
Ratify the amendments/change order as listed.

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

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

[Item 5.14](#)
[Exhibits A-C](#)

- 5.15 SOCCCD: Contracts
Ratify contracts as listed.

[Item 5.15](#)
[Exhibits A-C](#)

6.0 GENERAL ACTION ITEMS

- 6.1 SOCCCD: 2020 Facilities Master Plan for Irvine Valley College and Saddleback College
Approve the 2020 Facilities Master Plan for Irvine Valley College and Saddleback College.

On a motion made by Trustee Rydell and seconded by Trustee Wright, this item was approved on a unanimous roll call vote.

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

- 6.2 Irvine Valley College: Program Discontinuance – Laser Technology Program
Approve the discontinuance of IVC's Laser Technology Program.

On a motion made by Trustee Wright and seconded by Trustee Milchiker, this item was approved on a unanimous roll call vote.

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

- 6.3 SOCCCD: Declare Equipment from Irvine Valley College Laser Technology Program as Surplus and Approve Donation to Pasadena Area Community College District
Approve the donation of surplus property and authorize the Executive Director of Procurement, Central Services, and Risk Management to facilitate the donation to Pasadena Area Community College District.

On a motion made by Trustee Jemal and seconded by Trustee Jay, this item was approved on a unanimous roll call vote.

[Item 6.3](#)
[Exhibit A](#)

- 6.4 SOCCCD: New Student Trustee Appointment
Approve appointment of Student Trustee Ethan Manafi who is replacing Student Trustee Rose Esfandiari.

On a motion made by Trustee Jemal and seconded by Trustee Wright, this item was approved on a unanimous roll call vote.

[Item 6.4](#)

- 6.5 SOCCCD: Annual Approval for Student Trustee to Receive Compensation and to Make/Second Motions for Board Meetings
Approve compensation for the Student Trustee; allow the student trustee to make and second motions; and approve the term commencement date of July 20.

On a motion made by Trustee Rydell and seconded by Trustee Milchiker, this item was approved on a unanimous roll call vote.

[Item 6.5](#)

- 6.6 SOCCCD: FY 2022–2023 Five Year Construction Plan, Initial Project Proposals and Final Project Proposals
Approve the FY 2022-2023 Five Year Construction Plan, the four Initial Project Proposals, and the two Final Project Proposals as submitted with a 50/50 match and authorize the Chancellor, or designee, to sign and submit the documents.

On a motion made by Trustee Jemal and seconded by Trustee Lang, this item was approved on a unanimous roll call vote.

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

- 6.7 SOCCCD: Saddleback College PE 100 & PE 300 Renovation Project, Award of Bid No. 390D, SS+K Construction, Inc.
Approve award of Bid No. 390D, Saddleback College PE 100 & PE 300 Renovation Project, and approve the agreement with SS+K Construction, Inc. in the amount of \$1,661,507 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a unanimous roll call vote.

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

- 6.8 SOCCCD: Irvine Valley College Student Services Center Renovation Project, Architectural Services Amendment No. 1, M Arthur Gensler, Jr. & Associates, Inc.
Approve Amendment No. 1 to the Architectural Services agreement with M. Arthur Gensler, Jr. & Associates, Inc., for the Irvine Valley College Student Services Center Renovation project, in the amount of \$1,608,000 with no change in contract duration, for a not to exceed amount of \$3,478,000.

On a motion made by Trustee Jay and seconded by Trustee Rydell, this item was approved on a unanimous roll call vote.

[Item 6.8](#)
[Exhibit A](#)

- 6.9 SOCCCD: Board Policy Revision: BP-4090 Evaluation of Management Personnel, BP-6115 Community Education Programs, BP-6140 College Speakers
Accept for review and study the board policies as listed.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a unanimous roll call vote.

[Item 6.9](#)
[Exhibits A-C](#)

- 6.10 SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items
Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Change of Status, Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a unanimous roll call vote.

[Item 6.10](#)
[Exhibit A](#)

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

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

[Item 6.11](#)
[Exhibit A](#)

- 6.12 SOCCCD: Classified Personnel Actions – Regular Items
Ratify New Personnel Appointment, Authorization to Eliminate Classified Positions and/or Position Numbers, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment.

On a motion made by Trustee Lang and seconded by Trustee Jay, this item was approved on a unanimous roll call vote.

[Item 6.12](#)
[Exhibit A](#)

- 6.13 SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items
Ratify New Personnel Appointments, Volunteers, Authorization to Revise
the Classified Temporary Non-Bargaining Unit Salary Schedules.

On a motion made by Trustee Lang and seconded by Trustee Wright, this item was approved on a unanimous roll call vote.

[Item 6.13](#)
[Exhibits A-B](#)

- 6.14 SOCCCD: Correction to the California School Employees Association
(CSEA) Salary Schedule
Approve the correction to the CSEA salary schedule for 2020 – 2021.

On a motion made by Trustee Jay and seconded by Trustee Rydell, this item was approved on a unanimous roll call vote.

[Item 6.14](#)
[Exhibit A](#)

7.0 REPORTS

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

[Item 7.1](#)

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

[Item 7.2](#)
[Exhibit A](#)

- 7.3 SOCCCD: CARES Act Funding Monthly
Summary of the funds awarded and spent as of June 30, 2020 is
provided.

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

- 7.4 SOCCCD: Retiree (OPEB) Trust Fund
Report for period ending May 31, 2020.

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

8.0 WRITTEN REPORTS FROM ADMINISTRATION

Reports by the following individuals may be written and submitted through the docket process prior to distribution of the Board agenda packet.

- A. Chancellor
- B. Acting President, Irvine Valley College
- C. President, Saddleback College

[Item 8.0](#)

[Chancellor's Written Report](#)

[Irvine Valley College Written Report](#)

[Saddleback College Written Report](#)

[Vice Chancellor of Business Services Written Report](#)

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 9:33 p.m.



Kathleen F. Burke
Secretary, Board of Trustees

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 schedules of events are 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 2020 Leadership Congress - Virtual Conference | October 5-8 | \$349 | 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*

ACCT LEADERSHIP CONGRESS

Virtual ACCT Leadership Congress Draft Schedule Monday, October 5 – Thursday, October 8, 2020 All Meetings are at Eastern Standard Time

| | | | | |
|-----------------------------|-------------------|---|---------------|---------------|
| Monday, October 5 | 10:00AM – 11:00AM | Concurrent 1A | Concurrent 1B | Concurrent 1C |
| | 11:15AM – 12:15AM | Concurrent 2A | Concurrent 2B | Concurrent 2C |
| | 12:30M – 1:30PM | Opening General Session/ Keynote Speaker | | |
| | 2:00PM – 3:00PM | Concurrent 3A | Concurrent 3B | Concurrent 3C |
| | 3:15PM – 4:15PM | Concurrent 4A | Concurrent 4B | Concurrent 4C |
| | 4:30PM – 5:30PM | Concurrent 5A | Concurrent 5B | Concurrent 5C |
| | 5:45PM – 6:45PM | Networking Event | | |
| Tuesday, October 6 | 10:00AM – 11:00AM | Concurrent 1A | Concurrent 1B | Concurrent 1C |
| | 11:15AM – 12:15PM | Concurrent 2A | Concurrent 2B | Concurrent 2C |
| | 12:30PM – 1:30PM | Keynote Speaker/Phi Theta Kappa New Century Workforce Scholars Presentation | | |
| | 2:00PM – 3:00PM | Concurrent 3A | Concurrent 3B | Concurrent 3C |
| | 3:15PM – 4:15PM | Concurrent 4A | Concurrent 4B | Concurrent 4C |
| | 4:30PM – 5:30PM | Concurrent 5A | Concurrent 5B | Concurrent 5C |
| | 5:45PM – 6:45PM | Networking Event | | |
| Wednesday, October 7 | 10:00AM – 11:00AM | Concurrent 1A | Concurrent 1B | Concurrent 1C |
| | 11:15AM – 12:15PM | Concurrent 2A | Concurrent 2B | Concurrent 2C |
| | 12:30PM – 1:30PM | Keynote Speaker/Regional Awards | | |
| | 2:00PM – 3:00PM | Concurrent 3A | Concurrent 3B | Concurrent 3C |
| | 3:15PM – 4:15PM | Concurrent 4A | Concurrent 4B | Concurrent 4C |
| | 4:30PM – 5:30PM | Concurrent 5A | Concurrent 5B | Concurrent 5C |
| | 5:45PM – 6:45PM | Networking Event | | |
| Thursday, October 8 | 10:00AM – 11:00AM | Concurrent 1A | Concurrent 1B | Concurrent 1C |
| | 11:15AM – 12:15PM | Concurrent 2A | Concurrent 2B | Concurrent 2C |
| | 12:30PM – 1:30PM | Closing Keynote Speaker/Association Awards | | |
| | 2:00PM – 3:00PM | Concurrent 3A | Concurrent 3B | Concurrent 3C |
| | 3:15PM – 4:15PM | Concurrent 4A | Concurrent 4B | Concurrent 4C |
| | 4:30PM – 5:30PM | Concurrent 5A | Concurrent 5B | Concurrent 5C |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy and Administrative Regulation Conversion to Community College League of California Categorization and Numerical System

ACTION: Approval

BACKGROUND

The Community College League of California (CCLC), in partnership with Liebert Cassidy Whitmore, a California law corporation provides a Board Policy and Administrative Procedure Service to seventy-three districts throughout the state. This service provides policy and regulation samples that are legally required, legally advised, or suggested as good practice for boards and districts. They also provide legal updates twice a year to ensure board policies and administrative regulations are current.

STATUS

As a subscriber to the CCLC Board Policy and Administrative Procedure Service, the District would achieve greater efficiencies by converting our current categorization and numerical system to the one used by CCLC as well as numerous districts throughout the state. The conversion chart (EXHIBIT A) provides a crosswalk guide for moving the existing legally required and legally advised Board Policies and Administrative Regulations into the CCLC categorization and numerical system.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the conversion to the Community College League of California categorization and numerical system for Board Policies and Administrative Regulations.

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|---|----------------|----------------|------------|-----------|
| The District | CCLC BP | CCLC AP | BP | AR |
| The South Orange County Community College District | 1100 | | 100 | |
| Missions | 1200 | | 101 | |
| Board of Trustees | CCLC BP | CCLC AP | BP | AR |
| Board Membership | 2010 | | 103 | |
| Student Member of the Board of Trustees | 2015 | 2015 | 104 | 104.1 |
| Board Elections | 2100 | | 106 | |
| Student Trustee Election Procedures | 2105 | 2105 | 104 | 104.2 |
| Vacancies on the Board | 2110 | 2110 | 108 | 108 |
| Duties & Responsibilities of the Board of Trustees | 2200 | | 112 | |
| Officers | 2210 | | | |
| Committees of the Board | 2220 | | 118 | |
| Organization of the Governing Board | 2305 | | 105 | |
| Regular Meetings of the Board | 2310 | | 120 | |
| Closed Sessions | 2315 | | 122 | |
| Special and Emergency Meetings | 2320 | 2320 | 124 | 124 |
| Meeting Procedures, Quorum, and Voting | 2330 | | 126 | |
| Board Agendas | 2340 | 2340 | 128 | |
| Public Participation at Board Meetings | 2345 | | 130 | |
| Speakers | 2350 | | 132 | |
| Decorum | 2355 | | 134 | |
| Minutes of the Board of Trustee Meetings | 2360 | 2360 | 136 | 136 |
| Recording of the Board of Trustee Meetings | 2365 | 2365 | 138 | |
| Board Policy and Administrative Regulation Development | 2410 | 2410 | 107 | 107 |
| Delegation of Authority to Chancellor | 2430 | | 2100, 2101 | |
| Recruitment: Chancellor | 2431 | | 4011.6 | 4011.6 |
| Chancellor Succession | 2432 | | 146 | |
| Evaluation of the Chancellor | 2435 | | 148 | |
| (Local) Student Participation in Governance | 2510 | 2510 | 4056, 5627 | 4056 |
| Presentation of Initial Collective Bargaining Proposals | 2610 | 2610 | 152 | 152 |
| Conflict of Interest | 2710 | 2710 | 154 | 154 |
| Conflict of Interest Code | | 2710, 2712 | 4000.9 | 4000.9 |
| Code of Ethics - Standards of Practice | 2715 | | 110 | |
| Political Activity of Board Members | 2716 | | 158 | |
| Communications Among Board Members | 2720 | | 162 | |
| Board Member Compensation | 2725 | | 164 | |
| Health Benefits - Board Members | 2730 | | 166 | |
| Board Member Travel | 2735 | | 168 | |
| Board Education | 2740 | | 109 | |
| Board Self Evaluation | 2745 | | 172 | |
| Board Member Absence from the State | 2750 | | 170 | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING DISTRICT BP/AR | | | | |
| Term Limits | 2130 | | | |
| Personal Use of Public Resources | 2717 | | | |
| Distribution of Tickets or Passes | | 2714 | | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING CCLC NO. | | | | |
| Native American Graves and Repatriation Act* | | | 1510 | |
| Recognition of United States and California Flags* | | | 2102 | |
| HIPAA/CMIA Privacy* | | | | 2210 |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|---|------------|----------------------|--------|------|
| General Institution | CCLC BP | CCLC AP | BP | AR |
| Institutional Code of Ethics | | 3050 | 4001 | 4001 |
| Institutional Code of Conduct | | 3050 | 4040 | 4040 |
| Administration Organization | 3100 | 3100 | 2001 | |
| Accreditation | 3200 | 3200 | 5520 | |
| Institutional Planning | 3250 | 3250 | 2120 | 2120 |
| Grants and Sponsored Projects | 3280 | 3280 | 3280 | 3280 |
| Public Records | 3300 | 3300 | 3004 | 3004 |
| Record Retention and Destruction | 3310 | 3310 | 3310 | 3310 |
| Nondiscrimination | 3410 | 3410 | 3410 | 5413 |
| Equal Employment Opportunity | 3420 | 3420 | 4000.4 | |
| Americans with Disabilities Act | | | 3425 | |
| Unlawful Harassment and Discrimination Prevention and Complaints | 3430 | 3430,3433, 3434,3435 | 4500 | 4500 |
| Service Animals | 3440 | 3440 | 3440 | 3440 |
| Campus Security and Access | 3501 | 3501 | 3501 | 3501 |
| Emergency Operations Plan | 3505 | 3505 | 3453 | 3453 |
| Workplace Violence | 3510 | 3510 | 4050 | 4050 |
| Reporting of Crimes and/or Safety Concerns and Notification Protocols | 3515 | 3515 | 3515 | 3515 |
| Child Abuse Reporting | 3518 | 3518 | 4017 | 4017 |
| Local Law Enforcement | 3520 | 3520 | 3420 | |
| Campus Police and Safety Services | 3500 | | 3502 | |
| Weapons on Campus | 3530 | 3530 | 2125 | 2125 |
| Sexual and Other Assaults on Campus | 3540 | 3540 | 5404 | 5404 |
| Drug-Free Environment and Drug and Alcohol Prevention Program | 3550 | 3550 | 4016 | 4016 |
| Alcoholic Beverages | 3560 | 3560 | 1900 | 1900 |
| Smoke and Tobacco Free District | 3570 | 3570 | 2150 | 2150 |
| Auxiliary Organizations, Including Foundations | 3600 | 3600 | 3610 | 3610 |
| Electronic Communications | 3720, 3725 | 3720, 3725 | 4014 | 4014 |
| Information Security Program Overview | | 3720 | | 3725 |
| Information Security - Data Classification | | | | 3726 |
| Information Security - Access Control | | | | 3727 |
| Information Security -Physical Security | | | | 3728 |
| Information Security - Logging and Monitoring | | | | 3729 |
| Information Security - Remote Access | | | | 3730 |
| Internally Developed Systems Change Control | | | | 3731 |
| Information Security - Security Incident Response | | | | 3732 |
| Information Security - Secure Operations | | | | 3733 |
| Information Security - Network Security | | | | 3734 |
| Information Security - Disaster Recovery | | | | 3735 |
| Information Security - Cloud Storage | | | | 3736 |
| Claims Against the District | 3810 | 3810 | 3500 | 3500 |
| Gifts, Donations, and Bequests | 3820 | | 3300 | |
| Speech and Advocacy | 3900 | 3900 | 1300 | 1300 |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|--|---------|---------|------|--------------|
| ITEMS BELOW DO NOT HAVE CORRESPONDING DISTRICT BP/AR | | | | |
| Institutional Effectiveness | 3225 | 3225 | N/A | N/A |
| Immigration Enforcement Activities | | 3415 | | |
| Missing Student Notification (Student Housing Related) | 3503 | 3503 | | |
| Registered Sex Offender Information | | 3516 | | |
| Securing of Copyright | 3710 | 3710 | | |
| Intellectual Property | 3715 | 3715 | | |
| Personal Data Protection | | 3800 | | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING CCLC NO. | | | | |
| Vandalism* | | | 3400 | 3508 3950 |
| Animals or Pets on Campus* | | | 3401 | |
| Safety and Health* | | | 3451 | |
| Classroom Supervision for Apportionment* | | | 3460 | |
| Public Safety Camera System* | | | 3508 | |
| Unmanned Aircraft Systems* | | | 3950 | |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|--|----------------|-------------------|--------------|--------------|
| Academic Affairs | CCLC BP | CCLC AP | BP | AR |
| Academic Calendar | 4010 | 4010 | 4306 | 4306 |
| Curriculum | 4020 | | 6100 | |
| Instructional Program Review | | 4020 | | 6100(b) |
| Program Discontinuance | | 4021 | 6100 | |
| Course Approval (Stand Alone Credit Courses) | | 4022 | | 6106 |
| Associate Degree Requirements | 4025 | 4025 | 5600 | 5600 |
| Academic Freedom | 4030 | | 6120 | |
| Selection of Library Materials | 4040 | | 6132 | |
| Articulation of Courses and Programs | 4050 | 4050 | 6110 | 6110 |
| Auditing Courses | 4070 | 4070 | 5610 | N/A |
| Graduation Requirements for Degrees and Certificates of Achievement | 4100 | 4100 | 6106 | |
| Independent Study | | 4101 | 5626 | 5626 |
| Career and Technical Educational Program Advisory Committees | | 4102 | 6180 | 6180 |
| Contract Education | | 4104 | 6114 | 6114 |
| Distance Education | | 4105 | | 6112 |
| Nursing Program | 4106 | 4106 | | 4106 |
| Honorary Degrees | 4110 | 4110 | 6200 | 6200 |
| Basic Skills Courses | | 4222 | | 5630 |
| Standards of Scholarship | 4220 | | 5300, 5300.5 | 5300, 5300.5 |
| | | 4225, 4227, 4228, | | |
| Course Repetition and Repeatable Courses | 4225 | 4229 | 5301 | 5301 |
| Multiple & Overlapping Enrollments | 4226 | | 5617 | |
| Grading Policy | 4230 | | 5300 | |
| Academic Record Symbols and Grade Point Average | | 4230 | | 5300 |
| Grade Changes | 4231 | 4231 | 5300.5 | 5300.5 |
| Credit By Examination - Post Secondary Specific Course Credit | 4235 | 4235 | 5618 | 5618 |
| Advanced Placement Examination Program | | 4236 | 5619 | |
| Academic Renewal | 4240 | 4240 | 6122 | 6122 |
| Probation, Dismissal and Readmission | 4250 | 4250 | 5300 | 5300 |
| Prerequisites, Corequisites and Advisories Policy | 4260 | | 6105 | |
| Prerequisites, Corequisites, Advisories and Limitations on Enrollments | | 4260 | | 6105 |
| Field Trips, Excursions, and Field Study Courses | 4300 | 4300 | 6125 | 6125 |
| Community Education Programs | 4400 | | 6115 | |
| Student News Media | | 4500 | 5500 | |
| Instruction Service Agreements | | 4610 | | 5430 |
| ITEMS BELOW DO NOT HAVE CORRESPONDING DISTRICT BP/AR | | | | |
| Delineation of Functions Agreement | 4060 | | | |
| Work Experience | | 4103 | | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING CCLC NO. | | | | |
| Certificate Programs* | | | 5601 | |
| College Level Examination Program* | | | 5620 | |
| Textbook Adoption* | | | 6130 | |
| Library - User Fees* | | | 6135 | |
| College Speakers* | | | 6140 | |
| Study Abroad Programs* | | | 6150 | 6150 |
| Final Examinations* | | | 6160 | |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|--|----------------|----------------|-----------|-----------|
| Student Services | CCLC BP | CCLC AP | BP | AR |
| Admissions | 5010 | 5010 | 5604 | 5604 |
| Admission of Concurrently Enrolled K-12 Students | | 5011 | | 5011 |
| International Students | | 5012 | | 5604 |
| Students in the Military | | 5013 | 5013 | 5013 |
| Residence Determination | 5015 | 5015 | 5605 | 5605 |
| Nonresident Student Tuition | 5020 | 5020 | 5607 | 5607 |
| Student Fees | 5030 | | 5030 | |
| Student Fee Refunds | 5030 | 5030 | 5608 | 5608 |
| Transcripts | 5030 | | 5613 | |
| Instructional and Course Materials Fees Policy | | 5031 | 3700 | |
| Withholding of Student Records | 5035 | 5040 | 5407 | |
| Student Records: Compliance with Family Educational Rights and Privacy Act (FERPA) | 5040 | 5040 | | |
| Student Success and Support Program | 5050 | 5045 | 5615 | 5615 |
| Open Enrollment | 5052 | 5050 | 5050 | 5050 |
| Enrollment Priorities | 5055 | 5052 | 5611 | 5611 |
| Attendance | | 5055 | 5210 | 5210 |
| Adds and Drops | | 5070 | 5616 | 5616 |
| Counseling | 5110 | 5075 | | 5075 |
| Transfer Center | 5120 | 5110 | 5110 | |
| Financial Aid | 5130 | 5120 | 5515 | 5515 |
| Disabled Students Programs and Services | 5140 | 5130 | 5130 | 5130 |
| Accommodations for Students with Disabilities | 5140 | 5140 | 5140 | |
| Extended Opportunity Programs and Services | 5150 | 5140 | 5506 | 5506 |
| Student Health Services | 5200 | 5150 | 5150 | 5150 |
| Student Accident Insurance | 5205 | 5200 | 5200 | 5200 |
| Communicable Disease | 5210 | | 5510 | |
| Shower Facilities for Homeless Students | 5220 | 5210 | | 5645 |
| Student Equity | 5300 | 5220 | 5220 | 5220 |
| Associated Students' Organization | 5400 | 5300 | 5410 | 5410 |
| Associated Students' Elections | 5410 | 5400 | 5240 | 5240 |
| Associated Students' Finance | 5420 | 5410 | 5403 | |
| Standards of Student Conduct | 5500 | 5420 | 5420 | 5420 |
| Student Organizations at Off-Campus Locations | 5510 | 5500 | 5401 | 5401 |
| Student Discipline | | 5510 | 3517 | 3517 |
| Grade Grievance | | 5520 | 5401 | 5401 |
| Voter Registration | | 5530 | | 5505 |
| Intercollegiate Athletics | 5700 | 5610 | | 5635 |
| Prevention of Identity Theft in Student Financial Transactions | 5800 | | 5700 | 5700 |
| | | 5800 | 5800 | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING DISTRICT BP/AR | | | | |
| Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information | | 5017 | | |
| Student Credit Card Solicitation | | 5570 | | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING CCLC NO. | | | | |
| Charge for Catalog* | | | | 5205 |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|--|----------------|----------------|-----------|-----------|
| Business and Fiscal Affairs | CCLC BP | CCLC AP | BP | AR |
| Delegation of Authority | 6100 | 6100 | 3001 | 3001 |
| Designation of Authorized Signatures | 6150 | 6150 | 3005 | 3005 |
| Budget Preparation | 6200 | 6200 | 3100 | 3100 |
| Budget Management | 6250 | 6250 | 3101 | 3101 |
| Fiscal Management | 6300 | 6300 | 3103 | 3103 |
| Investment Policy | 6320 | 6320 | 3102 | 3102 |
| Payroll Period for Personnel | | 6325 | 4207 | |
| Purchasing, Contracts, and Bids | 6330, 6340 | 6330, 6340 | 3200 | 3200 |
| Bids and Contracts Utilizing CUPCCAA | | 6345 | | 3202 |
| Contracts - Construction | | 6350 | | 3202 |
| Contracts - Electronic Systems and Materials | | 6360 | | 3200 |
| Contracts - Accessibility of Information Technology | | 6365 | | 3733 |
| Contracts - Personal Services | | 6370 | | 3200 |
| Audits | 6400 | 6400 | 3002 | 3002 |
| Employee Phone Allowance | 6450 | 6450 | 3340 | 3340 |
| Real Property Management | 6500 | 6500 | 3101.6 | 3101.6 |
| Security for District Property | 6520 | | 3206 | |
| District Driver and Vehicle Use Policy | | 6530 | | 3207 |
| Insurance | 6540 | 6540 | 3205 | 3205 |
| Disposition of District Property | 6550 | 6550 | 3600 | 3600 |
| Capital Construction | 6600 | 6600 | 3201 | 3201 |
| Naming of College Facilities | 6620 | | 1500 | |
| Civic Center and Other Facilities Use | 6700 | 6700 | 1311 | 1311 |
| Traffic and Parking Regulations | 6750 | 6750 | 3450 | 3450 |
| Removal of Hazardous Waste | | 6850 | | 3801 |
| College Bookstores | 6900 | | 3811 | |
| Alcohol and Controlled Substances Testing | | 6950 | 4018 | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING DISTRICT BP/AR | | | | |
| Debt Issuance and Management | 6307 | 6307 | N/A | N/A |
| Job Order Contracts | | 6355 | N/A | N/A |
| Citizens Oversight Committee | 6740 | 6740 | N/A | N/A |
| Occupational Safety | 6800 | 6800 | | |
| Housing | 6910 | 6910 | N/A | N/A |
| ITEMS BELOW DO NOT HAVE CORRESPONDING CCLC NO. | | | | |
| Fiduciary Responsibilities and Ethics* | | | 3003 | |
| Sustainability* | | | 3006 | 3006 |
| Cash Handling* | | | 3007 | 3007 |
| Internal Audit* | | | 3009 | 3009 |
| Fiscally Accountable* | | | 3104 | 3104 |
| Petty Cash Fund* | | | | 3105 |
| Basic Aid Funds Allocation Process* | | | 3110 | 3110 |
| Drivers for District-Sponsored Activities* | | | 3207 | |
| Institutional Membership in Organizations* | | | 3220 | 3220 |
| Lost Money or Property* | | | 3510 | 3510 |
| Refreshments and Meals at District Functions* | | | 3520 | 3520 |
| Compliance with Payment Card Industry Data Security Standards* | | | 3530 | |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|--|----------------|------------------|--------------|-----------|
| Human Resources | CCLC BP | CCLC AP | BP | AR |
| Commitment to Diversity | 7100 | 7100 | 4010 | |
| Authorization for Employment | 7110 | | 4000 | |
| Job Specifications and Authorized Positions | 7110 | 7110 | 4002 | 4002 |
| Recruitment: Full-Time Faculty Hiring | 7120 | 7120, 7125, 7126 | 4011.1, 4013 | 4011.1 |
| Recruitment Part-Time Faculty Hiring | 7120 | 7212 | | 4225 |
| Recruitment: Classified Staff | 7120 | 7120, 7230 | 4011.3, 4013 | 4011.3 |
| Recruitment: Chancellor | 7120 | 7120 | 4011.6, 4013 | 4011.6 |
| Duties and Responsibilities of the Faculty | 7120 | | 4309 | |
| Compensation | 7130 | | 4076 | |
| Faculty Salary Classification Changes and Initial Classification Placement | 7130 | 7211 | 4101.1 | |
| Salary Schedule Placement for Management Personnel and Classified Bargaining Unit Employees | 7130 | 7130 | 4102 | 4102 |
| Academic Ranking | 7130 | | 4119 | |
| Public Notice - Collective Bargaining | 7140 | | 4004 | |
| Academic Administrators and Classified Managers Personnel Files | | 7145 | 4012 | |
| Evaluation of Management Personnel | | 7150 | 4090 | 4090 |
| Professional Development and Growth | 7160 | | 4161 | |
| Professional Growth and Development Leave for Administrators and Classified Management Personnel | 7160 | 7160 | 4111 | 4111 |
| Academic Assignments for Management Team | 7210 | 7210 | 4022 | |
| Reclassification of Classified Personnel | | 7232 | 4201.4 | |
| Substitute Classified Employees | 7230 | 7236 | 4220 | 4220 |
| Administrator Retreat Rights | 7250 | | 4091 | 4091 |
| Designated Administrators and Classified Management Personnel | 7250 | | 4020 | |
| Student Help Hourly Rates | | 7270 | | 4215 |
| Classified Managers | 7260 | | 4021 | |
| Anti-Nepotism | 7310 | 7310 | 4003 | |
| Communicable Diseases Assessment | 7330 | 7330 | 4006 | 4006 |
| Health Examinations | 7335 | 7335 | 4007 | 4007 |
| Certification of Freedom from Tuberculosis | 7330 | 7336 | 4009 | 4009 |
| Fingerprinting of Personnel | | 7337 | 4008 | |
| Personal Leave (With Loss of Pay) | 7340 | | 4075 | |
| Industrial Accident or Illness Leave | | 7343 | 4078 | 4078 |
| Transfer of Sick Leave for Academic Personnel | 7340 | | 4109 | |
| Transfer of Sick Leave For Classified Personnel | 7340 | | 4202 | |
| Attendance/Absence Reporting Procedures- Faculty | 7340 | 7344 | | 4110(a) |
| Catastrophic Leave: Employees | 7345 | 7345 | 4345 | 4345 |
| Sick Leave for Management Personnel | 7340 | 7344 | 4203 | 4203 |
| Bereavement Leave for Management Personnel | 7340 | 7340 | 4079 | 4079 |
| Parental Leave for Management Personnel | 7340 | | 4113 | |
| Personal Necessity Leave for Administrators and Classified Management Personnel | 7340 | 7340 | 4080 | 4080 |
| Vacation Leave for Management Personnel | 7340 | | 4083 | |
| Family Medical Leave for Administrators and Classified Management Personnel | 7340 | 7347 | 4117 | |
| Medical Benefits for Management Personnel While on Leave | 7340 | | 4082 | |

| Classifications/Categories | CCLC BP | CCLC AP | BP | AR |
|---|---------|---------|------|------|
| Reasonable Accommodations for Employees/Applicants | | 7348 | 4015 | 4015 |
| Lactation Accommodations for Employees | | 7348 | | 4240 |
| Disciplinary Action of Classified Personnel | 7365 | 7365 | 4205 | |
| Re-Employment of Classified Personnel | | 7366 | 4204 | |
| Political Activity of Employees | 7370 | 7370 | 4054 | |
| Retiree Health Benefits-Academic Employees | 7380 | 7380 | 4211 | |
| Payroll Deductions | 7385 | 7385 | 4081 | |
| Travel | 7400 | 7400 | 3605 | 3605 |
| Volunteer Assistance | | 7500 | 4030 | 4030 |
| Domestic Partners | 7510 | | 4072 | |
| College (Police Departments or Campus Safety) | 7600 | 7600 | 3502 | |
| Whistleblower Protection | 7700 | 7700 | 4700 | 4700 |
| ITEMS BELOW DO NOT HAVE CORRESPONDING DISTRICT BP/AR | | | | |
| Academic Employees - Probationary Contract Faculty | | 7215 | | |
| Claims for Work Out of Classification | | 7233 | | |
| Employees Called to Military Duty | | 7346 | | |
| Resignations | 7350 | | | |
| ITEMS BELOW DO NOT HAVE CORRESPONDING CCLC NO. | | | | |
| Employment Procedures for Administrators and Managers* | | | 4011 | |
| Confidentiality and Conflicts of Interest in Hiring* | | | 4013 | |
| Elder and Dependent Adult Abuse Reporting* | | | 4019 | 4019 |
| Academic and Business Hours for District and College Facilities* | | | 4055 | |
| Faculty Reassigned Time and Stipends* | | | 4073 | |
| Excused Absence (Without Loss of Pay)* | | | 4077 | |
| Salary Schedules and Annual Step Increments for Management Personnel* | | | 4101 | |
| Change in Position of Personnel Into and Within Management* | | | 4201 | |
| Work Week/Shift Designation- Classified Staff* | | | | 4206 |
| Employee Outstanding Service Awards* | | | 4210 | |
| Retirement Benefits for Administrators and Classified Management Personnel* | | | 4211 | |
| Duties and Responsibilities of the Department / Academic Chair* | | | 4310 | |
| Enrollment Fee Reimbursement for Eligible Employees* | | | 4420 | 4420 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

Item Submitted By: *Dr. Elliot Stern, President, Saddleback College and
Dr. John C. Hernandez, President, Irvine Valley College*

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

| <i>Presentation Date</i> | <i>Faculty Member Course Title/Activity</i> | <i>Speaker Name</i> | <i>Topic</i> | <i>General Fund Honorary/Travel</i> |
|-------------------------------------|---|----------------------------|---|--|
| 2/05/2021 9:30-11:30am Remote | Ms. Laura Hoffman Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute | Tim Piper | History of The Beatles and their Impact on Society | \$200 |
| 2/05/2021 9:30-11:30am Remote | Ms. Laura Hoffman Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute | Meg Waters | Corporate vs Non-Profit: How Journalism Will Survive and Thrive in the 21st Century | \$200 |

IRVINE VALLEY COLLEGE

| <i>Presentation Date</i> | <i>Faculty Member Course Title/Activity</i> | <i>Speaker Name</i> | <i>Topic</i> | <i>General Fund Honorary/Travel</i> |
|-------------------------------------|--|----------------------------|---------------------|--|
| None | | | | |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Authorize the Purchase of Ergonomic Furniture and Accessories, Humanscale Corporation

ACTION: Approval

BACKGROUND

The District and colleges have an ongoing need to procure ergonomic furniture and accessories.

Pursuant to Public Contract Code Section 10298, the District can utilize contracts awarded by the California Department of General Services through its California Multiple Award Schedules.

STATUS

Humanscale Corporation was awarded CMAS Contract No. 4-13-71-0095B for ergonomic furniture and accessories. District staff has reviewed the terms and conditions of the contract and finds it is in the best interest of the District to utilize the CMAS Contract for the purchase of ergonomic furniture and accessories. The CMAS Contract is available for review in the Procurement, Central Services, and Risk Management department.

This approval applies to purchases made within the terms of the CMAS Contract and all future approved supplements and/or amendments through the entirety of the CMAS Contract term. All purchases will be procured using District issued purchase orders and will be brought forward for Board ratification. Funding is available in the District's and colleges' general fund and approved basic aid accounts.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve California Multiple Award Schedule Contract No. 4-13-71-0095B and all future approved supplements and/or amendments as awarded to Humanscale Corporation for the purchase of ergonomic furniture and accessories, Humanscale Corporation.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adopt Resolution No. 20-22, Authorizing the Purchase of Lockers, Shelving, and Educational Furniture through the Los Angeles Community College District Master Agreement 40481 with Wenger Corporation

ACTION: Approval

BACKGROUND

The District and colleges have an ongoing need to procure lockers, shelving, and educational furniture.

Pursuant to Public Contract Code 20118 and 20652, the District can purchase the lockers, shelving, and educational furniture under the terms and conditions of the Los Angeles Community College District (LACCD) Master Agreement 40481 awarded through Bid No. FE-19-05-RFB with Wenger Corporation.

STATUS

LACCD issued Bid No. FE-19-05-RFB and awarded Master Agreement 40481 to Wenger Corporation for the purchase of lockers, shelving, and educational furniture. District staff has reviewed the bid along with the terms and conditions of the awarded contract and finds it is in the best interest of the District to utilize the LACCD contract for the purchase of lockers, shelving, and educational furniture. A resolution (EXHIBIT A) approved by the Governing Board is required to utilize this contract. The LACCD contract is available for review in the Procurement, Central Services and Risk Management department.

This approval applies to purchases made within the terms of the LACCD contract and all future approved supplements and/or amendments through the entirety to the LACCD contract term, and is contingent upon the availability of funds for each purchase. All purchases will be procured using District issued purchase orders and will be brought forward for Board ratification. Funding is available in the District's and colleges' general fund and approved Basic Aid accounts.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Los Angeles Community College District Master Agreement 40481 with Wenger Corporation and all future approved supplements and/or amendments as awarded to Wenger Corporation for the purchase of lockers, shelving, and educational furniture for an active term through August 7, 2024.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 20-22
AUTHORIZING THE ACQUISITION OF LOCKERS, SHELVING, AND
EDUCATIONAL FURNITURE THROUGH THE LOS ANGELES
COMMUNITY COLLEGE DISTRICT MASTER AGREEMENT 40481 WITH
WENGER CORPORATION

WHEREAS, the Governing Board (the “Board”) of the South Orange County Community College District (the “District”) has determined that a true and very real need exists for the acquisition of lockers, shelving, and educational furniture owned by the District (“Furniture and Fixtures”), and

WHEREAS, the Governing Board of a community college district may under Section 20118 and 20652 of the California Public Contract Code, without advertising for bids, if the board has determined it to be in the best interest of the District, authorize by contract, lease, requisition, or purchase order, any public corporation or agency to lease data-processing equipment, purchase materials, supplies, equipment, automotive vehicles, tractors, services, and other personal property for the District in the manner in which the public corporation is authorized by law to lease or purchase; and

WHEREAS, the Governing Board of a community college district, under Section 10299 of the California Public Contract Code, may, without competitive bidding, contract with suppliers that have been awarded contracts, master agreements, multiple award schedules, cooperative agreements, or other types of agreements that leverage the state’s buying power, for acquisitions authorized under Chapter 2 (commencing with Section 10290), Chapter 3 (commencing with Section 12100), and Chapter 3.6 (commencing with Section 12125) of the California Public Contract Code; and

WHEREAS, the Los Angeles Community College District (LACCD) conducted Bid No. FE-19-05-RFB for lockers, shelving, and educational furniture and entered into contract with Wenger Corporation effective August 8, 2019, to August 7, 2024 that allows the District to contract under that bid at the same price and upon the same terms and conditions as LACCD, pursuant to Sections 20118 and 20652, of the Public Contract Code; and

WHEREAS, the Board of Trustees has determined that it is in the best interest of the District to authorize the purchase of the lockers, shelving, and educational furniture through the LACCD Master Agreement 40481 as awarded through Bid No. FE-19-05-RFB with Wenger Corporation, which is on file at the District’s Procurement, Central Services & Risk Management Office; and

WHEREAS, the Board of Trustees has by this Resolution determined the need for the lockers, shelving, and educational furniture from Wenger Corporation pursuant to the terms, conditions, and documents established in the LACCD Master Agreement 40481; and

WHEREAS, the Board of Trustees has determined that the LACCD Master Agreement 40481 is the most economical means for providing the lockers, shelving, and educational furniture to the District; and

WHEREAS, whenever applicable (contingent to product categories) the District intends to negotiate higher tiered volume discounts that are over and above the base line list price per the LACCD Master Agreement 40481 product schedule; and

NOW THEREFORE, the District Board hereby finds, determines, declares, and resolves as follows:

Section 1. All of the recitals set forth above are true and correct and the Board of Trustees so finds and determines.

Section 2. The Board of Trustees hereby finds and determines that purchases of the lockers, shelving, and educational furniture under the LACCD Master Agreement 40481 will save administrative time and expense, deliver cost savings, and will be the most economical means for providing the lockers, shelving, and educational furniture to the District.

Section 3. The Board of Trustees hereby finds and determines the acquisition of the lockers, shelving, and educational furniture from Wenger Corporation under LACCD Master Agreement 40481, pursuant to Public Contract Code sections 10299 and 20652, to be in the best interest of the District.

Section 4. The LACCD Master Agreement 40481 is hereby approved and ratified. The Chancellor or the Chancellor's designee is hereby authorized and directed to do any and all things and to execute and deliver any and all documents which they may, in consultation with legal counsel, deem necessary or advisable in order to consummate this transaction and otherwise carry out, give effect to and comply with the terms and intent of this Resolution.

Section 5. This Resolution shall be effective as of the date of its adoption.

APPROVED, PASSED AND ADOPTED by the Governing Board of the South Orange County Community College District this 31st day of August 2020, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAINED: _____

I, Kathleen Burke, Chancellor of the South Orange County Community College District Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of the Resolution passed and adopted by said Board at a regularly scheduled and conducted meeting held on said date, which Resolution is on file in office of said Board of Trustees.

Secretary of the Governing Board
South Orange County Community College District

I, James R. Wright, Clerk of the Governing Board of the South Orange County Community College District Governing Board, do hereby certify that the foregoing Resolution was regularly introduced and adopted by the Governing Board of the South Orange County Community College District at a regular meeting thereof held on the 31st day of August 2020, by the above described vote of the Governing Board;

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the South Orange County Community College District Governing Board this 31st day of August 2020.

Clerk of the Governing Board
South Orange County Community College District

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Authorization to Utilize Foundation for California Community Colleges (FCCC) and Trustees of the California State University Contracts

ACTION: Approval

BACKGROUND

California Public Contract Code section 20652 allows a community college district to acquire equipment, materials, and/or supplies, by utilizing an existing contract from another public entity without further competitive bidding. The Foundation of California Community Colleges (FCCC) of Sacramento is a public agency as defined in Government Code section 20057 (b). California Public Contract Code Section 20653.5 allows California Community Colleges to purchase materials, equipment, supplies, and services from contracts lawfully entered into by the University of California or the California State University (UC/CSU) with the same terms, conditions, and prices as negotiated. Further, the FCCC collaborates with the UC/CSU systems through the California Higher Education shared Services Consortium for resource sharing.

Utilization of the FCCC/CSU/UC agreements under the same price and the same terms and conditions will prove beneficial to the District for the purpose of achieving added price savings through volume discounting.

STATUS

District staff finds that purchases made from utilizing the following FCCC/UC/CSU Cooperative Purchasing agreements will save administrative time and expense, deliver significant cost savings and will be in the best interest of the District. The FCCC/UC/CSU contracts will cover the purchases for a variety of commodities and services related to instruction, technology, custodial, maintenance, facilities, operations, office, and miscellaneous areas that are including but not limited to equipment, software, hardware, maintenance, furniture, fixtures, materials, supplies, and services as follows:

FCCC Administrative Services Agreement CB-0000-3598 – With Amazon Business, for the purchase of supplies, technology, software, equipment and other miscellaneous materials effective July 5, 2020 through July 5, 2023, with the option to extend for one (1) additional one (1) year term.

FCCC Administrative Services Agreement CB-241-18 – With B&H Photo, for the purchase of audio, visual equipment, materials, and supplies effective July 24, 2018 through June 6, 2021.

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

FCCC Administrative Services Agreement 0000-3557 - With Blackboard, for rights to access and use software effective June 15, 2020 through June 14, 2021.

FCCC Administrative Services Agreement 0000-3397 - With Crider Contract Interiors, for the purchase of outdoor furniture effective April 27, 2020 through October 1, 2020, with the option to extend for one (1) additional one (1) year term.

FCCC Administrative Services Agreement 0000-3481 - With DubBot, LLC, for web accessibility and quality assurance monitoring software and technology effective May 22, 2020 through May 21, 2023, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-3558 - With Edfinancial Services, LLC dba Edamerica, for contact centers, student outreach and engagement, student loan default prevention, consulting, and financial aid support services effective June 15, 2020 through June 14, 2023, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-3497 - With FranklinCovey, for leadership development consulting and coaching services effective May 25, 2020 through May 24, 2023, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-2878 - With Grackle, for 508 compliant conversion of G Suite output effective December 6, 2019 through December 5, 2022, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-2303 - With Golden Star Technology, Inc., for the purchase of Quickbooks Pro, Sunflower Mobile, Utelogy, Card Integrators, Broadcast Electronics Audio, Blackboard Connect, and ProCore Construction OS software applications effective July 23, 2019 through April 5, 2021 with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 000-2304 - With Golden Star Technology, Inc., for the purchase of Cisco, Dell, HP and Lenovo network, server and storage services effective July 23, 2019 through April 7, 2021, with the option to extend for one (1) additional one (1) year term.

FCCC Administrative Services Agreement 0000-2302 - With Golden Star Technology, Inc., for the purchase of HP, Dell, Panasonic, Absolute, Computrace, Lenovo, Microsoft, Getac, ViewSonic, Kensington, Crucial, Firewave, BMS, and Logitech computing equipment, materials, mobile, print, and peripherals effective July 23, 2019 through November 1, 2022, with the option to extend for one (1) additional one (1) year term.

FCCC Administrative Services Agreement 0000-3625 - With Golden Star Technology, Inc., for the purchase of various audio visual equipment, materials, and supplies effective July 10, 2020 through April 15, 2023, with the option to extend for two (2) additional one (1) year terms.

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

FCCC Administrative Services Agreement 0000-3626 – With Hillyard, Inc., for the purchase of janitorial supplies, materials and equipment effective July 9, 2020 through September 11, 2021, with an option to extend for one (1) additional year term.

FCCC Administrative Services Agreement 000-2934 - With Hit Labs, Inc. (Pronto), to provide campus-wide group messaging and collaboration software that connects students, faculty, and administrators effective December 20, 2019 through December 19, 2022, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-3568 – With Microsoft, for the purchase and provision of Microsoft software products and applications effective June 19, 2020 through September 30, 2023, with an option to extend for one (1) additional year term.

FCCC Administrative Services Agreement 000-3321 - With Starfish by Hobsons, for the student success technology platform and consulting services effective April 1, 2020 through March 31, 2023, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-3237 - With Konica Minolta, for copier and copy print services effective March 12, 2020 through April 4, 2024.

FCCC Administrative Services Agreement 0000-3570 - With KYA, for the purchase of facilities products, materials, equipment and services effective June 22, 2020 through February 10, 2025.

FCCC Administrative Services Agreement 0000-2234 - With Link-Systems, for online tutoring and collaboration platform services effective August 1, 2019 through August 1, 2022, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Agreement 0000-3328 - With NG Web Solutions, LLC dba Next Gen, for the purchase of student support software and technology effective April 1, 2020 through March 31, 2023, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-3389 - With Ocelot, for the purchase of software and technology effective April 15, 2020 through April 14, 2023, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 000-3451 - With Okta, for the purchase of multilingual communication software technology effective May 4, 2020 through May 3, 2021.

FCCC Administrative Services Agreement 0000-2232 – With Proctorio, for automated remote proctoring services software effective August 1, 2019 through August 31, 2022, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement CB-218-17 - With Ricoh USA, Inc., for the purchase of copier equipment and related services effective May 1, 2017 through February 28, 2021.

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

FCCC Administrative Services Agreement 0000-2135 - With Remind 101, for student communication software effective June 11, 2019 through June 13, 2022, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-2272 - With Unicon, for education technology consulting and digital services effective July 1, 2019 through June 30, 2022, with the option to extend for two (2) additional one (1) year terms.

FCCC Administrative Services Agreement 0000-3432 - With Uvara, for web-based asset management solution for mapping, visualizing, reporting and document archiving of utility infrastructure effective June 5, 2020 through June 4, 2023, with the option to extend for two (2) additional one (1) year terms.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the use of the above identified FCCC/CSU/UC contracts to purchase equipment, software, hardware, maintenance, furniture, fixtures, materials, supplies, and services to support instruction, technology, custodial, maintenance, facilities, operations, office, and miscellaneous areas. The approval to utilize the above contracts applies to purchases made within the term of the agreements and is contingent upon the availability of funds for each purchase. Funding will be available in the individual departments' accounts. All purchases will be procured with District issued purchase orders and will be brought forward for Board ratification.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

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

General Fund

| | |
|---|-------------|
| IVC-Student Print | 15,000 |
| IVC-Higher Education Emergency Relief Fund Institutional | 2,242,905 |
| IVC-Strong Workforce Regional - OC Biotechnology | 201,511 |
| IVC-Strong Workforce Local | 809,255 |
| IVC-Guided Pathways | 241,399 |
| IVC-Federal Emergency Management Agency - CalOES COVID-19 | 25,000 |
| IVC- Higher Education Emergency Relief Fund - MSI | 18,480 |
| SC-Strong Workforce Regional | (2,560,711) |
| SC-Federal Emergency Management Agency - CalOES COVID-19 | 35,093 |
| SC-Veteran Resource Center | 43,241 |
| IVC-Perkins | (50,000) |
| DS-Adult Education Block Grant Fiscal Agent | (9,313) |
| SC-ED Higher Education Emergency Relief Fund | 316,264 |
| SC-ED CCAMPIS | (116,000) |
| SC-Strong Workforce Local | (7,323) |
| IVC-CalWORKs | 869 |
| IVC-Veteran Resource Center | 32,340 |
| IVC-Adult Education Block Grant | 1 |
| SC-Student Success Credit | 8,060 |
| SC-Student Veterans Services | 7,500 |
| STRS/PERS On-Behalf Payments | 7,555,485 |
| DS-COVID-19 Response Block Grant-Federal | 121,131 |
| SC-COVID-19 Response Block Grant-Federal | 713,930 |

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

| | |
|---|-------------------|
| IVC-COVID-19 Response Block Grant-Federal | 461,844 |
| IVC-COVID-19 Response Block Grant-State | 625,325 |
| SC-COVID-19 Response Block Grant-State | 966,643 |
| Total Increase to the General Fund | 11,697,929 |

Child Development Fund

| | |
|---|----------------|
| SC-ED CCAMPIS | 116,000 |
| Total Increase to the Child Development Fund | 116,000 |

Capital Outlay Fund

| | |
|--|------------------|
| Basic Aid Transfers | 3,293,136 |
| Total Increase to the Capital Outlay Fund | 3,293,136 |

Community Education Fund- Saddleback College

| | |
|--|---------------|
| SC-Community Education Programs | 40,972 |
| Total Increase to the Community Education Fund-SC | 40,972 |

Student Representation Fee Fund

| | |
|--|---------------|
| SC-Student Development | 10,022 |
| IVC-Student Life and Equity Administration | 5,050 |
| Total Increase to the Student Representation Fee Fund | 15,072 |

| | |
|--------------------------------|-------------------|
| Total Budget Amendments | 15,163,109 |
|--------------------------------|-------------------|

RECOMMENDATION

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 20-20

August 31, 2020

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$15,163,109 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2019-2020 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

| <u>Account</u> | <u>Income Source</u> | <u>Amount</u> |
|-----------------------|-----------------------------|------------------------|
| 8100 | Federal Revenue | 3,708,554 |
| 8600 | State Revenue | 7,975,949 |
| 8800 | Local Revenue | 22,500 |
| 8900 | Fiscal Agent Pass Through | (9,074) |
| | | <hr/> 11,697,929 <hr/> |

| <u>Account</u> | <u>Expenditure Description</u> | <u>Amount</u> |
|-----------------------|---------------------------------------|------------------------|
| 1000 | Academic Salaries | 75,996 |
| 2000 | Classified Salaries | 566,884 |
| 3000 | Employee Benefits | 7,891,886 |
| 4000 | Books and Supplies | 233,262 |
| 5000 | Other Operating Expenses & Services | 1,484,862 |
| 6000 | Capital Outlay | 547,268 |
| 7400 | Other Transfers | (9,074) |
| 7600 | Other Payments to Students | 906,845 |
| | | <hr/> 11,697,929 <hr/> |

Child Development Fund

| <u>Account</u> | <u>Income Source</u> | <u>Amount</u> |
|-----------------------|---------------------------------------|----------------------|
| 8100 | Federal Revenue | <hr/> 116,000 <hr/> |
| <u>Account</u> | <u>Expenditure Description</u> | <u>Amount</u> |
| 2000 | Classified Salaries | 12,622 |
| 3000 | Employee Benefits | 7,131 |
| 5000 | Other Operating Expenses & Services | 10,187 |
| 7600 | Other Payments to Students | 86,060 |
| | | <hr/> 116,000 <hr/> |

Capital Outlay Fund

| <u>Account</u> | <u>Income Source</u> | <u>Amount</u> |
|----------------|--------------------------------|---------------|
| 8900 | Interfund Transfers In | 3,293,136 |
| <u>Account</u> | <u>Expenditure Description</u> | <u>Amount</u> |
| 6000 | Capital Outlay | 3,293,136 |

Community Education Fund - Saddleback College

| <u>Account</u> | <u>Income Source</u> | <u>Amount</u> |
|----------------|-------------------------------------|---------------|
| 8800 | Local Revenue | 40,972 |
| <u>Account</u> | <u>Expenditure Description</u> | <u>Amount</u> |
| 5000 | Other Operating Expenses & Services | 40,972 |

Student Representation Fee Fund

| <u>Account</u> | <u>Income Source</u> | <u>Amount</u> |
|----------------|-------------------------------------|---------------|
| 8800 | Local Revenue | 15,072 |
| <u>Account</u> | <u>Expenditure Description</u> | <u>Amount</u> |
| 5000 | Other Operating Expenses & Services | 7,536 |
| 7400 | Other Transfers | 7,536 |
| | | 15,072 |

Total Budget Amendments **15,163,109**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2019-2020

RESOLUTION NO. 20-20

August 31, 2020

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 \$15,163,109 was duly and regularly adopted by the said Board at a regular meeting thereof held on August 31, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this First day of September 2020.

Kathleen F. Burke
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations: Adopt Resolution
No. 20-21 to Approve FY 2019-2020 Budget Transfers

ACTION: Approval

BACKGROUND

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

STATUS

For the reporting period ending June 30, 2020 and in accordance with Administrative Regulation 3101, the transfer of budget appropriations are summarized on EXHIBIT A and presented for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 20-21 to approve the transfer of budget appropriations as listed.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 20-21

August 31, 2020

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

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

General Fund

| <u>Account</u> | <u>Description</u> | <u>From</u> | <u>To</u> |
|---------------------------------------|-------------------------------------|---------------------------|---------------------------|
| 1000 | Academic Salaries | \$279,172 | |
| 2000 | Classified Salaries | | \$404,246 |
| 3000 | Employee Benefits | | \$351,447 |
| 4000 | Books and Supplies | \$70,269 | |
| 5000 | Other Operating Expenses & Services | \$740,947 | |
| 6000 | Capital Outlay | | \$1,033,392 |
| 7390 | Interfund Transfers Out | | \$3,304,936 |
| 7500 | Student Financial Aid | | \$15,401 |
| 7600 | Other Payments to Students | \$725,898 | |
| 7900 | Contingency | \$3,293,136 | |
| Total Transfers - General Fund | | <u>\$5,109,422</u> | <u>\$5,109,422</u> |

Capital Outlay Fund

| <u>Account</u> | <u>Description</u> | <u>From</u> | <u>To</u> |
|--|-------------------------------------|---------------------------|---------------------------|
| 2000 | Classified Salaries | | \$828,126 |
| 3000 | Employee Benefits | | \$347,784 |
| 4000 | Books and Supplies | | \$35,677 |
| 5000 | Other Operating Expenses & Services | | \$390,568 |
| 6000 | Capital Outlay | \$1,366,921 | |
| 7400 | Other Transfers | \$209,121 | |
| 7900 | Contingency | \$26,113 | |
| Total Transfers - Capital Outlay Fund | | <u>\$1,602,155</u> | <u>\$1,602,155</u> |

Associated Student Government - Saddleback College

| <u>Account</u> | <u>Description</u> | <u>From</u> | <u>To</u> |
|---|-------------------------------------|------------------------|------------------------|
| 1000 | Academic Salaries | | \$150 |
| 3000 | Employee Benefits | | \$3 |
| 4000 | Books and Supplies | | \$770 |
| 5000 | Other Operating Expenses & Services | \$2,675 | |
| 7390 | Interfund Transfers Out | | \$25,000 |
| 7600 | Other Payments to Students | \$23,248 | |
| Total Transfers - Associated Student Government-SC | | <u>\$25,923</u> | <u>\$25,923</u> |

Child Development Fund

| <u>Account</u> | <u>Description</u> | <u>From</u> | <u>To</u> |
|---|-------------------------------------|-----------------------|-----------------------|
| 4000 | Books and Supplies | \$1,400 | |
| 5000 | Other Operating Expenses & Services | | \$1,400 |
| Total Transfers - Child Development Fund | | <u>\$1,400</u> | <u>\$1,400</u> |

Student Representation Fee Fund

| <u>Account</u> | <u>Description</u> | <u>From</u> | <u>To</u> |
|--|-------------------------------------|---------------------|---------------------|
| 5000 | Other Operating Expenses & Services | | \$527 |
| 7400 | Other Transfers | \$527 | |
| Total Transfers - Student Representation Fee Fund | | <u>\$527</u> | <u>\$527</u> |

Community Education Fund - Saddleback College

| <u>Account</u> | <u>Description</u> | <u>From</u> | <u>To</u> |
|--|-------------------------------------|------------------------|------------------------|
| 1000 | Academic Salaries | \$26,095 | |
| 2000 | Classified Salaries | | \$3,167 |
| 3000 | Employee Benefits | | \$694 |
| 4000 | Books and Supplies | \$4,961 | |
| 5000 | Other Operating Expenses & Services | | \$27,195 |
| Total Transfers - Community Education Fund-SC | | <u>\$31,056</u> | <u>\$31,056</u> |

| | | | |
|-------------------------------|--|---------------------------|---------------------------|
| <u>Total Transfers</u> | | <u>\$6,770,483</u> | <u>\$6,770,483</u> |
|-------------------------------|--|---------------------------|---------------------------|

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET TRANSFERS FY 2019-2020

RESOLUTION NO. 20-21

August 31, 2020

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 Transfers and foregoing Resolution in the amount of \$6,770,483 was duly and regularly adopted by the said Board at a regular meeting thereof held on August 31, 2020.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this First day of September, 2020.

Kathleen F. Burke
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: June – July 2020 Change Order/ Amendments

ACTION: Ratification

BACKGROUND / STATUS

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

| Exhibit | Contractor Name/Description | Change Order/ Amendment Amount | Revised Total Contract Amount |
|---------|--|-----------------------------------|-------------------------------|
| A. | <u>PCL Construction Services, Inc.</u> Construction Services Agreement Change Order No. 9 – To extend the contract term by 26 calendar days of excusable, non-compensable delay for inclement weather, from November 13, 2019 to December 9, 2019, for the Saddleback College Stadium and Site Improvement project. SOCCCD | \$0 | \$53,893,892 |
| B. | <u>Saddleback Beauty Academy, Inc.</u> Cosmetology Agreement Amendment No. 1 – To identify guidelines and requirements to offer face to face or hybrid cosmetology instruction to Saddleback College students during the novel coronavirus crisis. Saddleback College | \$0 | \$750,000 |
| C. | <u>Saddleback Beauty Academy, Inc.</u> Cosmetician Agreement Amendment No. 1 – To identify guidelines and requirements to offer face to face or hybrid cosmetician/ esthetician instruction to Saddleback College students during the novel coronavirus crisis. | \$0 | \$1,500,000 |

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

| | | | |
|--|--------------------|--|--|
| | Saddleback College | | |
|--|--------------------|--|--|

| | | | |
|----|---|-----|-------------|
| D. | <u>Santa Ana Beauty Academy, Inc.</u> Cosmetology Agreement Amendment No. 1 – To identify guidelines and requirements to offer face to face or hybrid cosmetology instruction to Saddleback College students during the novel coronavirus crisis. Saddleback College | \$0 | \$500,000 |
| E. | <u>Santa Ana Beauty Academy, Inc.</u> Cosmetician Agreement Amendment No. 1 – To identify guidelines and requirements to offer face to face or hybrid cosmetician/ esthetician instruction to Saddleback College students during the novel coronavirus crisis. Saddleback College | \$0 | \$500,000 |
| F. | <u>New America Beauty Education Corp., DBA California Beauty Academy</u> Cosmetology Agreement Amendment No. 2 – To identify guidelines and requirements to offer face to face or hybrid cosmetology instruction to Saddleback College students during the novel coronavirus crisis. Saddleback College | \$0 | \$500,000 |
| G. | <u>New America Beauty Education Corp., DBA California Beauty Academy</u> Cosmetician Agreement Amendment No. 2 – To identify guidelines and requirements to offer face to face or hybrid cosmetician/ esthetician instruction to Saddleback College students during the novel coronavirus crisis. Saddleback College | \$0 | \$1,150,000 |
| H. | <u>Advance Beauty College, Inc.</u> Cosmetology Agreement Amendment No. 1 – To identify guidelines and requirements to offer face to face or hybrid cosmetology | \$0 | \$2,600,000 |

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

| | | | |
|----|--|---------|-----------|
| | instruction to Saddleback College students during the novel coronavirus crisis. Saddleback College | | |
| I. | <u>Foothill-DeAnza Community College District on behalf of its sponsored program California Virtual Campus – Online Education Initiative</u> Subaward Agreement Amendment No. 1 – To extend the contract term by six months, from June 30, 2020 to December 31, 2020. Saddleback College | \$0 | \$500,000 |
| J. | <u>BPI Inspection Services</u> DSA Inspection Services Agreement Amendment No. 01 – For additional services and to extend the contract term 64 days from April 27, 2020 to June 30, 2020. Saddleback College | \$9,900 | \$309,900 |

RECOMMENDATION

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

Saddleback College Stadium and Site Improvement Project
Change Order No. 9

August 5, 2020

| Bid # | DESCRIPTION | CONTRACTOR | | CONTRACT AMOUNT | Previously Approved COR's | CO No. 9 COR Total | REVISED CONTRACT AMOUNT | Approved Time Extension (Cal. days) |
|-------|-------------------------|---------------------------------|--------------|-------------------|---------------------------|--------------------|-------------------------|-------------------------------------|
| 2043 | Design-Build Contractor | PCL Construction Services, Inc. | | \$48,999,900 | \$4,893,992 | \$0 | \$53,893,892 | 325 |
| | | 4350 Executive Drive, Suite 270 | TOTAL | 48,999,900 | | \$0 | \$53,893,892 | 325 |

| COR No. | Date | Description | Requested | Status | Amount | Time Extension |
|---------|----------|---|-----------|----------|------------|----------------|
| N/A | 3/1/2020 | Grant 26 calendar days of excusable, non-compensable delay(s) for inclement weather impacts for the period of February 2020 through May 2020. | District | reviewed | \$0 | 26 |
| | | TOTAL THIS CHANGE ORDER REQUEST | | | \$0 | 26 |

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. SN007100 between Saddleback Beauty Academy and South Orange County Community College District for the Agreements for the Cosmetology Training.

Saddleback Beauty Academy and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize Saddleback Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

SADDLEBACK BEAUTY ACADEMY

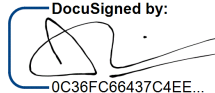
Signature:  99F27ACE3CA3438...

Print Name: Kayla Takano

Title: CEO

Date: 6/25/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature:  0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 6/25/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
SADDLEBACK BEAUTY ACADEMY, INC. AUTHORIZING THE
RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY AND
COSMETICIAN/ESTHETICIAN TRAINING
DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize Saddleback Beauty Academy, Inc. (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology and cosmetician/esthetician instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The

- plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. SN007100 between Saddleback Beauty Academy and South Orange County Community College District for the Agreements for the Cosmetician/Esthetician training.

Saddleback Beauty Academy and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize Saddleback Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

SADDLEBACK BEAUTY ACADEMY

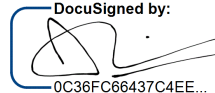
Signature:  99F27ACE3CA3438...

Print Name: Kayla Takano

Title: CEO

Date: 6/25/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature:  0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 6/25/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
SADDLEBACK BEAUTY ACADEMY, INC. AUTHORIZING THE
RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY AND
COSMETICIAN/ESTHETICIAN TRAINING
DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize Saddleback Beauty Academy, Inc. (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology and cosmetician/esthetician instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The

- plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AMENDMENT to AGREEMENT

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. SN007102 between Santa Ana Beauty Academy and South Orange County Community College District for the Cosmetology Training.

Santa Ana Beauty Academy and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize Santa Ana Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

SANTA ANA BEAUTY ACADEMY

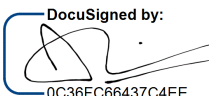
Signature: FC279DE09BE1434...

Print Name: Tammy Nguyen

Title: Owner

Date: 6/18/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature: 0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 6/22/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
SANTA ANA BEAUTY ACADEMY, INC. AUTHORIZING THE
RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY AND
COSMETICIAN/ESTHETICIAN TRAINING
DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize Santa Ana Beauty Academy, Inc. (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology and cosmetician/esthetician instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan

- shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. SN007102 between Santa Ana Beauty Academy and South Orange County Community College District for the Cosmetician/Esthetician Training.

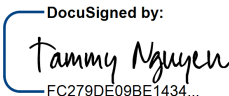
Santa Ana Beauty Academy and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize Santa Ana Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

SANTA ANA BEAUTY ACADEMY

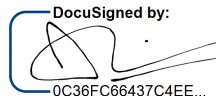
Signature: 
FC279DE09BE1434...

Print Name: Tammy Nguyen

Title: Owner

Date: 6/18/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature: 
0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs. & RM

Date: 6/22/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
SANTA ANA BEAUTY ACADEMY, INC. AUTHORIZING THE
RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY AND
COSMETICIAN/ESTHETICIAN TRAINING
DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize Santa Ana Beauty Academy, Inc. (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology and cosmetician/esthetician instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan

- shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 2

THIS AMENDMENT to AGREEMENT No. SN007101 between California Beauty Academy and South Orange County Community College District for the Instructional Agreements for Cosmetology Training.

California Beauty Academy and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize California Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

CALIFORNIA BEAUTY ACADEMY

DocuSigned by:
Signature: *Thanh Mai Tran*
B519538FE7F64BC...

Print Name: Thanh Mai Tran

Title: Owner

Date: 6/11/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DocuSigned by:
Signature: *Priya Jerome*
0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs.

Date: 6/11/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
NEW AMERICA BEAUTY EDUCATION CORP., DBA CALIFORNIA BEAUTY ACADEMY
AUTHORIZING THE RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY
AND COSMETICIAN/ESTHETICIAN TRAINING DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize New America Beauty Education Corp., DBA California Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology and cosmetician/esthetician instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan

- shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 2

THIS AMENDMENT to AGREEMENT No. SN007101 between California Beauty Academy and South Orange County Community College District for the Instructional Agreements for Cosmetician/Esthetician Training.

California Beauty Academy and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize California Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

CALIFORNIA BEAUTY ACADEMY

Signature:  B519538FE7F64BC...

Print Name: Thanh Mai Tran

Title: Owner

Date: 6/11/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature:  0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs. &

Date: 6/11/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
NEW AMERICA BEAUTY EDUCATION CORP., DBA CALIFORNIA BEAUTY ACADEMY
AUTHORIZING THE RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY
AND COSMETICIAN/ESTHETICIAN TRAINING DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize New America Beauty Education Corp., DBA California Beauty Academy (Contractor) to offer face to face or hybrid cosmetology and cosmetician/esthetician instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology and cosmetician/esthetician instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan

- shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. SN007099 between Advance Beauty College, Inc. and South Orange County Community College District for the agreement for the cosmetology training.

Advance Beauty College, Inc. and South Orange County Community College District do mutually agree as follows:

1. This amendment identifies the guidelines and requirements (see attached Exhibit A) to authorize Advance Beauty College (Contractor) to offer face to face or hybrid cosmetology instruction to Saddleback College students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions per Exhibit A (attached) must be met prior to the return of students to face to face or hybrid instruction until modified or amended.

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

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

ADVANCE BEAUTY COLLEGE, INC.

Signature: 
DocuSigned by:
05C138DE9EA64E4...

Print Name: Linh Nguyen

Title: Vice President

Date: 6/9/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature: 
DocuSigned by:
0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 6/9/2020

Exhibit A**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND
ADVANCE BEAUTY COLLEGE AUTHORIZING THE
RETURN OF SADDLEBACK COLLEGE STUDENTS TO HYBRID COSMETOLOGY TRAINING
DURING COVID-19 CRISIS**

This amendment identifies the guidelines and requirements to authorize Advance Beauty College (Contractor) to offer face to face or hybrid cosmetology instruction to South Orange County Community College District (District) students during the novel coronavirus (COVID-19) crisis. Contractor agrees that all conditions below must be met prior to the return of students to face to face or hybrid instruction until modified or amended:

1. Background Information and Sources of Guidance

- a. During March 2020, Contractor and District adhered to directives from the Governor of California in response to the outbreak of COVID-19. The directive instructed all non-essential activities to be discontinued and all non-essential individuals were to Shelter-In-Place until instructed otherwise.
- b. Contractor discontinued face to face cosmetology instruction and services to the general public as directed.
- c. Contractor received approval to continue instruction to students through online methods by the California Board of Barbering and Cosmetology (BBC), Bureau for Private Postsecondary Education (BPPE), and National Accrediting Commission of Career Arts and Sciences (NACCAS) for up to 50 percent of the required instructional hours qualifying for California licensure.
- d. Health and safety guidelines were being provided by federal and state government, Center for Disease Control (CDC), and World Health Organization (WHO). Additionally, recommendations from the American College Health Association (ACHA), "Reopening Institutions of Higher Education in the COVID-19 Era" were applied as appropriate.

2. Minimally Required Provisions to Implement to Return Students to Hybrid Or Face To Face Instruction:

- a. Contractor will provide a written formal plan to District addressing the return to on-site instruction in either hybrid or full face to face instruction. The plan shall be aligned with federal, state, county, and District guidelines and requirements. The plan shall adhere to recommendations from the CDC, WHO and ACHA. The plan

- shall be submitted to District for review and approval no less than two weeks prior to implementation.
- b. Contractor shall be responsible for requesting and receiving required approvals for any changes to instructional methodologies from BBC, BPPE, and NACCAS, as needed, prior to implementing any changes. Contractor shall provide evidence of such approvals prior to the start of instruction.
 - c. Contractor will return to on-site instruction to District students only after clearance by all federal, state, county, and SOCCCD jurisdictions.
 - d. Instruction and services to the public are not required to be reinstated at the same time.
 - e. District will provide advisory support to Contractor for curriculum and instruction including methodologies and reporting requirements to ensure District students are receiving effective instruction and student instructional hours are accurately reported.



Foothill-De Anza Community College District

12345 El Monte Road, Los Altos Hills, CA 94022

SUBAWARD AGREEMENT – AMENDMENT # 1

This Amendment of the Subaward Agreement No. 19-054 (hereinafter referred to as "Subaward") is entered into by and between the Foothill-De Anza Community College District (hereinafter referred to as "District") on behalf of its sponsored program California Virtual Campus - Online Education Initiative (CVC-OEI) and the South Orange County Community College District on behalf of Saddleback College (hereinafter referred to as "Subrecipient"), for the Subrecipient to perform the work which is more particularly set forth in this Amendment, Subaward, and in the Exhibits attached hereto and incorporated into this Amendment and Subaward by this reference.

RECITALS

WHEREAS, the District and the Subrecipient desire to amend the terms of the Subaward Agreement as indicated below.

NOW, THEREFORE, the parties mutually agree to amend the Subaward Agreement as follows:

2. TERM. The term of this Subaward shall commence on July 01, 2019 and shall expire on December 31, 2020. Applicable and required final reporting are due on January 31, 2021.

5. LEVEL OF EFFORT. The Principal Investigator may devote additional full-time equivalent (FTE) as specified in Exhibit A and corresponding with Exhibit B. Auditable records must be kept by the Subrecipient on the foregoing, and progress reports must be submitted to the District on a quarterly basis, fifteen (15) days following the end of each fiscal quarter, and a final report summarizing the activities of the project thirty (30) days after the term end date, as referenced in Section 2. If actual efforts are less than the amounts shown in Exhibit B a proportionate reduction in the total reimbursement cost for this Subaward shall be made.

8. SEPARATE ACCOUNTING. The Subrecipient will establish a separate account for all funds specified in this Subaward. Reimbursement is only for actual expenses for transactions transpiring between July 01, 2019 and December 31, 2020. No Encumbrances and/or Commitments will be considered towards reimbursement.

10. INVOICING. The Subrecipient shall submit invoices, on a quarterly basis with corresponding quarterly report narratives (and final project report) for approval to the District's Authorized Representative for Business Matters quarterly. In order to be eligible for reimbursement, invoices shall be for allowable, approved costs incurred in accordance with the terms of this Subaward and shall display expenses for reimbursement by budget category identifying the total project costs, the reimbursable costs and the Subrecipient's share pursuant to Exhibit B, in accordance with the schedule indicated in Exhibit C. All invoices submitted under this Subaward including the final invoice must be received by the District no later than fifteen (15) days after the end of the reporting period for that invoice, including the fiscal year end when all invoices must be received by the District no later than fifteen (15) days following the fiscal year end date of June 30.

Q1 (July 01, 2019 - September 30, 2019) - Report and Invoices due on October 15, 2019

Q2 (October 01, 2019 - December 31, 2019) - Report and Invoices due on January 15, 2020

Q3 (January 01, 2020 - March 31, 2020) - Report and Invoices due on April 30, 2020

Q4 (April 01, 2020 - June 30, 2020) - Report and Invoices due on July 15, 2020

Q5 (July 01, 2020 - September 30, 2020) - Report and Invoices due on October 15, 2020

Q6 (October 01, 2020 - December 31, 2020) – Final Report and Invoices due on January 31, 2021

Invoices should include: *District Subaward Number, College/District Name, Project Title*, and the *Period for which reimbursement is being requested*. An authorized representative of the Subrecipient shall sign and certify on each invoice that the costs for which reimbursement is requested are the actual costs as recorded in the Subrecipient's records and as expended for the Work actually performed in accordance with the terms of this Subaward. Invoices should be emailed to the District's Authorized Representative for Business Matters as defined in Section 14 Authorized Representatives.

14. FINAL REPORT. The Subrecipient shall furnish the District with a Final Report, summarizing findings and activities under this Subaward. A form satisfactory to the District shall be used to submit the Final Report, and the report certification must be signed. The report shall be submitted to the District's Authorized Representative for Business Matters in accordance with the schedule indicated in Exhibit C.

All other terms of the Subaward Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the respective parties have executed this Amendment on the dates indicated below.

FOOTHILL - DE ANZA COMMUNITY COLLEGE DISTRICT

By: Susan Cheu
Susan Cheu (Jun 19, 2020 17:46 PDT)

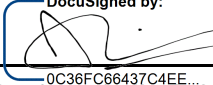
(Signature of Authorized Official of District)

Name: Susan Cheu

Title: Vice Chancellor, Business Services

Date: 06/19/2020

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: 
DocuSigned by:
0C36FC66437C4EE...

(Signature of Authorized Official of Subrecipient)

Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs.

Date: 5/19/2020

RECOMMENDED BY

By: Jory A. Hadsell
Jory A. Hadsell (Jun 5, 2020 16:34 PDT)

(Signature of Authorized Official of CVC-OEI)

Name: Jory Hadsell

Title: Executive Director

Date: 06/05/2020

Exhibits

C Reporting and Invoicing Responsibilities

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**
AMENDMENT to AGREEMENT

Amendment No: 01

THIS AMENDMENT to AGREEMENT dated August 27, 2018 between BPI Inspection Services and South Orange County Community College District for the Access Control Project, Phase 1 & 2 DSA Inspections Services.

The BPI Inspection Services and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT do mutually agree as follows:

1. Extend the existing contract term by 64 days and additional services of \$9,900.00.
Original Contract end date April 27, 2020. New end date of June 30, 2020
Original contract total: \$300,000.00
New contract total: \$309,900.00

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

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

BPI Inspection Services

**SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

DocuSigned by:

Signature of Authorized Representative

Print Name: Bob Payinda

Print Title: President

Date: 7/6/2020

Email & Phone:

DocuSigned by:

Signature of Authorized Representative

Print Name: Priya Jerome

Print Title: Exec. Director, Procurement, Central Svcs. &

Date: 7/6/2020

Email & Phone:

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: [SOCCCD: Purchase Orders and Checks]

ACTION: Ratification

BACKGROUND

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

STATUS

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

- 173 purchase orders \$5,000 and above amounting to \$49,610,758.21
- 351 purchase orders below \$5,000 amounting to \$467,175.52
- Combined total for all purchase orders is \$50,077,933.73

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

The District processed 981 checks in the amount of \$20,637,108.94 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

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



South Orange County Community College District

Purchase Order Ratification (Supplier)

June 25, 2020 through August 5, 2020

| PO # | Supplier | Location | Description | Amount |
|------------------|--|----------|---|--------------|
| P197803 | AAA Electric Motor Sales & Services, Inc. | IVC | Blanket PO for General HVAC Parts and Supplies FY 20/21 | 7,500.00 |
| P197819 | AAA Electric Motor Sales & Services, Inc. | IVC | Blanket PO for Contingency HVAC Parts and Supplies FY 20/21 | 6,000.00 |
| P197974 | Accrediting Commission for Community & Junior Colleges | SC | Annual Membership Dues FY 20/21 | 40,643.00 |
| P197950 | Adrenalin Sports Apparel | IVC | Blanket PO for Embroidery Services for Athletic Teams | 13,000.00 |
| P197116 | Airgas USA, LLC | SC | Blanket PO for CO2 for Swimming Pool | 10,000.00 |
| P197862 | Alameda County Schools Insurance Group | SOCCCD | Delta Dental Benefits FY 20/21 | 1,945,000.00 |
| P197860 | Alameda County Schools Insurance Group | SOCCCD | Vision Services Benefits FY 20/21 | 626,000.00 |
| P197861 | Alameda County Schools Insurance Group | SOCCCD | Delta Dental Estimate of Benefits FY 20/21 | 450,000.00 |
| P197859 | Alameda County Schools Insurance Group | SOCCCD | Vision Services FY 20/21 | 123,000.00 |
| P198116 | American Time | SC | Blanket PO for Clock Supplies FY 20/21 | 5,000.00 |
| P197920 | Apple Computer, Inc. | SC | MacBook Pro Laptops for Fine Arts | 97,786.33 |
| P197409 | ASL Lettering, LLC | SC | Football Jerseys and Pants | 48,547.55 |
| P197507 | ASL Lettering, LLC | SC | Football Shirts, Shorts, Socks, Hats, and Bags | 19,999.53 |
| P197791 | AT&T | SC | Blanket PO for Landline Telephone Service FY 20/21 | 150,000.00 |
| P198067 | AT&T | IVC | Blanket PO for Landline Telephone Service FY 20/21 | 35,000.00 |
| P198115 | Blue Violet Networks, LLC | IVC | Equipment and Materials for Access Control Project - SSC - CMAS Board Approved 02/24/18 | 579,526.33 |
| P197970 | Blue Violet Networks, LLC | IVC | Equipment and Materials for Access Control Project - A200 - CMAS Board Approved 02/24/18 | 369,607.42 |
| P197948 | Blue Violet Networks, LLC | IVC | Equipment and Materials for Access Control Project - B100 - CMAS Board Approved 02/24/18 | 209,212.92 |
| P197255 | Bravo Sign & Design Inc. | SC | Blanket PO for Campus Signage FY 20/21 | 12,000.00 |
| P197806 | BSN Sports LLC | IVC | Women's Soccer Jerseys | 10,456.66 |
| P197390 | BSN Sports LLC | IVC | Women's Basketball Uniforms and Shirts | 5,731.62 |
| P197699 | BSN Sports LLC | SC | Men's Water Polo Uniforms, Shorts and Shirts | 5,112.90 |
| P197115 | Butler Chemicals, Inc. | SC | Blanket PO for Supplies for Drain at Culinary Village FY 20/21 | 6,500.00 |
| P198000 | Cambridge University Press | SC | Venture Books for Adult Education | 15,283.58 |
| P198051 | CCLC/CCCAA | IVC | California Community College Athletic Association Annual Dues for Irvine Valley College | 7,250.00 |
| P197857 | CDW Government LLC | IVC | Chromebooks for IT - FCCC Board Approved 06/25/18 | 195,175.79 |
| P197959 | CDW Government LLC | SC | Scanners for IT - FCCC Board Approved 06/25/18 | 16,679.27 |
| P198055 | CDW Government LLC | SOCCCD | Laptops For District IT and District Services - FCCC Board Approved 06/25/18 | 10,591.82 |
| P197811 | Clark Security Products | IVC | Blanket PO for Lock and Door Supplies FY 20/21 | 6,500.00 |
| P197955 | Community College League of California | SOCCCD | Annual Membership Dues FY 20/21 | 38,842.00 |
| P197794 | Constellation NewEnergy - Gas Division, LLC | SC | Blanket PO for Natural Gas Supply FY 20/21 | 350,000.00 |
| P197588 | County of Orange | SC | Safety & Security Communication Cost Allocation FY 20/21 | 6,009.00 |
| P197551 | County of Orange Auditor-Controller | SC | Blanket PO for Surcharge on Parking Citations FY 20/21 | 85,000.00 |
| P197842 | County of Orange Auditor-Controller | IVC | Blanket PO for Surcharge on Parking Citations FY 20/21 | 42,000.00 |
| P197648 | County of Orange Auditor-Controller | IVC | Blanket PO for Communication Charges for 800 MHz Charges for Police Department FY 20/21 | 15,000.00 |
| P197805 | County of Orange Auditor-Controller | IVC | California Law Enforcement Telecommunications System OCATS Telephone Services FY 20/21 | 15,000.00 |
| P197548 | County of Orange Auditor-Controller | SC | California Law Enforcement Telecommunications System OCATS Telephone Services FY 20/21 | 13,375.00 |
| P198102 | Dell Marketing | SC | Imaging Server - NASPO/WSCA Board Approved 07/20/20 | 8,182.80 |
| P197807 | Department of Justice | IVC | Blanket PO for Livescan and Fingerprinting Fees FY 20/21 | 80,000.00 |
| P198052 | Diversified Business Services | IVC | Power Bankphone Chargers for Outreach Service Area | 11,566.32 |
| P197942 | Diversified Business Services | IVC | Medical Supplies for Health & Wellness Center and Outreach | 9,428.13 |
| P197774 | DS Waters of America, Inc. | SC | Blanket PO for Bottled Water Service FY 20/21 | 30,900.00 |
| P197114 | Eberhard Equipment | SC | Blanket PO for Offsite Equipment Repairs FY 20/21 | 9,000.00 |
| P197855 | Educause | SOCCCD | Annual Membership Dues FY 20/21 | 8,307.00 |
| P197696 | Errea Sport USA Inc. | IVC | Men's Soccer/Badminton Shorts, Pants, Shirts, and Socks | 9,453.89 |
| P197949 | Errea Sport USA Inc. | IVC | Men's Soccer/Badminton Jackets and Bags | 5,159.02 |
| P198093 | Europrint, Inc. | IVC | Outreach Marketing Materials | 8,875.37 |
| P197254 | Ewing Irrigation Products | SC | Blanket PO for Irrigation Supplies FY 20/21 | 20,000.00 |
| P197910 | Federal Express | SOCCCD | Blanket PO for all District-wide Federal Express Charges FY 20/21 | 20,000.00 |
| P198103 | FHEG Saddleback College Bookstore | SC | Summer 2020 Bookstore Rental Fees for Promise Students Cohort 2 | 6,336.88 |
| P197813 | Fisher Scientific Company, LLC | SC | Medical Lab Technician Supplies | 6,027.58 |
| P197964 | Fisher Scientific Company, LLC | SC | Instructional Supplies for Biology and Microbiology Labs | 5,000.00 |
| P197799 | Folsom Lake Ford | IVC | (2) 2021 Campus Police Department Hybrid Interceptor SUVs | 77,061.03 |
| P197113 | Freeway Auto Supply | SC | Blanket PO for Transportation Parts FY 20/21 | 7,000.00 |
| P197550 | Galls LLC | SC | Blanket PO for Uniforms and Supplies for the Police Department | 8,000.00 |
| P197814 | Galls, LLC | IVC | Blanket PO for Uniforms and Supplies for Irvine Valley College Police Department | 6,000.00 |
| P197883 | Global Equipment Company, Inc. | SOCCCD | Disinfectant Wipes for District-wide Use | 28,542.08 |
| P197895 | Global Equipment Company, Inc. | SOCCCD | Face Masks for District-wide Use | 8,321.99 |
| P198022 | GST | SC | Document Cameras for Faculty - LACCD Board Resolution 18-28 | 19,858.33 |
| P197947 | Hardy Diagnostics | IVC | Blanket PO for Supplies for Life Sciences Lab Classes FY 20/21 | 5,000.00 |
| P197808 | Home Depot East Irvine Store #8525 | IVC | Blanket PO for Maintenance Supplies FY 20/21 | 8,500.00 |
| P197111 | Home Depot Mission Viejo Store #614 | SC | Blanket PO for Maintenance/Grounds/Custodial Supplies FY 20/21 | 30,000.00 |
| P197253 | Horizon | SC | Blanket PO for Grounds Supplies FY 20/21 | 5,000.00 |
| P197252 | Intermountain Lock and Security Supply | SC | Blanket PO for Locksmith Supplies FY 20/21 | 5,000.00 |
| P197258 | Irvine Pipe & Supply | SC | Blanket PO for Plumbing Supplies FY 20/21 | 7,000.00 |
| P197809 | Irvine Pipe & Supply | IVC | Blanket PO for Plumbing Supplies FY 20/21 | 5,000.00 |
| P198064 | Irvine Ranch Water District | IVC | Blanket PO for Water Service FY 20/21 | 135,000.00 |
| P197082 | Jacobsen | SC | Blanket PO for Offsite Repairs of Mowers & Carts for Transportation FY 20/21 | 6,300.00 |
| P197257 | Jacobsen | SC | Blanket PO for Mower & Cart Supplies for Transportation FY 20/21 | 5,000.00 |
| P197810 | Johnstone Supply | IVC | Blanket PO for HVAC Parts and Supplies from HVAC Cost Center 42142 FY 20/21 | 15,000.00 |
| P197817 | Johnstone Supply | IVC | Blanket PO for HVAC Parts and Supplies from Maintenance Contingency Cost Center 42160 FY 20/21 | 15,000.00 |
| P197251 | Johnstone Supply | SC | Blanket PO for HVAC Maintenance Supplies FY 20/21 | 10,500.00 |
| P198013 | Johnstone Supply | IVC | HVAC Parts Order for Building Maintenance and Repairs | 9,426.71 |
| P197824 | Keenan & Associates | SOCCCD | Cyber Liability Premium FY 20/21 | 15,055.00 |
| P198092 | Keenan & Associates | SOCCCD | Property & Liability Claim Administration Fee FY 20/21 | 6,430.16 |
| P197621 | Keenan & Associates | SOCCCD | Media Liability Premium FY 20/21 | 5,452.00 |
| P197728 | Kelly Paper | SC | Blanket PO for Printing and Paper Supplies FY 20/21 | 5,000.00 |
| P197140 | Knorr Systems, Inc. | SC | Blanket PO for Pool Supplies FY 20/21 | 80,000.00 |
| P198010 | Main Graphics | IVC | Blanket PO for Business Cards FY 20/21 | 5,000.00 |
| SN008525/JAG1785 | Management Applications, Inc. | SOCCCD | Work Order for IT Consulting Services for SIS and Infrastructure Security - Board Approved 06/24/20 | 561,500.00 |
| P197972 | McKesson Medical-Surgical, Government Solutions, LLC. | SC | Blanket PO for Medical Supplies for Student Health Center FY 20/21 | 25,000.00 |
| P197973 | McKesson Medical-Surgical, Government Solutions, LLC. | SC | Blanket PO for Medical Supplies for Child Development Center FY 20/21 | 5,000.00 |
| P198080 | McKesson Medical-Surgical, Government Solutions, LLC. | IVC | Blanket PO for Medical supplies for Health & Wellness Center FY 20/21 | 5,000.00 |
| P197956 | Medco Supply Company | IVC | Supplies for Athletic Training | 8,714.62 |
| P197843 | Medline Industries, Inc. | IVC | Medical Equipment for the Health & Wellness Center | 15,720.56 |
| P198089 | Medline Industries, Inc. | IVC | Blanket PO for Medical Supplies for Health & Wellness Center FY 20/21 | 5,000.00 |
| P197864 | MetLife Legal Plans, Inc. | SOCCCD | Blanket PO for MetLife Legal Benefits FY 20/21 | 115,000.00 |
| P197674 | Motorola Solutions, Inc. | IVC | 800MHz Radio for New Ford Police Interceptor SUV | 5,157.25 |
| P197793 | Moulton-Niguel Water District | SC | Blanket PO for Water Service FY 20/21 | 175,000.00 |
| P197953 | MPS | IVC | Physics Lab Equipment for Online Lab Environment | 43,638.75 |
| P198053 | NCS Pearson, Inc. | SC | CareerView Books for Adult Education | 5,617.43 |
| SN008435/JAG1744 | Neudesic, LLC | SOCCCD | Work Order for IT Consulting Services for Student Information System - Board Approved 11/18/19 | 1,670,540.00 |
| P197688 | Orange Empire Conference | IVC | Annual Membership Dues for Athletic Department FY 20/21 | 7,000.00 |
| P197727 | Orange Empire Conference | SC | Annual Membership Dues for Athletic Department FY 20/21 | 7,000.00 |
| P197112 | O'Reilly Auto Parts | SC | Blanket PO for Auto Parts and Auto Supplies FY 20/21 | 5,500.00 |
| P197072 | Pacwest Air Filter, LLC | SC | Blanket PO for HVAC Supplies FY 20/21 | 5,500.00 |
| P197853 | Paradigm, Inc. | SC | Blanket PO for Diploma, Certificate and Award Printing and Mailings FY 20/21 | 47,000.00 |
| SN008526/JAG1846 | Penn Corporate Relocation Services | SC | Task Order for Relocation Services for Student Services Center Building - Board Approved 06/24/19 | 8,301.45 |
| P197994 | Pharmedix | IVC | Blanket PO for Medications for Health & Wellness Center FY 20/21 | 5,000.00 |
| P198079 | Pharmedix | IVC | Blanket PO for Health Supplies for Health & Wellness Center FY 20/21 | 5,000.00 |
| P197701 | PIPS c/o Keenan & Associates | SOCCCD | Annual Contribution for Protected Insurance Program for Schools FY 20/21 | 1,989,726.00 |
| P197944 | PJ Printers | SC | Wall Literary Journal 2020 Edition for Liberal Arts Division | 6,801.79 |
| P197943 | Pocket Nurse Enterprises, Inc. | SC | Nursing Kits for Nursing Program | 9,488.35 |
| P198028 | Postmaster Attn: Bulk Mail | SC | Postage for Adult Education Fall Postcard Mailing | 6,800.00 |
| P197821 | Powertron Battery Company | IVC | Blanket PO for Battery Supplies FY 20/21 | 7,500.00 |
| P197903 | Quest Diagnostics | SC | Blanket PO for Medical Supplies for Student Health Center FY 20/21 | 6,500.00 |



South Orange County Community College District

Purchase Order Ratification (Supplier)

June 25, 2020 through August 5, 2020

| PO # | Supplier | Location | Description | Amount |
|------------------|---|----------|---|---------------|
| P197828 | Questyme USA | SC | Supplies and Equipment for IDF Refresh Project | 10,086.00 |
| P197142 | RDO Water, LLC | SC | Blanket PO Grounds Supplies | 10,000.00 |
| P197865 | Reliance Standard Life Insurance Company | SOCCCD | Blanket PO for Life Insurance Benefits FY 20/21 | 485,000.00 |
| P197866 | Reliance Standard Life Insurance Company | SOCCCD | Blanket PO for Long-Term Disability Benefits FY 20/21 | 175,000.00 |
| P197825 | Repro Xpress | SOCCCD | Blanket PO for Blueprint Scanning FY 20/21 | 10,000.00 |
| P197827 | Repro Xpress | SOCCCD | Blanket PO for Printing Plans for SC Gateway Building FY 20/21 | 10,000.00 |
| P197850 | Ricoh USA, Inc. | SC | Blanket PO for Leases and Maintenance for (12) Walk-up Copiers FY 20/21 | 33,000.00 |
| P197849 | Ricoh USA, Inc. | SC | Blanket PO for Bookletmaker and Micropress Server Service FY 20/21 | 23,900.00 |
| P197412 | RossCo Promotions | SC | ASB Stamp Booklets and Banners | 13,000.00 |
| P197792 | San Diego Gas & Electric | SC | Blanket PO for Electricity Service FY 20/21 | 1,466,700.00 |
| P197141 | SC Fuels | SC | Blanket PO for Unleaded Gasoline & Diesel Fuel for Transportation FY 20/21 | 60,000.00 |
| P197829 | Schools First Federal Credit Union | SOCCCD | Blanket PO for Sabbatical Leave Bonds FY 20/21 | 9,350.00 |
| P197979 | Sehi Computer Products | SC | Laptops and Monitors for students and Faculty - NASPO Board Resolution 18-07 | 503,452.48 |
| P197922 | Sehi Computer Products | SC | Chromebooks for students - NASPO Board Resolution 18-07 | 56,027.00 |
| P197963 | Sehi Computer Products | SC | Chromebooks for students - NASPO Board Resolution 18-07 | 28,013.50 |
| P198036 | Sehi Computer Products | SC | Fiat Panels and Mounting Hardware for Synchronous Webcasting - NASPO Board Resolution 18-07 | 13,736.30 |
| P197858 | Sisc III Health Benefits Accounts Receivable | SOCCCD | Blanket PO for SISC Benefits for FY 20/21 | 23,400,000.00 |
| P197863 | Sisc III Health Benefits Accounts Receivable | SOCCCD | Blanket PO for Blue Shield (Retiree) Benefits FY 20/21 | 6,000,000.00 |
| P197730 | Smart Levels Mailing & Printing Inc. | SC | Blanket Purchase Order for Contract Printing for Copy Center | 15,000.00 |
| P197937 | Soliro LLC | SOCCCD | Backpack Sprayer for FMO | 12,001.57 |
| P198091 | South Orange County Community College District Workers Compensation | SOCCCD | Blanket PO for Reimbursement to Workers' Compensation Trust Account FY 20/21 | 80,000.00 |
| P198063 | Southern California Edison Company | IVC | Blanket PO for Electricity Service FY 20/21 | 837,000.00 |
| P198050 | Southern California Edison Company | IVC | Blanket PO for Electricity Service for ATEP FY 20/21 | 41,250.00 |
| P197560 | Southern California Edison Company | SOCCCD | Blanket PO for Electricity Service for 1624½ Valencia (ATEP) Exterior Lighting FY 20/21 | 15,000.00 |
| P197795 | Southern California Gas Company | SC | Blanket PO for Natural Gas Transportation Service FY 20/21 | 225,000.00 |
| P198066 | Southern California Gas Company | IVC | Blanket PO for Natural Gas Service FY 20/21 | 48,000.00 |
| SN008458/JAG1748 | Southland Technology, Inc. | IVC | Task Order for AV Integration/Implementation Services - AV Upgrade Phase 3 - Board Approved 06/24/19 | 1,613,152.50 |
| P197885 | Southland Technology, Inc. | IVC | Laptops for students and Faculty - Board Approved 06/24/19 | 303,305.63 |
| SN008457/JAG1789 | Southland Technology, Inc. | SC | Task Order for AV Integration/Implementation Services - AV Upgrade Phase 4 - Board Approved 06/24/19 | 198,067.18 |
| P197854 | Southland Technology, Inc. | SC | Classroom Webcasting Equipment for Remote Learning - Board Approved 06/24/19 | 123,056.97 |
| P198009 | Southland Technology, Inc. | IVC | Monitors for SSC Building - Board Approved 06/24/19 | 13,078.90 |
| SN008459/JAG1832 | Speridian Technologies LLC | SOCCCD | Work Order for IT Consulting Services for Software and Development - Board Approved 11/18/19 | 583,100.00 |
| P197607 | Student Insurance | SOCCCD | Student and Athletic Insurance FY 20/21 | 193,368.00 |
| P197704 | SWACC c/o Keenan & Assoc. Attn: Setech | SOCCCD | Statewide Association of Community Colleges (SWACC) Memorandum of Coverage FY 20/21 | 1,152,664.00 |
| P197904 | Sysco Riverside, Inc. | SC | Blanket PO for Student Health and Wellness Center students FY 20/21 | 25,000.00 |
| P197971 | Sysco Riverside, Inc. | SC | Blanket PO for Food and Supplies for Child Development Center FY 20/21 | 5,000.00 |
| P197779 | Systems Source, Inc. | SOCCCD | Modular Furniture for Alameda Offices | 41,335.56 |
| P197778 | Systems Source, Inc. | SOCCCD | Delivery and Installation of Modular Furniture for Alameda Offices | 8,394.80 |
| SN008452/JAG1568 | The Solis Group | IVC | Task Order for Labor Compliance Services - B100 Exterior Improvement Project - Board Approved 03/25/19 | 8,580.00 |
| SN008490/JAG1810 | The Solis Group | SOCCCD | Task Order for Labor Compliance Services - AV Integration/Integration at IVC & SC - Board Approved 03/25/19 | 7,692.00 |
| SN008405/JAG1567 | The Solis Group | IVC | Task Order for Labor Compliance Services - Roofing for PAC & A200 Building - Board Approved 03/25/19 | 5,720.00 |
| SN008534/JAG1537 | Teleperformance Rapid Text | IVC | Task Order for Captioning Services for College-Wide Departments (Non-DSPS) - Board Approved 9/23/19 | 100,000.00 |
| P197549 | Traffic Management, Inc. | SC | Blanket PO for Safety & Security Parking Signs FY 20/21 | 8,000.00 |
| P197820 | Trane Supply | IVC | Blanket PO for HVAC Parts and Supplies FY 20/21 | 8,000.00 |
| P197144 | Tuttle-Click Ford | SC | Blanket PO for Transportation Parts FY 20/21 | 5,000.00 |
| P197822 | Uline, Inc. | IVC | Blanket PO for Supplies for IVC Performing Arts Center FY 20/21 | 5,000.00 |
| P197998 | United Fabricare Supply, Inc. | SC | Blanket PO for Laundry Detergent Supplies for Athletics Department FY 20/21 | 5,468.31 |
| P198114 | United Medco, Inc. | IVC | Hand Sanitizer and Dispensers for FMO | 27,463.40 |
| P198044 | United Medco, Inc. | SC | Hand Sanitizer and Dispensers for FMO | 24,004.63 |
| P197847 | Unum Life Insurance Company | SOCCCD | Blanket PO for Long-Term Care Benefits FY 20/21 | 90,000.00 |
| P198011 | Verizon Wireless | IVC | Blanket PO for Verizon Mobile Hot Spot Service for Equity FY 20/21 | 36,490.00 |
| P198012 | Verizon Wireless | IVC | Blanket PO for Verizon Mobile Hot Spot Service and 2 Phones for IT FY 20/21 | 5,588.00 |
| P197145 | Village Nurseries LP | SC | Blanket PO for Ground Plant Supplies FY 20/21 | 10,000.00 |
| P197110 | Vista Paint | SC | Blanket PO for Paint FY 20/21 | 5,000.00 |
| P197957 | W. W. Grainger, Inc. | SC | Equipment and Supplies for FMO | 12,078.71 |
| P197985 | Wells Fargo #4772 | SOCCCD | Blanket PO for Student Registration Credit Card Processing Fees FY 20/21 | 18,000.00 |
| P197146 | Willy's Auto Upholstery | SC | Blanket PO for Offsite Repair of Vehicle Seats FY 20/21 | 8,000.00 |
| P197492 | Wondries Fleet Group | IVC | 2020 Ford Transit Wagon XL 350 for Transportation | 38,299.72 |
| P198003 | Workday, Inc. | SOCCCD | Blanket PO for On Demand Education FY 20/21 | 10,000.00 |
| P197946 | Wright Express FSC | SOCCCD | Blanket PO for Shell Gasoline Purchase by Various departments for FY 20/21 | 36,000.00 |
| P197945 | Wright Express FSC | SOCCCD | Blanket PO for Chevron Gasoline Purchases by Various Departments FY 20/21 | 8,300.00 |
| P197775 | Xerox Corporation | SC | Blanket PO for (7) Walk-up Copiers and (2) Internal Servers FY 20/21 | 72,000.00 |
| P197616 | Xerox Corporation | SC | Blanket PO for Student Print Solution FY 20/21 - Board Approved 06/26/17 | 56,000.00 |
| P197722 | Xerox Corporation | SOCCCD | Blanket PO for Chancellor's Office Copiers FY 20/21 - Board Approved 06/26/17 | 15,000.00 |
| P197836 | Xerox Corporation | SOCCCD | Blanket PO for HR Office Copiers FY 20/21 - Board Approved 06/26/17 | 10,190.64 |
| P197938 | Xerox Corporation | SC | Blanket PO for Copiers for Adult Education at Silverado High School - Board Approved 06/26/17 | 7,821.20 |
| P197776 | Xerox Corporation | SC | Blanket PO for FMO Copiers - Board Approved 06/26/17 | 5,000.00 |

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|---------------------------------------|---------------|
| 173 Purchase Orders \$5,000 and Above | 49,610,758.21 |
| 351 Purchase Orders Under \$5,000 | 467,175.52 |
| Total Purchase Orders | 50,077,933.73 |



South Orange County Community College District

Purchase Order Ratification (Amount)

June 25, 2020 through August 5, 2020

| PO # | Supplier | Location | Description | Amount |
|------------------|---|----------|--|---------------|
| P197858 | Sisc III Health Benefits Accounts Receivable | SOCCCD | Blanket PO for SISC Benefits for FY 20/21 | 23,400,000.00 |
| P197863 | Sisc III Health Benefits Accounts Receivable | SOCCCD | Blanket PO for Blue Shield (Retiree) Benefits FY 20/21 | 6,000,000.00 |
| P197701 | PIPS c/o Keenan & Associates | SOCCCD | Annual Contribution for Protected Insurance Program for Schools FY 20/21 | 1,989,726.00 |
| P197862 | Alameda County Schools Insurance Group | SOCCCD | Delta Dental Benefits FY 20/21 | 1,945,000.00 |
| SN008435/JAG1744 | Neudesic, LLC | SOCCCD | Work Order for IT Consulting Services for Student Information System - Board Approved 11/18/19 | 1,670,540.00 |
| SN008458/JAG1748 | Southland Technology, Inc. | IVC | Task Order for AV Integration/Implementation Services - AV Upgrade Phase 3 - Board Approved 06/24/19 | 1,613,152.50 |
| P197792 | San Diego Gas & Electric | SC | Blanket PO for Electricity Service FY 20/21 | 1,466,700.00 |
| P197704 | SWACC c/o Keenan & Assoc. Attn: Setech | SOCCCD | Statewide Association of Community Colleges (SWACC) Memorandum of Coverage FY 20/21 | 1,152,664.00 |
| P198063 | Southern California Edison Company | IVC | Blanket PO for Electricity Service FY 20/21 | 837,000.00 |
| P197860 | Alameda County Schools Insurance Group | SOCCCD | Vision Services Benefits FY 20/21 | 626,000.00 |
| SN008459/JAG1832 | Speridian Technologies LLC | SOCCCD | Work Order for IT Consulting Services for Software and Development - Board Approved 11/18/19 | 583,100.00 |
| P198115 | Blue Violet Networks, LLC | IVC | Equipment and Materials for Access Control Project - SSC - CMAS Board Approved 02/24/18 | 579,526.33 |
| SN008525/JAG1785 | Management Applications, Inc. | SOCCCD | Work Order for IT Consulting Services for SIS and Infrastructure Security - Board Approved 06/24/20 | 561,500.00 |
| P197979 | Sehi Computer Products | SC | Laptops and Monitors for students and Faculty - NASPO Board Resolution 18-07 | 503,452.48 |
| P197865 | Reliance Standard Life Insurance Company | SOCCCD | Blanket PO for Life Insurance Benefits FY 20/21 | 485,000.00 |
| P197861 | Alameda County Schools Insurance Group | SOCCCD | Delta Dental Estimate of Benefits FY 20/21 | 450,000.00 |
| P197970 | Blue Violet Networks, LLC | IVC | Equipment and Materials for Access Control Project - A200 - CMAS Board Approved 02/24/18 | 369,607.42 |
| P197794 | Constellation NewEnergy - Gas Division, LLC | SC | Blanket PO for Natural Gas Supply FY 20/21 | 350,000.00 |
| P197885 | Southland Technology, Inc. | IVC | Laptops for students and Faculty - Board Approved 06/24/19 | 303,305.63 |
| P197795 | Southern California Gas Company | SC | Blanket PO for Natural Gas Transportation Service FY 20/21 | 225,000.00 |
| P197948 | Blue Violet Networks, LLC | IVC | Equipment and Materials for Access Control Project - B100 - CMAS Board Approved 02/24/18 | 209,212.92 |
| SN008457/JAG1789 | Southland Technology, Inc. | SC | Task Order for AV Integration/Implementation Services - AV Upgrade Phase 4 - Board Approved 06/24/19 | 198,067.18 |
| P197857 | CDW Government LLC | IVC | Chromebooks for IT - FCCC Board Approved 06/25/18 | 195,175.79 |
| P197607 | Student Insurance | SOCCCD | Student and Athletic Insurance FY 20/21 | 193,368.00 |
| P197793 | Moulton-Niguel Water District | SC | Blanket PO for Water Service FY 20/21 | 175,000.00 |
| P197866 | Reliance Standard Life Insurance Company | SOCCCD | Blanket PO for Long-Term Disability Benefits FY 20/21 | 175,000.00 |
| P197791 | AT&T | SC | Blanket PO for Landline Telephone Service FY 20/21 | 150,000.00 |
| P198064 | Irvine Ranch Water District | IVC | Blanket PO for Water Service FY 20/21 | 135,000.00 |
| P197854 | Southland Technology, Inc. | SC | Classroom Webcasting Equipment for Remote Learning - Board Approved 06/24/19 | 123,056.97 |
| P197859 | Alameda County Schools Insurance Group | SOCCCD | Vision Services FY 20/21 | 123,000.00 |
| P197864 | MetLife Legal Plans, Inc. | SOCCCD | Blanket PO for MetLife Legal Benefits FY 20/21 | 115,000.00 |
| SN008534/JAG1537 | Teleperformance Rapid Text | IVC | Task Order for Captioning Services for College-Wide Departments (Non-DSPS) - Board Approved 9/23/19 | 100,000.00 |
| P197920 | Apple Computer, Inc. | SC | MacBook Pro Laptops for Fine Arts | 97,786.33 |
| P197847 | Unum Life Insurance Company | SOCCCD | Blanket PO for Long-Term Care Benefits FY 20/21 | 90,000.00 |
| P197551 | County of Orange Auditor-Controller | SC | Blanket PO for Surcharge on Parking Citations FY 20/21 | 85,000.00 |
| P197807 | Department of Justice | IVC | Blanket PO for Livescan and Fingerprinting Fees FY 20/21 | 80,000.00 |
| P197140 | Knorr Systems, Inc. | SC | Blanket PO for Pool Supplies FY 20/21 | 80,000.00 |
| P198091 | South Orange County Community College District Workers Compensation | SOCCCD | Blanket PO for Reimbursement to Workers' Compensation Trust Account FY 20/21 | 80,000.00 |
| P197799 | Folsom Lake Ford | IVC | (2) 2021 Campus Police Department Hybrid Interceptor SUVs | 77,061.03 |
| P197775 | Xerox Corporation | SC | Blanket PO for (7) Walk-up Copiers and (2) Internal Servers FY 20/21 | 72,000.00 |
| P197141 | SC Fuels | SC | Blanket PO for Unleaded Gasoline & Diesel Fuel for Transportation FY 20/21 | 60,000.00 |
| P197922 | Sehi Computer Products | SC | Chromebooks for students - NASPO Board Resolution 18-07 | 56,027.00 |
| P197616 | Xerox Corporation | SC | Blanket PO for Student Print Solution FY 20/21 - Board Approved 06/26/17 | 56,000.00 |
| P197409 | ASL Lettering, LLC | SC | Football Jerseys and Pants | 48,547.55 |
| P198066 | Southern California Gas Company | IVC | Blanket PO for Natural Gas Service FY 20/21 | 48,000.00 |
| P197853 | Paradigm, Inc. | SC | Blanket PO for Diploma, Certificate and Award Printing and Mailings FY 20/21 | 47,000.00 |
| P197953 | MPS | IVC | Physics Lab Equipment for Online Lab Environment | 43,638.75 |
| P197842 | County of Orange Auditor-Controller | IVC | Blanket PO for Surcharge on Parking Citations FY 20/21 | 42,000.00 |
| P197779 | Systems Source, Inc. | SOCCCD | Modular Furniture for Alameda Offices | 41,335.56 |
| P198050 | Southern California Edison Company | IVC | Blanket PO for Electricity Service for ATEP FY 20/21 | 41,250.00 |
| P197974 | Accrediting Commission for Community & Junior Colleges | SC | Annual Membership Dues FY 20/21 | 40,643.00 |
| P197955 | Community College League of California | SOCCCD | Annual Membership Dues FY 20/21 | 38,842.00 |
| P197492 | Wondries Fleet Group | IVC | 2020 Ford Transit Wagon XL 350 for Transportation | 38,299.72 |
| P198011 | Verizon Wireless | IVC | Blanket PO for Verizon Mobile Hot Spot Service for Equity FY 20/21 | 36,490.00 |
| P197946 | Wright Express FSC | SOCCCD | Blanket PO for Shell Gasoline Purchase by Various departments for FY 20/21 | 36,000.00 |
| P198067 | AT&T | IVC | Blanket PO for Landline Telephone Service FY 20/21 | 35,000.00 |
| P197850 | Ricoh USA, Inc. | SC | Blanket PO for Leases and Maintenance for (12) Walk-up Copiers FY 20/21 | 33,000.00 |
| P197774 | DS Waters of America, Inc. | SC | Blanket PO for Bottled Water Service FY 20/21 | 30,900.00 |
| P197111 | Home Depot Mission Viejo Store #614 | SC | Blanket PO for Maintenance/Grounds/Custodial Supplies FY 20/21 | 30,000.00 |
| P197883 | Global Equipment Company, Inc. | SOCCCD | Disinfectant Wipes for District-wide Use | 28,542.08 |
| P197963 | Sehi Computer Products | SC | Chromebooks for students - NASPO Board Resolution 18-07 | 28,013.50 |
| P198114 | United Medco, Inc. | IVC | Hand Sanitizer and Dispensers for FMO | 27,463.40 |
| P197972 | McKesson Medical-Surgical, Government Solutions, LLC. | SC | Blanket PO for Medical Supplies for Student Health Center FY 20/21 | 25,000.00 |
| P197904 | Sysco Riverside, Inc. | SC | Blanket PO for Student Health and Wellness Center students FY 20/21 | 25,000.00 |
| P198044 | United Medco, Inc. | SC | Hand Sanitizer and Dispensers for FMO | 24,004.63 |
| P197849 | Ricoh USA, Inc. | SC | Blanket PO for Bookletmaker and Micropress Server Service FY 20/21 | 23,900.00 |
| P197254 | Ewing Irrigation Products | SC | Blanket PO for Irrigation Supplies FY 20/21 | 20,000.00 |
| P197910 | Federal Express | SOCCCD | Blanket PO for all District-wide Federal Express Charges FY 20/21 | 20,000.00 |
| P197507 | ASL Lettering, LLC | SC | Football Shirts, Shorts, Socks, Hats, and Bags | 19,999.53 |
| P198022 | GST | SC | Document Cameras for Faculty - LACCD Board Resolution 18-28 | 19,858.33 |
| P197985 | Wells Fargo #4772 | SOCCCD | Blanket PO for Student Registration Credit Card Processing Fees FY 20/21 | 18,000.00 |
| P197959 | CDW Government LLC | SC | Scanners for IT - FCCC Board Approved 06/25/18 | 16,679.27 |
| P197843 | Medline Industries, Inc. | IVC | Medical Equipment for the Health & Wellness Center | 15,720.56 |
| P198000 | Cambridge University Press | SC | Venture Books for Adult Education | 15,283.58 |
| P197824 | Keenan & Associates | SOCCCD | Cyber Liability Premium FY 20/21 | 15,055.00 |
| P197648 | County of Orange Auditor-Controller | IVC | Blanket PO for Communication Charges for 800 MHz Charges for Police Department FY 20/21 | 15,000.00 |
| P197805 | County of Orange Auditor-Controller | IVC | California Law Enforcement Telecommunications System OCATS Telephone Services FY 20/21 | 15,000.00 |
| P197810 | Johnstone Supply | IVC | Blanket PO for HVAC Parts and Supplies from HVAC Cost Center 42142 FY 20/21 | 15,000.00 |
| P197817 | Johnstone Supply | IVC | Blanket PO for HVAC Parts and Supplies from Maintenance Contingency Cost Center 42160 FY 20/21 | 15,000.00 |
| P197730 | Smart Levels Mailing & Printing Inc. | SC | Blanket Purchase Order for Contract Printing for Copy Center | 15,000.00 |
| P197560 | Southern California Edison Company | SOCCCD | Blanket PO for Electricity Service for 1624½ Valencia (ATEP) Exterior Lighting FY 20/21 | 15,000.00 |
| P197722 | Xerox Corporation | SOCCCD | Blanket PO for Chancellor's Office Copiers FY 20/21 - Board Approved 06/26/17 | 15,000.00 |
| P198036 | Sehi Computer Products | SC | Flat Panels and Mounting Hardware for Synchronous Webcasting - NASPO Board Resolution 18-07 | 13,736.30 |
| P197548 | County of Orange Auditor-Controller | SC | California Law Enforcement Telecommunications System OCATS Telephone Services FY 20/21 | 13,375.00 |
| P198009 | Southland Technology, Inc. | IVC | Monitors for SSC Building - Board Approved 06/24/19 | 13,078.90 |
| P197950 | Adrenalin Sports Apparel | IVC | Blanket PO for Embroidery Services for Athletic Teams | 13,000.00 |
| P197412 | RossCo Promotions | SC | ASB Stamp Booklets and Banners | 13,000.00 |
| P197957 | W. W. Grainger, Inc. | SC | Equipment and Supplies for FMO | 12,078.71 |
| P197937 | Soliro LLC | SOCCCD | Backpack Sprayer for FMO | 12,001.57 |
| P197255 | Bravo Sign & Design Inc. | SC | Blanket PO for Campus Signage FY 20/21 | 12,000.00 |
| P198052 | Diversified Business Services | IVC | Power Bankphone Chargers for Outreach Service Area | 11,566.32 |
| P198055 | CDW Government LLC | SOCCCD | Laptops For District IT and District Services - FCCC Board Approved 06/25/18 | 10,591.82 |
| P197251 | Johnstone Supply | SC | Blanket PO for HVAC Maintenance Supplies FY 20/21 | 10,500.00 |
| P197806 | BSN Sports LLC | IVC | Women's Soccer Jerseys | 10,456.66 |
| P197836 | Xerox Corporation | SOCCCD | Blanket PO for HR Office Copiers FY 20/21 - Board Approved 06/26/17 | 10,190.64 |
| P197828 | Questyme USA | SC | Supplies and Equipment for IDF Refresh Project | 10,086.00 |
| P197116 | Airgas USA, LLC | SC | Blanket PO for C02 for Swimming Pool | 10,000.00 |
| P197142 | RDO Water, LLC | SC | Blanket PO Grounds Supplies | 10,000.00 |
| P197825 | Repro Xpress | SOCCCD | Blanket PO for Blueprint Scanning FY 20/21 | 10,000.00 |
| P197827 | Repro Xpress | SOCCCD | Blanket PO for Printing Plans for SC Gateway Building FY 20/21 | 10,000.00 |
| P197145 | Village Nurseries LP | SC | Blanket PO for Ground Plant Supplies FY 20/21 | 10,000.00 |
| P198003 | Workday, Inc. | SOCCCD | Blanket PO for On Demand Education FY 20/21 | 10,000.00 |
| P197943 | Pocket Nurse Enterprises, Inc. | SC | Nursing Kits for Nursing Program | 9,488.35 |
| P197696 | Errea Sport USA Inc. | IVC | Men's Soccer/Badminton Shorts, Pants, Shirts, and Socks | 9,453.89 |
| P197942 | Diversified Business Services | IVC | Medical Supplies for Health & Wellness Center and Outreach | 9,428.13 |
| P198013 | Johnstone Supply | IVC | HVAC Parts Order for Building Maintenance and Repairs | 9,426.71 |



South Orange County Community College District

Purchase Order Ratification (Amount)

June 25, 2020 through August 5, 2020

| PO # | Supplier | Location | Description | Amount |
|------------------|---|----------|---|----------|
| P197829 | Schools First Federal Credit Union | SOCCCD | Blanket PO for Sabbatical Leave Bonds FY 20/21 | 9,350.00 |
| P197114 | Eberhard Equipment | SC | Blanket PO for Offsite Equipment Repairs FY 20/21 | 9,000.00 |
| P198093 | Europrint, Inc. | IVC | Outreach Marketing Materials | 8,875.37 |
| P197956 | Medco Supply Company | IVC | Supplies for Athletic Training | 8,714.62 |
| SN008452/JAG1568 | The Solis Group | IVC | Task Order for Labor Compliance Services - B100 Exterior Improvement Project - Board Approved 03/25/19 | 8,580.00 |
| P197808 | Home Depot East Irvine Store #8525 | IVC | Blanket PO for Maintenance Supplies FY 20/21 | 8,500.00 |
| P197778 | Systems Source, Inc. | SOCCCD | Delivery and Installation of Modular Furniture for Alameda Offices | 8,394.80 |
| P197895 | Global Equipment Company, Inc. | SOCCCD | Face Masks for District-wide Use | 8,321.99 |
| P197855 | Educause | SOCCCD | Annual Membership Dues FY 20/21 | 8,307.00 |
| SN008526/JAG1846 | Penn Corporate Relocation Services | SC | Task Order for Relocation Services for Student Services Center Building - Board Approved 06/24/19 | 8,301.45 |
| P197945 | Wright Express FSC | SOCCCD | Blanket PO for Chevron Gasoline Purchases by Various Departments FY 20/21 | 8,300.00 |
| P198102 | Dell Marketing | SC | Imaging Server - NASPO/WSCA Board Approved 07/20/20 | 8,182.80 |
| P197550 | Galls LLC | SC | Blanket PO for Uniforms and Supplies for the Police Department | 8,000.00 |
| P197549 | Traffic Management, Inc. | SC | Blanket PO for Safety & Security Parking Signs FY 20/21 | 8,000.00 |
| P197820 | Trane Supply | IVC | Blanket PO for HVAC Parts and Supplies FY 20/21 | 8,000.00 |
| P197146 | Willy's Auto Upholstery | SC | Blanket PO for Offsite Repair of Vehicle Seats FY 20/21 | 8,000.00 |
| P197938 | Xerox Corporation | SC | Blanket PO for Copiers for Adult Education at Silverado High School - Board Approved 06/26/17 | 7,821.20 |
| SN008490/JAG1810 | The Solis Group | SOCCCD | Task Order for Labor Compliance Services - AV Integration/Integration at IVC & SC - Board Approved 03/25/19 | 7,692.00 |
| P197803 | AAA Electric Motor Sales & Services, Inc. | IVC | Blanket PO for General HVAC Parts and Supplies FY 20/21 | 7,500.00 |
| P197821 | Powertron Battery Company | IVC | Blanket PO for Battery Supplies FY 20/21 | 7,500.00 |
| P198051 | CCLC/CCCCA | IVC | California Community College Athletic Association Annual Dues for Irvine Valley College | 7,250.00 |
| P197113 | Freeway Auto Supply | SC | Blanket PO for Transportation Parts FY 20/21 | 7,000.00 |
| P197258 | Irvine Pipe & Supply | SC | Blanket PO for Plumbing Supplies FY 20/21 | 7,000.00 |
| P197688 | Orange Empire Conference | IVC | Annual Membership Dues for Athletic Department FY 20/21 | 7,000.00 |
| P197727 | Orange Empire Conference | SC | Annual Membership Dues for Athletic Department FY 20/21 | 7,000.00 |
| P197944 | PJ Printers | SC | Wall Literary Journal 2020 Edition for Liberal Arts Division | 6,801.79 |
| P198028 | Postmaster Attn: Bulk Mail | SC | Postage for Adult Education Fall Postcard Mailing | 6,800.00 |
| P197115 | Butler Chemicals, Inc. | SC | Blanket PO for Supplies for Drain at Culinary Village FY 20/21 | 6,500.00 |
| P197811 | Clark Security Products | IVC | Blanket PO for Lock and Door Supplies FY 20/21 | 6,500.00 |
| P197903 | Quest Diagnostics | SC | Blanket PO for Medical Supplies for Student Health Center FY 20/21 | 6,500.00 |
| P198092 | Keenan & Associates | SOCCCD | Property &Liability Claim Administration Fee FY 20/21 | 6,430.16 |
| P198103 | FHEG Saddleback College Bookstore | SC | Summer 2020 Bookstore Rental Fees for Promise Students Cohort 2 | 6,336.88 |
| P197082 | Jacobsen | SC | Blanket PO for Offsite Repairs of Mowers & Carts for Transportation FY 20/21 | 6,300.00 |
| P197813 | Fisher Scientific Company, LLC | SC | Medical Lab Technician Supplies | 6,027.58 |
| P197588 | County of Orange | SC | Safety & Security Communication Cost Allocation FY 20/21 | 6,009.00 |
| P197819 | AAA Electric Motor Sales & Services, Inc. | IVC | Blanket PO for Contingency HVAC Parts and Supplies FY 20/21 | 6,000.00 |
| P197814 | Galls, LLC | IVC | Blanket PO for Uniforms and Supplies for Irvine Valley College Police Department | 6,000.00 |
| P197390 | BSN Sports LLC | IVC | Women's Basketball Uniforms and Shirts | 5,731.62 |
| SN008405/JAG1567 | The Solis Group | IVC | Task Order for Labor Compliance Services - Roofing for PAC & A200 Building - Board Approved 03/25/19 | 5,720.00 |
| P198053 | NCS Pearson, Inc. | SC | CareerView Books for Adult Education | 5,617.43 |
| P198012 | Verizon Wireless | IVC | Blanket PO for Verizon Mobile Hot Spot Service and 2 Phones for IT FY 20/21 | 5,588.00 |
| P197112 | O'Reilly Auto Parts | SC | Blanket PO for Auto Parts and Auto Supplies FY 20/21 | 5,500.00 |
| P197072 | Pacwest Air Filter, LLC | SC | Blanket PO for HVAC Supplies FY 20/21 | 5,500.00 |
| P197998 | United Fabricare Supply, Inc. | SC | Blanket PO for Laundry Detergent Supplies for Athletics Department FY 20/21 | 5,468.31 |
| P197621 | Keenan & Associates | SOCCCD | Media Liability Premium FY 20/21 | 5,452.00 |
| P197949 | Errea Sport USA Inc. | IVC | Men's Soccer/Badminton Jackets and Bags | 5,159.02 |
| P197674 | Motorola Solutions, Inc. | IVC | 800MHz Radio for New Ford Police Interceptor SUV | 5,157.25 |
| P197699 | BSN Sports LLC | SC | Men's Water Polo Uniforms, Shorts and Shirts | 5,112.90 |
| P198116 | American Time | SC | Blanket PO for Clock Supplies FY 20/21 | 5,000.00 |
| P197964 | Fisher Scientific Company, LLC | SC | Instructional Supplies for Biology and Microbiology Labs | 5,000.00 |
| P197947 | Hardy Diagnostics | IVC | Blanket PO for Supplies for Life Sciences Lab Classes FY 20/21 | 5,000.00 |
| P197253 | Horizon | SC | Blanket PO for Grounds Supplies FY 20/21 | 5,000.00 |
| P197252 | Intermountain Lock and Security Supply | SC | Blanket PO for Locksmith Supplies FY 20/21 | 5,000.00 |
| P197809 | Irvine Pipe & Supply | IVC | Blanket PO for Plumbing Supplies FY 20/21 | 5,000.00 |
| P197257 | Jacobsen | SC | Blanket PO for Mower & Cart Supplies for Transportation FY 20/21 | 5,000.00 |
| P197728 | Kelly Paper | SC | Blanket PO for Printing and Paper Supplies FY 20/21 | 5,000.00 |
| P198010 | Main Graphics | IVC | Blanket PO for Business Cards FY 20/21 | 5,000.00 |
| P197973 | McKesson Medical-Surgical, Government Solutions, LLC. | SC | Blanket PO for Medical Supplies for Child Development Center FY 20/21 | 5,000.00 |
| P198080 | McKesson Medical-Surgical, Government Solutions, LLC. | IVC | Blanket PO for Medical supplies for Health & Wellness Center FY 20/21 | 5,000.00 |
| P198089 | Medline Industries, Inc. | IVC | Blanket PO for Medical Supplies for Health & Wellness Center FY 20/21 | 5,000.00 |
| P197994 | Pharmedix | IVC | Blanket PO for Medications for Health & Wellness Center FY 20/21 | 5,000.00 |
| P198079 | Pharmedix | IVC | Blanket PO for Health Supplies for Health & Wellness Center FY 20/21 | 5,000.00 |
| P197971 | Sysco Riverside, Inc. | SC | Blanket PO for Food and Supplies for Child Development Center FY 20/21 | 5,000.00 |
| P197144 | Tuttle-Click Ford | SC | Blanket PO for Transportation Parts FY 20/21 | 5,000.00 |
| P197822 | Uline, Inc. | IVC | Blanket PO for Supplies for IVC Performing Arts Center FY 20/21 | 5,000.00 |
| P197110 | Vista Paint | SC | Blanket PO for Paint FY 20/21 | 5,000.00 |
| P197776 | Xerox Corporation | SC | Blanket PO for FMO Copiers - Board Approved 06/26/17 | 5,000.00 |

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|---------------------------------------|---------------|
| 173 Purchase Orders \$5,000 and Above | 49,610,758.21 |
| 351 Purchase Orders Under \$5,000 | 467,175.52 |
| Total Purchase Orders | 50,077,933.73 |



South Orange County Community College District

EXHIBIT C

Page 1 of 1

Check Ratification

June 25, 2020 through August 5, 2020

| <u>Fund</u> | <u>Checks</u> | <u>Amount</u> |
|--------------------------------------|----------------------|----------------------|
| 01 General Fund | 782 | 10,358,760.83 |
| 07 IVC Community Education | 1 | 300.00 |
| 09 SC Community Education | 32 | 44,753.06 |
| 12 Child Development | 3 | 308.93 |
| 40 Capital Outlay | 132 | 9,639,904.87 |
| 68 Self Insurance | 4 | 19,799.92 |
| 71 Retiree Benefit | 2 | 507,962.50 |
| 95 SC Associated Student Government | 17 | 45,529.88 |
| 96 IVC Associated Student Government | 8 | 19,788.95 |
| Total | 981 | 20,637,108.94 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Contracts

ACTION: Ratification

BACKGROUND

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

STATUS

From June 16, 2020 through July 27, 2020, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved 135 total contracts following review by legal counsel, when appropriate.

Contract summaries are as follows:

| EXHIBIT | # OF CONTRACTS | CONTRACT AMOUNT | TOTAL |
|---------|----------------|-------------------------|-----------------------|
| A | 76 | ≥\$5,000 to <\$200,000 | \$2,518,742.99 |
| B | 5 | \$ Zero Value | \$0.00 |
| C | 5 | ≥\$15,000 to <\$200,000 | \$223,075.00 |
| N/A | 49 | Under \$5,000 | \$100,241.57 |
| TOTAL | 135 | | \$2,842,059.56 |

RECOMMENDATION

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



June 16, 2020 through July 27, 2020
Contracts with Values between \$5,000 and \$200,000
Board Date: August 31, 2020

CONTRACTOR NAME**CONTRACT AMOUNT**

| | |
|--|-------------------------|
| <u>CDW Government LLC</u> Software License Agreement – Renewal of VMWare annual maintenance, support and license for virtual desktop software from 8/1/2020 to 7/31/2021. <p style="text-align: right;">Saddleback College</p> | \$149,400.00 |
| <u>The Ritz-Carlton Laguna Niguel</u> Catering Agreement (Amend No. 1) – No-cost revision to change foundation Gala event date to 11/13/2021. <p style="text-align: right;">Saddleback College Foundation</p> | \$134,852.00 |
| <u>FLS International</u> License to Use Agreement – For use of campus facilities for foreign language education and cultural training classes from 7/1/2019 to 6/30/2020. <p style="text-align: right;">Saddleback College</p> | \$122,916.00 Revenue |
| <u>Perkins Eastman Architects, DPC</u> Architectural Services Agreement (Amend No. 1 and 2) – To increase contract value by \$14,900 from current agreement amount of \$98,400 for additional fire sprinkler design services for the B200 Chemistry Labs, Year 2 Project through 11/30/2021. <p style="text-align: right;">Irvine Valley College</p> | \$113,300.00 |
| <u>Community College League of California</u> Software License Agreement (Amend No. 1) – To increase contract value by \$1,507 from current agreement amount of \$96,623.86 to add Academic Complete subscription to the Library electronic database through 6/30/2021. <p style="text-align: right;">Saddleback College</p> | \$98,130.86 |
| <u>Cranium Café LLC</u> Software License Agreement – Renewal of subscription for online tutoring platform from 7/20/2020 to 6/30/2023. <p style="text-align: right;">Irvine Valley College</p> | \$95,513.60 |

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| <u>Academic Chess of Orange County LLC</u> Educational Services Agreement – To provide chess classes for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$95,000.00 |
| <u>Brainstorm Studios LLC</u> Educational Services Agreement – To provide application and game development classes for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$95,000.00 |
| <u>Interact Communications, Inc.</u> Professional Services Agreement (Amend No. 1) – To increase contract value by \$45,000 from current agreement amount of \$44,940 for additional digital advertising campaign services promoting career education and to extend term by six months through 12/31/2020. Irvine Valley College | \$89,940.00 |
| <u>Digital Deployment, Inc.</u> Professional Services Agreement – To provide ADA and 508 compliant website re-design services for Extended Learning, Adult Education, and the Emeritus Institute from 7/16/2020 to 6/21/2021. Saddleback College | \$72,475.00 |
| <u>CDW Government LLC</u> Software License Agreement – VMware Airwatch licenses for mobile device management used by Technology Services from 8/1/2020 to 7/31/2021. Saddleback College | \$70,770.00 |
| <u>CollegeSource, Inc.</u> Software License Agreement – Renewal of maintenance, support and subscription for uAchieve Cloud with Map Integration degree auditing software from 8/1/2020 to 7/31/2021. District Services | \$68,464.00 |
| <u>Concept3D, Inc.</u> Software License Agreement – For BaseMap Software subscription to host 3D interactive campus maps from 6/22/2020 to 6/21/2023. Saddleback College | \$63,185.00 |
| <u>WikiThink LLC</u> Educational Services Agreement – To provide math tutoring for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$60,000.00 |

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| <u>CDW Government LLC</u> Software License Agreement – Renewal of VMWare annual maintenance, support and license for server virtualization from 7/31/2020 to 7/30/2021. District Services | \$56,892.00 |
| <u>OCLC, Inc.</u> Software License Agreement – Renewal of subscription to WorldShare Management Services library system from 7/1/2020 to 6/30/2021. District Services | \$53,717.00 |
| <u>Concentric Sky, Inc.</u> Software License Agreement – For Pathways Mapper interactive site for program and course visualization from 7/1/2020 to 2/27/2021. Saddleback College | \$50,000.00 |
| <u>Fit Kids America</u> Educational Services Agreement – To provide athletic classes for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$50,000.00 |
| <u>Community College League of California</u> Software License Agreement – Renewal of electronic database subscription for Library from 7/1/2020 to 6/30/2021. Irvine Valley College | \$49,406.02 |
| <u>PlanNet Consulting</u> Professional Services Agreement (Amend No. 1) – To increase contract value by \$6,207.50 from current agreement amount of \$41,600 to complete a comprehensive assessment of current data centers through 1/31/2020. District Services | \$47,807.50 |
| <u>Loomis</u> Independent Contractor Agreement – To provide cash handling and armored car services from 7/1/2020 to 6/30/2023. District Services | \$45,000.00 |
| <u>Dick Vosper Broadcast Services</u> Independent Contractor Agreement – To provide inspection, transmitter maintenance and repair services for college radio station to comply with FCC regulations from 7/1/2020 to 6/30/2023. Saddleback College | \$44,997.00 |
| <u>Phoenix Group Information Systems</u> Software License Agreement – Renewal of parking citation management software system from 6/1/2020 to 5/31/2022. Saddleback College | \$43,000.00 |

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| <u>Good for Nothing, Inc.</u> Educational Services Agreement (Amend No. 1) – To provide narrative story structure classes, revise payment terms and include COVID-19 protocols for the Community Education program through 6/30/2021. Saddleback College | \$40,000.00 |
| <u>RedRock Security & Cabling, Inc.</u> Professional Services Agreement - To provide data transfer to new Imron access system and system operations training from 6/1/2020 to 6/30/2020. District Services | \$38,561.25 |
| <u>Tableau Software LLC</u> Software License Agreement – Renewal of Server Core Commercial and Desktop Professional User data analytics software from 7/24/2020 to 7/23/2021. District Services | \$35,400.00 |
| <u>CDW Government LLC</u> Software License Agreement – Renewal of Symantec Endpoint Protection maintenance and support for District-wide email system from 7/13/2020 to 7/12/2021. District Services | \$35,050.00 |
| <u>Bionerds</u> Educational Services Agreement – To provide biology classes for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$30,000.00 |
| <u>Latino Center for Prevention and Action in Health and Welfare</u> Independent Contractor Agreement (Amend No. 1) – To increase contract value by \$17,840 from current agreement amount of \$12,160 for Spanish language parenting classes for the Foster and Kinship Care Education program and to extend term by two years through 6/20/2022. Saddleback College | \$30,000.00 |
| <u>Duo Security, Inc.</u> Software License Agreement – Renewal of two-factor authentication software for signing in to SOCCCD portal and Virtual Desktop Infrastructure environment from 7/1/2020 to 6/30/2021. District Services | \$27,500.00 |
| <u>KOM Software, Inc.</u> Software License Agreement – Renewal of KOMpliance data security software from 7/1/2020 to 12/30/2020. District Services | \$25,536.00 |
| <u>EAB Global, Inc.</u> Hosting Services Agreement – For hosting customized virtual tour video recordings of campus from 7/10/2020 to 7/9/2021. Irvine Valley College | \$25,000.00 |

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

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| <u>Brain Builders STEM Education, Inc.</u> Educational Services Agreement – To provide STEM-related classes for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$20,000.00 |
| <u>Interact Communications, Inc.</u> Professional Services Agreement – To provide advertising and media buying services for the fall 2020 marketing campaign from 7/01/2020 to 8/31/2020. Saddleback College | \$19,996.00 |
| <u>Learning Transfer Institute</u> Professional Services Agreement (Amend No. 1) – No-cost twelve month extension to provide customized training in Business Management and Continuous Improvement to Alcon employees for the EWD program through 6/20/2021. Saddleback College | \$19,360.00 |
| <u>Arroyo Trabuco Golf Club</u> Facility Use and Catering Agreement – To provide location and catering services for Athletics department Annual Golf Tournament on 5/27/2021. Saddleback College Foundation | \$17,000.00 |
| <u>Steris Corporation</u> Professional Services Agreement – Renewal of annual autoclave maintenance services from 9/1/2020 to 8/31/2021. Irvine Valley College | \$16,188.92 |
| <u>Conversa, Inc.</u> Educational Services Agreement – To provide Spanish and Italian language classes for the Community Education program from 7/1/2020 to 6/30/2021. Saddleback College | \$16,000.00 |
| <u>Data to Design</u> Independent Contractor Agreement – To provide brochure design and production services for Gaucho Guide and Before and After School Enrichment brochure from 7/1/2020 to 6/30/2021. Saddleback College | \$16,000.00 |
| <u>NCX Group, Inc.</u> Professional Services Agreement – To provide security assessment consulting services to address security related audit findings from 7/15/2020 to 9/30/2020. District Services | \$15,000.00 |
| <u>Stedman Computer Systems</u> Software License Agreement – Renewal of Microsoft Academic Visual Studio Windows Enterprise with MSDN software for SIS enhancements from 6/26/2020 to 6/25/2022. District Services | \$14,676.00 |

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

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| <u>Hudl</u> Software License Agreement – Renewal of subscription for online video editing, analysis, and coaching tools used by the Athletics department from 7/15/2020 to 7/15/2021. Saddleback College | \$13,924.76 |
| <u>H2 Environmental Consulting Services, Inc.</u> Environmental Services Agreement (Amend No. 1) – No-cost reallocation of allowance amounts for HVAC Roofing Survey Project through 8/31/2020. Irvine Valley College | \$13,840.00 |
| <u>Haitbrink Asphalt Paving, Inc.</u> Field Services Agreement – To replace stairs in Parking Lot 7A Project from 5/15/2020 to 8/15/2020. Saddleback College | \$13,000.00 |
| <u>Legend Theatrical</u> Independent Contractor Agreement (Amend No. 1) – No-cost, six month extension to provide and install orchestra pit netting in the McKinney Theater through 12/31/2020. Saddleback College | \$12,900.05 |
| <u>Jaggaer LLC</u> Professional Services Agreement (Amend No. 2) – To increase contract value by \$2,000 from current agreement amount of \$10,875 for additional integration consulting services to the Contracts Management System (CMS) through 12/31/2020. District Services | \$12,875.00 |
| <u>Hyland LLC</u> Software License Agreement – Renewal of Perceptive Web Scanning software and maintenance from 7/1/2020 to 6/30/2021. Irvine Valley College | \$12,000.00 |
| <u>Embee Technologies</u> Field Services Agreement – To provide electrical services for new workstations at Alameda offices from 8/1/2020 to 8/31/2020. District Services | \$11,900.00 |
| <u>CollegeSource, Inc.</u> Software License Agreement – Renewal of TES Online Campus Access software used by the Counseling Office to evaluate student transfer from 2/1/2020 to 1/31/2021. Irvine Valley College | \$11,451.00 |

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| <u>Economic Modeling, LLC of Moscow, Idaho</u> Software License Agreement (Amend No. 1) – To increase contract value by \$833.33 from current agreement amount of \$10,000 for adding Career Coach license and to extend term by one month through 6/30/2020. Saddleback College | \$10,833.33 |
| <u>Blackbaud, Inc.</u> Software License Agreement – Renewal of scholarship award management software from 8/3/2020 to 8/2/2021. Irvine Valley College Foundation | \$10,210.25 |
| <u>CDW Government LLC</u> Software License Agreement – Renewal of Metalogix software for email management system from 7/1/2020 to 6/30/2021. District Services | \$10,106.00 |
| <u>Economic Modeling, LLC of Moscow, Idaho</u> Software License Agreement – Renewal of Career Coach license for labor market information from 7/1/2020 to 6/30/2021. Saddleback College | \$10,000.00 |
| <u>Pastiche Ventures LLC</u> Educational Services Agreement (Amend No. 1) – No-cost revision to payment terms and to include COVID-19 protocols for online creative writing and publishing classes for the Community Education program through 6/30/2021. Saddleback College | \$10,000.00 |
| <u>The MathWorks, Inc.</u> Software License Agreement – Renewal of MATLAB mathematics lab software from 7/1/2020 to 6/30/2021. Irvine Valley College | \$9,750.00 |
| <u>Crown Fence Co.</u> Field Services Agreement – To provide campus-wide chain-link gate and fence repairs from 3/18/2020 to 6/18/2020. Saddleback College | \$9,720.00 |
| <u>Siteimprove, Inc.</u> Software License Agreement – Renewal of subscription for website optimization and accessibility checks, including search engine optimization, from 7/1/2020 to 6/30/2021. Saddleback College | \$9,912.87 |
| <u>Symlicity Corporation</u> Professional Services Agreement – To provide data extract of files to a hosted site from 7/1/2020 to 12/31/2020. Irvine Valley College and Saddleback College | \$8,421.12 |

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| <u>NN, Inc. Power Solutions Division</u> Instructional Services Agreement– To provide onsite or online customized training in Lean Six Sigma to NN, Inc. employees from 8/7/2020 to 8/21/2020. Saddleback College | \$8,265.60 Revenue |
| <u>VFS Fire & Security Services</u> Field Services Agreement – To provide campus-wide sprinkler repairs in SSC, PAC, Library, LSB, Lot 4 and B200 from 5/15/2020 to 6/30/2020. Irvine Valley College | \$7,985.00 |
| <u>Haitbrink Asphalt Paving, Inc.</u> Field Services Agreement – To repair and replace asphalt patch work campus-wide from 5/1/2020 to 8/1/2020. Saddleback College | \$7,760.00 |
| <u>NMK Corporation</u> Professional Services Agreement – To integrate Microsoft Teams with existing Cisco Call-Manager phone system from 7/20/2020 to 10/31/2020. District Services | \$7,500.00 |
| <u>PyraMED Health Systems</u> Software License Agreement – Renewal of EASyMEDIX medical prescription tracking software for Health Center from 6/1/2020 to 5/31/2025. Irvine Valley College | \$7,500.00 |
| <u>Pacific Parking Systems, Inc.</u> Independent Contractor Agreement – Annual preventative maintenance for Ventek parking permit machines from 7/1/2020 to 6/30/2021. Saddleback College | \$7,200.00 |
| <u>Siteimprove, Inc.</u> Software License Agreement – Renewal of subscription for website optimization and accessibility checks, including search engine optimization, from 7/1/2020 to 6/30/2021. Irvine Valley College | \$7,007.55 |
| <u>LogMeIn USA, Inc.</u> Software License Agreement – For Central Base license to enable remote access to Macintosh computers on campus from 6/17/2020 to 6/16/2023. Irvine Valley College | \$7,006.39 |
| <u>CDW Government LLC</u> Software License Agreement – Renewal of BitDefender Desktop Security licenses from 7/29/2020 to 7/28/2021. District Services | \$6,768.75 |

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| <u>IS Decisions</u> Software License Agreement – For UserLock license to control virtual computer labs accessed by students from 7/1/2020 to 6/30/2021. Saddleback College | \$6,566.00 |
| <u>Mark IV Communications, Inc.</u> Field Services Agreement – To provide network cabling services for new workstations at Alameda offices from 8/1/2020 to 8/31/2020. District Services | \$6,475.17 |
| <u>Quezada Pro Landscape, Inc.</u> Field Services Agreement – To provide weed abatement services from 6/15/2020 to 7/15/2020. Saddleback College | \$5,760.00 |
| <u>Parchment, Inc.</u> Software License Agreement – Renewal of transcript services subscription from 7/1/2020 to 6/30/2021. Saddleback College | \$5,570.00 |
| <u>Orange County Department of Education</u> Software License Agreement – Renewal of digital imaging license for the Payroll department from 7/1/2020 to 6/30/2021. District Services | \$5,500.00 |
| <u>AVID Center</u> Software License Agreement – Renewal of AVID and AHE licenses for college readiness products and services from 7/1/2020 to 6/30/2021. Saddleback College | \$5,000.00 |
| <u>Beard Investigative Services LLC</u> Independent Contractor Agreement – To provide background investigation services for campus Police department from 7/1/2020 to 6/30/2021. Saddleback College | \$5,000.00 |
| <u>el Andar Translations</u> Independent Contractor Agreement – To provide document translation services for the Adult Education program from 7/1/2020 to 6/30/2022. Saddleback College | \$5,000.00 |
| <u>Excel Education Programs</u> Educational Services Agreement – To provide digital photography and artistic expression classes for the Community Education program from 7/1/2020 to 6/31/2021. Saddleback College | \$5,000.00 |



June 16, 2020 through July 27, 2020

**Contracts with Value of \$0
Board Date: August 31, 2020**

CONTRACTOR NAME

CONTRACT AMOUNT

| | |
|---|---------------|
| <p><u>California Community Colleges</u> Memorandum of Understanding – To authorize participation in TechConnect Grant project at Palomar College for customized learning tool integrations to Canvas LMS from 7/13/2020 to 6/30/2021. Saddleback College</p> | <p>\$0.00</p> |
| <p><u>Corona Regional Medical Center</u> Clinical Affiliation Agreement – To provide a clinical site for students enrolled in Medical Laboratory Technician/Phlebotomy program from 7/10/2020 to 7/9/2023. Saddleback College</p> | <p>\$0.00</p> |
| <p><u>Regents of the University of California at Irvine</u> Clinical Affiliation Agreement – To provide a clinical site for students enrolled in Nursing and Phlebotomy programs from 7/17/2020 to 8/31/2020. Saddleback College</p> | <p>\$0.00</p> |
| <p><u>Saddleback Valley Community Church</u> Facility Use Agreement (Amend No. 1) – No-cost, twelve month extension of location use for Foster & Kinship Care Education classes through 6/30/2021. Saddleback College</p> | <p>\$0.00</p> |
| <p><u>The Salvation Army Orange County Coordination</u> Clinical Affiliation Agreement – To provide a clinical site for students enrolled in Human Services program from 8/1/2020 to 7/31/2022. Saddleback College</p> | <p>\$0.00</p> |

June 16, 2020 through July 27, 2020



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

Board Date: August 31, 2020

| Contractor Name / Description of Contract | Change Order # and Amount | Total Contract Amount | # of Contractors Solicited | # of Bids Received | Rationale for Award |
|---|------------------------------------|-----------------------------|----------------------------------|-----------------------|--|
| <u>Brightview Landscape Services, Inc. (#1719)</u> Field Services Agreement: To provide landscape services for ATEP. District Services | N/A | \$90,436.00 | | | CUPCCAA Maintenance Contract under bid limit of \$95,200, awarded to Contractor who agreed to hold pricing firm for one additional year resulting from Bid No. 26. District determined that there was no competitive advantage to going back out to bid for an additional one-year term. The contractor was the lowest, responsive, responsible bidder, and has faithfully rendered services through the last one year contract term. |

| Contractor Name / Description of Contract | Change Order # and Amount | Total Contract Amount | # of Contractors Solicited | # of Bids Received | Rationale for Award |
|---|------------------------------------|-----------------------------|----------------------------------|-----------------------|--|
| <u>Hampton Tedder Electric Co., Inc. (#1403)</u> Field Services Agreement: To provide labor and materials to replace HV-1 Main Breaker. Saddleback College | N/A | \$49,800.00 | 1 | 1 | Contract awarded to SDG&E required contractor. |
| <u>Sports Facilities Group, Inc. (#1450)</u> Field Services Agreement: To deliver and install bleachers for Tennis Center. Saddleback College | 1 No cost. | \$34,267.00 | N/A | N/A | To extend completion date by 185 days. |
| <u>Jarvis Restoration (#1459)</u> Field Services Agreement: To provide water removal and restoration services for the Business Sciences and Technology Innovation Center Building. Irvine Valley College | N/A | \$32,272.00 | 3 | 1 | Contract awarded to lowest responsive, responsible bidder. |
| <u>PDG Wallcoverings (#1476)</u> Field Services Agreement: To install window blinds and door shades in the BGS building. Saddleback College | N/A | \$16,300.00 | 3 | 1 | Contract awarded to lowest responsive, responsible bidder. |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD (Irvine Valley College) Renewal of Capistrano Unified School District (CUSD), College and Career Access Pathway (CCAP), 2020-2023

ACTION: Approval

BACKGROUND

AB 288 Public Schools: College and Career Access Pathways (CCAP), passed in 2015 and extended by AB30 in 2019, allows Capistrano Unified School District (CUSD) and South Orange County Community College District (SOCCCD) to enter into an agreement to deliver Irvine Valley College courses to students at Dana Hills High School. This CCAP partnership provides the opportunity for students to gain an early start to a certificate and/or degree in biotechnology. The agreement addresses all sections of Education Code 76004.

STATUS

The first SOCCCD and CUSD CCAP agreement was approved in 2016 and renewed through summer 2020, providing the Biotechnology: Lab Assistant educational pathway at Dana Hills High School. More than 100 unduplicated Dana Hills High School students took CCAP dual enrollment courses in Biotechnology as a result of this agreement.

The Dual Enrollment between SOCCCD (Irvine Valley College) and Capistrano Unified School District College & Career Access Pathways Partnership Agreement (EXHIBIT A) extends the partnership for three additional years through August 31, 2023.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Dual Enrollment, SOCCCD (Irvine Valley College) and CUSD College & Career Access Pathways Partnership Agreement through August 31, 2023 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT

This is a College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as “Agreement” between **Irvine Valley College** (“COLLEGE”), a college of the **South Orange County Community College District**, (SOCCCD), and **Capistrano Unified School District** (“SCHOOL DISTRICT”).

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the South Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9 through 12 located in South Orange County and within the regional service area of SOCCCD; and

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of Education Code 76004, for a broad range of high school students and with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness; and

WHEREAS, COLLEGE and SCHOOL DISTRICT see dual enrollment partnerships as a means to provide “critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate; and

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor’s Office, SOCCCD and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Education Code 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college;

NOW THEREFORE, SOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall begin on **August 22, 2020** and end on **August 31, 2023**. Any amendments to this agreement will be submitted for Board approval by the community college Board and the school district Board.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner.

- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership.
- 1.4 The governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement, take comments from the public, and approve or disapprove the proposed agreement.

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or to help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SOCCCD and applicable law.
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to Education Code 69519 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness and underachieving students, from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle

college high school as described in Section 11300 and consistent with middle college high school provisions in Education Code 76001.

- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in Education Code 76004. Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree, certificate, or a credential.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code 49011. The SOCCCD governing board shall exempt special part-time students from the fee requirements in Education Code 76060.5, 76140, 76223, 76300, 76350, and 79121 and from the college health fee.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring). If the location is at a SCHOOL DISTRICT site, then the SCHOOL DISTRICT will coordinate. If the location is at a COLLEGE site, the COLLEGE will coordinate.

6. CCAP AGREEMENT COURSES

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by

- the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the SOCCCD Governing Board and will be recorded in the Appendix to this Agreement.
 - 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
 - 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SOCCCD academic standards.
 - 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
 - 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the SOCCCD Board of Trustees and the state Chancellor's Office.
 - 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SOCCCD Administrative Regulations.
 - 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
 - 6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or SOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SOCCCD academic standards.
 - 6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SOCCCD and COLLEGE guidelines, policies, pertinent statutes, and regulations.
 - 6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SOCCCD guidelines, policies, pertinent statutes, and regulations.
 - 6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
 - 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the SOCCCD and become SOCCCD employees or be provided by the District and be District employees.
- 7.2 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SOCCCD specifically with regard to their duties as instructors.
- 7.3 Supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE employees, which extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.4 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.
- 7.5 SCHOOL DISTRICT or COLLEGE will be selected as the Employer of Record for purposes of assignment monitoring and reporting to the county office of education.
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT may receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.

- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a "W" on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SOCCCD policies and standards.
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards.
- 9.3 This CCAP Agreement requires an annual report, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE on all the following information:
 - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. APPORTIONMENT

- 10.1 SOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

- 10.3 SOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code of Regulations and Title 5.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code 87010 or as amended, or any controlled substance offense as defined in Education Code 87011 or as amended.
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement.
 - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to the displacement of otherwise eligible adults at the COLLEGE.
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit.

12. PROGRAM IMPROVEMENT

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of

informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

- 13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.
- 13.2 College shall provide the SCHOOL DISTRICT with transcripts of participants and their final grades.
- 13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

- 14.1 COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.
- 14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. DATA SHARING

- 15.1 COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP dual enrollment. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving the CCAP program. Both COLLEGE and SCHOOL DISTRICT will act in a way consistent with applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 16 of this agreement.

16. PRIVACY OF STUDENT RECORDS

- 16.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code 49064 and 49076. COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.
- 16.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable.
- 16.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations 99.32 and under Education Code 49064 as applicable.
- 16.4 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby

acknowledges that it has been provided with the notice required under 34 C.F.R. 99.33(d) that it is strictly prohibited from disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

17. REIMBURSEMENT

- 17.1 The financial arrangements implied herein may be adjusted each semester with sixty (60) days written notice and approved by both Parties.

18. FACILITIES

- 18.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 18.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

The COLLEGE at its discretion may need to provide use of equipment to SCHOOL District students. The parties understand that such equipment are COLLEGE's sole property.

- 18.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

19. INDEMNIFICATION

- 19.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and SOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 19.2 The SOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

20. INSURANCE

- 20.1 The SCHOOL DISTRICT, in order to protect the SOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage

insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to SOCCCD.

- 20.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and SOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

21. NON-DISCRIMINATION

- 21.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

22. TERMINATION

- 22.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 23.
- 22.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All referenced Sections from AB 288 (Education Code 76004), agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

23. NOTICES

- 23.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE

Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
Attn: Chris McDonald, Vice President for Instruction

SOCCCD

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Priya Jerome, Exec. Dir.-Procurement, Central Svcs. & RM

SCHOOL DISTRICT

Capistrano Unified School District
33122 Valle Road

San Juan Capistrano, CA 92675

Attn: Jennifer Smalley, Asst. Superintendent, Curriculum and Instruction Grades 6-12, K-8,
Alternative Education

24. INTEGRATION

- 24.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

25. MODIFICATION AND AMENDMENT

- 25.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

26. GOVERNING LAWS

- 26.1 This agreement shall be interpreted according to the laws of the State of California.

27. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 27.1 For locations outside the geographical boundaries of SOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

28. SEVERABILITY

- 28.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

29. COUNTERPARTS

- 29.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

South Orange County Community College District Board Meetings:

Public Comment and Approval Board Meeting Date: August, 31, 2020

School District Board Meetings:

Public Comment and Approval Board Meeting Date: August 20, 2020

CAPISTRANO UNIFIED SCHOOL DISTRICT

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT**

Signature:

Signature:

Print Name:

Print Name:

Title:

Title:

Date:

Date:

| | |
|---------------------------------|---|
| District Initiating Department: | Irvine Valley College, Office of Instruction, Academic Programs/Dual Enrollment |
| District Contact Name: | Traci Fahimi, Dean, Social & Behavioral Sciences, Business Sciences |
| District Contact Phone & Email: | 949-451-5204, tfahimi@ivc.edu |

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and

NOW THEREFORE, SOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. SOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

| LOCATION | NAME | TELEPHONE | EMAIL |
|------------------|--------------|--------------|--|
| SOCCCD: | Priya Jerome | 949-582-4680 | pjerome@socccd.edu |
| College: | Traci Fahimi | 949-451-5204 | tfahimi@ivc.edu |
| School District: | Josh Hill | 949-234-9261 | JJHill@capousd.org |

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

2.1 COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

3. CCAP AGREEMENT PROGRAM YEAR - college has identified the following: program year(s), educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor.

PROGRAM YEAR(S): 20/21; 21/22; 22/23

COLLEGE: Irvine Valley College

EDUCATIONAL PROGRAM: Biotechnology

SCHOOL DISTRICT: Capistrano Unified School District

HIGH SCHOOL: Dana Hills

TOTAL NUMBER OF STUDENTS TO BE SERVED (EST.):150

ESTIMATED FTES: 54

| COURSE NAME | COURSE NUMBER | TERM | TIME* | DAYS/HOURS* | INSTRUCTOR(S)* |
|--|---------------|-----------|---------|-------------|----------------|
| Intro to Biotechnology | BIOT 70 | SP/FA /SU | Various | Various | K. Clarke** |
| Introductory Biot Lab | BIOT 70L | SP/FA /SU | Various | Various | K. Clarke** |
| Biot A--Basic Lab Skills | BIOT 273 | SP/FA /SU | Various | Various | K. Clarke** |
| Biochemistry for Health Sciences | BIO 10 | SP/FA /SU | Various | Various | K. Clarke** |
| *Specific course scheduling for each term is determined by mutual agreement between Irvine Valley College and Dana Hills High School. **Specific staffing may change based on availability. | | | | | |
| Required: Describe the criteria used to assess the ability of students to benefit from the course(s) offered: Students will work with high school counselors to determine ability to benefit from participation in the Biotechnology program. | | | | | |

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for school district students participating as part of this CCAP agreement will be borne by school district.

| COURSE NUMBER | BOOKS | ESTIMATED COST | OTHER INSTRUCTIONAL MATERIALS | ESTIMATED COST |
|---------------|-------|----------------|-------------------------------|----------------|
| BIOT 70 | n/a | \$0 | n/a | \$0 |
| BIOT 70L | n/a | \$0 | n/a | \$0 |
| BIOT 273 | n/a | \$0 | n/a | \$0 |
| BIO 10 | n/a | \$0 | n/a | \$0 |

5. FACILITIES USE

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 18, Facilities, of this CCAP Agreement.

5.2 SCHOOL DISTRICT, as part of Section 18.1 of this CCAP Agreement, shall extend access and use of the following SCHOOL DISTRICT facilities:

| BUILDING | CLASSROOM | DAYS | HOURS |
|------------------------|-----------|---------|---------|
| Dana Hills High School | Various | Various | Various |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD (Irvine Valley College) Renewal of Irvine Unified School District (IUSD), College and Career Access Pathway (CCAP), 2020-2023

ACTION: Approval

BACKGROUND

AB 288 Public Schools: College and Career Access Pathways (CCAP), passed in 2015 and extended by AB30 in 2019, allows Irvine Unified School District (IUSD) and South Orange County Community College District (SOCCCD) to enter into an agreement to deliver Irvine Valley College courses to students in IUSD high schools. This CCAP partnership provides the opportunity for students to gain an early start to a certificate and/or degree in a variety of fields, including biotechnology, math and business. The agreement addresses all sections of Education Code 76004 and complies with the SOCCCD College Service Area Agreement.

STATUS

The first SOCCCD and IUSD CCAP agreement was approved in 2016 and renewed through summer 2020, providing college math preparation, biotechnology, business, and general education pathways to college and careers at Northwood High School. More than 300 unduplicated IUSD students took CCAP dual enrollment courses as a result of this agreement. The agreement also lays the groundwork for expanding dual enrollment programs into additional IUSD high schools and creating more educational pathways for students that align with the college's guided pathways.

The Dual Enrollment between SOCCCD (Irvine Valley College) and Irvine Unified School District College & Career Access Pathways Partnership Agreement (EXHIBIT A) extends the partnership for three additional years through August 31, 2023.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Dual Enrollment, SOCCCD (Irvine Valley College) and IUSD College & Career Access Pathways Partnership Agreement through August 31, 2023 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

Item Submitted By: *Dr. John C. Hernandez, President, Irvine Valley College*
Ann-Marie Gabel, Vice Chancellor, Business Services



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT

This is a College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as "Agreement" between **Irvine Valley College** ("COLLEGE"), a college of the **South Orange County Community College District**, (SOCCCD), and **Irvine Unified School District** ("SCHOOL DISTRICT").

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the South Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9 through 12 located in South Orange County and within the regional service area of SOCCCD; and

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of Education Code 76004, for a broad range of high school students and with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness; and

WHEREAS, COLLEGE and SCHOOL DISTRICT see dual enrollment partnerships as a means to provide "critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate; and

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor's Office, SOCCCD and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Education Code 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college;

NOW THEREFORE, SOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall begin on **August 22, 2020** and end on **August 31, 2023**. Any amendments to this agreement will be submitted for Board approval by the community college Board and the school district Board.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner.

- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership.
- 1.4 The governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement, take comments from the public, and approve or disapprove the proposed agreement.

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or to help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SOCCCD and applicable law.
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to Education Code 69519 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness and underachieving students, from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle

college high school as described in Section 11300 and consistent with middle college high school provisions in Education Code 76001.

- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in Education Code 76004. Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree, certificate, or a credential.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code 49011. The SOCCCD governing board shall exempt special part-time students from the fee requirements in Education Code 76060.5, 76140, 76223, 76300, 76350, and 79121 and from the college health fee.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring). If the location is at a SCHOOL DISTRICT site, then the SCHOOL DISTRICT will coordinate. If the location is at a COLLEGE site, the COLLEGE will coordinate.

6. CCAP AGREEMENT COURSES

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by

the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the SOCCCD Governing Board and will be recorded in the Appendix to this Agreement.
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the SOCCCD Board of Trustees and the state Chancellor's Office.
- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SOCCCD Administrative Regulations.
- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or SOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SOCCCD academic standards.
- 6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SOCCCD and COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation

course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the SOCCCD and become SOCCCD employees or be provided by the District and be District employees.
- 7.2 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SOCCCD specifically with regard to their duties as instructors.
- 7.3 Supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE employees, which extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.4 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.
- 7.5 SCHOOL DISTRICT or COLLEGE will be selected as the Employer of Record for purposes of assignment monitoring and reporting to the county office of education.
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT may receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a "W" on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SOCCCD policies and standards.
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards.
- 9.3 This CCAP Agreement requires an annual report, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE on all the following information:
 - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. APPORTIONMENT

- 10.1 SOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.
- 10.3 SOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code of Regulations and Title 5.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code 87010 or as amended, or any controlled substance offense as defined in Education Code 87011 or as amended.
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- 11.7 The COLLEGE certifies that:
 - A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement.

- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to the displacement of otherwise eligible adults at the COLLEGE.

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit.

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 College shall provide the SCHOOL DISTRICT with transcripts of participants and their final grades.

13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

14.1 COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. DATA SHARING

15.1 COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP dual enrollment. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving the CCAP program. Both COLLEGE and SCHOOL DISTRICT will act in a way consistent with applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 16 of this agreement.

16. PRIVACY OF STUDENT RECORDS

16.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code 49064 and 49076. COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further

agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

- 16.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable.
- 16.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations 99.32 and under Education Code 49064 as applicable.
- 16.4 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. 99.33(d) that it is strictly prohibited from disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

17. REIMBURSEMENT

- 17.1 The financial arrangements implied herein may be adjusted each semester with sixty (60) days written notice and approved by both Parties.

18. FACILITIES

- 18.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 18.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

The COLLEGE at its discretion may need to provide use of equipment to SCHOOL District students. The parties understand that such equipment are COLLEGE's sole property.

- 18.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

19. INDEMNIFICATION

- 19.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and SOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

- 19.2 The SOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

20. INSURANCE

- 20.1 The SCHOOL DISTRICT, in order to protect the SOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to SOCCCD.
- 20.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and SOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

21. NON-DISCRIMINATION

- 21.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

22. TERMINATION

- 22.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 23.
- 22.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All referenced Sections from AB 288 (Education Code 76004), agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

23. NOTICES

- 23.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE

Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
Attn: Chris McDonald, Vice President for Instruction

SOCCCD

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Priya Jerome, Exec. Dir.-Procurement, Central Svcs. & RM

SCHOOL DISTRICT

Irvine Unified School District
5500 Barranca Parkway
Irvine, CA 92604
Attn: Keith Tuominen, Exec. Dir. Secondary Education

24. INTEGRATION

- 24.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

25. MODIFICATION AND AMENDMENT

- 25.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

26. GOVERNING LAWS

- 26.1 This agreement shall be interpreted according to the laws of the State of California.

27. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 27.1 For locations outside the geographical boundaries of SOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

28. SEVERABILITY

- 28.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

29. COUNTERPARTS

- 29.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

South Orange County Community College District Board Meetings:

Public Comment and Approval Board Meeting Date: August, 31, 2020

School District Board Meetings:

Public Comment and Approval Board Meeting Date: August 18, 2020

IRVINE UNIFIED SCHOOL DISTRICT

Signature:

Print Name:

Title:

Date:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature:

Print Name:

Title:

Date:

| | |
|---------------------------------|---|
| District Initiating Department: | Irvine Valley College, Office of Instruction, Academic Programs/Dual Enrollment |
| District Contact Name: | Traci Fahimi, Dean, Social & Behavioral Sciences, Business Sciences |
| District Contact Phone & Email: | 949-451-5204, tfahimi@ivc.edu |

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and

NOW THEREFORE, SOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. SOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

| LOCATION | NAME | TELEPHONE | EMAIL |
|------------------|---------------|--------------|--|
| SOCCCD: | Priya Jerome | 949-582-4680 | pjerome@socccd.edu |
| College: | Traci Fahimi | 949-451-5204 | tfahimi@ivc.edu |
| School District: | Connie Jacobs | 949-936-7418 | conniejacobs@iusd.edu |

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

2.1 COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

3. CCAP AGREEMENT PROGRAM YEAR - college has identified the following: program year(s), educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor.

PROGRAM YEAR(S): 20/21; 21/22; 22/23

COLLEGE: Irvine Valley College

EDUCATIONAL PROGRAM(S): General Education; Biotechnology;
Business/Entrepreneurship; Languages; Communications

SCHOOL DISTRICT: Irvine Unified School District

HIGH SCHOOL(S): University, Creekside, San Joaquin, Woodbridge, Irvine, Portola,
Northwood

TOTAL NUMBER OF STUDENTS TO BE SERVED (EST.):600

ESTIMATED FTES: 130

| COURSE NAME | COURSE NUMBER | TERM | TIME* | DAYS/HOURS* | INSTRUCTOR(S)** |
|---|---------------|--------------|---------|-------------|-----------------|
| Intro to Physical Anthropology | ANTH 1 | SP/FA /SU | Various | Various | Various |
| General Astronomy | ASTR 20 | SP/FA /SU | Various | Various | Various |
| Biochemistry for Health Sciences | BIO 10 | SP/FA /SU | Various | Various | Various |
| Biot A--Basic Lab Skills | BIOT 273 | SP/FA /SU | Various | Various | Various |
| Intro to Biotechnology | BIOT 70 | SP/FA /SU | Various | Various | Various |
| Introductory Biot Lab | BIOT 70L | SP/FA /SU | Various | Various | Various |
| Information & Communication Tech Essentials | CIM 110 | SP/FA /SU | Various | Various | Various |
| Communication Fundamentals | COMM 1 | SP/FA /SU | Various | Various | Various |
| Argumentation & Debate | COMM 3 | SP/FA /SU | Various | Various | Various |
| Academic Planning | COUN 1 | SP/FA /SU | Various | Various | Various |
| Intro to College Study Skills | COUN 10 | SP/FA /SU | Various | Various | Various |
| Intro to Educational & Career Exploration | COUN 12 | SP/FA /SU | Various | Various | Various |
| Academic, Career, & Life Success | COUN 6 | SP/FA /SU | Various | Various | Various |
| Pathways to Success | ENTR 200 | SP/FA /SU | Various | Various | Various |
| Business Models: The Design and Delivery of Value | ENTR 211 | SP/FA /SU | Various | Various | Various |
| Market Validation & Research | ENTR 212 | SP/FA /SU | Various | Various | Various |
| Beginning Japanese I | JA 1 | SP/FA /SU | Various | Various | Various |
| Beginning Japanese II | JA 2 | SP/FA /SU | Various | Various | Various |
| Intermediate Algebra | MATH 253 | SP/FA /SU | Various | Various | Various |
| Elementary Algebra | MATH 353 | SP/FA /SU | Various | Various | Various |
| Introduction to Business | MGT 1 | SP/FA /SU | Various | Various | Various |
| Beginning American Sign Language I | SIGN 21 | SP/FA /SU | Various | Various | Various |
| Beginning American Sign Language II | SIGN 22 | SP/FA /SU | Various | Various | Various |

| | | | | | |
|--|-------|--------------|---------|---------|---------|
| Intro to Sociology | SOC 1 | SP/FA /SU | Various | Various | Various |
| <p>*Specific course scheduling for each term is determined by mutual agreement between COLLEGE and SCHOOL DISTRICT. Courses may be added to this list by mutual agreement between COLLEGE and SCHOOL DISTRICT. A course appearing on this list does not obligate COLLEGE and SCHOOL DISTRICT to offer the course. Amendments to this list do not require board approval.</p> <p>**Specific staffing TBD based on availability.</p> | | | | | |
| <p>Required: Describe the criteria used to assess the ability of students to benefit from the course(s) offered: Students will work with high school counselors to determine ability to benefit from participation in the College and Career Access Pathways.</p> | | | | | |

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for SCHOOL DISTRICT students participating as part of this CCAP agreement will be borne by SCHOOL DISTRICT. Every effort will be made to utilize materials for a minimum of two years to reduce costs.

| COURSE NUMBER | BOOKS* | ESTIMATED COST | OTHER INSTRUCTIONAL MATERIALS* | ESTIMATED COST |
|---------------|--|----------------|--|----------------|
| ANTH 1 | Our Origins | \$122-\$162 | n/a | \$0 |
| ASTR 20 | Astronomy | \$53-70 | n/a | \$0 |
| BIOT 70 | Intro to Biotech | \$120 | n/a | \$0 |
| BIOT 70L | IVC BIOT 70L manual | \$35 | n/a | \$0 |
| BIOT 273 | Student Packet | \$30 | n/a | \$0 |
| BIO 10 | Chemistry: An intro to General Organic and Biochem (etextbook) | \$69 | Mastering: Pearson (included with etextbook) | \$0 |
| CIM 110 | No textbook | \$0 | n/a | \$0 |
| COMM 1 | Zero Cost Textbook | \$0 | n/a | \$0 |
| COMM 3 | Zero Cost Textbook | \$0 | n/a | \$0 |
| COUN 1 | IVC Student Planner | \$7 | n/a | \$0 |
| COUN 10 | Becoming a Master Student | \$99-132 | n/a | \$0 |
| COUN 12 | Zero Cost Textbook | \$0 | n/a | \$0 |
| COUN 6 | Zero Cost Textbook | \$0 | n/a | \$0 |
| ENTR 160 | Title TBD | \$45 | n/a | \$0 |
| ENTR 200 | Title TBD | \$16 | n/a | \$0 |
| ENTR 211 | Title TBD | \$22 | n/a | \$0 |

| | | | | |
|--|--|-----------|-----------------|-------|
| ENTR 212 | Title TBD | \$65 | n/a | \$0 |
| JA 1 | Genki 1 + Workbook | \$93 | n/a | \$0 |
| JA 2 | Genki 1 + Workbook | \$93 | n/a | \$0 |
| MATH 253 | Elementary and Intermediate Algebra – Concepts and Applications, 7th edition | \$65 | MyMathLabAccess | \$143 |
| MATH 353 | Elementary and Intermediate Algebra – Concepts and Applications, 7th edition | \$65 | MyMathLabAccess | \$143 |
| MGT 1 | Understanding Business | \$103 | n/a | \$0 |
| SIGN 21 | Signing Naturally | \$85 | n/a | \$0 |
| SIGN 22 | Signing Naturally | \$85 | n/a | \$0 |
| SOC 1 | Varies by instructor | \$0-\$160 | n/a | \$0 |
| *Book titles are examples of typical books used in the course. Titles and instructional materials may change based on departmental or instructor choice and availability. Instructors are encouraged to use zero-cost textbooks whenever possible. | | | | |

5. FACILITIES USE

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 18, Facilities, of this CCAP Agreement.

5.2 SCHOOL DISTRICT, as part of Section 18.1 of this CCAP Agreement, shall extend access and use of the following SCHOOL DISTRICT facilities:

| BUILDING | CLASSROOM | DAYS | HOURS |
|------------------------|-----------|---------|---------|
| University High School | Various | Various | Various |
| Creekside High School | Various | Various | Various |
| Woodbridge High School | Various | Various | Various |
| Irvine High School | Various | Various | Various |
| Portola High School | Various | Various | Various |
| Northwood High School | Various | Various | Various |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD (Irvine Valley College) Renewal of Tustin Unified School District (TUSD), College and Career Access Pathway (CCAP), 2020-2023

ACTION: Approval

BACKGROUND

AB 288 Public Schools: College and Career Access Pathways (CCAP), passed in 2015 and extended by AB30 in 2019, allows Tustin Unified School District (TUSD) and South Orange County Community College District (SOCCCD) to enter into an agreement to deliver Irvine Valley College courses to students at TUSD high schools. This CCAP partnership provides the opportunity for students to gain an early start to a certificate and/or degree in a variety of fields, including kinesiology and business. The agreement addresses all sections of Education Code 76004.

STATUS

The first SOCCCD and TUSD CCAP agreement was approved in 2016 and renewed through summer 2020, providing kinesiology, business, and general education pathways to college and careers. More than 150 unduplicated TUSD high school students took CCAP dual enrollment courses as a result of this agreement. The agreement also lays the groundwork for expanding dual enrollment programs into additional TUSD high schools and creating more educational pathways for students that align with the college's guided pathways.

The Dual Enrollment between SOCCCD (Irvine Valley College) and Tustin Unified School District College & Career Access Pathways Partnership Agreement (EXHIBIT A) extends the partnership for three additional years through August 31, 2023.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Dual Enrollment, SOCCCD (Irvine Valley College) and TUSD College & Career Access Pathways Partnership Agreement through August 31, 2023 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT

This is a College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as "Agreement" between **Irvine Valley College** ("COLLEGE"), a college of the **South Orange County Community College District**, (SOCCCD), and **Tustin Unified School District** ("SCHOOL DISTRICT").

WHEREAS, the mission of the COLLEGE includes providing educational programs and services that are responsive to the needs of the students and communities within the South Orange County Community College District; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades 9 through 12 located in South Orange County and within the regional service area of SOCCCD; and

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of Education Code 76004, for a broad range of high school students and with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness; and

WHEREAS, COLLEGE and SCHOOL DISTRICT see dual enrollment partnerships as a means to provide "critical support for underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate; and

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations, and procedures promulgated by applicable law, the California Community College Chancellor's Office, SOCCCD and COLLEGE;

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Education Code 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college;

NOW THEREFORE, SOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. TERM OF AGREEMENT

- 1.1 The term of this CCAP Agreement shall begin on **August 22, 2020** and end on **August 31, 2023**. Any amendments to this agreement will be submitted for Board approval by the community college Board and the school district Board.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner.

- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the California Department of Education before the start of the CCAP partnership.
- 1.4 The governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement, take comments from the public, and approve or disapprove the proposed agreement.

2. COMMUNITY COLLEGE DISTRICTS AUTHORIZING THE CCAP PARTNERSHIPS WITH SCHOOL DISTRICTS DEFINITIONS

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or to help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SOCCCD and applicable law.
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Education Code 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to Education Code 69519 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY

- 3.1 Student Eligibility - Students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness and underachieving students, from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle

college high school as described in Section 11300 and consistent with middle college high school provisions in Education Code 76001.

- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness.
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in Education Code 76004. Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree, certificate, or a credential.

4. COLLEGE APPLICATION PROCEDURE

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.
- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.

5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code 49011. The SOCCCD governing board shall exempt special part-time students from the fee requirements in Education Code 76060.5, 76140, 76223, 76300, 76350, and 79121 and from the college health fee.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will ensure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring). If the location is at a SCHOOL DISTRICT site, then the SCHOOL DISTRICT will coordinate. If the location is at a COLLEGE site, the COLLEGE will coordinate.

6. CCAP AGREEMENT COURSES

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement.
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by

the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's Office. Course outlines will be provided to the SCHOOL DISTRICT.

- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the SOCCCD Governing Board and will be recorded in the Appendix to this Agreement.
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the SOCCCD Board of Trustees and the state Chancellor's Office.
- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SOCCCD Administrative Regulations.
- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or SOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SOCCCD academic standards.
- 6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SOCCCD and COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation

course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation.

7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the SOCCCD and become SOCCCD employees or be provided by the District and be District employees.
- 7.2 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SOCCCD specifically with regard to their duties as instructors.
- 7.3 Supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE employees, which extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.4 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.
- 7.5 SCHOOL DISTRICT or COLLEGE will be selected as the Employer of Record for purposes of assignment monitoring and reporting to the county office of education.
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Education Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT may receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.

8. ASSESSMENT OF LEARNING AND CONDUCT

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught on the COLLEGE campus.
- 8.5 Students who withdraw from a dual enrollment course will not receive any COLLEGE credit for work completed and must submit appropriate information/paperwork by all published deadlines to avoid a "W" on their transcript.
- 8.6 A dropped class will follow the COLLEGE drop date deadlines and may appear on the high school transcript as a college course depending on when the class was dropped. A student may complete the course to receive high school credit.

9. LIAISON AND COORDINATION OF RESPONSIBILITIES

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SOCCCD policies and standards.
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards.
- 9.3 This CCAP Agreement requires an annual report, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE on all the following information:
 - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
 - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
 - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
 - The total number of full-time equivalent students generated by CCAP partnership community college district participants.

10. APPORTIONMENT

- 10.1 SOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.
- 10.3 SOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Education Code 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Standard FTES computation rules, support documentation, course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code of Regulations and Title 5.

11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Education Code 87010 or as amended, or any controlled substance offense as defined in Education Code 87011 or as amended.
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.
- 11.7 The COLLEGE certifies that:
 - A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE.
 - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement.

- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to the displacement of otherwise eligible adults at the COLLEGE.

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit.

12. PROGRAM IMPROVEMENT

12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

13. RECORDS

13.1 Permanent records of student attendance, grades and achievement will be maintained by SCHOOL DISTRICT for SCHOOL DISTRICT students who enroll in a course(s) offered as part of this CCAP Agreement. Permanent records of student enrollment, grades and achievement for COLLEGE students shall be maintained by COLLEGE.

13.2 College shall provide the SCHOOL DISTRICT with transcripts of participants and their final grades.

13.3 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

14. CCAP AGREEMENT DATA MATCH AND REPORTING

14.1 COLLEGE and SCHOOL DISTRICT shall ensure operational protocols consistent with the collection of participating student data and the timely submission of the data.

14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges.

15. DATA SHARING

15.1 COLLEGE and SCHOOL DISTRICT may share confidential student data for the purposes of evaluating the educational services provided under this CCAP agreement and for evaluating student performance pursuant to participating in CCAP dual enrollment. Any data shared will be for research and analytical purposes aimed at understanding student performance and improving the CCAP program. Both COLLEGE and SCHOOL DISTRICT will act in a way consistent with applicable federal and state laws concerning access to and confidentiality of student record information as described in Section 16 of this agreement.

16. PRIVACY OF STUDENT RECORDS

16.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code 49064 and 49076. COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further

agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

- 16.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with their authority to access that information pursuant to Federal and State law, as may be as applicable.
- 16.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations 99.32 and under Education Code 49064 as applicable.
- 16.4 Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. 99.33(d) that it is strictly prohibited from disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

17. REIMBURSEMENT

- 17.1 The financial arrangements implied herein may be adjusted each semester with sixty (60) days written notice and approved by both Parties.

18. FACILITIES

- 18.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to SOCCCD or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 18.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.

The COLLEGE at its discretion may need to provide use of equipment to SCHOOL District students. The parties understand that such equipment are COLLEGE's sole property.

- 18.3 The COLLEGE facilities may be used subject to mutually agreement by the parties as expressed in the Appendix to this Agreement.

19. INDEMNIFICATION

- 19.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and SOCCCD and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.

- 19.2 The SOCCCD agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SOCCCD and COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SOCCCD and COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

20. INSURANCE

- 20.1 The SCHOOL DISTRICT, in order to protect the SOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to SOCCCD.
- 20.2 For the purpose of Workers' Compensation, SCHOOL DISTRICT shall be the "primary employer" for all its personnel who perform services as instructors and support staff. SCHOOL DISTRICT shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by their respective SCHOOL DISTRICT personnel made in connection with performing services and receiving instruction under this Agreement. SCHOOL DISTRICT agrees to hold harmless, indemnify, and defend COLLEGE and SOCCCD, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by SCHOOL DISTRICT personnel connected with providing services under this Agreement. SCHOOL DISTRICT is not responsible for non-School District personnel who may serve as instructors or students who are not affiliated with the SCHOOL DISTRICT.

21. NON-DISCRIMINATION

- 21.1 Neither the SCHOOL DISTRICT nor the COLLEGE and SOCCCD shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

22. TERMINATION

- 22.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 23.
- 22.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All referenced Sections from AB 288 (Education Code 76004), agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

23. NOTICES

- 23.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE

Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618
Attn: Chris McDonald, Vice President for Instruction

SOCCCD

South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692
Attn: Priya Jerome, Exec. Dir.-Procurement, Central Svcs. & RM

SCHOOL DISTRICT

Tustin Unified School District
300 South C Street
Tustin, CA 92780
Attn: Chris Matos, Asst. Superintendent, Education Services

24. INTEGRATION

- 24.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

25. MODIFICATION AND AMENDMENT

- 25.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

26. GOVERNING LAWS

- 26.1 This agreement shall be interpreted according to the laws of the State of California.

27. COMMUNITY COLLEGE DISTRICT BOUNDARIES

- 27.1 For locations outside the geographical boundaries of SOCCCD, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

28. SEVERABILITY

- 28.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

29. COUNTERPARTS

- 29.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

South Orange County Community College District Board Meetings:

Public Comment and Approval Board Meeting Date: August, 31, 2020

School District Board Meetings:

Public Comment and Approval Board Meeting Date: August 17, 2020

TUSTIN UNIFIED SCHOOL DISTRICT

Signature:

Print Name:

Title:

Date:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

Signature:

Print Name:

Title:

Date:

| | |
|---------------------------------|---|
| District Initiating Department: | Irvine Valley College, Office of Instruction, Academic Programs/Dual Enrollment |
| District Contact Name: | Traci Fahimi, Dean, Social & Behavioral Sciences, Business Sciences |
| District Contact Phone & Email: | 949-451-5204, tfahimi@ivc.edu |

APPENDIX

COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) DUAL ENROLLMENT PARTNERSHIP AGREEMENT

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and

NOW THEREFORE, SOCCCD, the COLLEGE and SCHOOL DISTRICT agree as follows:

1. SOCCCD, COLLEGE and SCHOOL DISTRICT Point of Contact:

| LOCATION | NAME | TELEPHONE | EMAIL |
|------------------|--------------|--------------|--|
| SOCCCD: | Priya Jerome | 949-582-4680 | pjerome@socccd.edu |
| College: | Traci Fahimi | 949-451-5204 | tfahimi@ivc.edu |
| School District: | Grant Litfin | 714-730-7306 | glitfin@tustin.k12.ca.us |

2. CCAP AGREEMENT EDUCATIONAL PROGRAM(S) AND COURSE(S)

2.1 COLLEGE is responsible for all educational program(s) and course(s) and offered as part of this CCAP Agreement whether the educational program(s) and course(s) are offered at the SCHOOL DISTRICT or the COLLEGE.

3. CCAP AGREEMENT PROGRAM YEAR – COLLEGE has identified the following: program year(s), educational program(s) and course(s) to be offered at the said date, time and location; the total number of students to be served and projected FTES; and the instructor.

PROGRAM YEAR(S): 20/21; 21/22; 22/23

COLLEGE: Irvine Valley College

EDUCATIONAL PROGRAM(S): General Education;
Business/Entrepreneurship; Human Development; Languages;
Communications

SCHOOL DISTRICT: Tustin Unified School District

HIGH SCHOOL(S): Beckman, Foothill, Tustin, Hillview, Tustin Legacy Magnet Academy

TOTAL NUMBER OF STUDENTS TO BE SERVED (EST.):600

ESTIMATED FTES: 130

| COURSE NAME | COURSE NUMBER | TERM | TIME* | DAYS/HOURS* | INSTRUCTOR(S)** |
|---|---------------|-----------|---------|-------------|-----------------|
| Communication Fundamentals | COMM 1 | SP/FA /SU | Various | Various | Various |
| Argumentation & Debate | COMM 3 | SP/FA /SU | Various | Various | Various |
| Academic Planning | COUN 1 | SP/FA /SU | Various | Various | Various |
| Intro to College Study Skills | COUN 10 | SP/FA /SU | Various | Various | Various |
| Intro to Educational & Career Exploration | COUN 12 | SP/FA /SU | Various | Various | Various |
| Academic, Career, & Life Success | COUN 6 | SP/FA /SU | Various | Various | Various |
| Dance History: Twentieth Century | DNCE 77 | SP/FA /SU | Various | Various | Various |
| Managing Your Business | ENTR 160 | SP/FA /SU | Various | Various | Various |
| Pathways to Success | ENTR 200 | SP/FA /SU | Various | Various | Various |
| Creativity & Idea Generation | ENTR 201 | SP/FA /SU | Various | Various | Various |
| Innovations & Opportunities | ENTR 202 | SP/FA /SU | Various | Various | Various |
| Business Models: The Design and Delivery of Value | ENTR 211 | SP/FA /SU | Various | Various | Various |
| Market Validation & Research | ENTR 212 | SP/FA /SU | Various | Various | Various |
| Developmental Psychology: Childhood & Adolescence | HD 7 | SP/FA /SU | Various | Various | Various |
| Socialization of the Child | HD 15 | SP/FA /SU | Various | Various | Various |
| Principles & Practices of Teaching Young Children | HD 110 | SP/FA /SU | Various | Various | Various |
| Child Guidance & Discipline | HD 120 | SP/FA /SU | Various | Various | Various |
| Intro to Athletic Training | KNES 85 | SP/FA /SU | Various | Various | Various |
| Sports Medicine Internship I | KNES 212 | SP/FA /SU | Various | Various | Various |
| Introduction to Business | MGT 1 | SP/FA /SU | Various | Various | Various |
| Sport Nutrition | NUT 2 | SP/FA /SU | Various | Various | Various |
| Beginning American Sign Language I | SIGN 21 | SP/FA /SU | Various | Various | Various |

| | | | | | |
|--|---------|-----------|---------|---------|---------|
| Beginning American Sign Language II | SIGN 22 | SP/FA /SU | Various | Various | Various |
| <p>*Specific course scheduling for each term is determined by mutual agreement between COLLEGE and SCHOOL DISTRICT. Courses may be added to this list by mutual agreement between COLLEGE and SCHOOL DISTRICT. A course appearing on this list does not obligate COLLEGE and SCHOOL DISTRICT to offer the course. Amendments to this list do not require board approval.</p> <p>**Specific staffing TBD based on availability.</p> | | | | | |
| <p>Required: Describe the criteria used to assess the ability of students to benefit from the course(s) offered: Students will work with high school counselors to determine ability to benefit from participation in College and Career Access Pathways.</p> | | | | | |

4. BOOKS AND INSTRUCTIONAL MATERIALS - The total cost of books and instructional materials for SCHOOL DISTRICT students participating as part of this CCAP agreement will be borne by SCHOOL DISTRICT. Every effort will be made to utilize materials for a minimum of two years to reduce costs.

| COURSE NUMBER | BOOKS* | ESTIMATED COST | OTHER INSTRUCTIONAL MATERIALS* | ESTIMATED COST |
|---------------|--|----------------|--------------------------------|----------------|
| COMM 1 | Zero Cost Textbook | \$0 | n/a | \$0 |
| COMM 3 | Zero Cost Textbook | \$0 | n/a | \$0 |
| COUN 1 | IVC Student Planner | \$7 | n/a | \$0 |
| COUN 10 | Becoming a Master Student | \$99-132 | n/a | \$0 |
| COUN 12 | Zero Cost Textbook | \$0 | n/a | \$0 |
| COUN 6 | Zero Cost Textbook | \$0 | n/a | \$0 |
| DNCE 77 | The Dance Experience & Moving History, Dancing Cultures | \$75 | n/a | \$0 |
| ENTR 160 | Small Business Start Up Kit & Business Model Generation | \$45 | n/a | \$0 |
| ENTR 200 | Who Owns the Ice House | \$16 | n/a | \$0 |
| ENTR 201 | inGenius: A Crash Course on Creativity | \$12 | n/a | \$0 |
| ENTR 202 | Inside the Box: A proven system for breakthrough results | \$15 | n/a | \$0 |
| ENTR 211 | Business Model Generation | \$22 | n/a | \$0 |
| ENTR 212 | The Market Research Toolbox | \$65 | n/a | \$0 |
| HD 7 | Developing Person: Childhood & Adolescence | \$243 | n/a | \$0 |

| | | | | |
|--|--|-------|-----|-----|
| HD 15 | Child, Family, School, Community | \$215 | n/a | \$0 |
| HD 110 | Who Am I in the Lives of Children | \$218 | n/a | \$0 |
| HD 120 | How to Talk so Kids Will Listen & Guiding Young Children | \$155 | n/a | \$0 |
| KNES 85 | Essent of Athletic Injury Mgt | \$173 | n/a | \$0 |
| KNES 212 | No books required | \$0 | n/a | \$0 |
| MGT 1 | Understanding Business | \$103 | n/a | \$0 |
| NUT 2 | Practical Applications in Sports Nutrition | \$178 | n/a | \$0 |
| SIGN 21 | Signing Naturally | \$85 | n/a | \$0 |
| SIGN 22 | Signing Naturally | \$85 | n/a | \$0 |
| *Book titles are examples of typical books used in the course. Titles and instructional materials may change based on departmental or instructor choice and availability. Instructors are encouraged to use zero-cost textbooks whenever possible. Some book sets have already been purchased and are available to students. | | | | |

5. FACILITIES USE

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 18, Facilities, of this CCAP Agreement.

5.2 SCHOOL DISTRICT, as part of Section 18.1 of this CCAP Agreement, shall extend access and use of the following SCHOOL DISTRICT facilities:

| BUILDING | CLASSROOM | DAYS | HOURS |
|------------------------------|-----------|---------|---------|
| Beckman High School | Various | Various | Various |
| Child Care Centers | Various | Various | Various |
| Foothill High School | Various | Various | Various |
| Hillview High School | Various | Various | Various |
| Tustin High School | Various | Various | Various |
| Tustin Legacy Magnet Academy | Various | Various | Various |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Saddleback College Veteran's Center Improvements Project, Award of Bid No. 2096, JR Universal Construction, Inc.

ACTION: Approval

BACKGROUND

On August 26, 2018, the award of California Community College Chancellor's Office Veteran Resources Center Program Grant was approved by the Board of Trustees. The Grant provides additional resources for completion of the relocation, expansion and build out of Saddleback College Veteran's Center which will provide much needed space and facilities to better support the college's large student veteran population.

STATUS

On June 18, 2020 and June 25, 2020, SOCCCD ran a newspaper advertisement requesting bids for Saddleback College Veteran's Center Improvements project. The request for bids was also posted on the District website and sent through the PlanetBids portal. A total of 449 contractors were solicited. Sixteen bids were received on July 16, 2020. The lowest responsive, responsible bid was submitted by JR Universal Construction, Inc. in the amount of \$394,586 (EXHIBIT A). The District and college staff have reviewed the bids and recommend approval of bid and award of agreement.

Grant funds are available in the project budget of \$500,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve awarding of Bid No. 2096, Saddleback College Veteran's Center Improvements project and approve the agreement (EXHIBIT B) with JR Universal Construction, Inc., in the amount of \$394,586 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.

Bid No. 2096
Saddleback College Veteran's Center Improvements Project
South Orange County Community College District

August 31, 2020

| <u>CONTRACTORS</u> | <u>LOCATION</u> | <u>AMOUNT</u> |
|---------------------------------------|------------------------|---------------------|
| *JR Universal Construction Inc | Los Angeles, CA | \$394,586.00 |
| Elegant Construction Inc | Irvine, CA | \$408,445.00 |
| New Dynasty Construction | Tustin, CA | \$416,154.00 |
| Pub Construction, Inc | Diamond Bar, CA | \$422,587.04 |
| Thomco Construction Inc | Anaheim, CA | \$430,431.00 |
| Corner Keystone | Walnut, CA | \$435,428.83 |
| ALLINONE Construction | La Habra, CA | \$438,675.00 |
| J A Urban Inc | Monrovia, CA | \$446,884.00 |
| SS+K Construction | Woodland Hills, CA | \$469,000.00 |
| Dalke and Sons Construction | Riverside, CA | \$474,480.00 |
| Scorpio Enterprises | Santa Fe Springs, CA | \$497,500.00 |
| Green Contractor Studio Inc | Buena Park, CA | \$532,450.00 |
| RS Construction & Development | Upland, CA | \$551,900.00 |
| iBuild Spectrum | Santa Ana, CA | \$557,000.00 |
| AJ Fistes Corporation | Long Beach, CA | \$689,900.00 |
| Horizons Construction | Orange, CA | \$847,900.00 |

***Recommended Award**



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CONSTRUCTION SERVICES AGREEMENT

Bid 2096 Saddleback College Veteran's Center Improvements

JR Universal Construction, Inc.

THIS AGREEMENT, dated the 1st day of September, 2020, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and JR Universal Construction, Inc., 1045 North Hudson Ave., Los Angeles, CA 90038, (hereinafter referred to as "CONTRACTOR").

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

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

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

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of Three Hundred Ninety Four Thousand Five Hundred Eighty Six Dollars (\$394,586.00).

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

5. Time is of the essence. If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Two Hundred Fifty Dollars (\$250.00) for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

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

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

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

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

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

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

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.
- (b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.
- (c) Any dispute between Contractor and CONTRACTOR'S subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

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

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

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

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the

insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

| | |
|--|-------------|
| Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than | \$2,000,000 |
|--|-------------|

| | |
|------------------------------|-------------|
| Subcontractors of every tier | \$1,000,000 |
|------------------------------|-------------|

and

| | |
|--|-------------|
| Subject to the same limit for each person on account of one accident, in an amount not less than | \$2,000,000 |
|--|-------------|

| | |
|------------------------------|-------------|
| Subcontractors of every tier | \$1,000,000 |
|------------------------------|-------------|

| | |
|--|-------------|
| Property Damage Insurance in an amount not less than | \$2,000,000 |
|--|-------------|

| | |
|------------------------------|-------------|
| Subcontractors of every tier | \$1,000,000 |
|------------------------------|-------------|

| | |
|---|----------------------------|
| Builder's Risk Insurance without exclusion or limitation in an amount not less than | 120% of the Contract Price |
|---|----------------------------|

| | |
|--|-------------|
| Excess Liability Insurance (Contractor only) | \$2,000,000 |
|--|-------------|

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

Waiver of Subrogation

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

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

Additional Insured Endorsement Requirements.

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

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

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

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

12. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Sergio Chavez, whose title is Chief Operating Officer, is authorized to act for and bind the corporation.

13. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein,

and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

14. Force Majeure. The Contractor and District are excused from performance during the time and to the extent that they are prevented from obtaining, performing any act or rendering any services required under this Agreement by a Force Majeure Event. If a Force Majeure Event caused the failure or delay beyond the Parties' control and which by the Parties' exercise of due diligence could not reasonably have been avoided, an extension of contract times in an amount equal to the time loss due to such delay shall be the Contractor's sole and exclusive remedy for such delay. A "Force Majeure Event" shall mean events or circumstances occurring by acts of God, such as tornadoes, lightning, earthquakes, hurricanes, floods, or other natural disasters; epidemics; pandemics; quarantine restrictions; fire; strikes; lock-out; commandeering of materials, products, plants or facilities by the government; terrorist attacks; wars; riots; civil disturbances; or governmental acts, including sanction, embargo, and import or export regulation, or order; when satisfactory evidence thereof is presented to the other party, provided that it is satisfactorily established that the non-performance is not due to the fault or neglect of the party not performing.

15. COVID-19 Contractor Responsibilities. Prior to commencing any work under this Agreement, Contractor shall be required to develop and submit to the District its COVID-19 Exposure Response and Prevention Plan (the "Plan") that is consistent with Cal/OSHA and CDC guidance. The Plan at a minimum shall require Contractor to immediately notify the District (Construction Manager) of any possible COVID-19 infections or potential COVID-19 exposure events involving Contractor and any of its employees, subcontractors and/or suppliers performing work on District property pursuant to the terms of this Contract.

The Plan shall be developed and based on the current information available from Cal/OSHA and CDC, and shall be amended by Contractor as may be appropriate based on further information provided by Cal/OSHA and CDC and other public officials. Contractor shall promptly provide to the District any amendments or revisions to its adopted Plan. While the confidentiality of all medical conditions must be maintained in accordance with applicable law, the District reserves the right to inform any District staff, employees, students, and/or visitors that an unnamed worker has been diagnosed with COVID-19 if any of the District's staff, employees, students, or visitors might have been exposed to the disease so such individual(s) may take measures to protect their own health.

16. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

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

[SIGNATURE PAGE TO FOLLOW]

DISTRICT

CONTRACTOR

By: _____
Signature

By: _____
Signature

Print Name

Print Name

Title

Title

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Parking Fees

ACTION: Approval

BACKGROUND

Education Code Section 76360 allows the governing board to charge fees for parking services utilized by students and employees. In 2014, the governing board authorized increasing parking fees for students and management employees. Within each of the collective bargaining agreements, an article exists establishing the parking fees paid by the respective bargaining unit members. The current parking fees approved by the Board of Trustees and paid by each group are as follows:

| Category | Annual | Fall/Spring | Summer | Daily | Hourly |
|--------------------------------|---------|-------------|---------|--------|--------|
| Students – Car | \$80.00 | \$40.00 | \$25.00 | \$5.00 | \$1.00 |
| Students with Fee Waiver - Car | \$70.00 | \$30.00 | \$10.00 | \$5.00 | \$1.00 |
| Students – Motorcycle | \$40.00 | \$20.00 | \$10.00 | \$5.00 | \$1.00 |
| Management | \$80.00 | N/A | N/A | N/A | N/A |
| Faculty – Full-time | \$60.00 | N/A | N/A | N/A | N/A |
| Faculty – Part-time | \$30.00 | N/A | N/A | N/A | N/A |
| Classified/POA – Full-time | \$40.00 | N/A | N/A | N/A | N/A |
| Classified/POA – Part-time | \$20.00 | N/A | N/A | N/A | N/A |

STATUS

Due to the COVID-19 pandemic, the campuses have been closed since March 16, 2020 and will continue to be closed through December 31, 2020. So far, during the closure, only the employees and workers deemed as “essential” have utilized the parking services. No students have been allowed on campus. Beginning in the fall semester there will be very few classes offered on campus and, for those that are held on campus, they will be for shortened durations (i.e. not the entire semester). Therefore, it is in the best interest of our students and our employees to forgo requiring them to purchase a parking permit for the limited amount of time that they will be on campus.

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve forgoing parking fees charged to students and employees for fall 2020 and to pro-rate by one-half the parking fees for employees for spring 2021. The Chancellor further recommends that the Board of Trustees approve forgoing parking fees charged to students and employees for spring 2021 if the campuses remain closed due to the COVID-19 pandemic.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: COVID-19 Response Block Grant Allocation

ACTION: Acceptance

BACKGROUND

The 2020-21 Budget Act provides California Community College districts with federal and state relief funds in the form of a \$120 million COVID-19 Response Block Grant. The block grant is comprised of \$66.255 million from one-time Proposition 98 funds and \$53.975 million from the federal Coronavirus Relief Fund (CRF), a component of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act).

The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. Expenditure of the federal portion of the block grant must be incurred by December 30, 2020 and the state portion must be expended by June 30, 2022. Funds are subject to both federal and state audit, and audit procedures for the block grant will be included in the Contracted District Audit Manual beginning 2020-21.

STATUS

The block grant funds are allocated to districts based on the pro-rata share of final 2018-19 FTES (EXHIBIT A). Districts are required to certify that they have read and understand the funding requirements by submitting a Certification for Receipt of Coronavirus Relief Funds Pursuant to the Budget Act 2020 (EXHIBIT B). Districts will also be required to meet quarterly reporting deadlines.

The total District allocation is \$1,296,905 in federal funds and \$1,591,968 in state funds for a total of \$2,888,873. Using our DRAC model split, the funds have been allocated as follows:

- Saddleback College: \$713,930 federal and \$966,643 state
- Irvine Valley College: \$461,844 federal and \$625,325 state
- District Services: \$121,131 federal

Expenditures for these funds will be reported to the Board of Trustees on a monthly basis.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the allocation of \$2,888,873 for the COVID-19 Response Block Grant.

Item Submitted By: *Elliott Stern, President, Saddleback College*
John Hernandez, President, Irvine Valley College
Ann-Marie Gabel, Vice Chancellor, Business Services



California Community Colleges

MEMORANDUM

August 3, 2020

FS-20-08 | Via Email

TO: Chief Executive Officers
Chief Business Officers
Chief Student Services Officers
Chief Instructional Officers

FROM: Lizette Navarette, Vice Chancellor, College of Finance, and Facilities Planning
Division

RE: COVID-19 Response Block Grant – Funding Information and Requirements

COVID-19 RESPONSE BLOCK GRANT

The 2020-21 Budget Act provides California Community College districts with federal and state relief funds in the form of a \$120 million COVID-19 Block Grant (block grant). The block grant is comprised of \$66.255 million from one-time Proposition 98 funds and \$53.975 million from the federal Coronavirus Relief Fund (CRF), a component of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). The funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19. In addition, the Legislature intended for these funds to be used to prioritize services for underrepresented students. (See Attachment 3 - *U.S. Treasury's Coronavirus Relief Fund Guidance* and Attachment 4 - *U.S. Treasury's Coronavirus Relief Fund FAQ* for further details).

The block grant funds are allocated to districts based on the pro-rata share of final 2018-19 FTES, including audit adjustments and emergency conditions allowances (See Attachment 1 – *COVID-19 Block Grant Allocation Schedule*).

ACCOUNTING FOR BLOCK GRANT FUNDS

Block grant revenues should be recorded in the restricted general fund and expenditures tracked with specific identifiers for the state and federal portions. Funds are subject to both federal and state audit, and audit procedures for the block grant will be included in

Chancellor's Office

1102 Q Street, Sacramento, California 95811
www.CaliforniaCommunityColleges.cccco.edu

COVID-19 Response Block Grant

August 3, 2020

the Contracted District Audit Manual beginning in 2020-21. For federal single audit purposes, the Catalog of Federal Domestic Assistance (CFDA) number is 21.019.

Supporting documentation should be retained and available to the Chancellor's Office upon request. For the federal portion, all receipts and records of expenditures should be kept for five years after the final payment is made. For the state portion, districts should maintain all receipts and records for at least three years, or until after any audit has been resolved.

ALLOWABLE EXPENDITURES

Expenditure of the federal portion of the block grant must be incurred by December 30, 2020. The state portion of the block grant funds must be expended or encumbered by June 30, 2022. Unspent federal funds must be returned to the state and ultimately the Department of the Treasury (Treasury). Although the federal portion only covers cost incurred by December 30, 2020, a reasonable liquidation period of 90 days is provided, or until March 31, 2021.

As previously mentioned, the funds should be used on activities that directly support student learning, continuity of education, and mitigate learning loss related to COVID-19.

Allowable uses may include:

1. Reengagement strategies for students who received an incomplete or failing grade in the Spring 2020 term due to COVID-19.
2. Grants to faculty to develop online, accelerated learning modules that allow students who received an incomplete or failing grade in the Spring 2020 term due to COVID-19 to continue to make progress towards their degree rather than retaking courses in the Fall 2020 term.
3. Professional development opportunities for faculty and student services professionals needed to continue educational instruction due to COVID-19, including supporting students impacted by learning loss related to COVID-19, preparing and supporting faculty to develop online instructional capabilities in response to COVID-19.
4. Supports to address other barriers to learning as a result of disruption caused by COVID-19, such as access to basic needs and mental health services needed to support students impacted by COVID-19.
 - Economic Support such as assistance with utilities, rent, and access to food.
 - Health and Behavioral Services, including telemedicine.
 - Investments to support distance learning.

COVID-19 Response Block Grant

August 3, 2020

5. Expenditures related to government payroll support program and unemployment Insurance costs related to COVID-19 (if not reimbursed by other Cares Act funds).
6. Public Health Expenses including acquisition and distribution of cleaning supplies and personal protective equipment (PPE), disinfection of public areas and campus facilities.

Funds **may not** be used for:

1. Backfill of lost revenue.
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency (including teleworking).
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Workforce bonuses other than payment of overtime.
6. Severance pay.
7. Legal settlements.

Districts are required to certify that they have read and understand the funding requirements stipulated by the Treasurer. (See Attachment 2 - *COVID-19 Block Grant Certification Form*).

REPORTING REQUIREMENTS

Districts must provide quarterly reports to the Chancellor's Office on the template provided as Attachment 5 – *COVID-19 Response Block Grant Quarterly Report*. The report includes a summary of the funds received from the block grant, expenditures for the allowable activities described above, and funds provided to colleges in multi-college districts. In addition, consistent with federal and state requirements, districts must describe (1) how the use of funds prioritized services for underrepresented students, and (2) the effectiveness of services or supports provided by these funds. Reports should be submitted to the Fiscal Standards and Accountability Unit at fiscalstandards@cccco.edu by the scheduled dates below.

The Chancellor's Office will have a short turnaround time to provide the Department of Finance (Finance) with required reports for submittal to the Treasury, as noted in the table below. If a district has not closed their books by the report due date, please report estimates and true-up amounts at the next reporting period. The reporting requirements ends with the quarter that COVID-19 related costs and expenditures are completely liquidated. Districts that

COVID-19 Response Block Grant

August 3, 2020

have reported all expenditures do not need to submit subsequent reports. Districts must be able to provide comparable information at the college level.

Report Due Dates

| REPORT DUE TO CHANCELLOR'S OFFICE | FINANCE REPORT DUE TO TREASURY | REPORTING PERIOD |
|--------------------------------------|-----------------------------------|-------------------------------------|
| Monday, August 17, 2020 | Monday, September 21, 2020 | March 1 through June 30, 2020 |
| Monday, October 5, 2020 | Tuesday, October 13, 2020 | July 1 through September 30, 2020 |
| Tuesday, January 5, 2021 | Monday, January 11, 2021 | October 1 through December 31, 2020 |
| Monday, April 5, 2021 | Monday, April 12, 2021 | January 1 through March 31, 2021 |
| Monday, October 4, 2021 | Monday, October 11, 2021 | July 1 through September 30, 2021 |

CONTACTS

For questions about the COVID-19 Response Block Grant and this memorandum, please contact specialist Lorena Romero, lromero@cccco.edu or the Fiscal Standards and Accountability Unit at fiscalstandards@cccco.edu.

ATTACHMENTS

- Attachment 1: COVID-19 Block Grant Allocation Schedule
- Attachment 2: COVID-19 Block Grant Certification Form
- Attachment 3: U.S. Treasury's Coronavirus Relief Fund Guidance
- Attachment 4: U.S. Treasury's Coronavirus Relief Fund FAQ
- Attachment 5: COVID-19 Block Grant Quarterly Report Template

cc: Chancellor's Office Staff

Attachment 1: COVID-19 Response Block Grant Allocation

| District | Payable from Coronavirus Relief Fund (Federal Portion) | Payable from General Fund/Prop 98 (State Portion) | Total Allocation |
|------------------------|---|--|------------------|
| Allan Hancock | 466,958 | 573,196 | 1,040,154 |
| Antelope Valley | 538,262 | 660,723 | 1,198,985 |
| Barstow | 124,694 | 153,064 | 277,758 |
| Butte | 507,480 | 622,938 | 1,130,418 |
| Cabrillo | 484,427 | 594,640 | 1,079,067 |
| Calbright | - | - | - |
| Cerritos | 766,128 | 940,432 | 1,706,560 |
| Chabot-Las Positas | 765,691 | 939,896 | 1,705,587 |
| Chaffey | 826,786 | 1,014,890 | 1,841,676 |
| Citrus | 556,055 | 682,565 | 1,238,620 |
| Coast | 1,492,783 | 1,832,411 | 3,325,194 |
| Compton | 219,658 | 269,633 | 489,291 |
| Contra Costa | 1,237,898 | 1,519,536 | 2,757,434 |
| Copper Mountain | 70,799 | 86,907 | 157,706 |
| Desert | 522,144 | 640,938 | 1,163,082 |
| El Camino | 910,376 | 1,117,498 | 2,027,874 |
| Feather River | 85,492 | 104,943 | 190,435 |
| Foothill-DeAnza | 1,140,516 | 1,399,998 | 2,540,514 |
| Gavilan | 261,316 | 320,769 | 582,085 |
| Glendale | 676,864 | 830,859 | 1,507,723 |
| Grossmont-Cuyamaca | 864,951 | 1,061,738 | 1,926,689 |
| Hartnell | 358,637 | 440,232 | 798,869 |
| Imperial | 364,126 | 446,970 | 811,096 |
| Kern | 1,053,493 | 1,293,176 | 2,346,669 |
| Lake Tahoe | 93,210 | 114,416 | 207,626 |
| Lassen | 82,364 | 101,103 | 183,467 |
| Long Beach | 953,906 | 1,170,932 | 2,124,838 |
| Los Angeles | 4,795,808 | 5,886,912 | 10,682,720 |
| Los Rios | 2,500,826 | 3,069,796 | 5,570,622 |
| Marin | 166,767 | 204,709 | 371,476 |
| Mendocino-Lake | 134,902 | 165,594 | 300,496 |
| Merced | 490,626 | 602,250 | 1,092,876 |
| Mira Costa | 499,965 | 613,714 | 1,113,679 |
| Monterey Peninsula | 300,985 | 369,463 | 670,448 |
| Mt. San Antonio | 1,597,955 | 1,961,510 | 3,559,465 |
| Mt. San Jacinto | 588,068 | 721,861 | 1,309,929 |
| Napa Valley | 232,971 | 285,975 | 518,946 |
| North Orange County | 1,626,010 | 1,995,948 | 3,621,958 |
| Ohlone | 359,098 | 440,797 | 799,895 |
| Palo Verde | 102,785 | 126,170 | 228,955 |
| Palomar | 877,342 | 1,076,948 | 1,954,290 |
| Pasadena Area | 1,167,174 | 1,432,721 | 2,599,895 |
| Peralta | 808,943 | 992,988 | 1,801,931 |
| Rancho Santiago | 1,267,136 | 1,555,426 | 2,822,562 |
| Redwoods | 172,682 | 211,969 | 384,651 |
| Rio Hondo | 632,487 | 776,386 | 1,408,873 |
| Riverside | 1,465,004 | 1,798,311 | 3,263,315 |
| San Bernardino | 747,396 | 917,438 | 1,664,834 |
| San Diego | 1,960,928 | 2,407,064 | 4,367,992 |
| San Francisco | 1,089,518 | 1,337,398 | 2,426,916 |
| San Joaquin Delta | 686,066 | 842,155 | 1,528,221 |
| San Jose-Evergreen | 598,474 | 734,635 | 1,333,109 |
| San Luis Obispo County | 360,693 | 442,755 | 803,448 |
| San Mateo County | 742,060 | 910,888 | 1,652,948 |

| District | Payable from Coronavirus Relief Fund (Federal Portion) | Payable from General Fund/Prop 98 (State Portion) | Total Allocation |
|-----------------------|---|--|------------------|
| Santa Barbara | 617,062 | 757,451 | 1,374,513 |
| Santa Clarita | 801,150 | 983,422 | 1,784,572 |
| Santa Monica | 989,704 | 1,214,875 | 2,204,579 |
| Sequoias | 502,165 | 616,414 | 1,118,579 |
| Shasta-Tehama-Trinity | 329,447 | 404,400 | 733,847 |
| Sierra | 633,177 | 777,232 | 1,410,409 |
| Siskiyou | 101,922 | 125,110 | 227,032 |
| Solano County | 301,881 | 370,563 | 672,444 |
| Sonoma County | 950,688 | 1,166,981 | 2,117,669 |
| South Orange County | 1,296,905 | 1,591,968 | 2,888,873 |
| Southwestern | 718,199 | 881,598 | 1,599,797 |
| State Center | 1,520,267 | 1,866,147 | 3,386,414 |
| Ventura County | 1,233,581 | 1,514,236 | 2,747,817 |
| Victor Valley | 449,215 | 551,417 | 1,000,632 |
| West Hills | 305,086 | 374,497 | 679,583 |
| West Kern | 142,182 | 174,531 | 316,713 |
| West Valley-Mission | 541,406 | 664,583 | 1,205,989 |
| Yosemite | 780,685 | 958,301 | 1,738,986 |
| Yuba | 362,595 | 445,090 | 807,685 |
| Statewide Total: | 53,975,000 | 66,255,000 | 120,230,000 |



California
Community
Colleges

**CERTIFICATION FOR RECEIPT OF CORONAVIRUS
RELIEF FUNDS
PURSUANT TO THE BUDGET ACT 2020**

I, Ann-Marie Gabel, am the chief executive or authorized designee of South Orange County CCD, and I certify that:

- 1.** I understand the Chancellor's Office will rely on this certification as a material representation in making a direct payment to the District.
- 2.** The District's proposed uses of the funds provided by the Coronavirus Relief Funds (CRF) as proposed in the Budget Act of 2020 will be used only for costs that:
 - a.** Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19).
 - b.** Were not accounted for in the budget most recently approved as of March 27, 2020, for t
 - c.** Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
- 3.** The District agrees to do all of the following as a condition of receipt of funds:
 - a.** Adhere to federal guidance and the state's stay-at-home requirements and other health requirements as directed in gubernatorial Executive Order N-33-20, any subsequent Executive Orders or statutes, and all California Department of Public Health orders, directives, and guidance in response to COVID-19 emergency.
 - b.** Report on expenditures and summarize regional collaboration and non-duplication of efforts within the region by September 1, 2020, and return any funds that are unspent by October 30, 2020 (unless extended by the Department of Finance based on reported expenditures to date), and repay the state for any cost disallowed after federal review.

- c. Retain records to support reported COVID-19 eligible expenditures and participate in audits as outlined by the federal government and State.

CERTIFICATION FOR RECEIPT OF FUNDS PURSUANT TO THE BUDGET ACT OF 2020

By (Print): Ann-Marie Gabel

Signature: 

Title: Vice Chancellor, Business Services

Date: 08/06/20

The completed certification must be submitted by email to:

FiscalStandards@CCCCO.edu

Certifications must be received by no later than 11:59 p.m. Pacific Daylight Time on August 17, 2020. Please include the name of the CCD in the subject line.

TO: Board of Trustees**FROM:** Kathleen F. Burke, Chancellor**RE:** SOCCCD: Acceptance of State-Supplied Donation of Personal Protective Equipment**ACTION:** Acceptance

BACKGROUND

On July 13, 2020, the California Governor's Office of Emergency Services (Cal OES) sent a notification (EXHIBIT A) to all recipients of state supplied personal protective equipment (PPE) to be used for the purposes of saving lives and protecting public health and safety during the COVID-19 pandemic.

STATUS

All recipients of the state-supplied PPE items are required to certify acceptance of the materials received. This acceptance acknowledgement fulfills the certification requirement.

The PPE in the quantities (single unit) identified below have been received and allocated Districtwide as follows:

| PPE Item | Total Quantities Received | Allocation for District Services | Allocation for Saddleback College | Allocation for Irvine Valley College |
|------------------|---------------------------|----------------------------------|-----------------------------------|--------------------------------------|
| Hand Sanitizers | 16,540 | 1,545 | 9,096 | 5,899 |
| Respirator Masks | 960 | - | 582 | 378 |
| Surgical Masks | 1,920,000 | 5,000 | 1,161,639 | 753,361 |
| Face Shields | 800 | 75 | 440 | 285 |
| Thermometers | 50 | 5 | 27 | 18 |
| Cloth Face Masks | 122,400 | 4,253 | 70,986 | 47,161 |

The District warehouse will house and track distribution of all of the PPE. The allocated PPE will be utilized pursuant to the conditions identified within the state's notification and all unused PPE will be remitted back to the state.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees acknowledge receipt and accept the state provided donation of Personal Protective Equipment.



All Recipients of State-Supplied Personal Protective Equipment:

During the COVID-19 pandemic, the state provided personal protective equipment (PPE) to save lives and protect public health and safety. For the purpose of this certification, PPE includes body bags, lab/cleaning supplies, cloth/surgical masks, coveralls, face shields, examination gloves, goggles, surgical/exam gowns, test kits, N95/KN95 respirators, medical equipment, thermometers, pharmaceuticals, hand sanitizers, sample collecting kits, shoe covers, swabs, viral testing media, and wipes. All recipients of any of these state-supplied PPE items (Recipient) must certify to the following:

- The Recipient acknowledges that they have accepted PPE supplied by the state;
- The Recipient acknowledges that state-supplied PPE is to be used exclusively for the prevention of the spread or treatment of COVID-19;
- The Recipient is prohibited from selling state-supplied PPE;
- The Recipient is prohibited from re-distributing state-supplied PPE in exchange for any other item or service of value or for use other than the intended purposes;
- The Recipient must not commit waste, fraud, or abuse in the course of using or distributing PPE. The Recipient shall only use state-supplied PPE in accordance with industry standards or uses authorized by the state;
- The Recipient is prohibited from seeking reimbursement for PPE supplied by the state through any reimbursement program (e.g., FEMA public assistance program), or through any form of private insurance; and
- Should the Recipient no longer require state-supplied PPE (in part or whole) for the prevention and spread of COVID-19, the Recipient shall immediately notify the state, and potentially remit any unused PPE back to the state.

Upon receipt from the state, the Recipient is responsible for documenting and tracking distribution of all PPE. If requested by the state, the Recipient will provide any and all necessary documentation regarding PPE received from the state.

Upon acceptance of PPE supplied by the state and receipt of these terms and conditions, the Recipient is agreeing to the terms and conditions.

If you require additional information regarding these Terms and Conditions or have questions or concerns about these conditions as they relate to PPE already received, please contact COVID-19.TaskForce@soc.caloes.ca.gov.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-6115 Community Education Programs, BP-6140 College Speakers

ACTION: Approval

BACKGROUND

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

STATUS

Two board policies 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 March 12, 2020 for review and recommendation to the Chancellor. EXHIBITS A and B were brought to the Board of Trustees on July 20, 2020 for review and study. Additional changes recommended by the Board of Trustees from the July 20, 2020 meeting have been highlighted.

RECOMMENDATION

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

BOARD POLICY

6115

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

COMMUNITY EDUCATION PROGRAMS

The community education programs shall be designed to contribute to the physical, mental, ~~personal development~~moral, economic, or civic development of the individuals or groups enrolled in ~~it~~them.

Community education courses shall be open for admission of adults and ~~of~~ minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community education courses. Students involved in community education courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

References:

Education Code Section 78300

BOARD POLICY

6140

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

COLLEGE SPEAKERS

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

At each Board meeting, the Board of Trustees will be notified about any speakers who have been invited to speak and/or who have spoken at any college for an engagement open to the public since the last Board meeting. The Board agenda item will include the cost of the speaking engagement, if any. Every attempt will be made to ensure the Board of Trustees is informed in advance of the speaking engagement; however, in rare circumstances this may not be feasible.

Speaking engagement fees and costs shall not be paid until the Board of Trustees has either ratified or approved the contract in accordance with BP 3200 — Purchasing, Contracts, and Bids.

Speakers in classes, and events sponsored by the college faculty, administration or student groups are not governed by BP 1300 — Speech and Advocacy.

References:

California Education Code, Section 76120

| | | | |
|----------|----------|-----------|----------|
| Adopted: | 09-03-69 | Revised: | 04-26-99 |
| Revised: | 05-15-72 | Revised: | 10-24-05 |
| Revised: | 07-17-89 | Reviewed: | 05-23-11 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Health Sciences Program Agreement between The Regents of the University of California and South Orange County Community College District and Addendum to the Health Sciences Program Agreement - COVID-19 Acknowledgment for On-site Students

ACTION: Direction to Accept or Reject

BACKGROUND

The District on behalf of Saddleback College routinely enters into Clinical affiliation agreements with various agencies such as The Regents of the University of California on behalf of University of California, Irvine, School of Medicine (University) to provide our students with clinical experience required for them to complete their Health Sciences and/or Human Services programs.

STATUS

As part of the curriculum for the Health Sciences program, our students are required to gain clinical experience. The District desires to enter into an agreement with The Regents of the University of California on behalf of University of California, Irvine, School of Medicine (University) for clinical assignments for our nursing students. The Agreement will authorize the District to place up to a maximum of 12 students in the Perioperative Nursing Program and ADN Nursing Program #2035 in the OR of the University.

As a condition of entering into the Health Sciences Program Agreement (Agreement) between The Regents of the University of California and Saddleback College/South Orange County Community College District (EXHIBIT B), the University is also requiring an Addendum (EXHIBIT A) to the Agreement that explicitly releases them from any liability as a result of one of our employees, students, and/or their relatives or live-in partners contracting COVID-19 while performing the clinical assignments at the University.

The Addendum as required by the University, establishes that the University through its Medical Center will not assure any of the District's students or faculty members will not become infected with COVID-19 by virtue of their participation in training activities at the University Medical Center. As such, in addition to section VI (Indemnification) of the Agreement, the District is hereby required to **defend and indemnify University** from any and all claims, suits, or filings, in court or otherwise, that allege or contend that as a result of negligent conduct by the University and its Medical Center, a student or employee of the District, **or the relative or live-in partner of student or employee of District**, was infected by COVID-19 as a result of participation in learning or training activities at the University Medical Center pursuant to the Agreement. In the event of a claim, suit, or filing, the University and its Medical Center shall fully cooperate with the District in the defense of any such legal action, in order to help defeat any such claims, suits, or filings.

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

The District student and employee would be covered under our Worker's Compensation benefits if they were to contract COVID-19 while performing their learning and training activities at the University. Worker's Compensation, by definition, is the sole remedy when injured at work; however, that does not stop anyone from filing a liability claim.

If the District agrees to enter into this Agreement and Addendum, we would be required to defend the University for any claim, suit, or filing, in court or otherwise, made by the District student or employee, along with any relative or live-in partner of the student or employee, against the University since these are **not covered** liabilities under our insurance program. In other words, we would be obligated to pay for the defense of the claim and/or lawsuit using District General Fund dollars without the ability to recoup anything from our insurance.

This Agreement and Addendum covers the period August 1, 2020 through December 31, 2020. It is unknown at this time whether we will need to extend this Agreement and Addendum or negotiate new language for the spring 2021 semester.

Furthermore, the Addendum will be required for all other agreements we currently have with the University related to our EMT and HIT programs if we choose to place any of those students with the University for their clinical experiences during the fall 2020 semester.

RECOMMENDATION

The Chancellor requests direction from the Board of Trustees on whether the Board of Trustees is willing to accept the liability imposed upon the District with the attached Agreement and Addendum. If the Board of Trustees is willing to accept the liability, the Chancellor requests authorization for the Chancellor, the Vice Chancellor of Business Services or designee to enter and execute the Health Sciences Program Agreement with The Regents of the University of California on behalf of University of California, Irvine, School of Medicine and the Addendum to the Health Sciences Program Agreement for the COVID-19 Acknowledgment for On-Site Students.

ADDENDUM TO THE HEALTH SCIENCES PROGRAM AGREEMENT BETWEEN THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA ("UNIVERSITY") AND SADDLEBACK COLLEGE/SOUTH ORANGE
COUNTY COMMUNITY COLLEGE DISTRICT ("AFFILIATE") AGREEMENT
COVID-19 ACKNOWLEDGMENT FOR ON-SITE STUDENTS

Notwithstanding any other provision of this Agreement, Affiliate acknowledges on behalf of itself and its faculty, employees, trainees, and/or students, the following:

A healthcare emergency as defined by the Governor of the State of California currently exists as result of the COVID-19 Pandemic. Southern California, including Orange County, is currently experiencing increased infection activity throughout the population.

University through its UC Irvine Medical Center ("Medical Center") currently provides care and treatment to individuals who suffer from COVID 19 in both its inpatient and outpatient facilities.

Affiliate, its employees, faculty, and students, individually and collectively, know that participation in the training program at Medical Center may directly or indirectly expose individuals to persons suffering from COVID 19. The Medical Center shall take such steps as it, in its sole discretion, deems necessary and appropriate to minimize the risk to Affiliates' students/trainees of becoming infected with COVID-19 while on the premises of the Medical Center. HOWEVER, the University through its Medical Center cannot assure any of Affiliate's students or faculty members that they will not become infected with COVID- 19 by virtue of their participation in training activities at the Medical Center. As such, in addition to section VI (Indemnification) of this Agreement, Affiliate hereby agrees to defend and indemnify University from any and all claims, suits, or filings, in court or otherwise, that allege or contend that as a result of negligent conduct by the University and its Medical Center, a student or employee of Affiliate, or the relative or live-in partner of student or employee of Affiliate, was infected by COVID-19 as a result of participation in learning or training activities at the Medical Center pursuant to this Agreement. In such an event, the University and its Medical Center shall fully cooperate with Affiliate in the defense of any such legal action, including by providing Affiliate with access to all relevant information, documentation, and witnesses, as determined by the Affiliate, in order to help defeat any such claims, suits, or filings.

This Addendum is in effect only with respect to the Fall 2020 semester.

This Addendum shall have no force and effect in the event of any subsequent state or federal legislation that would relieve the Affiliate of liability.

Affiliate Representative

University Representative

Date

Date

HEALTH SCIENCES PROGRAM AGREEMENT

BETWEEN

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

AND

SADDLEBACK COLLEGE/SOUTH ORANGE COUNTY COMMUNITY COLLEGE

DISTRICT

This Agreement is made and entered into this 1ST day of August, 2020, in the State of California by and between Saddleback College/South Orange County Community College District, hereinafter called "AFFILIATE", and The Regents of the University of California, a Constitutional Corporation, on behalf of the University of California, Irvine (hereafter referred to as "UNIVERSITY").

WITNESSETH:

WHEREAS, UNIVERSITY owns and operates the University of California, Irvine, School of Medicine, fully accredited for training graduate and undergraduate students, hereinafter referred to as "SCHOOL"; and

WHEREAS, UNIVERSITY owns and operates the University of California, Irvine Medical Center, a fully accredited and duly licensed acute care hospital facility, hereinafter referred to as "MEDICAL CENTER"; and

WHEREAS, the AFFILIATE conducts approved programs in health sciences education which require clinical experiences for students enrolled in said programs; and

WHEREAS, it is to the benefit of both AFFILIATE and UNIVERSITY that students enrolled in AFFILIATE's health sciences programs have opportunities for clinical experience to enhance their capabilities;

NOW, THEREFORE, the AFFILIATE and UNIVERSITY do covenant and agree as follows:

I. STATUS OF HEALTH SCIENCES STUDENTS

- A. AFFILIATE's health sciences students shall have the status of learners and shall not be considered to be UNIVERSITY employees, nor shall they be intended to replace MEDICAL CENTER staff. Clinical experience will be conducted as a laboratory learning experience.
- B. Health sciences students are subject, during their clinical experience assignment, to applicable UNIVERSITY regulations and must conform to the same standards as are set for UNIVERSITY employees in matters relating to the welfare of patients and general MEDICAL CENTER operation.

II. COMPENSATION

Neither party to this Agreement shall be obligated to pay any monetary compensation to the other, nor shall AFFILIATE have obligation to pay monetary compensation or benefits to STUDENTS.

III. NON-DISCRIMINATION

Neither party to this Agreement shall employ discriminatory practices in its performance hereunder on the basis of race, religion, color, national origin, ancestry, physical or mental disability, medical condition, genetic information, marital status, sex, gender,

gender identity, gender expression, age, sexual orientation, pregnancy, citizenship, or service in the uniformed services.

IV. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE MEDICAL CENTER AND SCHOOL

- A. The Chief Operating Officer of the MEDICAL CENTER is authorized to approve Health Sciences Programs to be conducted at the MEDICAL CENTER, except in areas of authority delegated to the Academic Senate by the Standing Orders of the Regents.
- B. Each program will have a UNIVERSITY staff member, approved by his/her supervisor, who will function as Education Coordinator for use of MEDICAL CENTER facilities for clinical experience of AFFILIATE's health sciences students, including joint planning with representatives of all involved services. Responsibilities of coordinator will also include scheduling of student rotations, and in cases where not provided by AFFILIATE, supervision and instruction while at the MEDICAL CENTER.
- C. The SCHOOL faculty and staff may participate in the educational program, (i.e., clinical instruction) on request of the AFFILIATE's instructor and approval of appropriate SCHOOL supervisor.
- D. Students enrolled in AFFILIATE's health sciences educational programs conducted at the MEDICAL CENTER will be permitted to use such MEDICAL CENTER supplies and equipment as are determined by MEDICAL CENTER to

be made available to perform the patient care services which are necessary to meet the clinical experience requirements of the student's educational program.

- E. Service facilities (i.e., conference rooms, parking and cafeteria) at the MEDICAL CENTER will be made available to AFFILIATE's health sciences students and faculty at such times and to the extent approved by the MEDICAL CENTER's authorized officer.
- F. Educational facilities of the SCHOOL will be made available to AFFILIATE's health sciences students and faculty at such times and to the degrees approved by the Dean of the SCHOOL, and in accord with established policy of the MEDICAL CENTER.
- G. In his/her sole discretion, the Chief Operating Officer of the MEDICAL CENTER may refuse access to clinical areas in the MEDICAL CENTER to AFFILIATE's health sciences student(s) or faculty in the event that AFFILIATE's health science student(s) or faculty member(s) violate UNIVERSITY or MEDICAL CENTER rules and regulations.
- H. UNIVERSITY has the right to request that the AFFILIATE withdraw from the MEDICAL CENTER any student who the UNIVERSITY and AFFILIATE determine is not performing satisfactorily or is not complying with the UNIVERSITY's policies, procedures, or regulations. Such request must be in writing and include a detailed statement of the reasons why the UNIVERSITY requests that the student be withdrawn. The AFFILIATE shall comply with all requests within five (5) days of receipt. Notwithstanding the foregoing provision,

in the event of an emergency or if any student represents a threat to patients' safety or fails to meet UNIVERSITY standards for health, safety, cooperation or ethical behavior, the UNIVERSITY may immediately exclude the student from the clinical areas of the MEDICAL CENTER until final resolution of the matter with the AFFILIATE.

V. GENERAL RESPONSIBILITIES AND PRIVILEGES OF THE AFFILIATE

- A. The AFFILIATE will assume full responsibility for offering health science education programs accredited by the appropriate accrediting body.
- B. The AFFILIATE will initiate the development of an instructional program acceptable to both the AFFILIATE and the UNIVERSITY for using the MEDICAL CENTER and/or SCHOOL faculty, staff, resources, and facilities to meet the educational goals of the prescribed curriculum. The program will be made available to the Education Coordinator at a time agreed upon by said coordinator and the designated representative of the AFFILIATE not less than ninety (90) days prior to the beginning of the proposed program. The proposed program will be revised at the request of the MEDICAL CENTER's Director or SCHOOL's Dean in instances of conflict with MEDICAL CENTER's patient care responsibilities and/or SCHOOL's education, research and training programs.
- C. Prior to the beginning of each training period, the AFFILIATE or a designated representative shall provide the Education Coordinator with a list of the student's names and addresses for that training period.

- D. The AFFILIATE will provide the Education Coordinator with a copy of the approved curriculum for each course of study covered by this Agreement prior to the start of the clinical experience.
- E. The AFFILIATE will provide a member of the AFFILIATE faculty who is both a qualified teacher and a competent, licensed (where applicable) practitioner in the applicable health sciences field to coordinate the clinical education program with UNIVERSITY faculty and staff.
- F. Both parties will cooperate in providing orientation for AFFILIATE's faculty members to familiarize them with MEDICAL CENTER policies, practices, and facilities before assigning AFFILIATE's to institutional duties at the MEDICAL CENTER.
- G. The AFFILIATE'S faculty will be responsible for learning and observing the regulations of both AFFILIATE and MEDICAL CENTER as they apply to the circumstances of clinical teaching.
- H. The AFFILIATE will provide name badges designating student status and assure that patients are made fully aware of the student status.
- I. The AFFILIATE shall have the privilege of regularly scheduled meetings with appropriate MEDICAL CENTER and/or SCHOOL staff, including both selected floor personnel and administrative representatives for the purpose of interpreting, discussing, and evaluating the educational program in the applicable clinical experience.

- J. AFFILIATE shall certify to UNIVERSITY at the time each student first reports to the MEDICAL CENTER that the student complies with the AFFILIATE's requirements for immunizations and tests, including, but not limited to, an annual health examination, rubella, DT, tuberculin skin test and chest x-ray if determined appropriate by the AFFILIATE. AFFILIATE shall certify to UNIVERSITY that each student has completed JCAHO and HIPAA training requirements.

VI. INDEMNIFICATION

- A. AFFILIATE shall defend, indemnify and hold UNIVERSITY, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising from the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of AFFILIATE, its officers, agents, and employees.
- B. UNIVERSITY shall defend, indemnify and hold AFFILIATE, its officers, employees, students, agents, and harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of UNIVERSITY, its officers, agents, or employees.

- C. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release any party from its obligation to indemnify as to any claims or cause 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.

VII. INSURANCE

- A. AFFILIATE at its sole cost and expense, shall cover its activities and maintain insurance and/or program of self-insurance in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

1. Comprehensive or Commercial Form General Liability Insurance
(contractual liability included) with limits as follows:
 - (a) Each Occurrence \$2,000,000
 - (b) General Aggregate (Not applicable to the Comprehensive form)
\$5,000,000

2. Professional Medical and Hospital Liability Insurance with limits as follows:

- (a) Each Occurrence \$2,000,000
- (b) General Aggregate \$5,000,000

If such insurance is written on a claims made form, following termination of the agreement, coverage shall survive for the maximum reporting period available from insurance sources. Coverage shall also provide for a

retroactive date of placement prior to or coinciding with the effective date of the agreement.

3. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of UNIVERSITY and AFFILIATE against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under this Section A.(1), (2) shall not in any way limit the liability of AFFILIATE. The coverages referred to under (1), of this Section A. shall be endorsed to include UNIVERSITY as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of AFFILIATE, its officers, agents, employees, or volunteers. AFFILIATE upon the execution of this Agreement shall furnish UNIVERSITY with Certificates of Insurance evidencing compliance with all requirements. AFFILIATE shall provide advance written notice to UNIVERSITY of any modification, change or cancellation of any of the above insurance coverages.

- B. Students of the AFFILIATE will be covered by professional liability/malpractice insurance which each student must maintain as a prerequisite for participating in the clinical training program at the Medical Center. This insurance shall be considered primary and shall afford the student liability coverage in the amount of \$1,000,000 per claim and \$2,000,000 general aggregate. Students must provide certificates of insurance verifying coverage and limits before participating in the program.

C. UNIVERSITY at its sole cost and expense, shall insure or self-insure its activities in connection with this Agreement and obtain, keep in force and maintain insurance as follows:

1. General Liability Insurance Program with limits as follows:

- | | | |
|-----|-------------------|-------------|
| (a) | Each Occurrence | \$2,000,000 |
| (b) | General Aggregate | \$5,000,000 |

2. Professional Medical and Hospital Liability Insurance with limits as follows:

- | | | |
|-----|-------------------|-------------|
| (a) | Each Occurrence | \$2,000,000 |
| (b) | General Aggregate | \$5,000,000 |

3. Such other insurance in such amounts which from time to time may be reasonably required by the mutual consent of AFFILIATE and UNIVERSITY against other insurable risks relating to performance.

It should be expressly understood, however, that the coverages required under this Section B.(1), (2) and (3) shall not in any way limit the liability of UNIVERSITY. The coverages referred to under (1), of this Section B. shall be endorsed to include AFFILIATE as an additional insured. Such a provision, however, shall only apply in proportion to and to the extent of the negligent acts or omissions of UNIVERSITY, its officers, agents, employees. UNIVERSITY upon the execution of this Agreement shall furnish AFFILIATE with Certificates of Self-Insurance evidencing compliance with all requirements. UNIVERSITY shall

provide advance written notice to AFFILIATE of any modification, change or cancellation of any of the above insurance coverages.

VIII. REQUIRED NOTICES

Any notice required to be given pursuant to this Agreement shall be in writing and shall be served by personal service or first class mail. When served by first class mail, service shall be conclusively deemed effective three (3) days after deposit thereof in the United States mail, postage prepaid, addressed to the party to whom such notice is to be given as herein provided:

- A. Notice to the AFFILIATE shall be addressed and mailed as follows:

Dan Predoehl
Interim Dean of Health Sciences and Human Services
Saddleback College
28000 Marguerite Parkway, Mission Viejo, CA 92692
(949) 582-4313 / dpredoehl@saddlback.edu

with a copy to the following:

Priya Jerome
Executive Director of Procurement, Central Services, and Risk Management
South Orange County Community College District
28000 Marguerite Parkway, Mission Viejo, CA 92692
(949) 582-4375 / purchasing-dept@socccd.edu

- B. Notice to UNIVERSITY shall be addressed and mailed as follows:

Director Risk Management
UCI Medical Center 101
The City Dr., Rte 153
Orange, CA 92868

With a copy to the following:

Charlene Miranda-Wood
Manager, NQRE
UC Irvine Health
101 The City Dr. South Bldg. 22A, Room 3104F Orange, CA 92868

IX. ENTIRE AGREEMENT

This Agreement states the entire contract between the parties in respect to subject matter of this Agreement and supersedes any oral or written proposals, statements, discussions, negotiations, or other Agreements before or contemporaneous to this Agreement. The parties acknowledge that they have not been induced to enter into this Agreement by any oral or written representations or statements not expressly contained in this Agreement. This Agreement may be modified, or any provisions waived, only by a writing signed by the parties.

X. AMENDMENTS

Any amendments to this Agreement must be made, in writing, and approved by the authorized representatives of the AFFILIATE and the UNIVERSITY.

XI. USE OF PARTIES' NAME

During the term of this Agreement, each party may use the other party's name to reference the business relationship created by this Agreement and to perform this Agreement, however, each party agrees that it will not use the other party's name in advertising, publicity or other promotional activity without the prior written approval of the other party. Each party agrees that it will not use the other party's word marks, seals, logos, or other trademarks without the prior written approval of the other party.

XII. INDEPENDENT CONTRACTOR STATUS

None of the provisions of this Agreement are intended to create nor shall be deemed or construed to create any relationship between AFFILIATE and UNIVERSITY other than that of independent entities contracting with each hereunder, solely for the purpose of effecting the provisions of this Agreement. Neither of the parties hereto nor any of their respective officers, directors or employees shall be construed to be the agent, employer or representative of the other except as provided herein. Neither party is authorized to speak on behalf of the other for any purpose whatsoever without the prior consent in writing of the other.

XIII. RESPONSIBILITY FOR OWN ACTS

Each party will be responsible for its own acts or omissions and any and all claims, liabilities, injuries, suits and demands and expenses of all kinds which may result or arise out of any alleged malfeasance or neglect caused or alleged to have caused by such party, its employees or representatives, in the performance or omission of any act or responsibility of such party under this Agreement. In the event that a claim is made against both parties, it is the intent of both parties to cooperate in the defense of said claim and to cause their insurers to do likewise. However, both parties shall have the right to take any and all actions they believe necessary to protect their interest.

XIV. AUTHORIZATION WARRANTY

- A. UNIVERSITY hereby represents and warrants that the person executing this Agreement for UNIVERSITY is an authorized agent who has actual authority to bind UNIVERSITY to each and every term, condition and obligation set forth in

this Agreement and that all requirements of UNIVERSITY have been fulfilled to provide such actual authority.

- B. AFFILIATE hereby represents and warrants that the person executing this Agreement for AFFILIATE is an authorized agent who has actual authority to bind AFFILIATE to each and every term, condition and obligation set forth in this Agreement and that all requirements of AFFILIATE have been fulfilled to provide such actual authority.

XV. COOPERATION IN DISPOSITION OF CLAIMS

- A. AFFILIATE and UNIVERSITY agree to cooperate with each other in the investigation and disposition of audits, peer review matters, disciplinary actions and third party liability claims arising out of any services provided under this Agreement. It is the intention of the parties to fully cooperate in the disposition of all such audits, actions or claims. Such cooperation may include, but is not limited to, joint investigation, defense, disposition of claims for third parties arising from services performed under this Agreement, and making witnesses available.
- B. To the extent allowed by law, AFFILIATE and UNIVERSITY shall have reasonable access to the medical records and charts of the other relating to any claim or investigation related to services provided pursuant to this Agreement; provided however, that nothing shall require either AFFILIATE or UNIVERSITY to disclose any peer review documents, records or communications which are

privileged under Section 1157 of the California Evidence Code, under the
Attorney-Client Privilege or under Attorney Work-Product Privilege.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of that date first
appearing herein and above, and this Agreement shall become effective as of that
commencement date specified in Paragraph 1.

THE REGENTS OF THE UNIVERSITY
CALIFORNIA

AFFILIATE

Steven Goldstin, MD, PhD

Vice Chancellor for Health Affairs

University of California Irvine

Priya Jerome

Executive Director of Procurement, Central

Services and Risk Management

South Orange County Community College District/

Saddleback College

SOCCCD TAX ID # Insert affiliate tax ID

EXHIBIT # 2035

FOR THE PERIOD OF Aug. 1, 2020 through Dec. 31, 2020 to the

HEALTH SCIENCES PROGRAM AGREEMENT

between

THE REGENTS OF THE UNIVERSITY OF CALIFORNIA

AND

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT/SADDLEBACK

COLLEGE

TERM AND PROGRAM DETAILS

- A. This Agreement shall become effective as of that commencement date specified in Paragraph 1, and shall continue in effect through December 31, 2020 and may be terminated at any time upon written mutual consent by the AFFILIATE and the UNIVERSITY.
- B. The agreement covers only the program which has been approved by the UC Irvine Allied Health Committee, named Perioperative Nursing Program and ADN Nursing Program #2035.
- C. The program purpose approved by the UC Irvine Allied Health Committee is to provide clinical training for registered nurses to work in the OR. Saddleback College offers this 10 unit course to provide the theory portion, and the hospital facilities offer the clinical portion.

- D. The maximum number of student participants in the program at any given time shall be 12 per semester.
- E. The physical facilities to be used and costs thereof, as stated in the original application approved by the UC Irvine Allied Health Committee, shall be UC Irvine Medical Center and Outpatient clinics.
- F. For purposes of scheduling the training experience, the time of facility availability shall be subject to program needs, subject to terms V.E-G.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Academic Employees and Academic/Classified
Administrator/Manager Personnel Actions/Ratifications – Regular
Items

ACTION: Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

A. NEW PERSONNEL APPOINTMENTS

1. **ADMINISTRATIVE/MANAGEMENT EMPLOYMENT** (Ratified – Pursuant to Board Policy 4000)
 - a. MCDONALD, MARTHA, ID #025070 is to be employed as Vice President for Student Services, Pos. #P0004579, Office of the President, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 25, Step 8 (\$253,320), effective August 24, 2020. (Exhibit B)
2. **FULL-TIME FACULTY EMPLOYMENT** (Ratified – Pursuant to Board Policy 4000)
 - a. HIJAZ, ANWAR, ID #023238 is to be employed as Political Science Instructor, Pos. #P0001485, Division of Social and Behavioral Sciences, Saddleback College, effective August 10, 2020. Approximate Salary Placement: Range II, Step 1. Education: M.A., B.A., Political Science; University of California, Riverside; A.A., Liberal Arts and Science; Chaffey College.
 - b. SZCZUREK, ANTHONY, ID #025061 is to be employed as Political Science Instructor, Pos #P0001559, Division of Social and Behavioral Sciences, Saddleback College, effective August 10, 2020. Approximate Salary Placement: Range V, Step 1. Education: Ph.D., Political Thought; Virginia Tech; M.A., International Affairs; The New School, New York; B.A., Psychology; Eugene Lang College.
 - c. CHAU, GRACE ID #024216 is to be employed as Nursing Instructor (FT Temporary 1-Year), Pos. #P0018289, Division of Health Science and Human Services, Saddleback College, effective August 10, 2020. Approximate Salary Placement: Range V, Step 1. Education: M.S.N., Nursing Education; Azusa Pacific University; B.S.N., Nursing; Chamberlain College of Nursing; B.A, Human Development; University of California, San Diego.
 - d. ELTAWIL, NOOR ID #023857 is to be employed as Physics Instructor (FT Temporary 1-Year), Pos. #P0017943, Division of Math, Science, & Engineering, Saddleback College, effective August 10, 2020. Approximate Salary Placement: Range II, Step 1. Education: M.S., Physics; University of California, Irvine; B.S., Physics; University of California, Los Angeles.
 - e. GALICH, JENNIFER ID #024483 is to be employed as Nursing Instructor (FT Temporary 1-Year), Pos. #P0018290, Division of Health Science and Human Services, Saddleback College, effective August 10, 2020. Approximate Salary Placement: Range V, Step 1. Education: M.S.N., B.S.N., Nursing; Azusa Pacific University; B.A., Psychology; San Francisco State University; A.A, Liberal Arts; Orange Coast College.

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> |
|--------------------|----------------------------------|-------------------------------------|---------------------------------|-------------------|
| Anorma, Chelsea | PhD/Chemistry | Chemistry/SC | 5 | 08/17/20 |
| Braish, Kamar | MS/Health Information Management | Health Information Technology/SC | 2 | 08/17/20 |
| Chavez, Elizabeth | MA/Physical Education | Emeritus/SC | 2 | 08/17/20 |
| Farrell, Katy | MS/Library Science | Librarian/IVC | 2 | 08/17/20 |
| Gruen, Linda | MA/Spanish | Spanish/IVC | 2 | 08/17/20 |
| Jacob, Brian | MA/English | English/IVC | 2 | 08/17/20 |
| Mendiola, Fabrizio | Equivalency | Kinesiology/IVC | 1 | 08/17/20 |
| Nguyen, Hanh | MS/Chemistry | Chemistry/IVC | 2 | 08/17/20 |
| Patcha, Susan | Equivalency | Nursing/SC | 1 | 08/17/20 |
| Razban, Erin | MA/Geography | Geography/SC | 2 | 08/17/20 |
| Sakallah, Faten | MS/Computer Engineering | Computer Information Management/IVC | 2 | 08/17/20 |
| Winkel, Lance | MA/Fine Arts | Art/IVC | 5 | 08/17/20 |
| Zhang, Bingjie | PhD/Chemistry | Chemistry/IVC | 5 | 08/17/20 |

B. ADDITIONAL COMPENSATION: GENERAL FUND

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed Amount (\$)</u> | <u>Effective Date</u> |
|------------------|---|----------------------------------|-----------------------|
| Adams, Brittany | Chair, Humanities | \$1,172.80 | 05/26/20-08/09/20 |
| Adams, Brittany | Chair, Humanities | \$6,831.00 | 08/10/20-12/16/20 |
| Bailey, Cheryl | Library Services Coordinator | \$1,518.00 | 08/10/20-12/16/20 |
| Bailey, Cheryl | Chair, Library | \$2,277.00 | 08/10/20-12/16/20 |
| Bailey, Cheryl | TATF Coordinator | \$3,036.00 | 08/10/20-12/16/20 |
| Bailey, Cheryl | OETF Coordinator | \$9,108.00 | 08/10/20-12/16/20 |
| Brass, Monique | Fitness Center Facilitator | \$6,072.00 | 08/10/20-12/16/20 |
| Buller, Lim | CWE Coordinator (Gen Fund) | \$910.80 | 08/10/20-12/16/20 |
| Cassens, Michael | Chair, Psychology | \$3,795.00 | 08/10/20-12/16/20 |
| Chatkupt, Terry | Chair, Art | \$6,831.00 | 08/10/20-12/16/20 |
| Cullen, Thomas | SLO Taskforce | \$4,554.00 | 08/10/20-12/16/20 |
| Donavan, Keith | Co-Chair, Physical Sciences | \$3,036.00 | 08/10/20-12/16/20 |
| Donavan, Keith | SLO Coordinator | \$4,554.00 | 08/10/20-12/16/20 |
| Gabriella, Wendy | Chair, Anthropology | \$3,036.00 | 08/10/20-12/16/20 |
| Ghuloum, Adam | Chair, Economics | \$1,172.80 | 05/26/20-08/09/20 |
| Ghuloum, Adam | Chair, Economics | \$3,036.00 | 08/10/20-12/16/20 |
| Gutierrez, Luis | Chair, Administration of Justice | \$3,795.00 | 08/10/20-12/16/20 |
| Hernandez, Jerry | Co-Chair, Kinesiology, Health/Athletics | \$3,795.00 | 08/10/20-12/16/20 |
| Hochwald, Seth | Co-Chair, Computer Science | \$1,518.00 | 08/10/20-12/16/20 |

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> <u>Amount (\$)</u> | <u>Effective Date</u> |
|-----------------------|---|--|-----------------------|
| Hollenbaugh, Robert | Chair, Sociology | \$3,036.00 | 08/10/20-12/16/20 |
| Hollenbaugh, Robert | Curriculum Review Co-Leader | \$6,072.00 | 08/10/20-12/16/20 |
| Huber, Kenneth | Matriculation Co-facilitator | \$3,036.00 | 08/10/20-12/16/20 |
| Kil, Joon | Chair, Political Science | \$3,036.00 | 08/10/20-12/16/20 |
| King, Donna | Chair, Human Development | \$3,795.00 | 08/10/20-12/16/20 |
| La Curan, Jennifer | Chair, Dance | \$6,072.00 | 08/10/20-12/16/20 |
| Loke, Chan | Co-Chair, Computer Science | \$1,518.00 | 08/10/20-12/16/20 |
| Long, Lewis | President, Faculty Association | \$4,398.00 | 05/26/20-08/09/20 |
| McLaughlin, Elizabeth | Paralegal Program Coordinator | \$3,036.00 | 08/10/20-12/16/20 |
| Melendez, Robert | Chair, Counseling | \$3,036.00 | 08/10/20-12/16/20 |
| Melendez, Robert | Counseling Dept. Coordinator | \$3,036.00 | 08/10/20-12/16/20 |
| Melendez, Robert | Early College Facilitator Counseling | \$6,072.00 | 08/10/20-12/16/20 |
| Monte, Brent | Co-Chair, Mathematics | \$4,554.00 | 08/10/20-12/16/20 |
| Neesen, William | Facilitator, Forensics 2nd Half Semester | \$3,795.00 | 08/10/20-12/16/20 |
| Pham, Lan | Co-Chair, Mathematics | \$4,554.00 | 08/10/20-12/16/20 |
| Sahani, Navneet | Facilitator, Model United Nations | \$4,554.00 | 08/10/20-12/16/20 |
| Scherger, Deanna | Writing Center Facilitator | \$6,072.00 | 08/10/20-12/16/20 |
| Scott, Daniel | Chair, Business Sciences | \$7,590.00 | 08/10/20-12/16/20 |
| Titus, Jodi | Chair, Geography | \$3,036.00 | 08/10/20-12/16/20 |
| Weatherford, Theodore | Co-Chair, Kinesiology, Health/Athletics | \$3,795.00 | 08/10/20-12/16/20 |
| Wolken, Matthew | Chair, IDEA | \$4,554.00 | 08/10/20-12/16/20 |

General Fund/IVC Month to Date: \$ 158,695.40

IVC APPROVED FISCAL YEAR TO DATE: \$ 177,020.40

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> <u>Amount (\$)</u> | <u>Effective Date</u> |
|------------------|--|--|-----------------------|
| Alexander, Ariel | Chair, Music | \$3,415.50 | 08/10/20-12/16/20 |
| Baker, Raffaella | Assistant Forensic Coordinator | \$2,500.00 | 08/10/20-12/16/20 |
| Barrows, Morgan | Chair, Env Studies/Ecology/Marine Science | \$3,795.00 | 08/10/20-12/16/20 |
| Bear, Teresa | Chair, Chemistry | \$3,795.00 | 08/10/20-12/16/20 |
| Beckham, Jack | Writing Center Coordinator | \$2,277.00 | 08/10/20-12/16/20 |
| Beckham, Jack | English Comp Coordinator | \$4,554.00 | 08/10/20-12/16/20 |

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

| Name | Activity | Not to Exceed | Effective Date |
|-----------------------------|--|---------------|-------------------|
| | | Amount (\$) | |
| Bennett, Michael | Chair, Adapted Kinesiology | \$3,795.00 | 08/10/20-12/16/20 |
| Bergquist-Turori, Melodie | Radio Station Coordinator | \$9,867.00 | 08/10/20-12/16/20 |
| Bowman, Donald | Chair, Accounting | \$3,795.00 | 08/10/20-12/16/20 |
| Branch-Stewart, Kim | Chair, Human Services | \$3,795.00 | 08/10/20-12/16/20 |
| Camelot, Allison | Chair, Sociology | \$3,036.00 | 08/10/20-12/16/20 |
| Cavazzi, Deidre | Chair, Dance | \$5,313.00 | 08/10/20-12/16/20 |
| Cesareo, Claire | Chair, Anthropology/Ethnic Studies | \$3,795.00 | 08/10/20-12/16/20 |
| Chang, Sarah | Chair, Counseling | \$3,036.00 | 08/10/20-12/16/20 |
| Chu, Hencelyn | Chair, Medical Lab Technician | \$3,036.00 | 08/10/20-12/16/20 |
| Cox, Barbara | Chair, Business | \$531.30 | 08/10/20-12/16/20 |
| Crabb, Kerry | Chair, Intercollegiate Athletics | \$4,554.00 | 08/10/20-12/16/20 |
| Cubbage, April | Co-Chair, Gender and Sexuality Studies | \$1,518.00 | 08/10/20-12/16/20 |
| Damm, Kathryn | Chair, Psychology | \$4,554.00 | 08/10/20-12/16/20 |
| Damm, Kathryn | SLO Coordinator | \$9,108.00 | 08/10/20-12/16/20 |
| DeDonno, Thomas | Chair, CIM/Admin Asst | \$6,072.00 | 08/10/20-12/16/20 |
| Eldred, Stacy | Chair, Adult Education | \$2,023.80 | 08/10/20-12/16/20 |
| Evancoe, Eugene | Chair, Electronics/Comp Maintenance | \$3,036.00 | 08/10/20-12/16/20 |
| Even, Ryan | Chair, Art/Photography | \$3,036.00 | 08/10/20-12/16/20 |
| Fisher, Katherine | Co-Chair, English | \$789.36 | 08/10/20-12/16/20 |
| Gabdrakhmanova, Farida | Chair, Interior Design | \$3,795.00 | 08/10/20-12/16/20 |
| Ghanbarpour, Christina | Chair, History | \$6,072.00 | 08/10/20-12/16/20 |
| Gilbert, Annie | Chair, Adult Education | \$2,023.80 | 08/10/20-12/16/20 |
| Haeri, Mitchell | Chair, Astronomy/Physics/Engineering | \$3,036.00 | 08/10/20-12/16/20 |
| Haight, Laura | Chair, Art/Photography | \$3,036.00 | 08/10/20-12/16/20 |
| Hardick, Randolph | Chair, EMS/Paramedics | \$3,036.00 | 08/10/20-12/16/20 |
| Hernandez Bravo, Carmenmara | Language Lab Coordinator | \$2,277.00 | 08/10/20-12/16/20 |
| Hernandez Bravo, Carmenmara | Co-Chair, International Languages | \$6,679.20 | 08/10/20-12/16/20 |
| Hoolihan, Lori | Chair, Family, Consumer Science, & Nutrition | \$3,036.00 | 08/10/20-12/16/20 |
| Huggins, Barbara | Chair, Nursing/Health Science | \$2,656.50 | 08/10/20-12/16/20 |
| Huntley, Anthony | Chemical Hygiene Coordinator | \$4,554.00 | 08/10/20-12/16/20 |
| Ibbotson, Jill | Chair, Adult Education | \$2,023.80 | 08/10/20-12/16/20 |
| Konishi, Hiromasa | Chair, Cinema, TV, Radio | \$5,313.00 | 08/10/20-12/16/20 |

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|------------------------|---|----------------------|-----------------------|
| | | <u>Amount (\$)</u> | |
| Langrell, Jenny | Library Coordinator | \$4,554.00 | 08/10/20-12/16/20 |
| Lawson, Anne | Chair, Nursing/Health Science | \$2,656.50 | 08/10/20-12/16/20 |
| Lee, Kenneth | Co-Chair, Horticulture/Landscape Design | \$1,897.50 | 08/10/20-12/16/20 |
| Licavoli, Lisa | Emeritus Coordination | \$1,518.00 | 08/10/20-12/16/20 |
| Licavoli, Lisa | Chair, Emeritus | \$2,884.20 | 08/10/20-12/16/20 |
| Lovett, Margot | Co-Chair, Gender and Sexuality Studies | \$1,518.00 | 08/10/20-12/16/20 |
| Lowe, Lesley | Emeritus Coordination | \$1,518.00 | 08/10/20-12/16/20 |
| Lowe, Lesley | Chair, Emeritus | \$5,768.40 | 08/10/20-12/16/20 |
| Major, Nicole | Chair, Sociology | \$2,277.00 | 08/10/20-12/16/20 |
| McElroy, Glen | Chair, Health | \$3,036.00 | 08/10/20-12/16/20 |
| McGirr, Julie | ESL Lab Services Coordinator & AESL Liaison | \$3,795.00 | 08/10/20-12/16/20 |
| McGirr, Julie | Chair, English as a Second Language | \$5,313.00 | 08/10/20-12/16/20 |
| McGroarty, Diane | Chair, Fashion | \$4,554.00 | 08/10/20-12/16/20 |
| McGuire, William | Chair, Theatre | \$4,554.00 | 08/10/20-12/16/20 |
| Messenger, Lisa | Emeritus Coordination | \$1,518.00 | 08/10/20-12/16/20 |
| Messenger, Lisa | Chair, Emeritus | \$5,768.40 | 08/10/20-12/16/20 |
| Murray, Peter | Chair, Humanities/Philosophy | \$3,036.00 | 08/10/20-12/16/20 |
| O'Leary, Thomas | Chair, Art History/Fine Arts | \$3,036.00 | 08/10/20-12/16/20 |
| ORourke, Shawn | Forensic Coordinator | \$5,000.00 | 08/10/20-12/16/20 |
| Pakula, Jennifer | Chair, Economics | \$3,036.00 | 08/10/20-12/16/20 |
| Pakula, Jennifer | Chair, Political Science | \$3,036.00 | 08/10/20-12/16/20 |
| Perez, Lawrence | Chair, Computer Science | \$3,036.00 | 08/10/20-12/16/20 |
| Pires, Marcelo | Co-Chair, Biology/Oceanography | \$3,036.00 | 08/10/20-12/16/20 |
| Posada, Timothy | Chair, Journalism | \$3,036.00 | 08/10/20-12/16/20 |
| Quinlan, Emily | Chair, Business | \$4,781.70 | 08/10/20-12/16/20 |
| Radden, Larry | Assistant Forensic Coordinator | \$2,500.00 | 08/10/20-12/16/20 |
| Repka, James | Chair, Geology | \$3,036.00 | 08/10/20-12/16/20 |
| Schermerhorn, Brockton | Chair, Real Estate | \$1,138.50 | 08/10/20-12/16/20 |
| Sellers, Joel | Chair, Music | \$3,415.50 | 08/10/20-12/16/20 |
| Silveira, Lisa | Co-Chair, Mathematics | \$3,036.00 | 08/10/20-12/16/20 |
| Sirulnik, Abby | Co-Chair, Biology/Oceanography | \$3,036.00 | 08/10/20-12/16/20 |
| Smith, Christina | Chair, Educational Studies | \$3,036.00 | 08/10/20-12/16/20 |
| Steinriede, Lindsay | Chair, Kinesiology & Recreation | \$6,831.00 | 08/10/20-12/16/20 |
| Stephens, Blake | Chair, Architecture/Drafting | \$4,554.00 | 08/10/20-12/16/20 |
| Stevenson, Robert | Chair, Advanced Manufacturing | \$3,036.00 | 08/10/20-12/16/20 |
| Tamer, Rita | Chair, American Sign Language | \$3,036.00 | 08/10/20-12/16/20 |
| Tamialis, Barbara | Chair, Child Development | \$6,072.00 | 08/10/20-12/16/20 |

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|----------------------|---|----------------------|-----------------------|
| | | <u>Amount (\$)</u> | |
| Taylor, Karen | Chair, Graphic Comm/Design | \$3,795.00 | 08/10/20-12/16/20 |
| Vogel, Jeff | Academic Reading Coordinator | \$2,277.00 | 08/10/20-12/16/20 |
| Vogel, Jeff | Chair, Reading | \$3,036.00 | 08/10/20-12/16/20 |
| Walsh, Daniel | Co-Chair, Geography/GIS | \$1,518.00 | 08/10/20-12/16/20 |
| Walsh, Daniel | Professional Development Week Coordinator | \$6,072.00 | 08/10/20-12/16/20 |
| Welc, S. | Chair, Real Estate | \$1,138.50 | 08/10/20-12/16/20 |
| White-Alcover, Susan | Chair, Medical Assistant/Medical Ins. | \$3,036.00 | 08/10/20-12/16/20 |
| Yassine, Amina | Co-Chair, International Languages | \$1,669.80 | 08/10/20-12/16/20 |

General Fund/SC Month to Date: \$ 291,998.26

SC APPROVED FISCAL YEAR TO DATE: \$ 315,608.96

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|---------------------|------------------------------------|----------------------|-----------------------|
| | | <u>Amount (\$)</u> | |
| Buller, Lim | CWE Coordinator (Grant) | \$3,643.20 | 08/10/20-12/16/20 |
| Chan, Carlo | Math 8+387 Coordinator | \$1,518.00 | 08/10/20-12/16/20 |
| Danufsky, Joshua | Math 124+347 Coordinator | \$1,518.00 | 08/10/20-12/16/20 |
| Erbas White, Ilknur | Math 10+317 Coordinator | \$1,518.00 | 08/10/20-12/16/20 |
| Galvin, Kelicia | ESL 370 Course Coordinator | \$1,457.28 | 08/10/20-12/16/20 |
| Henmi, Judy | DSPS Faculty Coordinator | \$3,825.36 | 08/10/20-12/16/20 |
| Huggett, Danelle | WR 1 SI Coordinator | \$7,590.00 | 08/10/20-12/16/20 |
| Jerome, Amanda | ESL 360 Course Coordinator | \$1,457.28 | 08/10/20-12/16/20 |
| Johnson, Jeffrey | WR 1+302 Co Coordinator | \$1,457.28 | 08/10/20-12/16/20 |
| King, Donna | Teacher Preparation | \$500.94 | 08/10/20-12/16/20 |
| Liu, Emily | WR 2 Coordinator | \$1,032.24 | 08/10/20-12/16/20 |
| Mackenzie, Emalee | SWP Biotech Regional Coord. | \$2,653.46 | 05/26/20-08/09/20 |
| Morris, April | GAP4+1 Program Director | \$10,626.00 | 08/10/20-12/16/20 |
| Nguyen, Tuan | Teacher Preparation | \$2,003.76 | 08/10/20-12/16/20 |
| Noroozi, Zahra | NSF S-STEM Co-PI 2 | \$2,853.84 | 08/10/20-12/16/20 |
| Romero, Amanda | Coordinator, CTE Faculty Committee | \$3,036.00 | 08/10/20-12/16/20 |
| Schwartz, Gail | AESL Curriculum Project Work | \$2,649.60 | 07/01/20-07/30/20 |
| Soltani, Parisa | CalWORKs/TANF Programs | \$3,441.31 | 08/10/20-12/16/20 |
| Vernazza, Daniel | WR 1+302 Co Coordinator | \$1,032.24 | 08/10/20-12/16/20 |
| Wilson, Jeffrey | ESL 90 Course Coordinator | \$1,457.28 | 08/10/20-12/16/20 |
| Wolken, Matthew | NSF S-STEM Co-PI 1 | \$2,853.84 | 08/10/20-12/16/20 |

Categorical/Non-General Fund/IVC Month to Date: \$ 58,124.91

IVC APPROVED FISCAL YEAR TO DATE: \$ 118,063.44

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

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

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|------------------------|--|----------------------|-----------------------|
| | | <u>Amount (\$)</u> | |
| Barrows, Morgan | Chair, Env Studies/Ecology/Marine Science | \$2,656.50 | 08/10/20-12/16/20 |
| Bennett, Michael | KNEA Program Coordinator | \$7,590.00 | 08/10/20-12/16/20 |
| Bird, Chrissy | OTAN Training | \$88.32 | 03/27/20-03/27/20 |
| Bogusiewicz, Kelley | OTAN Training | \$88.32 | 03/27/20-03/27/20 |
| Branch-Stewart, Kim | Chair, Human Services | \$1,518.00 | 08/10/20-12/16/20 |
| Bumbesti, Mircea | OTAN Training | \$88.32 | 03/27/20-03/27/20 |
| Cavazzi, Bentley | Summer Video Project Adult Ed | \$2,428.80 | 05/28/20-08/09/20 |
| Cavazzi, Bentley | OTAN Training | \$88.32 | 03/27/20-03/27/20 |
| Eid, Marguerite | OTAN Training | \$88.32 | 03/27/20-03/27/20 |
| Eldred, Stacy | Adult Ed Coord. | \$4,554.00 | 08/10/20-12/16/20 |
| Gabdrakhmanova, Farida | Chair, Interior Design | \$1,518.00 | 08/10/20-12/16/20 |
| Hanson, Maria | CalWORKs Coordination | \$4,554.00 | 08/10/20-12/16/20 |
| Hoolihan, Lori | Chair, Family, Consumer Science, & Nutrition | \$1,897.50 | 08/10/20-12/16/20 |
| Huggins, Barbara | Chair, Nursing/Health Science | \$4,554.00 | 08/10/20-12/16/20 |
| Inlow, Lisa | Chair, Culinary, Hospitality & Tourism | \$2,656.50 | 08/10/20-12/16/20 |
| Lawson, Anne | Chair, Nursing/Health Science | \$4,554.00 | 08/10/20-12/16/20 |
| Lee, Kenneth | Chair, Horticulture/Landscape Design | \$2,656.50 | 08/10/20-12/16/20 |
| Major, Nicole | ZTC Coordinator | \$2,277.00 | 08/10/20-12/16/20 |
| McGroarty, Diane | Chair, Fashion | \$1,138.50 | 08/10/20-12/16/20 |
| McMurtrey, Megan | Summer Bridge Case Management | \$1,897.80 | 06/15/20-08/09/20 |
| Millovich, June | CDT Student Aid | \$5,082.26 | 08/10/20-12/16/20 |
| Pakula, Jennifer | ZTC Coordinator | \$2,277.00 | 08/10/20-12/16/20 |
| Posada, Timothy | Chair, Journalism | \$1,518.00 | 08/10/20-12/16/20 |
| Quinlan, Emily | Guided Pathways Lead | \$4,554.00 | 08/10/20-12/16/20 |
| Stephens, Blake | Chair, Architecture/Drafting | \$1,897.50 | 08/10/20-12/16/20 |
| Stevenson, Robert | Chair, Advanced Manufacturing | \$1,897.50 | 08/10/20-12/16/20 |
| Tamialis, Barbara | Chair, Child Development | \$3,036.00 | 08/10/20-12/16/20 |
| Taylor, Karen | Chair, Graphic Comm/Design | \$2,656.50 | 08/10/20-12/16/20 |
| Zaino, Rebecca | Adult Ed Coord. | \$4,554.00 | 08/10/20-12/16/20 |

Categorical/Non-General Fund/SC Month to Date: \$ 74,365.46
SC APPROVED FISCAL YEAR TO DATE: \$ 103,988.64

D. ADDITIONAL COMPENSATION: RESTRICTED FUNDS

1. It is recommended that the following **Irvine Valley College** faculty members be compensated upon completion of Distance Education Pedagogy Course.

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed Amount (\$)</u> | <u>Effective Date</u> |
|---------------------------|------------------------|---|------------------------------|
| Ahad, Sally | DE Pedagogy Course | \$176.62 | 07/16/20-07/16/20 |
| Alvarez, Lisa | DE Pedagogy Course | \$176.62 | 07/27/20-08/03/20 |
| Bahadori, Masih | DE Pedagogy Course | \$176.62 | 07/20/20-08/03/20 |
| Brass, Monique | DE Pedagogy Course | \$176.62 | 07/21/20-08/03/20 |
| Brody, Jaime | DE Pedagogy Course | \$176.62 | 07/17/20-08/03/20 |
| Canellos, Denise | DE Pedagogy Course | \$176.62 | 07/20/20-08/03/20 |
| Chavez, Christian | DE Pedagogy Course | \$176.62 | 07/16/20-07/21/20 |
| Clamp, Brian | DE Pedagogy Course | \$176.62 | 07/21/20-07/21/20 |
| Conrad, Brad | DE Pedagogy Course | \$176.62 | 07/16/20-07/21/20 |
| Cullen, Thomas | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Dolbin, RJ | DE Pedagogy Course | \$176.62 | 07/16/20-07/17/20 |
| Dorner, Meredith | DE Pedagogy Course | \$176.62 | 07/17/20-07/18/20 |
| Dumais, Claudine | DE Pedagogy Course | \$176.62 | 07/20/20-08/03/20 |
| Escamilla, Dorian | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Giraldez-Betron, Rocio | DE Pedagogy Course | \$176.62 | 07/08/20-07/12/20 |
| Girardet, Mathieu | DE Pedagogy Course | \$176.62 | 07/29/20-08/03/20 |
| Goncalves, Mauricio | DE Pedagogy Course | \$176.62 | 07/18/20-08/03/20 |
| Herold, Julie | DE Pedagogy Course | \$176.62 | 07/19/20-07/19/20 |
| Huber, Kenn | DE Pedagogy Course | \$176.62 | 07/19/20-08/03/20 |
| Idleman, Brandee | DE Pedagogy Course | \$176.62 | 07/15/20-07/21/20 |
| Jankovic, Teresa | DE Pedagogy Course | \$176.62 | 07/16/20-07/16/20 |
| Johnson, Shauna | DE Pedagogy Course | \$176.62 | 07/20/20-07/21/20 |
| Kaminsky, Rebecca | DE Pedagogy Course | \$176.62 | 07/16/20-07/19/20 |
| Kil, Joon | DE Pedagogy Course | \$176.62 | 07/26/20-08/03/20 |
| Levy, Andrew | DE Pedagogy Course | \$176.62 | 07/21/20-08/03/20 |
| Lin, Alice | DE Pedagogy Course | \$176.62 | 07/16/20-07/17/20 |
| Lona, Jennette | DE Pedagogy Course | \$176.62 | 07/25/20-08/03/20 |
| Ly, Tuyen | DE Pedagogy Course | \$176.62 | 07/17/20-08/03/20 |
| Madole, Kent | DE Pedagogy Course | \$176.62 | 07/31/20-08/03/20 |
| Mathur, Roopa | DE Pedagogy Course | \$176.62 | 07/17/20-07/17/20 |
| McCrory, Roy | DE Pedagogy Course | \$176.62 | 08/02/20-08/03/20 |
| McGrogan, Martin | DE Pedagogy Course | \$176.62 | 07/21/20-08/03/20 |
| McMahan, Terri | DE Pedagogy Course | \$176.62 | 07/20/20-08/03/20 |
| Mis, Benjamin | DE Pedagogy Course | \$176.62 | 07/16/20-07/20/20 |
| Mitolo, Massimo | DE Pedagogy Course | \$176.62 | 07/16/20-07/21/20 |
| Monte, Brent | DE Pedagogy Course | \$176.62 | 07/16/20-07/19/20 |
| Nguyen, Steven | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Perlman, Randi | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Pham, Jax | DE Pedagogy Course | \$176.62 | 07/20/20-07/20/20 |

D. ADDITIONAL COMPENSATION: RESTRICTED FUNDS - Continued

1. It is recommended that the following **Irvine Valley College** faculty members be compensated upon completion of Distance Education Pedagogy Course.

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|--------------------|------------------------|--|------------------------------|
| | | <u>Amount</u> <u>(\$)</u> | |
| Piotrowski, Cody | DE Pedagogy Course | \$176.62 | 07/22/20-08/03/20 |
| Reisch, Carla | DE Pedagogy Course | \$176.62 | 07/17/20-07/17/20 |
| Rivas, Daniel | DE Pedagogy Course | \$176.62 | 07/16/20-07/20/20 |
| Romero, Amanda | DE Pedagogy Course | \$176.62 | 07/16/20-07/19/20 |
| Ryals, Kay | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Rybold, Gary | DE Pedagogy Course | \$176.62 | 07/14/20-07/21/20 |
| Scherger, Deanna | DE Pedagogy Course | \$176.62 | 07/20/20-07/20/20 |
| Seong, Sarah | DE Pedagogy Course | \$176.62 | 07/21/20-07/21/20 |
| Seraphin, Eva | DE Pedagogy Course | \$176.62 | 07/21/20-08/03/20 |
| Shank, Virginia | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Shume, Esayas | DE Pedagogy Course | \$176.62 | 07/19/20-08/03/20 |
| Sit, Weng San | DE Pedagogy Course | \$176.62 | 07/15/20-07/15/20 |
| Sun, Sanda | DE Pedagogy Course | \$176.62 | 07/21/20-08/03/20 |
| Taibjee, Sukena | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |
| Terranova, John | DE Pedagogy Course | \$176.62 | 08/01/20-08/03/20 |
| Tresler, Matthew | DE Pedagogy Course | \$176.62 | 07/16/20-07/16/20 |
| Tucker, Kari | DE Pedagogy Course | \$176.62 | 07/16/20-08/06/20 |
| Uchida, Yoshiko | DE Pedagogy Course | \$176.62 | 07/16/20-07/21/20 |
| Uchlik, Aleksandra | DE Pedagogy Course | \$176.62 | 07/20/20-08/03/20 |
| Vernazza, Daniel | DE Pedagogy Course | \$176.62 | 07/21/20-08/03/20 |
| Weil, Alex | DE Pedagogy Course | \$176.62 | 07/16/20-08/03/20 |

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of Distance Education Pedagogy Training (20 hrs).

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|--------------------|--|--|------------------------------|
| | | <u>Amount</u> <u>(\$)</u> | |
| Allen, Philip | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Anand, Preetha | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Baggs, Tiffany | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Baker, Raffaela | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Benitez, Alma | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Bonnell, Laura | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Boustani, Ladi | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Brosch, Melissa | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Brown, Abbey | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Brown, Daniel | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Browne, Tsekani | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Buzdygan, Jolanta | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Byron, Meredith | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |

D. ADDITIONAL COMPENSATION: RESTRICTED FUNDS - Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of Distance Education Pedagogy Training (20 hrs).

| Name | Activity | Not to Exceed | Effective Date |
|--------------------------|--|----------------------|-----------------------|
| | | Amount (\$) | |
| Calahane, Kacey | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Canett-Bailes, Loretta | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Castro Rodriguez, Noemi | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Cavazzi, Bentley | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Chhun, Stephanie | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Cook, Jodie | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Cooper, Craig | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Craig, Sandra | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Cruz, Caroline | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Cushing, Joe | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Daly, Anthony | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Daniels, Brittany | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Dassero, Sarah | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| De Santiago , Stacy | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| DeMarco-Barrett, Barbara | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Diesel, Elizabeth | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Dinger, Michelle | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Donnell, Ted | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Douglas, Denice | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Dowling, Denise | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Eid, Marguerite | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Erb, Adrian | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Ewing, Richard | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Fernandez, Ricardo | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Figueira, Vera | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Fisher, Marni | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Foster, Patricia | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Gallardo, Cara | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Gandoumani, Toshiko | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Ghidella, Richard | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Goodspeed, Joan | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Gudowski , Serge | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Hardesty, Catharine | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Hare, Matthew | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Harrison, Charles | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Hoggatt, Mandy | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Holoboski, Mark | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |

D. ADDITIONAL COMPENSATION: RESTRICTED FUNDS - Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of Distance Education Pedagogy Training (20 hrs).

| Name | Activity | Not to Exceed | Effective Date |
|---------------------------|--|--|-----------------------|
| | | <u>Amount</u> <u>(\$)</u> | |
| Huberg, TJ | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Hurtado, Alejandra | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Jones , Kris | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Jorrisch, Joel | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Kibbe, Joe | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Kim, Kendrick | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Kind, Roxanne | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Kunze-Thibeau, Lori | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Lane, Gary | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Law, Dennis | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Leonard, Stephanie | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Lommatsch Barrett, Cheryl | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Lotterman, Brad | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Lu, Jianhua | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Lynch, Stephanie | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Mazor, Marya | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| McCullough, Lari | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| McMahon, Arnold | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Medich , Melissa | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Mogasemi, Med | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Monette, Michael | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Muresan, Branden | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Nassimi, Mona | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Navarro, Jonathan | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Ortiz, Samuel | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Park, Adriana | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Peterson, Eric | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Pfeiler, Donna | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Phillips, Matthew | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Pillsbury , Brent | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Pope, Laura | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Pyo, Henry | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Raynesford, Kim | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Robinson, Jeanne | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Rokni, Sara | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Rosner, Marley | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Russell, Susan | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Schmoeller, Gary | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Schubert, Patricia | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |

D. ADDITIONAL COMPENSATION: RESTRICTED FUNDS - Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of Distance Education Pedagogy Training (20 hrs).

| <u>Name</u> | <u>Activity</u> | <u>Not to Exceed</u> | <u>Effective Date</u> |
|----------------------|--|--|------------------------------|
| | | <u>Amount</u> <u>(\$)</u> | |
| Sebei, Eman | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Selff, Sean | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Selvius, Lissy | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Signo-Jackson, Janet | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Sommerville, Nancy | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Speare, Max | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Stachenfeld, Marilyn | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Takahashi, Mariko | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Taylor, Nils | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Tolentino, Emmanuel | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Torres, Ty | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Turcotte, Jan | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| VanGuilder, Michael | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Velazquez, Alma | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Vo Luong, My | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Voisard, Norbert | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Whitney, Marisa | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |
| Wilson, Jacob | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Wooten, Jeremy | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/08/20-06/18/20 |
| Young, Cameron | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Zaino, Rebecca | Distance Education Pedagogy Training 20hrs | \$883.20 | 07/06/20-07/16/20 |
| Zaldarriaga, Marie | Distance Education Pedagogy Training 20hrs | \$883.20 | 06/22/20-07/02/20 |

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

RESIGNATIONS

1. NASTANSKI, JENNIFER, ID #020640, Nursing Instructor #P0002896, Division of Health Science, Saddleback College, resignation effective May 21, 2020. Start date: January 8, 2019.
2. WHITMORE, GREGORY, ID #024457, Music Instructor #P0001027, School of the Arts, Irvine Valley College, resignation effective May 21, 2020. Start date: August 12, 2019.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

RETIREMENTS

1. MACMILLAN, SHARON, ID #001097, Political Science Instructor #P0001610, Division of Social and Behavioral Sciences, Saddleback College, retirement effective May 22, 2020. Start date: August 22, 1977. Years of Service: 42 Years, 9 Months.

F. REORGANIZATION/RECLASSIFICATION

1. SADDLEBACK COLLEGE seeks authorization to reorganize the following position, within its organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment.
 - a. **REORGANIZE** DIRECTOR OF FINANCIAL AID, a Classified Manager, Pos. #P0004554, Enrollment Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 14, full-time, 40 hours per week, 12 months per year;
TO DIRECTOR OF FINANCIAL AID, a Classified Manager, Pos. #P0004554, Enrollment Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 17, full-time, 40 hours per week, 12 months per year position, effective August 1, 2020. This reorganization was approved by the Chancellor on August 6, 2020.
 - i. **REORGANIZE** AMBER GALLAGHER, ID #022621, from DIRECTOR OF FINANCIAL AID, a Classified Manager, Pos. #P0004554, Enrollment Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 14, Step 7, full-time, 40 hours per week, 12 months per year; to DIRECTOR OF FINANCIAL AID, a Classified Manager, Pos. #P0004554, Enrollment Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 17, Step 6, full-time, 40 hours per week, 12 months per year, effective August 1, 2020.
2. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following position(s) within its organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment, from reporting to the Dean of Enrollment Services, to begin reporting to the Vice President for Student Services, effective August 1, 2020.
 - a. Director of Financial Aid, Pos. #P0004554 (Appointed to Amber Gallagher, ID #022621)
3. ¹SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following position(s) within its organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment, from reporting to the Dean of Health Sciences and Human Services, to begin reporting to the Executive Dean of Extended Learning, Categorical, effective July 1, 2020.
 - a. Director of Foster and Kinship Care Education Program, Categorical, Pos. #P0005023 (Appointed to Martine Wehr, ID #016591)

¹ Saddleback College seeks authorization to change the reporting structure for Foster and Kinship Care Education, from reporting to the Division of Health Sciences and Human Services, to begin reporting to Extended Learning.

F. REORGANIZATION/RECLASSIFICATION – Continued

4. ²SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following position(s) within its organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment, from reporting to the Dean of Kinesiology and Athletics, to begin reporting to the Dean of Fine Arts and Media Technology, effective July 1, 2020.
 - a. Dance Instructor, Pos. #P0004453 (Appointed to Deidre Cavazzi, ID #014699)
 - b. Dance Instructor, Pos. #P0001770 (Appointed to Steve Rosa, ID #023783)

² Saddleback College seeks authorization to change the reporting structure for Dance, from reporting to the Division of Kinesiology and Athletics, to begin reporting to the Division of Fine Arts.



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF
VICE PRESIDENT FOR STUDENT SERVICES
BETWEEN
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
DR. MARTHA MCDONALD**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this twenty-fourth day of August, 2020, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board", as appropriate) and Dr. Martha McDonald (hereinafter "Vice President" or "Dr. McDonald").

IT IS HEREBY AGREED AS FOLLOWS:

1. Vice President for Student Services. Dr. McDonald is hereby employed for a period of time commencing on August 24, 2020, and ending on June 30, 2022, as the Vice President for Student Services. The Vice President is an academic employee as defined in Education Code Section 87001(a), 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. McDonald shall perform all of the powers and duties of the position of Vice President for Student Services, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. McDonald 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 Vice President for Student Services shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 25, Step 8, \$253,320 per annum. The salary shall be paid in equal monthly installments for the duration of the Agreement. The salary shall be paid in 12 equal monthly installments with proration for a period of less than a full year of service. The Board reserves the right to increase the Vice President for Student Services' 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. The Vice President for Student Services shall be required to render 12 months of full and regular service (approximately 243 days) to the District during each annual period covered by this Agreement, or any successor. The Vice President for Student Services shall accrue one day of sick leave for each full month of employment during the term of this Agreement. The Vice President for Student Services shall also accrue two (2) days of paid vacation leave 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. The

Vice President for Student Services may accrue vacation days up to a maximum of forty-eight (48) days. Once the Vice President 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, the Vice President for Student Services 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 President.

6. Performance Evaluations:

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

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

7. Expenses and Required Memberships:

7.1 The District shall reimburse Dr. McDonald, as actually budgeted, and in accordance with District policies and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. McDonald in the performance of the duties of Vice President for Student Services.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. McDonald for travel expenses outside the District in accordance with District policies and procedures. The District shall provide Dr. McDonald with a monthly stipend of \$475 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. McDonald, her spouse/registered domestic partner, and eligible dependents all health and welfare benefits, which presently include health, medical, dental, and vision, 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. McDonald, her spouse/registered domestic partner, 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, Non-renewal, or Termination.

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, 72411.5, and 87458. If the Board determines to exercise its right to not renew this Agreement, the Board shall send the Vice President for Student Services written notice of non-renewal by the December 31st immediately preceding the termination date of this Agreement, or any amendment thereto. If the Board provides such written notice to the Vice President for Student Services, this Agreement will terminate effective at the close of business on the next succeeding June 30th. Such renewal or non-renewal shall be at the sole discretion of the Board acting with or without cause. If the Board fails to provide notice of non-renewal by the December 31st immediately preceding any termination date of this Agreement, this Agreement shall remain in effect for one additional year from the date this Agreement would have otherwise terminated. The procedures for dismissal set forth in Education Code Sections 87660 *et seq.* and Sections 87732 *et seq.* shall not apply to non-renewal of this Agreement.

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

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

9.5 Notwithstanding any other provision of this Agreement, and as mandated by Government Code section 53243 *et seq.*, in the event the Vice President is convicted of a crime constituting an "abuse of office," the Vice President shall reimburse the District to the fullest extent mandated by Government Code section 53243 *et seq.* (i.e. for paid leave, criminal defense expenditures, or any cash settlement). In the event of such conviction, the District shall make no payments barred by Government Code section 53243 *et seq.*

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.

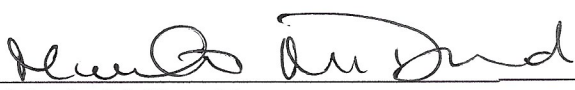
13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

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. Martha McDonald
Vice President for Student Services
Irvine Valley College

Dated July 30, 2020

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Classified Personnel Actions – Regular Items

ACTION: Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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. ¹SEMANIK, ERIKA is to be employed as Office Assistant, Categorical, Pos. #P0011545, Adult Education, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 113, Step 3, 25 hours per week, 12 months per year, effective July 2, 2018. Employment in this categorical funded position is contingent upon funding by the Adult Education/K-12 Partnerships. This position was approved by the Interim Chancellor on June 17, 2017.

B. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR FOR CLASSIFIED POSITIONS

1. ACCOMPANIST, Pos. #P0003897, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 126, Division of Fine Arts, Saddleback College, seeks authorization to decrease the months per year for this full-time, 40 hours per week, 12 months per year position, to full-time, 40 hours per week, 10 months per year, effective August 1, 2020. (Position #P0003897, is vacant)
2. IT SYSTEMS SPECIALIST I, Pos. #P0003457, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 132, Technology Services, Irvine Valley College, seeks authorization to increase the hours per week for this part-time, 29 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective August 6, 2020. (Position #P0003457, is appointed to Richard Wagner, ID #021809)

C. 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 employees from temporary, and/or out of class assignments, back to their permanent assignments.

| <u>Name</u> | <u>Permanent Assignment</u> | <u>Temporary Assignment</u> | <u>Range/ Step</u> | <u>Hours</u> | <u>Effective Date</u> |
|-----------------|------------------------------------|--|--------------------|--------------|-----------------------|
| Ramirez, Reenie | P0003524, Administrative Assistant | P0018046 Senior Administrative Assistant | 127/3 | 40 | 07/16/2020 |

¹ The initial salary step placement is being corrected from Range 113, Step 1, on the July 30, 2018, Classified Personnel Actions/Ratifications, to Range 113, Step 3.

C. OUT OF CLASS ASSIGNMENTS – FOR POSITIONS THAT ARE VACANT DURING RECRUITMENT FOR PERMANENT APPOINTMENTS (LIMITED TO 960 HOURS PER FISCAL YEAR) – Continued

2. DISTRICT SERVICES **returned** the following permanent classified employees from temporary, and/or out of class assignments, back to their permanent assignments.

| <u>Name</u> | <u>Permanent Assignment</u> | <u>Temporary Assignment</u> | <u>Range/ Step</u> | <u>Hours</u> | <u>Effective Date</u> |
|-------------|------------------------------------|--|--------------------|--------------|-----------------------|
| Pham, Loc | P0004058, Network Services Analyst | P0016882, Interim Systems Manager - Computers and Networking Operating Systems | 140/7 | 40 | 07/20/2020 |

D. OUT OF CLASS ASSIGNMENTS – FOR POSITIONS THAT ARE TEMPORARILY AVAILABLE DUE TO LEAVES OF ABSENCE, ETC.

1. SADDLEBACK COLLEGE **returned** the following permanent classified employees from temporary, and/or out of class assignments, back to their permanent assignments.

| <u>Name</u> | <u>Permanent Assignment</u> | <u>Temporary Assignment</u> | <u>Range/ Step</u> | <u>Hours</u> | <u>Effective Date</u> |
|-----------------|---------------------------------------|--|--------------------|--------------|-----------------------|
| Gonzalez, David | P0003677, Counseling Office Assistant | P0016472, Senior Counseling Office Assistant | 115/5 | 40 | 07/13/2020 |

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. RESIGNATION

- a. DALLA BETA, KEVIN, ID #016967, Accounting Analyst, Pos. #P0010648, College Administrative Services, Saddleback College. Hired July 6, 2009, retirement effective August 8, 2020, 11 years, 1 months' service.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

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

ACTION: Ratification

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

A. NEW PERSONNEL APPOINTMENTS

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

| <u>Name</u> | <u>Classification</u> | <u>Hourly Rate (\$)</u> | <u>Start/End Date</u> |
|--------------------|-----------------------------|-----------------------------|-----------------------|
| Aguilar, Erik | Police Services Spec./IVC | 31.33 | 06/08/20-06/30/20 |
| Aguilar, Erik | Police Services Spec./IVC | 32.06 | 07/01/20-06/30/21 |
| Castro, Michelle | Program Asst./SC | 22.69 | 07/01/20-12/31/20 |
| Chennault, Deborah | Veterans Off. Asst./SC | 21.07 | 07/06/20-06/30/21 |
| Foster, Stephen | Lab. Technician, Art/SC | 25.04 | 07/20/20-06/30/21 |
| Issak, Yussuf | Campus Sec. Off./IVC | 21.38 | 07/01/20-06/30/21 |
| Wootton, Timothy | Sr. Dir. Of College Fac./SC | 93.09 | 06/29/20-06/30/20 |
| Wootton, Timothy | Sr. Dir. Of College Fac./SC | 95.41 | 07/01/20-06/30/21 |

- The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2020/2021** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

| <u>Name</u> | <u>Position</u> | <u>Hourly Rate (\$)</u> | <u>Start/End Date</u> |
|----------------------------|------------------------|-----------------------------|-----------------------|
| Bell, Dylan | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Brown, Lucy | Project Specialist/SC | 18.00 | 07/01/20-06/30/21 |
| Cueva, Shantelle | TMD Aide/IVC | 14.00 | 07/01/20-06/30/21 |
| Dolan, Bonnie | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Florkey, Alexandra | TMD Aide/IVC | 17.00 | 07/01/20-06/30/21 |
| Gardner, Keith | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Gore, Lisa | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Gregory, Matthew | TMD Aide/IVC | 14.00 | 07/01/20-06/30/21 |
| Heil, Sarah | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Hilal, David | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Hillenbrand, Nicholas | TMD Aide/IVC | 16.00 | 07/01/20-06/30/21 |
| Kondrath, Jessica | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Kristol-Harper, Alona | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Lemoine, Jeffrey | TMD Aide/IVC | 16.00 | 07/01/20-06/30/21 |
| Lewis, Diane | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Lindahl, Glenda | Project Specialist/SC | 18.00 | 07/01/20-06/30/21 |
| Lucas, Richard | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Luu, Minh | Project Specialist/IVC | 14.00 | 07/01/20-06/30/21 |
| Namiranian, Afsaneh | TMD Aide/IVC | 16.00 | 07/01/20-06/30/21 |
| ¹ Noyes, Martin | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Payne, Roxanna | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Perez, Christina | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |
| Peyman, Nazila | TMD Aide/IVC | 16.00 | 07/01/20-06/30/21 |

¹ Related to Jo Ann Noyes, Associate Faculty, Math, Computer Science and Engineering, Irvine Valley College
August 31, 2020

A. NEW PERSONNEL APPOINTMENTS - Continued

2. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2020/2021** academic year, on an if-and-as-needed basis, and shall work no more than 160 days in any fiscal year. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

| <u>Name</u> | <u>Position</u> | <u>Hourly Rate \$)</u> | <u>Start/End Date</u> |
|-------------------------------|------------------------|----------------------------|-----------------------|
| Picard, Amanda | TMD Aide/IVC | 16.00 | 07/01/20-06/30/21 |
| Rangel, Destinee | Project Specialist/IVC | 15.00 | 07/01/20-06/30/21 |
| Salgado, Michael | TMD Aide/IVC | 14.00 | 07/01/20-06/30/21 |
| ² Sessler, Madison | Project Specialist/SC | 19.00 | 07/01/20-06/30/21 |
| Sierra, Adriana | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Signorelli, Keoni | TMD Aide/IVC | 14.00 | 07/01/20-06/30/21 |
| Stein, Abby | TMD Aide/IVC | 13.50 | 07/01/20-06/30/21 |
| Swanson, Sherrie | Project Specialist/DS | 25.00 | 07/01/20-06/30/21 |
| Turingan, Alana-Sara | Clerk/SC | 16.00 | 07/01/20-06/30/21 |
| Wang, Chun-Sheng | TMD Aide/IVC | 20.00 | 07/01/20-06/30/21 |

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 **2020/2021** academic year.

| <u>Name</u> | <u>Start/End Date</u> |
|----------------------|-----------------------|
| Keshavarzian, Farnam | 07/01/20-06/30/21 |
| Mansser, Manar | 07/01/20-06/30/21 |
| Nguyen, Hoang | 07/01/20-06/30/21 |

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 **2020/2021** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

| <u>Name</u> | <u>Position</u> | <u>Not to Exceed (\$)</u> | <u>Start/End Date</u> |
|-----------------------------|-------------------------------|-------------------------------|-----------------------|
| Alattar, Nujoud | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Amirault, Alyssa | Tutor/IVC | 14.00 | 07/01/20-06/30/21 |
| Baker, Yhonatan | Model/SC | 25.00 | 07/01/20-06/30/21 |
| ³ Bean, Jennifer | Clinical Skills Specialist/SC | 30.00 | 07/01/20-06/30/21 |
| Best, Thomas | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Bromby, Joshua | Tutor/SC | 13.50 | 06/25/20-06/30/20 |
| Bromby, Joshua | Tutor/SC | 13.50 | 07/01/20-06/30/21 |
| Choi, Katlin | Contract Education/SC | 80.00 | 06/25/20-06/30/20 |
| Choi, Katlin | Contract Education/SC | 80.00 | 07/01/20-06/30/21 |
| Cole, John | Model/SC | 25.00 | 07/01/20-06/30/21 |
| Craig, Steven | AOJ Trainer/IVC | 70.00 | 07/01/20-06/30/21 |
| Daly, Debbie | Clinical Skills Specialist/SC | 30.00 | 07/01/20-06/30/21 |
| Dormaier, Ruth | Model/SC | 25.00 | 07/01/20-06/30/21 |

² Related to Louis Sessler, Facilities, Maintenance/Energy Project Manager, Saddleback College

³ Related to Leanne Bean, Executive Assistant, Office of Student Services, Saddleback College

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 **2020/2021** academic year. Each individual's rate of pay not to exceed the amount as defined below. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

| <u>Name</u> | <u>Position</u> | <u>Not to Exceed (\$)</u> | <u>Start/End Date</u> |
|------------------------|-------------------------------|---------------------------|-----------------------|
| Eckhart, Sherry | Model/IVC | 25.00 | 07/01/20-06/30/21 |
| Ellwa, Marwa | Tutor/IVC | 17.00 | 07/01/20-06/30/21 |
| Elseroad, Arleen | Admin. Prof. Expert./IVC | 75.00 | 07/01/20-08/31/20 |
| Escalante, Jessica | FKCE Trainer/SC | 70.00 | 07/13/20-06/30/21 |
| Fakhreddine, Fatema | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Hays, Kenneth | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Heisley-Shellaby, Reed | Model/SC | 25.00 | 07/01/20-06/30/21 |
| Jeong, Hyesung | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Kalthoum, Hashem | Tutor/SC | 13.50 | 06/25/20-06/30/20 |
| Kalthoum, Hashem | Tutor/SC | 13.50 | 07/01/20-06/30/21 |
| Khalil, Widad | Tutor/SC | 14.50 | 07/01/20-06/30/21 |
| Kim, Erin | FKCE Co-Trainer/SC | 40.00 | 07/01/20-06/30/21 |
| Martin, Douglas | AOJ Trainer/IVC | 70.00 | 07/01/20-06/30/21 |
| Muse, Erika | Model/IVC | 25.00 | 07/01/20-06/30/21 |
| Nissenson, Lenard | Model/SC | 25.00 | 07/01/20-06/30/21 |
| Ortiz, Margarita | Captionist/IVC | 45.00 | 07/01/20-06/30/21 |
| Parker, Kelsie | Model/SC | 25.00 | 07/01/20-06/30/21 |
| Parks, Timothy | Model/SC | 25.00 | 07/01/20-06/30/21 |
| Parsa, Ghazal | Tutor/SC | 13.50 | 07/01/20-06/30/21 |
| Redman, Douglas | Contract Education/SC | 100.00 | 07/20/20-06/30/21 |
| Reed, Katherine | Model/IVC | 25.00 | 07/01/20-06/30/21 |
| Seddiqi, Negeen | Tutor/IVC | 14.00 | 07/01/20-06/30/21 |
| Shen, Shulin | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Silva, Sarah | Captionist/IVC | 42.00 | 07/21/20-06/30/21 |
| Singleton, Ashley | Tutor/IVC | 16.00 | 07/01/20-06/30/21 |
| Skahill, Christopher | AOJ Trainer/IVC | 70.00 | 07/01/20-06/30/21 |
| Strain, Stephanie | Model/IVC | 25.00 | 07/01/20-06/30/21 |
| Takemoto, Jack | AOJ Trainer/IVC | 70.00 | 07/01/20-06/30/21 |
| Tidrick, Brian | AOJ Trainer/IVC | 70.00 | 07/01/20-06/30/21 |
| Walker, Stacy | Model/SC | 25.00 | 07/01/20-06/30/21 |
| Warrington, Erica | Clinical Skills Specialist/SC | 30.00 | 07/01/20-06/30/21 |
| Williams, Jennifer | Clinical Skills Specialist/SC | 30.00 | 07/01/20-06/30/21 |
| Worden, Ethan | Tutor/SC | 13.50 | 07/13/20-06/30/21 |
| Wunderlich, Christian | Model/SC | 25.00 | 07/01/20-06/30/21 |

B. VOLUNTEERS

1. The following individuals are to be approved as **Volunteers** for the **2020/2021** academic year.

School of Languages & Resources, Irvine Valley College
Lin, Jung-Hsuan Oma, Junko

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: SOCCCD Faculty Association (FA) – Memorandum of Understanding for Novel Coronavirus (COVID-19) – Academic Year 2020 - 2021

ACTION: Approval

BACKGROUND

In response to an outbreak of the Novel Coronavirus ("COVID-19"), which is currently categorized by the World Health Organization as a globalized pandemic, and declared by the Governor of California to be a state emergency, and by the President of the United States to be a national emergency, the District and the Faculty Association have agreed that all assigned online courses for academic year 2020 – 2021 must use Canvas as the Learning Management System. (LMS) The specific pedagogies and methodologies used will be at the discretion of each individual faculty member, in alignment with the class schedule and in compliance with the regulations and guidelines set forth in Title 5 and AR 6112.

STATUS

This agreement is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the parties.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Faculty Association Memorandum of Understanding between the District and FA.

**MOU BETWEEN THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT AND THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION,
CTA/NEA
July 14, 2020**

This Memorandum of Understanding is entered into between the South Orange County Community College District and the South Orange County Community College District Faculty Association, CTA/NEA (hereinafter referred to as the "Association"), and is expressly made pursuant to the Education Employment Relations Act and the Collective Bargaining Agreement between the parties.

In response to an outbreak of the Novel Coronavirus ("COVID-19"), which is currently categorized by the World Health Organization as a globalized pandemic, and declared by the Governor of California to be a state emergency, and by the President of the United States to be a national emergency, the Parties hereby agree as follows for the 2020-2021 academic year, or until the end of the District-declared emergency, whichever is first:

1. Part-time and full-time faculty, including counselors, librarians, and learning disability specialists, may be permitted to work remotely. All assigned online courses must use Canvas as the Learning Management System (LMS) in accordance with SOCCCD AR 6112. The specific pedagogies and methodologies used will be at the discretion of each individual faculty member in alignment with the class schedule and in compliance with the regulations and guidelines set forth in Title 5 (sections 55200 and 55204) and in AR 6112, including regular and effective contact between instructor and students and among students.
2. In support of both classroom and non-classroom online instruction, faculty may be provided access to campus facilities. Alternatively, equipment and supplies reasonably needed in order to carry out their assignments may be provided to faculty members while working from home. If needed, deans will work with their individual faculty members to facilitate the procurement of these resources from the College and/or District.
3. In the best interest of students, and when permitted by parameters established by the Orange County Health Care Agency and other State and Federal guidelines, faculty may be required to teach on campus to conduct face-to-face labs and practicum classes (such as visual and performing arts or activity classes) at some point during the term of this agreement.

In the event that a faculty member who is assigned to campus (or a member of the faculty member's household) has experienced COVID-19 symptoms, has tested positive for COVID-19, or has been potentially exposed to someone with COVID-19 (either through community-related exposure or international travel), the faculty member must follow CDC guidelines to self-quarantine and/or seek advice from a health care provider. Employees who are at increased risk for severe illness and must take extra precautions or who must self-quarantine based upon advice from, or while seeking a diagnosis from, a health care provider after exhibiting symptoms may be able to continue working remotely or may need to take leave, depending on the assignment. Faculty members who must take leave will not be charged accrued leave of any kind for the first 80 hours, in accordance with HR 6201 (Families First Coronavirus Response Act). Similarly, those employees who have been advised to take extra precautions for reasonable cause, including being over age 65, having a compromised immune system, or having another underlying medical condition, or who live with or provide care for someone in these risk groups, or who are caring for a

child because the child's school or child-care provider is closed, will be granted the same 80 hours of leave, consistent with HR 6201, if they are unable to continue to work remotely.

Faculty who must be absent from work for more than the 80 hours allotted above due to symptoms or illness related to the COVID-19 or to the need to continue taking extra precautions shall be provided with options for further absence from work, including the ability to work remotely, as indicated on the "Temporary Modification of Assignment due to Sick Leave Tracking Authorization" form (Attachment A).

If additional State or Federal authorization and appropriations for additional paid sick leave are approved, such as HR 6201, unit members who utilize paid sick leave for the purposes of quarantine, diagnosis, or preventative care shall be entitled to a leave credit in those amounts and at those rates as authorized by law.

4. In order to ensure the safety of faculty members returning to campus for their assignments, the District agrees to provide a reasonably safe working environment in conformance with COVID-19 guidelines issued by the Centers for Disease Control and Prevention (CDC), California Department of Public Health (CDPH), California Chancellor of Community Colleges Office, the California Department of Industrial Relations Division of Occupational Safety and Health (Cal/OSHA), as well as other health orders from state and local public health officers. These guidelines may include, but are not limited to, items such as maximum occupancy of classrooms; social distancing requirements for all instructional spaces; limits on the number of classes/students allowed on campus and within each building at any given time; limits on hallway and bathroom use; cleaning and disinfecting requirements; and the provision of personal protective equipment (PPE) for faculty and students. The parties have consulted and agreed to the impacts and effects of the general guidelines (Attachment B) relating to bringing a small number of classes to campus and the safe return of faculty during the COVID-19 pandemic. Both parties further agree to meet regarding impacts and effects if any changes to the guidelines from the above agencies or Attachment B materially alter faculty terms and working conditions. If the parties cannot come to an agreement, the Association agrees to defer to the District as long as it is in alignment with the guidelines established by the agencies listed above.
5. Minimum class sizes, as specified in Article XV, section 15.2.b(5)(b), may be relaxed based on program needs.
6. During this emergency situation, Article XV, section 15.2.e. of the Academic Employee Master Agreement is suspended, and all low-enrolled sections allowed to continue will be compensated fully and not offered as contracted classes.
7. Faculty will be held responsible for completing contractual obligations. However, in the event of technological issues outside their control, the faculty member shall seek guidance from their dean within two business days. If needed to support faculty and upon the request of an individual faculty member, access to the faculty's Canvas course shell may be granted to assist with troubleshooting.
8. Evaluations not completed from Spring 2020 shall be completed in the Fall 2020. In the event that a faculty member is not teaching in the fall, the evaluation shall be completed the next term the faculty member teaches. Online evaluations will take place through a demonstration of 50 minutes, as indicated in Article XVII.

9. Faculty who have currently established priority rehire eligibility (PRE) will not be removed from the list, or have their average assignment levels reduced, based upon courses offered and/or taught during Fall 2020 and Spring 2021. Faculty who established PRE in Spring 2020 will be added to the list, but the list will then remain frozen through the end of the 2018-2021 Master Agreement. Fall 2020 and Spring 2021 data will be excluded from future determination of PRE until the colleges return to normal operations.
10. This agreement is non-precedential, will not bind the Parties in any future action, whether under similar circumstances or not, and cannot be introduced in any grievance, arbitration, complaint, administrative, or legal proceeding as evidence of past practice or intent of the Parties or meaning or application of the collective bargaining agreement.

Except as provided herein, neither Party is waiving any rights or entitlement which it may otherwise possess. The Parties agree to continue a collegial dialogue regarding all aspects of the COVID-19 pandemic, and to communicate new information with one another as soon as reasonably practicable. The Parties agree that this MOU is reached in a rapidly changing and fluid physical, social, and political climate, and that subsequent events may require additional discussions, or create additional impacts and effects, and agree to meet and negotiate over those matters in good faith upon the request of either Party.

The Parties agree and understand that this MOU shall expire after the current public-health crisis has subsided, which shall be determined in relation to any local, County, State, and Federal order involving quarantine, a declared statement of the end of an emergency, or similar pronouncements; or as declared by the SOCCCD Chancellor, Dr. Kathleen F. Burke.


**South Orange County Community College
College District**



Dr. Cindy Vyskocil
Chief Negotiator, SOCCCD

July 14, 2020
Date

**South Orange County Community
District Faculty Association, CTA/NEA**



Claire Cesareo
Chief Negotiator, SOCCCD FA

July 15, 2020
Date

ATTACHMENT A

Temporary Modification of Assignment Due to Sick Leave
LEAVE TRACKING AUTHORIZATION

During the possibility of a pandemic, the District is offering temporary accommodations for employees who are sick, who need to or are directed to go home to help prevent the disease from spreading, who need to avoid exposure for themselves or others with whom they reside or provide care, or who need to care for a child because the child's school or child-care provider is closed. This is a temporary accommodation that may be implemented by the District as needed.

Employee Name: _____

Department: _____

Leave begin date: _____

Leave return date: _____

Options Available (circle one)

- A) Use my current sick leave balance
- B) Extended leave (half-salary) pay
- C) Work from home (to be arranged with direct supervisor)

I, _____, hereby authorize the District to process my leave of absence as indicated above.

If Option A:

- In the event that my leave is exhausted during the pandemic, I hereby authorize the District to process my leave in accordance with option _____ (B/C) above.

If Option C:

- Employee has responsibility for maintaining the security and confidentiality of District files, data and other information that are in the off-site work place.
- District will not reimburse the unit member for the cost of off-site related expenses such as internet connection, phone service, water, electricity, and any expenses incurred by working from home.
- Employee may be asked to participate in meetings via online.
- The failure to adhere to these expectations may have an adverse effect on the continued ability to work from home
- The District may at any time may stop the home work arrangement.

I represent that I have read and understand this form fully and this request is executed voluntarily and has not been made as a condition of my continued employment.

Date: _____

Employee Name (printed)

Employee signature

Date: _____

Supervisor's Name (printed)

Supervisor's signature

Attachment B

Safety Principles for Instruction During COVID-19 Pandemic

Classroom/Building Safety Principles - for classes held on campus during the time that the colleges are operating predominantly online

- I. Face coverings will be required while on campus (inside and outside).
- II. A District designated health screening will be required for all students, staff, and faculty.
- III. Building entrances, exits, and stairways will be assessed and clearly marked related to ingress and egress.
- IV. Elevator capacity will be assessed and restricted based upon the size of the elevator; all restrictions will be clearly marked.
- V. Restroom capacity will be assessed and restricted depending on the size of the restroom; such restrictions will be clearly marked.
- VI. Breakrooms in all buildings will be assessed and either closed or capacity restricted depending on the size of the space. No seating will be allowed in the breakrooms.
- VII. Necessary PPE will be provided daily as reasonably needed depending on the class/activity.
- VIII. Hand sanitizer will be provided directly outside or immediately inside all classrooms and instructional areas.
- IX. Ventilation will be a consideration when selecting classroom or outdoor spaces for instructional use. If practicable, based on the discipline/equipment needs of the class, outdoor possibilities will be given first priority in the assigning of instructional spaces followed by rooms that have windows which can be opened. The colleges will ensure that ventilation systems operate properly, including maintaining air intakes and inspecting filters as required.
- X. Classrooms and other instructional areas will be configured to allow for the maintenance of a six-foot distance between individuals at all times when students are engaged in learning activities.
- XI. The number of students allowed into an enclosed instructional space will be limited based upon the size of the building/room and the ability to maintain social distancing.
- XII. Assigned classrooms, instructional areas, and restrooms will be cleaned or fogged with a disinfectant by staff at the end of each day, and assigned classrooms and instructional areas will be disinfected in between scheduled classes. A sign-off sheet will be maintained in each of these spaces indicating date, time, and person completing this task (subject to CSEA approval).
- XIII. Disinfecting supplies will be made available in classrooms and instructional areas with scheduled classes or activities so that students, faculty, and staff

294 can disinfect the items they will be using such as computers, lab equipment,
295 and desks.
296 XIV. For close contact between faculty and students, where six-foot
297 distancing is not practicable, such as during counseling appointments or
298 library reference desk visits, a plexiglass barrier will be placed between the
299 faculty member and the student or the faculty member will be provided with
300 both a mask and a face shield. (This is included for future possibilities).
301

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Sabbatical Leave Revision
ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section h, of the Academic Employee Master Agreement.

On January 21, 2020, the Board of Trustees approved the sabbatical projects of 25 faculty members during the 2020 - 2021 academic year, including Janet Ventura, Counseling, Saddleback College.

STATUS

For professional reasons, Professor Ventura requests that approval of her leave for Fall 2020 be revised to Spring 2021.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the revision of sabbatical leave for Janet Ventura from Fall 2020 to Spring 2021.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

PROPOSED SABBATICAL for 2020 – 2021

| | |
|------------------------|--------------------|
| NAME | Janet Ventura |
| DATE | October 14, 2019 |
| COLLEGE | Saddleback College |
| DIVISION/SCHOOL | Counseling |

| | | | |
|-----------------------------|---|--------------------|----------------------------------|
| REQUESTED SABBATICAL | | | |
| Fall 2020 | X | Spring 2021 | Academic Year 2020 - 2021 |

| | |
|--|---|
| SABBATICAL HISTORY | |
| If you have been granted a prior sabbatical with the South Orange County Community College District, please provide the following: | |
| Semester and Year of Previous Sabbatical | Spring 2013 |
| Title of Previous Sabbatical | The Concepts of Resilience and Happiness in the Development of the Self |

| Discuss/Review with: | Name | Date Discussed | Initials |
|-------------------------|--------------------|----------------|----------|
| Division/School Peer #1 | Sheryl Christensen | | |
| Division/School Peer #2 | Aimee Tran | | |
| Department Chair | Sarah Chang | | |
| Division/School Dean | Penny Skoff | | |
| Vice President | Juan Avalos | | |

Proposals must be submitted to College President Offices by October 21, 2019 at 5 p.m.

| | |
|---|--|
| DATE PROPOSAL SUBMITTED TO COLLEGE PRESIDENT | |
|---|--|

| | |
|---------------------|---|
| SUPPORT | The sabbatical proposal (with input as indicated) can be forwarded to the committee. |
| NON -SUPPORT | The sabbatical proposal will be returned to the faculty member with recommendations to warrant the President's support. |

Signed _____, President Date: _____

To be returned by President's office to faculty member in a timely manner to allow for edits and upgrades to be completed by the November 1, 2019 deadline.

Comments: _____

Please Note: Faculty are required to retain the original, hardcopy application with appropriate initials and signature.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Sabbatical Leave Rescindment

ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section h, of the Academic Employee Master Agreement.

On January 21, 2020, the Board of Trustees approved the sabbatical projects of 25 faculty members during the 2020 - 2021 academic year, including Julie Brady-Jenner, Communication Arts, Saddleback College, Ken Lee, Horticulture and Landscape Design, Saddleback College, and Maria Mayenzet, Communication Arts, Saddleback College.

STATUS

For professional reasons, Professors Brady-Jenner, Lee, and Mayenzet request that approval of their leave for Spring 2021 be rescinded.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees rescind approval of sabbatical leaves for Julie Brady-Jenner, Ken Lee, and Maria Mayenzet for Spring 2021.

ABSTRACT

| | | | | | |
|------------------------------------|------------------|---------------------------------------|--------------------|--|----------------------------------|
| NAME | | Julie Brady-Jenner | | | |
| DEPARTMENT/DIVISION/SCHOOL | | CTVR/FAMT/Saddleback | | | |
| COLLEGE | | | | | |
| | Fall 2020 | x | Spring 2021 | | Academic Year 2020 - 2021 |
| TITLE OF SABBATICAL PROJECT | | From Leading Lady to Leading the Pack | | | |

GOALS and OBJECTIVES:

1. goal/objective: Curate list of actresses who have moved behind the camera to tell their stories.
2. goal/objective: Compile biographies of each woman, along with historical, societal impact, and other research pertinent to their story, along with a soft shooting schedule for Fall 2021.
3. goal/objective: Organize and compile all information gathered into lectures to be used in both Women in Cinema and Television and American Cinema.

ACTIVITIES:

Provide summary overview of activities.

Sources identified and contacted. Soft interview timeline constructed if possible, based on geography and other elements.

Written releases secured.

Research material gathered on a continual basis.

Clips, photos and clearances evaluated.

Travel and meetings secured where necessary.

Research materials (historical, biographical, etc.) organized to be repurposed into a variety of uses.

Design of syllabi based on overall materials.

PRODUCTS:

1. Materials for expansion of Women in Cinema and television textbook and possibly American Cinema text where appropriate.
2. Lectures, clips and photos to support biographies in Women in Cinema and Television class.
3. Presentation created for schools in the community and guest speaking or at the college.

| |
|-----------------|
| ABSTRACT |
|-----------------|

| | | | | | |
|------------------------------------|------------------|---|--|--|----------------------------------|
| NAME | | | Ken Lee | | |
| DEPARTMENT/DIVISION/SCHOOL | | | Horticulture & Landscape Design / ATAS | | |
| COLLEGE | | | Saddleback College | | |
| | Fall 2020 | X | Spring 2021 | | Academic Year 2020 - 2021 |
| TITLE OF SABBATICAL PROJECT | | | JAPANESE GARDENS AND THEIR POSITIVE IMPACT ON WELLNESS | | |

GOALS and OBJECTIVES:

1. To assess the impact on wellness of Japanese people from their perception about gardening and its role in Japanese culture
2. To research specific elements of Japanese gardens on wellness in the social, cultural and religious aspects in Japan
3. To identify practical recommendations for well-being in the US through wellness gardening, based upon findings of the Japanese gardens and their positive impact on wellness

ACTIVITIES:

1. To research historical aspects of the positive impact on wellness from Japanese gardens
2. To collect and record researched data
3. To identify exemplary Japanese gardens for the case study
4. To visit exemplary Japanese gardens for site evaluation
5. To develop a photo journal, and, to interview local participants, if available
6. To compile and assess data collected for Japanese gardens' positive impact on wellness
7. To identify practical recommendations for wellness gardening in the US
8. To prepare the final report and presentation slides

PRODUCTS:

1. Historical data research report on Japanese gardens and their role on wellness in Japan
2. Case study report on exemplary Japanese gardens in Kyoto, Tokyo and other locations in Japan
3. Traveling photo journal
4. Transcript of local interview, if available
5. Practical recommendations for wellness gardening in the US
6. Presentation slideshow

| ABSTRACT | | | | | |
|-----------------------------|-----------|---|----------------------|--|---------------------------|
| NAME | | | Maria Mayenzet | | |
| DEPARTMENT/DIVISION/SCHOOL | | | CTVR/ FAMT | | |
| COLLEGE | | | Saddleback College | | |
| | Fall 2020 | X | Spring 2021 | | Academic Year 2020 - 2021 |
| TITLE OF SABBATICAL PROJECT | | | Acting for New Media | | |

GOALS and OBJECTIVES:

1. goal/objective

Develop instructional resources for the students and faculty of Cinema, Television and Radio in order to explore various avenues of creation and production in New Media. Organize resources and information in an easy-to access format. (PDF)

2. goal/objective

Provide students with the resources and tools to write, act, direct and produce work in a variety of venues in New Media. Tools: Step by step instructions on how to structure projects from preproduction to production and post production. Guidelines for the process of storytelling in the age of new media. Instructions on how to create a niche marketplace for the stories created. Resources on marketing on YouTube, Instagram and Tik Tok and how to enter festivals. Examples of the use of different acting styles for different mediums will be provided.

3. goal/objective

Develop a step-by-step guide to acting and developing projects for New Media

ACTIVITIES:

Provide summary overview of activities

- Creation and writing of an **Acting for New Media** to support student learning and faculty success in teaching CTVR 104, CTVR 191, CTVR 280, CTVR 290 and CTVR 292. The book will be available as a PDF document and e-text.
- Compose, write and publish **Acting for New Media**
- Create YouTube channel as a complement to the manual.

PRODUCTS:

1. Product

PDF document of **Acting for New Media**

2. Product

E-text link to **Acting for New Media**

3. Product

YouTube Channel with additional tutorials to complement **Acting for New Media**

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Staff Response to Public Comments from the Previous Board Meeting

ACTION: None

BACKGROUND

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

STATUS

A public comment response from staff was not requested during last month's board meeting.

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 August 31, 2020

CAPITAL IMPROVEMENT PLANNING

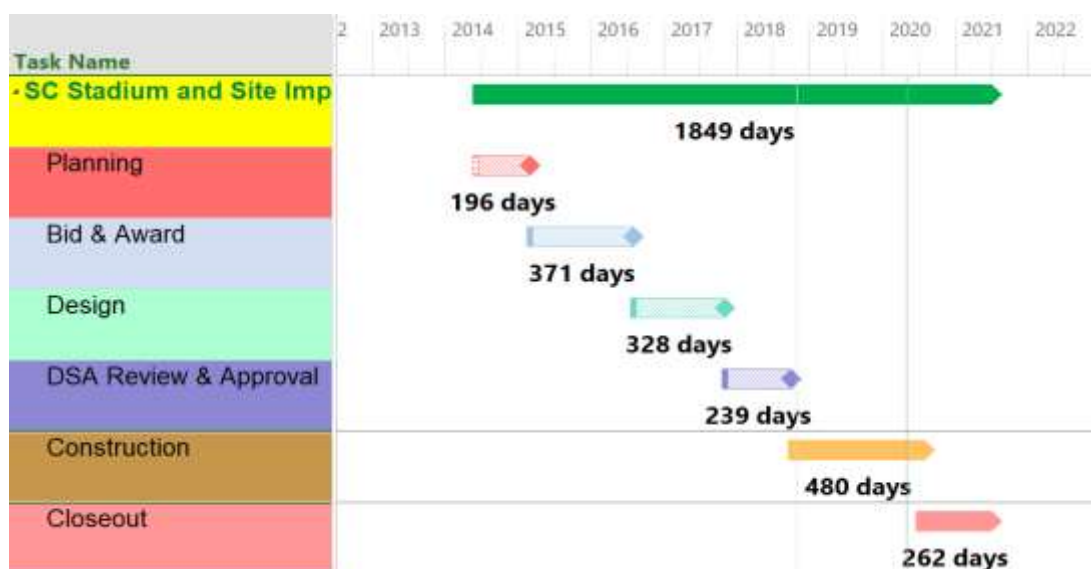
The decision to design and construct capital improvement projects begins with the Education Master and Strategic Planning (EMSP) process and continues with the Facilities Master Plans (FMP). The last EMSP cycle was completed June 2020 and the FMP cycle was completed July 2020. The 2020 EMSP and FMP reports are available at the District [website](#). 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 originally included the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property; however, it has since been de-scoped and will be handled as a separate project. 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 | Aug 2020 |
| Complete Working Drawings | Nov 2017 | Advertise for FF&E | Nov 2019 |
| DSA Final Approval | Nov 2018 | DSA Close Out | Pending |



Budget Narrative: Budget reflects Board action on 3/24/2008, 6/23/2014, 6/22/2015, and 4/27/2020. 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. On April 27, 2020, the Board approved \$5,608,798. The Board approved Saddleback College's use of their RDA funds and a portion of the district-wide apartment income of \$22,705,000.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|-----------------------------|-----------------|-----------------|--------------|
| Project Budget: | \$14,530,000 | \$53,308,798 | \$67,838,798 |
| District Funding Commitment | \$14,530,000 | \$53,308,798 | \$67,838,798 |
| Anticipated State Match: | N/A | N/A | N/A |
| Basic Aid Allocation: | \$14,530,000 | \$30,603,798 | \$45,133,798 |
| College Contribution: | \$ 0 | \$22,705,000 | \$22,705,000 |

Status: Construction Phase: Project is *substantially* complete.

In Progress: *Completion of punch list items.*

Recently Completed: *Achievement of substantial completion.*

Focus: Review contractor's change order requests and claims; conduct meetings to discuss these. Prepare for mediation of claims that is scheduled in September. *Monitor final completion of punch list items and DSA close out.*

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 connector road and installation of additional parking stalls between the baseball field and the new tennis courts is included.

| | | | |
|---------------------------|----------|-----------------------|----------|
| Start Preliminary Plans | Oct 2017 | Award D/B Contract | Aug 2018 |
| Start Working Drawings | Oct 2018 | Complete Construction | Aug 2022 |
| Complete Working Drawings | Sep 2019 | Advertise for FF&E | Pending |
| DSA Final Approval | Sep 2020 | DSA Close Out | Pending |



Budget Narrative: In fiscal years 2002-03 and 2004-05, \$971,000 and \$985,000 respectively, for a total of \$1,956,000 was allocated from basic aid to cover design. Budget reflects Board action on 8/27/2012, 10/25/2013, 6/23/2014, 8/22/2016, 5/21/2018, and 4/27/2020. 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. On April 27, 2020, the Board approved \$5,127,000 to fund the connector road and additional parking. The ATAS Building project budget of \$69,227,000 differs from the basic aid allocation due to funds spent for the Technology and Applied Science renovation project prior to the decision to move forward with a new building.

| | Original | Revision | Total |
|------------------------------|-------------|----------------|--------------|
| Project Budget: | | | |
| TAS Renovation | \$8,755,055 | \$ (7,446,120) | \$ 1,308,935 |
| ATAS Building | \$ 0 | \$69,227,000 | \$69,227,000 |
| Total | \$8,755,055 | \$61,780,880 | \$70,535,935 |
| District Funding Commitment: | \$8,755,055 | \$61,780,880 | \$70,535,935 |
| Anticipated State Match: | \$ 0 | \$ 0 | \$ 0 |
| Basic Aid Allocation: | \$1,956,000 | \$68,579,935 | \$70,535,935 |

Status: Construction Phase: New Tennis Courts Center: Project is approximately 95% complete. *Construction Phase kick-off for the ATAS Building & the New Connector Road & Parking Lot 5-B.*

In Progress: *Demolition and grading operation at the new ATAS Building & the New Connector Road & Parking Lot 5-B. At the new Tennis Center, the contractor began installing telecommunication and audio visual (AV) equipment inside the team rooms building, sport lighting around the eight tennis courts and applying the final coats of surfacing to the tennis courts slab.*

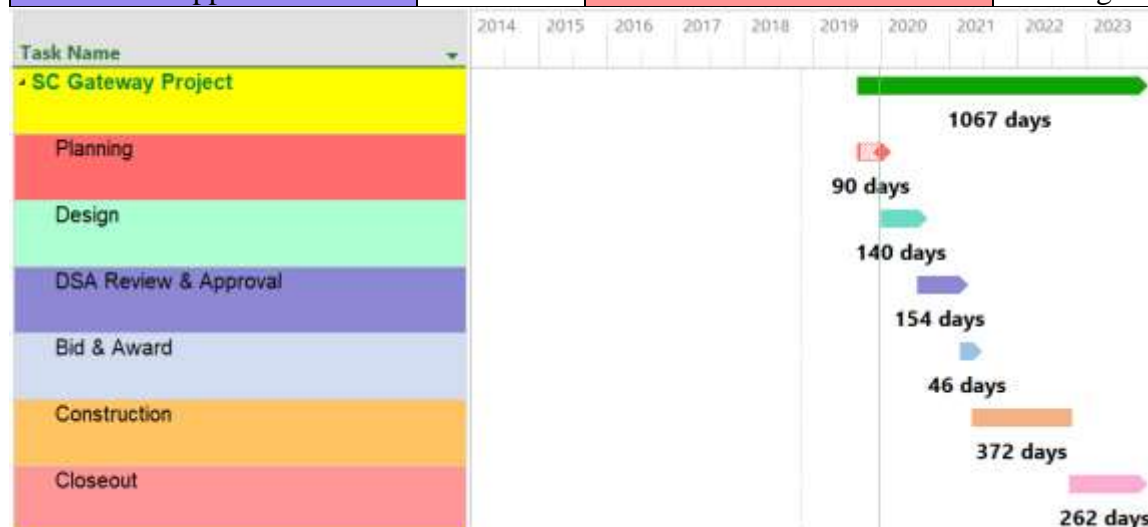
Recently Completed: At the Tennis Center, the contractor completed plastering the exterior walls, installation of flooring in the team rooms, metal roof system, floor, wall tiling and accessories in the new restrooms, doors and hardware. Additionally, the contractor installed data devices, wireless access points (WAP's), security cameras, fire alarm device and completed interior and exterior painting, site planting, site furnishings, wrought iron fencing and gates, pouring all sidewalks, curbs, and gutters, and connected the support building to permanent power. The architect submitted the baseball field safety netting system to DSA for final review and approval. Staff presented the ATAS Building draft FF&E package to the Saddleback College executive cabinet for initial review and approval.

Focus Issue: Complete the final testing and commissioning of the HVAC, electrical, telecommunication, and plumbing systems at the new Tennis Center and reach substantial completion of this task. Continue the grading operation at the new ATAS Building and New Connector Road & Parking Lot 5B and commence installation of the new underground utilities tying into the campus hydronic loops. Schedule one-on-one Zoom meetings with the ATAS faculty & staff to review the FF&E package for the new building. Respond to DSA comment for the baseball field safety netting system.

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 | Sep 2019 | Award Construction Contract | May 2021 |
| Start Working Drawings | Jan 2020 | Complete Construction | Oct 2022 |
| Complete Working Drawings | Jun 2020 | Advertise for FF&E | Feb 2022 |
| DSA Final Approval | Feb 2021 | DSA Close Out | Pending |



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016, 6/26/2017, 4/22/2019, and 4/27/2020. 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. On April 27, 2020, the Board approved the funding allocation of \$6,800,261.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|------------------------------|-----------------|-----------------|--------------|
| Project Budget: | \$42,867,000 | \$27,156,731 | \$70,023,531 |
| District Funding Commitment: | \$12,814,000 | \$31,864,531 | \$44,678,531 |
| State Match: | \$30,053,000 | \$ (4,708,000) | \$25,345,000 |
| Basic Aid Allocation: | \$ 1,545,115 | \$31,513,146 | \$33,058,261 |

Status: DSA Review & Approval Phase.

In Progress: DSA review of the 100% construction documents. *San Diego Gas & Electric (SDG&E) commenced the review process of the Savings by Design application & building package to determine the energy incentive approach.*

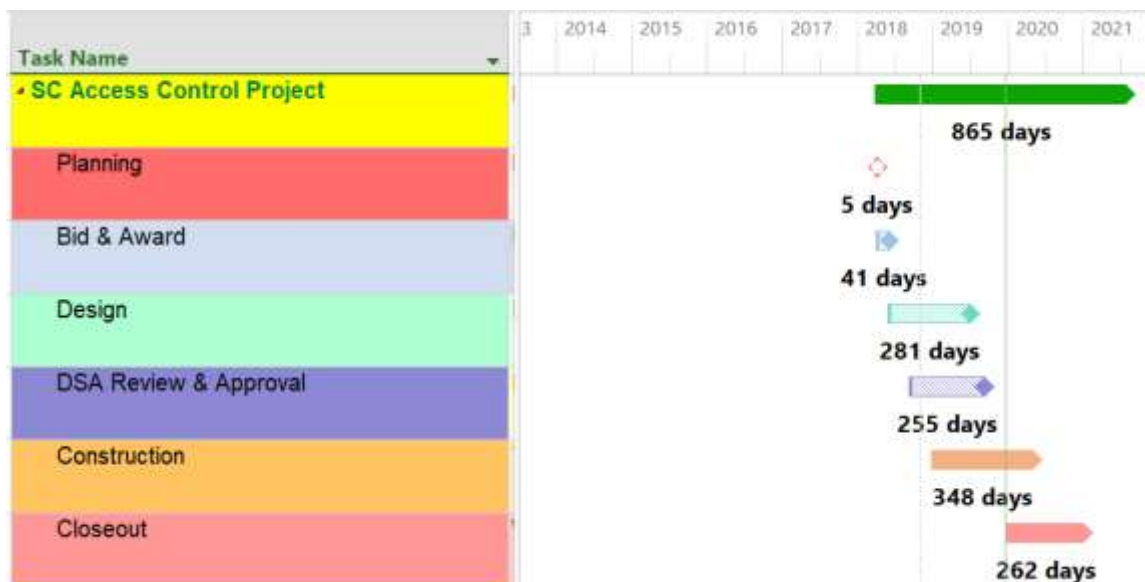
Recently Completed: *Staff obtained Moulton Niguel Water District approval on the new reclaimed irrigation water system for the Gateway building.*

Focus: Continue the design and selection process of the furniture, fixture and equipment with the Saddleback College executive cabinet. Kick-off the pre-qualification process to short list general contractors.

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 | Jun 2020 |
| Complete Working Drawings | Jul 2019 | FF&E | N/A |
| DSA Final Approval | Jul 2019 | DSA Close Out | Pending |



Budget Narrative: Budget reflects the Board action on 6/26/2017 and 5/21/2018. On June 26, 2017, the Board approved \$3,000,000 for the District-wide ADA Transition Plan. Saddleback College assigned \$1,600,000 from its share of the ADA transition funds to this project. On May 21, 2018, the Board approved \$4,000,000. Saddleback College also assigned \$1,364,296 from college general funds. Additionally, State Scheduled Maintenance allocations across FY 2015-16, 2016-2017, 2017-2018 total \$4,845,914.

| | Original | Revision | Total |
|---|--------------|----------|--------------|
| 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: Close Out Phase. *Final punch list inspections and DSA inspector review.*

In Progress: *Final inspections and contractor demobilization.*

Recently Completed: *Punch list work.*

Focus: *Sign-off and Close Out Phase. This project will be removed from future reports.*

5. PE RENOVATION

Project Description: This project will renovate the Women's Locker Room to address Title IX regulations and functional issues, install new rooftop HVAC units on the PE 100 building to correct heating and cooling issues, and renovate the restrooms in PE 300 to meet accessibility requirements.

| | | | |
|---------------------------|----------|-----------------------------|----------|
| Start Preliminary Plans | Jul 2019 | Award Construction Contract | Jul 2020 |
| Start Working Drawings | Aug 2019 | Complete Construction | Apr 2021 |
| Complete Working Drawings | Dec 2019 | Advertise for Equipment | Nov 2020 |
| DSA Final Approval | Apr 2020 | DSA Close Out | Pending |



Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/25/2018. On June 17, 2013, the Board approved \$800,000 for the PE 100 HVAC system. Saddleback College contributed \$800,000 in matching funds from the Scheduled Maintenance budget. On June 25, 2018, the Board approved \$1,800,000 for PE Renovation. The college spent basic aid funds of \$211,263 on a previous PE 100 weight-room floor replacement project.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|------------------------------|-----------------|-----------------|--------------|
| Project Budget: | \$3,400,000 | \$(211,263) | \$3,188,737 |
| District Funding Commitment: | \$3,400,000 | \$(211,263) | \$3,188,737 |
| Basic Aid Allocation: | \$2,600,000 | \$(211,263) | \$2,388,737 |
| Local Scheduled Maintenance: | \$ 800,000 | \$0 | \$ 800,000 |
| Anticipated State Match: | \$0 | \$0 | \$0 |

Status: *Construction Phase.*

In Progress: *Contractor mobilizing and beginning demolition.*

Recently Completed: *NTP issued to contractor.*

Focus: *Hazardous material removal and demolition. Procurement of long lead items.*

6. Science Math Building

Project Description: The project will downsize and replace the existing Science Math Building to meet the educational needs of Saddleback College for Math and Information

Technology. This proposed project will construct a new building of 32,100 assignable square feet (ASF) and 49,385 gross square feet (GSF).

| | | | |
|---------------------------|------------|-----------------------------|-----------|
| Start Preliminary Plans | Aug 2021 | Award Construction Contract | Aug 2023 |
| Start Working Drawings | Feb 2022 | Complete Construction | June 2025 |
| Complete Working Drawings | Aug 2022 | Advertise for Equipment | May 2024 |
| DSA Final Approval | April 2023 | DSA Close Out | Aug 2025 |



Budget Narrative: Budget reflects Board action on 4/27/2020. On April 27, 2020, the Board approved \$4,300,000.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|------------------------------|-----------------|-----------------|--------------|
| Project Budget: | \$33,325,956 | \$23,384,126 | \$56,710,082 |
| District Funding Commitment: | \$16,624,624 | \$23,384,126 | \$40,008,750 |
| Anticipated State Match: | \$16,701,332 | \$0 | \$16,701,332 |
| Basic Aid Allocation: | \$ 4,300,000 | \$750,000 | \$5,050,000 |

Status: FPP Approved

In Progress: N/A

Recently Completed: N/A

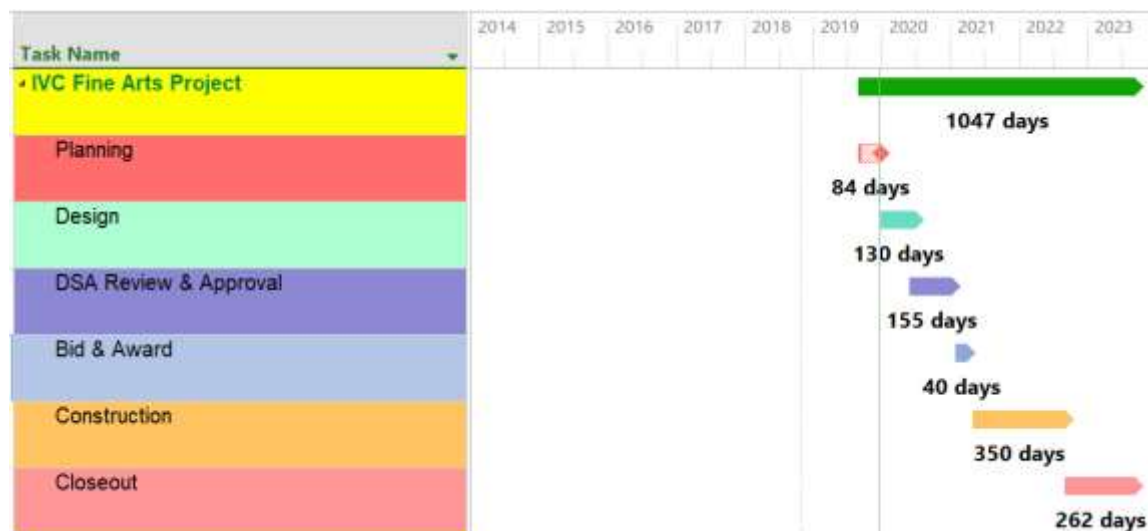
Focus: Await funding from the State in fiscal year 2021-22.

IRVINE VALLEY COLLEGE

1. FINE ARTS PROJECT

Project Description: The proposed project will construct three buildings totaling 43,154 assignable square feet (ASF), 61,793 gross square feet (GSF) and will consolidate and expand the Fine Arts department. Art, Art History, Music and Dance instruction will relocate from laboratories currently housed across a number of different buildings on campus. The Fine Arts buildings, located southwest of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Space will be vacated within the B-100, B-300 and A-300 buildings for future renovation.

| | | | |
|---------------------------|----------|-----------------------------|----------|
| Start Preliminary Plans | Sep 2019 | Award Construction Contract | Apr 2021 |
| Start Working Drawings | Jan 2020 | Complete Construction | Sep 2022 |
| Complete Working Drawings | Jun 2020 | Advertise for Equipment | Jan 2022 |
| DSA Final Approval | Jan 2021 | DSA Close Out | Pending |



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016, 6/26/2017, 4/22/2019, and 4/27/2020. 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. On April 27, 2020, the Board approved the funding allocation of \$5,993,256.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|------------------------------|-----------------|-----------------|--------------|
| Project Budget: | \$35,764,278 | \$25,124,791 | \$60,889,069 |
| District Funding Commitment: | \$10,623,278 | \$27,803,791 | \$38,427,069 |
| State Match: | \$25,141,000 | \$(2,679,000) | \$22,462,000 |
| Basic Aid Allocation: | \$ 61,278 | \$28,553,256 | \$28,614,534 |

Status: DSA Review Phase.

In Progress: DSA review of construction documents.

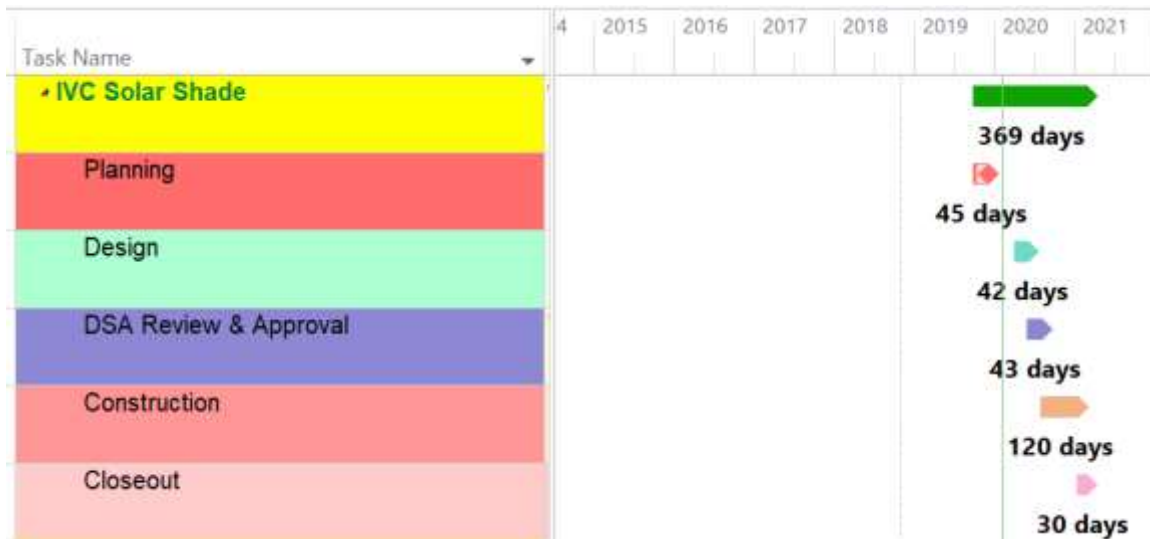
Recently Completed: Completed 100% Construction Documents and submitted to DSA for review.

Focus: Continue discussion of furniture and interior colors during DSA plan check.
Develop contractor pre-qualification criteria.

2. PARKING LOT PHASE 1 & 2 AND SOLAR SHADE PROJECT

Project Description: This project included development of a 190,000 square foot, lighted parking lot creating 594 additional parking spaces opening in Spring 2019. The current 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 | Jun 2020 | Begin construction | Nov 2020 |
| Start Working Drawings | Aug 2020 | Complete Construction | Mar 2021 |
| Complete Working Drawings | Sep 2020 | Advertise for FF&E | N/A |
| DSA Final Approval | Oct 2020 | DSA Close Out | May 2021 |



Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015, 8/22/2016, 6/26/2017, and 5/21/2018. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and add a connection to the new perimeter road. On June 26, 2017, the Board approved \$733,000. On May 21, 2018, the Board approved \$1,300,000 to include the Phase II parking scope.

| | <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: Design Phase.

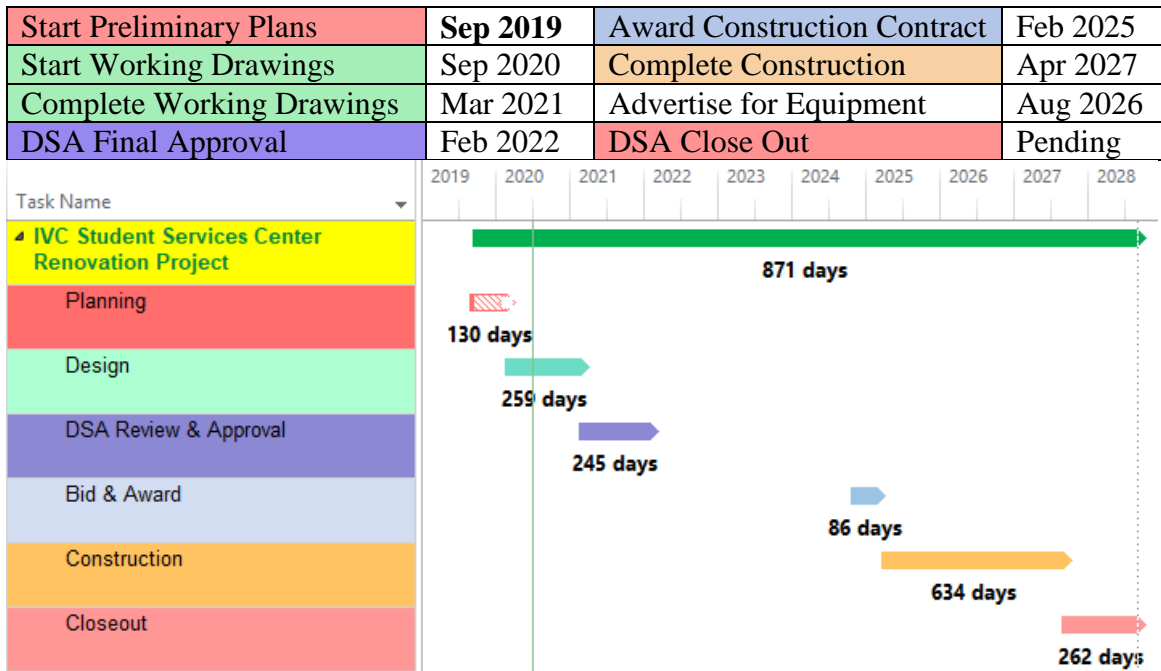
In Progress: Development of Preliminary Plans.

Recently Completed: *Design site investigation.*

Focus: *Balancing photovoltaic and on site battery storage production.*

3. STUDENT SERVICES CENTER and STUDENT UNION

Project Description: This project will replace the 30,558 gross square feet (GSF) Student Services Center and the 13,086 gross GSF B-100 building with two new buildings totaling 60,000 GSF to correct structural issues, address programming needs, upgrade the food service area, HVAC, electrical, finishes, and provide upgrades to meet ADA requirements. This plan will consolidate all student services into the two buildings with a separate building for food services and student activities. The project will also include a newly redesigned quad and drop off area adjacent to the Student Services Center.



Budget Narrative: Budget reflects Board action on 4/22/2019 and 4/27/2020. On April 22, 2019, the Board approved \$23,850,000. On April 27, 2020, the Board approved

\$13,202,189. On June 23, 2020, the board reduced the previously approved amount of \$13,202,189 by \$8,208,916 due to the Governor's May Revise budget for 2020-21, *with the understanding that if the proposed state budgets cuts are not realized and if additional property taxes are received, the amount will be increased. The final state budget did not include the proposed cuts and additional taxes were received which resulted in a final allocation of \$15,155,698 for 2020-21.*

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|------------------------------|-----------------|-----------------|---------------|
| Project Budget: | \$48,300,000 | \$53,441,365 | \$101,741,365 |
| District Funding Commitment: | \$48,300,000 | \$53,441,365 | \$101,741,365 |
| Anticipated State Match: | \$ 0 | \$ 0 | \$ 0 |
| Basic Aid Allocation: | \$23,850,000 | \$15,155,698 | \$39,005,698 |

Status: Design Development Phase.

In Progress: Design development.

Recently Completed: Fire hydrant testing, survey of site and geotechnical investigation.

Focus: Develop design.

4. SOCCER AND PRACTICE FIELDS

Project Description: The proposed project will provide proper grading, new irrigation, security fencing and access gates for the varsity soccer field, varsity baseball field and the college's main athletic practice facilities. The project also includes new synthetic turf at the varsity soccer and baseball fields.

| | | | |
|----------------------------------|-----------------|------------------------------------|-----------------|
| <i>Start Preliminary Plans</i> | <i>Feb 2020</i> | <i>Award Construction Contract</i> | <i>Jan 2021</i> |
| <i>Start Working Drawings</i> | <i>May 2020</i> | <i>Complete Construction</i> | <i>Sep 2021</i> |
| <i>Complete Working Drawings</i> | <i>Sep 2020</i> | <i>Advertise for Equipment</i> | <i>Jan 2021</i> |
| <i>DSA Final Approval</i> | <i>Nov 2020</i> | <i>DSA Close Out</i> | <i>Pending</i> |



Budget Narrative: Budget reflects Board action on June 25, 2018 and June 24, 2019. On June 25, 2018, the Board approved \$175,000. On June 24, 2019, the Board approved \$10,000,000.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|-------------------------------------|-----------------|-----------------|--------------|
| <i>Project Budget:</i> | \$5,900,000 | | \$10,175,000 |
| <i>District Funding Commitment:</i> | \$ 175,000 | \$10,000,000 | \$10,175,000 |
| <i>Anticipated State Match:</i> | \$ 0 | \$ 0 | \$ 0 |
| <i>Basic Aid Allocation:</i> | \$ 175,000 | \$10,000,000 | \$10,175,000 |

Status: Construction Documents Phase.

In Progress: Construction Drawings.

Recently Completed: Presentation of design development to college executive committee.

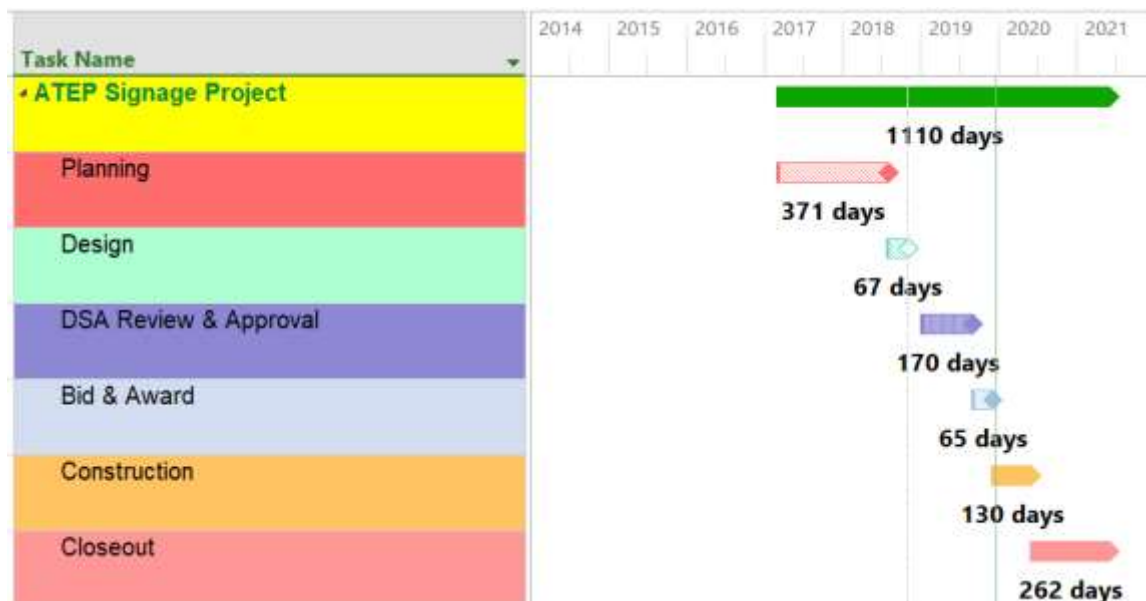
Focus: Construction Documents.

ATEP

1. ATEP – SIGNAGE PROJECT

Project Description: Wayfinding signage for ATEP consists of three monument signs, five vehicle signs and one pedestrian sign. This signage will define the campus as a destination, support route planning, clarify entrances and parking, create a main pathway, and establish a standardized naming system.

| | | | |
|---------------------------|----------|-----------------------------|-----------|
| Start Preliminary Plans | Mar 2017 | Award Construction Contract | Nov 2019 |
| Start Working Drawings | Aug 2018 | Complete Construction | Aug 2020 |
| Complete Working Drawings | Apr 2019 | Advertise for FF&E | N/A |
| DSA Final Approval | Aug 2019 | DSA Close Out | July 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 | \$ 0 |
| Basic Aid Allocation: | \$ 500,000 | \$4,431,121 | \$4,931,121 |

Status: Construction Phase: Project is approximately 90% complete.

In Progress: *Installation of LED components and acrylic letters, final electrical terminations, and programing.*

Recently Completed: *Installation of stainless steel cladding.*

Focus: *Final electrical terminations, quality control, and project completion.*

2. ATEP – Saddleback College First Building

Project Description: This project is a new state of the art Culinary, Hospitality, Advanced Transportation and Logistics building with an estimated 50,000 gross square feet (GSF).

| | | | |
|---------------------------|----------|-----------------------------|----------|
| Start Preliminary Plans | Jul 2020 | Award Construction Contract | Nov 2022 |
| Start Working Drawings | Mar 2021 | Complete Construction | Aug 2024 |
| Complete Working Drawings | Aug 2021 | Advertise for Equipment | Aug 2023 |
| DSA Final Approval | Aug 2022 | DSA Close Out | Nov 2024 |



Budget Narrative: On April 27, 2020, the Board approved \$4,300,000 from the 2019-20 budget and \$4,787,100 from the 2020-21 budget.

| | <u>Original</u> | <u>Revision</u> | <u>Total</u> |
|------------------------------|-----------------|-----------------|--------------|
| Project Budget: | \$75,100,000 | \$5,497,425 | \$80,597,425 |
| District Funding Commitment: | \$75,100,000 | \$5,497,425 | \$80,597,425 |
| Anticipated State Match: | \$ 0 | \$ 0 | \$ 0 |
| Basic Aid Allocation: | \$ 4,300,000 | \$ 4,787,100 | \$ 9,087,100 |

Status: Programming Phase.

In Progress: Programming and initial meetings with user group.

Recently Completed: *First programming meeting.*

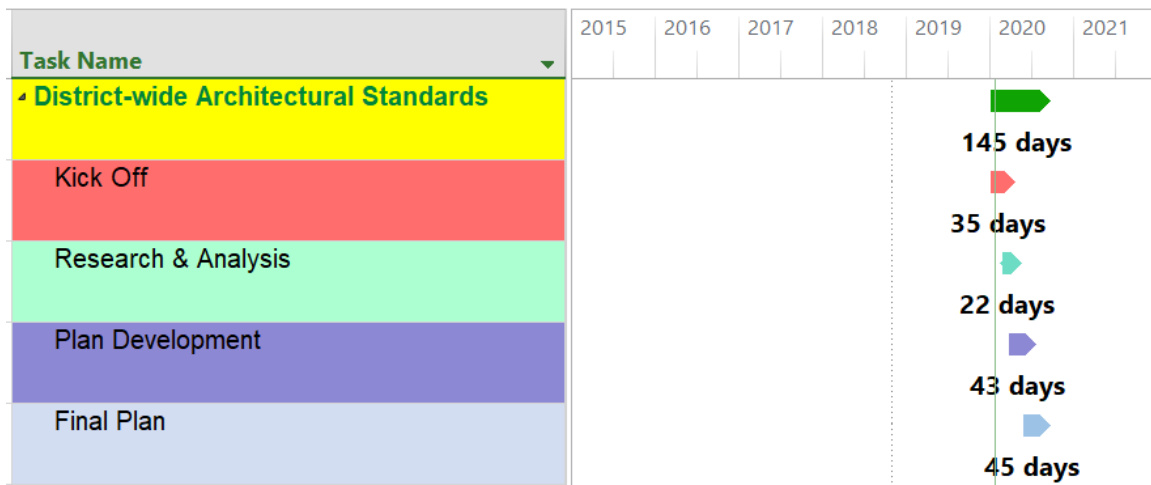
Focus: Develop *space utilization requirements and program needs.*

DISTRICT-WIDE

1. ARCHITECTURAL STANDARDS

Project Description: The District-wide standards will provide all future capital projects with design and construction consistency, operational efficiency, maintainability, accessibility and sustainability while ensuring first class teaching and learning facilities. These standards will be developed to promote the efficient, predictable, and cost-effective design and construction of all new and modernized facilities, will represent the best value for District expenditures, and will align with the District's long-range goals. The standards will include sections on the 2020 Facilities Master Plan, ATEP Design Standards, Infrastructure Master Plan, Landscape Master Plan, Storm Water Management Plan, Signage and Wayfinding Standards, Easement Plan, Blue Phone/Emergency Plans, Building Information Modeling Standards (BIM), Design Guidelines for offices, classrooms, furniture standards, restrooms, interior building and exterior circulation, utility rooms, Building Systems Guidelines, and Technical Standards and Guidelines.

| | | | |
|----------------------------|----------|------------------------|----------|
| Kick Off, Phase II | Feb 2020 | Start Plan Development | TBD |
| Start Research/Analysis | Feb 2020 | Complete Plan | Jun 2021 |
| Complete Research/Analysis | TBD | Final Plan, Phase II | Jun 2021 |



Budget Narrative: On April 22, 2019, the Board of Trustees approved \$1,500,000 for the Architectural Standards project.

| | Original | Revision | Total |
|------------------------------|-------------|----------|-------------|
| Project Budget: | \$1,500,000 | \$ 0 | \$1,500,000 |
| District Funding Commitment: | \$1,500,000 | \$ 0 | \$1,500,000 |
| Anticipated State Match: | N/A | N/A | N/A |
| Basic Aid Allocation: | \$1,500,000 | \$ 0 | \$1,500,000 |

Status: Research and Analysis Phase.

In Progress: Landscape design standards for both colleges *and development of Storm Water Mitigation Plans*.

Recently Completed: *Walk of campuses to review existing drainage patterns*.

Focus: Discuss classroom standards in light of the Covid-19 pandemic.

GENERAL NOTES

- Project updates for active construction projects may be viewed on the District [website](#).
- 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: CARES Act Funding Monthly Summary

ACTION: Information

BACKGROUND

In response to the COVID-19 pandemic, Irvine Valley College and Saddleback College received stimulus allocations as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Both colleges received funds for emergency assistance to students, institutional support to move to online instruction, and additional discretionary funds based on being a minority serving institution. The funds must be spent within one year.

STATUS

A cumulative summary of the funds awarded and spent as of July 31, 2020 is provided in EXHIBIT A.

CARES Act Funds as of July 31, 2020

| Grants to Students | Irvine Valley College | Saddleback College | SOCCCD Total |
|---|-----------------------|-----------------------|---------------------|
| Certification Signed | 4/14/2020 | 4/14/2020 | |
| Grant Period | 4/24/2020 – 4/23/2021 | 4/24/2020 – 4/23/2021 | |
| Total Amount Awarded | \$ 2,242,905 | \$ 2,148,052 | \$ 4,390,957 |
| Number of Students Eligible | 4,263 | 4,036 | 8,299 |
| Number of Grant Recipients | 2,924 | 3,233 | 6,157 |
| Student Grant Amount | \$ 500 | \$ 500 | |
| Total Amount of Grants Distributed | \$ 1,462,000 | \$ 1,616,500 | \$ 3,078,500 |
| Amount Remaining to Distribute | \$ 780,905 | \$ 531,552 | \$ 1,312,457 |

| Institutional Support | Irvine Valley College | Saddleback College | SOCCCD Total |
|-----------------------------|-----------------------|---------------------|---------------------|
| Certification Signed | 4/22/2020 | 4/23/2020 | |
| Grant Period | 5/6/2020 - 5/5/2021 | 5/7/2020 - 5/6/2021 | |
| Total Amount Awarded | \$ 2,242,905 | \$ 2,148,051 | \$ 4,390,956 |
| Expenses: | | | |
| Salaries | \$ 38,956 | \$ 259,010 | \$ 297,966 |
| Benefits | \$ 18,415 | \$ 87,638 | \$ 106,053 |
| Supplies | \$ 47,995 | \$ 18,293 | \$ 66,288 |
| Services | \$ 70,246 | \$ 564,240 | \$ 634,486 |
| Equipment | \$ 76,880 | \$ 967,702 | \$ 1,044,582 |
| Student Grants | \$ - | \$ - | \$ - |
| Total Expenses | \$ 252,492 | \$ 1,896,883 | \$ 2,149,375 |
| Amount Remaining | \$ 1,990,413 | \$ 251,168 | \$ 2,241,581 |

| Minority Serving Institutions | Irvine Valley College | Saddleback College | SOCCCD Total |
|-------------------------------|-----------------------|--------------------|-------------------|
| Certification Signed | 5/4/2020 | 5/6/2020 | |
| Grant Period | 6/1/2020-5/31/2021 | 6/1/2020-5/31/2021 | |
| Total Amount Awarded | \$ 18,480 | \$ 316,264 | \$ 334,744 |
| Lost Revenue: | | | |
| Parking | \$ - | \$ - | \$ - |
| Child Development Center | \$ - | \$ - | \$ - |
| Community Education | \$ 11,373 | \$ - | \$ 11,373 |
| Total Lost Revenue | \$ 11,373 | \$ - | \$ 11,373 |
| Expenses: | | | |
| Supplies | \$ - | \$ - | \$ - |
| Services | \$ - | \$ - | \$ - |
| Equipment | \$ - | \$ - | \$ - |
| Total Expenses | \$ - | \$ - | \$ - |
| Amount Remaining | \$ 7,107 | \$ 316,264 | \$ 323,371 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: COVID-19 Response Block Grant Monthly Summary

ACTION: Information

BACKGROUND

The 2020-21 Budget Act provided California Community College districts with federal and state relief funds in the form of a \$120 million COVID-19 Response Block Grant. District Services and both colleges received funds to be used on activities that directly support student learning, continuity of education, and to mitigate learning loss related to COVID-19. In addition, the Legislature intended for these funds to be used to prioritize services for underrepresented students. The federal portion of the block grant must be expended by December 30, 2020. The state portion of the block grant must be expended by June 30, 2022.

STATUS

A cumulative summary of the funds awarded and spent as of July 31, 2020 is provided in EXHIBIT A.

COVID-19 Response Block Grant as of July 31, 2020

| Federal | | | | |
|----------------------------------|--------------------------|------------------------------|---------------------------|---------------------|
| Grant Period 3/1/2020-12/31/2020 | | | | |
| | District Services | Irvine Valley College | Saddleback College | SOCCCD Total |
| Total Amount Awarded | \$ 121,131 | \$ 461,844 | \$ 713,930 | \$ 1,296,905 |
| Expenses: | | | | |
| Salaries | \$ 1,065 | \$ 264,589 | \$ 400,062 | \$ 665,716 |
| Benefits | \$ 30 | \$ 123,052 | \$ 207,874 | \$ 330,956 |
| Supplies | \$ 4,040 | \$ 11,919 | \$ 25,393 | \$ 41,352 |
| Services | \$ - | \$ 57,016 | \$ 52,500 | \$ 109,516 |
| Equipment | \$ 28,909 | \$ 5,268 | \$ - | \$ 34,177 |
| Total Expenses | \$ 34,044 | \$ 461,844 | \$ 685,829 | \$ 1,181,717 |
| Amount Remaining | \$ 87,087 | \$ - | \$ 28,101 | \$ 115,188 |

| State | | | |
|---------------------------------|------------------------------|---------------------------|---------------------|
| Grant Period 3/1/2020-6/30/2022 | | | |
| | Irvine Valley College | Saddleback College | SOCCCD Total |
| Total Amount Awarded | \$ 625,325 | \$ 966,643 | \$ 1,591,968 |
| Expenses: | | | |
| Salaries | \$ - | \$ 30,175 | \$ 30,175 |
| Benefits | \$ - | \$ 3,401 | \$ 3,401 |
| Supplies | \$ - | \$ - | \$ - |
| Services | \$ - | \$ - | \$ - |
| Equipment | \$ - | \$ - | \$ - |
| Total Expenses | \$ - | \$ 33,576 | \$ 33,576 |
| Amount Remaining | \$ 625,325 | \$ 933,067 | \$ 1,558,392 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008, the Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending June 30, 2020 (EXHIBIT A).

For June, the portfolio was composed of 44.7% common stocks (domestic and international) and 55.3% fixed funds (bonds). The portfolio's performance increased 2.55%, ending with a fair market value of \$129,192,912 and an annualized return of 5.56% since inception.

July 15, 2020

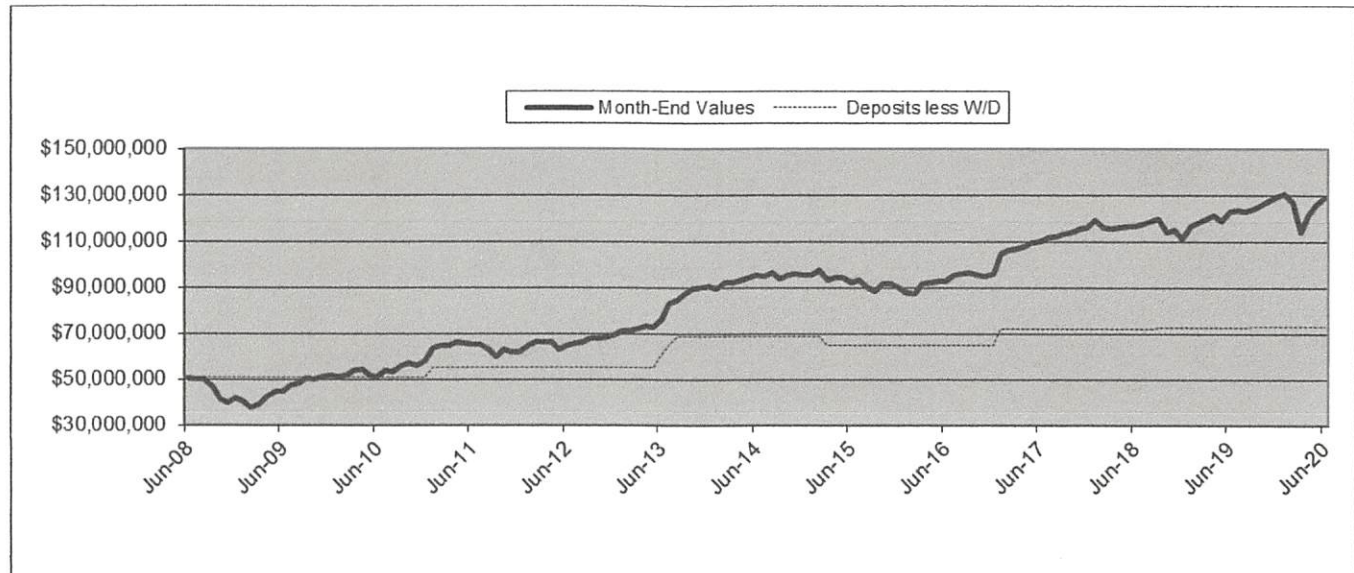
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust


With a fair market value on June 30th of \$129,192,911.82 your portfolio's performance was up 2.55% for the month and up 5.56% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (44.7%) and fixed income funds (55.3%). It was designed to be invested over a long time frame. Total deposits in the amount of \$77,214,430.38 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

| <u>Performance</u> | <u>June 2020</u> | <u>Year-To-Date</u> | <u>Annualized Since Inception</u> |
|--------------------|------------------|---------------------|-----------------------------------|
| South Orange CCCD | 2.55% | -0.18% | 5.56% annualized return |
| S&P 500 | 1.99% | -3.10% | 9.97% (Domestic Stocks) |
| MSCI EAFE | 3.40% | -11.34% | 2.01% (International stocks) |
| Barclays Aggregate | 0.63% | 6.14% | 4.48% (Domestic Bonds) |
| Barclays Global | 0.89% | 2.98% | 2.98% (Global Bonds) |



Very truly yours,



Scott W. Rankin
Senior Vice President

Scott Rankin
Digitally signed by Scott Rankin
Date: 2020.07.15 15:07:35 -05'00'

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 |
| June-18 | \$ - | \$ 71,676,602 | \$ 116,478,409 |
| June-19 | \$ 1,053,093 | \$ 72,729,695 | \$ 123,157,480 |
| July-19 | \$ - | \$ 72,729,695 | \$ 123,449,353 |
| August-19 | \$ - | \$ 72,729,695 | \$ 123,206,435 |
| September-19 | \$ 484,735 | \$ 73,214,430 | \$ 124,020,036 |
| October-19 | \$ - | \$ 73,214,430 | \$ 125,685,619 |
| November-19 | \$ - | \$ 73,214,430 | \$ 127,644,117 |
| December-19 | \$ - | \$ 73,214,430 | \$ 129,424,431 |
| January-20 | \$ - | \$ 73,214,430 | \$ 130,366,882 |
| February-20 | \$ - | \$ 73,214,430 | \$ 126,599,286 |
| March-20 | \$ - | \$ 73,214,430 | \$ 113,802,302 |
| April-20 | \$ - | \$ 73,214,430 | \$ 121,501,104 |
| May-20 | \$ - | \$ 73,214,430 | \$ 125,981,062 |
| June-20 | \$ - | \$ 73,214,430 | \$ 129,192,912 |
| | \$ 73,214,430 | | |

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Basic Aid Report
ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of July 31, 2020, total estimated Basic Aid receipts are \$1.03B and total approved projects are \$1.01B as shown in EXHIBIT A. The balance of \$18.1M is the reserve for unrealized tax collections.

Changes from the April 2020 report include \$90.7M of new receipts and \$97.7M of new project allocations recommended at the April 27, 2020 Board of Trustees meeting and revised at year end for actual income received. The final allocations will be presented in the Adopted Budget in September 2020. Projects with adjusted allocations and new projects are highlighted.

South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 31, 2020

| <i>Project Description</i> | <i>Approved Amount</i> | <i>1999/2018 Actual</i> | <i>2018/19 Actual</i> | <i>2019/20 Actual</i> | <i>2020/21 YTD Actual</i> | <i>2020/21 YTD Obligations</i> | <i>Balance Remaining for 2020/21</i> |
|---|------------------------|-------------------------|-----------------------|-----------------------|---------------------------|--------------------------------|--------------------------------------|
| CLOSED PROJECTS TOTAL | 303,272,221 | 299,573,595 | 3,577,762 | 120,864 | - | - | - |
| CAPITAL PROJECTS | | | | | | | |
| ATEP Building Demolition (2007) | 13,700,000 | 6,910,874 | - | - | - | - | 6,789,126 |
| ATEP First Building Support (2017) | 2,317,303 | 471,425 | 542,011 | 488,571 | 10,683 | 56,312 | 748,301 |
| ATEP Signage (2018 & 2019) | 4,931,121 | - | 111,447 | 1,520,557 | 18,997 | 746,451 | 2,533,669 |
| ATEP Site Development (2013 & 2019) | 12,625,000 | 8,191,477 | 1,103,962 | 1,027,834 | 550 | 1,424,462 | 876,715 |
| ATEP Utilities/Infrastructure Phase I (2016) | 9,475,000 | 6,086,734 | 915,868 | 17,757 | - | 67,533 | 2,387,108 |
| IVC A200 Success Center (2014) | 505,005 | - | - | - | - | - | 505,005 |
| IVC Access Controls (2018, 2019 & 2020) | 6,700,000 | - | 687,842 | 2,205,012 | - | 777,569 | 3,029,577 |
| IVC - ATEP First Building (2011) | 27,400,000 | 23,320,712 | 320,079 | - | 6,500 | - | 3,620,364 |
| IVC B200 (2015, 2018, 2019 & 2020) | 4,600,000 | 216,959 | 83,726 | 1,799,140 | - | 1,661,995 | 838,180 |
| IVC B400 Labs and Entrance Controls (2015) | 296,078 | 188,836 | 3,998 | - | - | - | 103,244 |
| IVC Defects Performing Arts Center (2014) | 1,400,000 | 150,339 | 721,682 | 38,513 | - | - | 489,466 |
| IVC Electric Vehicle Charging Station (2019) | 400,000 | - | - | - | - | - | 400,000 |
| IVC Fine Arts Building (2008, 2019 & 2020) | 28,614,534 | 61,278 | - | 1,030,461 | - | - | 27,522,795 |
| IVC Health Center/Concessions Building (2016 & 2018) | 7,500,000 | 553,912 | 3,630,510 | 2,422,831 | - | 33,790 | 858,957 |
| IVC Library Renovation (2019) | 900,000 | - | - | - | - | - | 900,000 |
| IVC Lighting & Walkways (2013) | 795,055 | 570,407 | 12,112 | 212,531 | - | 5 | - |
| IVC New Parking Lot (2013 & 2018) | 8,788,000 | 414,020 | 2,870,876 | - | - | 3,556,485 | 1,693,774 |
| IVC Soccer and Practice Fields (2018 & 2019) | 10,175,000 | - | - | 341,736 | (20,220) | 391,388 | 9,462,096 |
| IVC Student Services Center Renovation (2019 & 2020) | 39,005,698 | - | - | 601,943 | - | 3,182,950 | 35,220,805 |
| SC Access Controls (2018) | 4,000,000 | - | 478,367 | 3,521,633 | - | - | - |
| SC ATAS Building (2003, 2018 & 2020) | 69,227,000 | 693,343 | 3,996,972 | 7,142,429 | - | 44,694,949 | 12,699,307 |
| SC ATEP First Building (2020) | 9,087,100 | - | - | 8,458 | - | 2,894,000 | 6,184,642 |
| SC BMS Controls (2019) | 4,900,000 | - | - | 18,975 | - | 71,000 | 4,810,025 |
| SC Data Center Project (2016) | 1,000,000 | 43,030 | 6,460 | 21,820 | - | 5,023 | 923,667 |
| SC Fire Alarm System (2015) | 500,000 | 60,675 | - | 145 | - | - | 439,180 |
| SC Gateway Building (2013, 2019 & 2020) | 33,058,261 | - | - | 624,235 | - | - | 32,434,026 |
| SC PE 400 and 500 Renovation (2014) | 2,388,737 | - | 1,204 | 315,718 | - | 1,731,812 | 340,003 |
| SC Sciences Building (M/S/E annex) (2003) | 62,399,870 | 61,917,074 | 895 | - | - | - | 481,901 |
| SC SME Building Renovation (2016 & 2020) | 5,050,000 | 41,167 | 319,812 | - | - | - | 4,689,021 |
| SC Stadium and Site Improvements (2008 & 2020) | 45,133,798 | 1,192,544 | 2,870,678 | 32,057,220 | (116,409) | 6,071,720 | 3,058,045 |
| SC Student Services Center Renovation (2020) | 3,378,275 | - | - | - | - | - | 3,378,275 |
| SC Village Demolition (2020) | 1,500,000 | - | - | - | - | - | 1,500,000 |
| SOCSCD District-wide ADA Transition Plan Projects (2017, 2019 & 2020) | 12,000,000 | - | - | 2,014,760 | - | 543,324 | 9,441,916 |
| SOCSCD District-wide Warehouse Canopy (2019 & 2020) | 920,000 | - | - | 37,772 | - | 20,585 | 861,643 |
| CAPITAL PROJECTS TOTAL | 434,670,835 | 111,084,806 | 18,678,501 | 57,855,241 | (99,899) | 67,931,353 | 179,220,833 |
| SCHEDULED MAINTENANCE | | | | | | | |
| IVC Lighting Upgrades (2020) | 570,000 | - | - | - | - | - | 570,000 |
| IVC SM B100 Roof & HVAC (2015) | 493,350 | - | 10,704 | 173,065 | - | 240,506 | 69,075 |
| IVC SM Electrical (2018) | 150,000 | - | - | 3,464 | - | - | 146,536 |
| IVC SM Floors & Finishes (2018) | 92,500 | - | 49,438 | 32,747 | - | 650 | 9,665 |
| IVC SM Infrastructure (2020) | 500,000 | - | - | - | - | - | 500,000 |
| IVC SM Mechanical (2019) | 1,664,081 | - | - | 76,072 | - | 150,950 | 1,437,059 |
| IVC SM Painting (2018) | 171,581 | - | - | 9,821 | 25,130 | 34,856 | 101,774 |
| IVC SM Plumbing (2019) | 250,000 | - | - | - | - | - | 250,000 |
| IVC SM Roofs (2018) | 1,500,000 | - | 135,983 | 113,844 | 82,511 | 336,420 | 831,242 |
| SC Quad Renovation, Arboretum Trail, Meditation Garden (2020) | 500,000 | - | - | - | - | - | 500,000 |
| SC Site Work at Outfall (2020) | 130,000 | - | - | - | - | - | 130,000 |
| SC SM Campus Landscaping Improvement (2019) | 1,050,000 | - | - | - | - | - | 1,050,000 |
| SC SM Campus Signage (2019) | 125,000 | - | - | - | - | - | 125,000 |
| SC SM Central Plant Equipment (2019) | 250,000 | - | - | 201,465 | - | - | 48,535 |
| SC SM IT Power Upgrade (2019) | 300,000 | - | - | 190,821 | - | 11,221 | 97,958 |
| SC SM Painting (2020) | 400,000 | - | - | - | - | - | 400,000 |
| SC SM Swimming Pool Equipment (2019) | 275,000 | - | - | - | - | - | 275,000 |
| SC SM Swimming Pool Refurbishment (2019) | 200,000 | - | - | 363 | - | - | 199,637 |
| SC SM Upgrade Domestic Water System (2020) | 500,000 | - | - | - | - | - | 500,000 |
| SC SM Utility Distribution System (2020) | 4,700,000 | - | - | - | - | - | 4,700,000 |
| SC Street and Parking Lot Repairs (2020) | 1,000,000 | - | - | - | - | - | 1,000,000 |
| SC Temporary Parking Lot Renovation (2020) | 300,000 | - | - | - | - | - | 300,000 |
| SCHEDULED MAINTENANCE PROJECTS TOTAL | 15,121,512 | - | 196,125 | 801,662 | 107,641 | 774,603 | 13,241,481 |

South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 31, 2020

| Project Description | Approved Amount | 1999/2018 Actual | 2018/19 Actual | 2019/20 Actual | 2020/21 YTD Actual | 2020/21 YTD Obligations | Balance Remaining for 2020/21 |
|--|------------------------|-------------------------|-----------------------|-----------------------|---------------------------|--------------------------------|--------------------------------------|
| IT PROJECTS | | | | | | | |
| IVC Campus Desktop Refresh (2016, 2019 & 2020) | 3,262,292 | 961,321 | 764,389 | 735,581 | - | 98 | 800,903 |
| IVC Classroom Tech & Audio Visual IVC (2016) | 3,746,708 | 332,642 | 378,139 | 1,072,963 | (90,720) | 1,778,316 | 275,368 |
| IVC Live Oak Terrace Conversion to Outdoor Theater (2020) | 985,160 | - | - | - | - | - | 985,160 |
| IVC New Marquee (2020) | 432,000 | - | - | - | - | - | 432,000 |
| IVC Refresh MDF and IDF | 500,000 | 149,647 | - | 6,255 | - | - | 344,098 |
| IVC SAN (2019) | 865,200 | - | - | - | - | - | 865,200 |
| IVC Server Refresh (2018 & 2019) | 350,000 | - | 137,202 | 35,606 | - | - | 177,192 |
| IVC Wireless Aps & Controllers (2019) | 100,000 | - | - | - | - | - | 100,000 |
| SC Cabling (2018, 2019 & 2020) | 1,588,644 | - | 14,700 | 2,470 | - | - | 1,571,474 |
| SC Campus Desktop Refresh (2016, 2019 & 2020) | 4,521,182 | 2,128,220 | 549,114 | 884,307 | - | - | 959,541 |
| SC Classroom Tech & Audio Visual (2016 & 2020) | 6,728,396 | 287,526 | 598,408 | 2,962,172 | (440,477) | 899,217 | 2,421,550 |
| SC Domain Name System (DNS) (2020) | 844,873 | - | - | - | - | - | 844,873 |
| SC Physical Telecommunications Infrastructure Upgrade (2020) | 980,847 | - | - | - | - | - | 980,847 |
| SC Refresh MDF and IDF (2016 & 2020) | 890,000 | 167,644 | 127,779 | 159,452 | 9,881 | 210 | 425,034 |
| SC Storage Area Network (SAN) (2020) | 800,232 | - | - | - | - | - | 800,232 |
| SC Virtual System Refresh (2020) | 564,818 | - | - | - | - | - | 564,818 |
| SOCCCD Attendance Tracking (2020) | 200,000 | - | - | - | - | - | 200,000 |
| SOCCCD Automate Electronic Transcript Receiving (2015) | 453,600 | 230,618 | 130,334 | 79,995 | - | 12,653 | - |
| SOCCCD Automated Password Reset & Single Sign-On Assess (2015) | 115,600 | 38,416 | - | - | - | - | 77,184 |
| SOCCCD Block Registration (2019 & 2020) | 250,000 | - | - | - | - | 100,000 | 150,000 |
| SOCCCD Canvas Grade Submission Integration (2019) | 150,000 | - | - | - | - | 100,000 | 50,000 |
| SOCCCD Co-locate District-wide Infrastructure (2018) | 60,000 | - | 30,232 | 29,760 | - | 8 | - |
| SOCCCD Curriculum Management System (2018) | 487,600 | - | 23,801 | 105,049 | 400 | 50,000 | 288,350 |
| SOCCCD Degree Audit/MAP Upgrade (2013) | 1,594,720 | 1,410,935 | 87,154 | 27,477 | - | 38,368 | 30,766 |
| SOCCCD DevOps / Identity Management Engineering (2018) | 200,000 | - | 63,273 | 103,156 | 560 | 33,011 | - |
| SOCCCD District-wide Network Security (2015) | 1,064,395 | 512,787 | 299,538 | 205,350 | - | 5,000 | 41,720 |
| SOCCCD DW Business Continuity Technical Plan (2020) | 150,000 | - | - | - | - | - | 150,000 |
| SOCCCD DW Content Management System for Websites (2019) | 200,000 | - | - | - | - | - | 200,000 |
| SOCCCD DW Data Backup Refresh (2020) | 905,734 | - | - | - | - | - | 905,734 |
| SOCCCD DW Employee Email Infrastructure Enhancements (2019) | 160,000 | - | - | 86,940 | 2,800 | 70,094 | 166 |
| SOCCCD DW Information Security Initiatives (2019) | 240,000 | - | - | 46,375 | - | 15,000 | 178,625 |
| SOCCCD DW Infrastructure Cloud Services (2020) | 500,000 | - | - | - | - | - | 500,000 |
| SOCCCD DW IT Infrastructure Strategic Planning (2019) | 190,000 | - | - | 6,207 | - | - | 183,793 |
| SOCCCD DW Private WAN Network Refresh (2020) | 220,000 | - | - | - | - | 7,500 | 212,500 |
| SOCCCD DW Vulnerability Assessment (2020) | 200,000 | - | - | - | - | - | 200,000 |
| SOCCCD Faculty Syllabus Builder (2018) | 315,000 | - | - | - | - | - | 315,000 |
| SOCCCD Guided Pathways One-Click Registration (2019) | 285,000 | - | - | - | - | - | 285,000 |
| SOCCCD HR/Bus Svcs Integrated Software (2013, 2018, 2019 & 2020) | 19,890,300 | 15,119,173 | 1,427,044 | 1,253,393 | 183,151 | 37,492 | 1,870,047 |
| SOCCCD Identify Management Assessment and Design (2019) | 150,000 | - | - | - | - | - | 150,000 |
| SOCCCD InFORM Data Warehouse Upgrade (2020) | 200,000 | - | - | - | - | - | 200,000 |
| SOCCCD Information Security Contract Services (2018) | 360,000 | - | - | 223,853 | 10,334 | 48,169 | 77,644 |
| SOCCCD Infrastructure Expansion (2018) | 170,000 | - | - | 134,726 | - | - | 35,274 |
| SOCCCD Innovation Fund (2018 & 2019) | 1,241,978 | - | - | 117,000 | - | - | 1,124,978 |
| SOCCCD Instructional Management System (IMS) Upgrade (2020) | 715,680 | - | - | - | - | 109,480 | 606,200 |
| SOCCCD IT Basic Aid Projects (2013) IT Contingency | 855,276 | 64,600 | - | - | - | - | 790,676 |
| SOCCCD IT Engineering Services Support (2019) | 300,000 | - | - | 29,992 | - | 32,646 | 237,362 |
| SOCCCD IT Projects SC/IVC/AITEP Instruct & Student Svc (2010) | 8,744,770 | 8,709,630 | 5,631 | 5,301 | - | - | 24,208 |
| SOCCCD MAP Enhancements (2017, 2018, 2019 & 2020) | 1,435,000 | 191,384 | 308,878 | 311,046 | 30,370 | 137,066 | 456,256 |
| SOCCCD MySite Faculty Services Upgrade (2018) | 275,000 | - | - | 44,201 | - | 152,800 | 77,999 |
| SOCCCD New Student Print Solution (2016) | 238,921 | 215,203 | 1,791 | 21,069 | - | 506 | 362 |
| SOCCCD Online Tutoring, SI, Office Hours, Appointments (2016) | 41,424 | 41,424 | - | - | - | - | - |
| SOCCCD On-premise and Cloud-based Systems Infra Expansion (2019) | 500,000 | - | - | 459,725 | - | 40,275 | - |
| SOCCCD Registration Restriction Module (2018) | 302,400 | - | 57,835 | 25,369 | - | - | 219,196 |
| SOCCCD Replace District Data Center HVAC Units (2019) | 350,000 | - | - | 285,026 | 4,136 | 21,430 | 39,408 |
| SOCCCD Service Desk Software (2017) | 560,000 | 9,835 | 366,261 | 152,026 | - | 31,878 | - |
| SOCCCD SIS Architecture Upgrade Phase 2 (2019 & 2020) | 925,000 | - | - | 124,438 | 5,218 | 263,597 | 531,747 |

South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
August 31, 2020

| <i>Project Description</i> | <i>Approved Amount</i> | <i>1999/2018 Actual</i> | <i>2018/19 Actual</i> | <i>2019/20 Actual</i> | <i>2020/21 YTD Actual</i> | <i>2020/21 YTD Obligations</i> | <i>Balance Remaining for 2020/21</i> |
|--|------------------------|-------------------------|-----------------------|-----------------------|---------------------------|--------------------------------|--------------------------------------|
| SOCSCD SIS Development Process Improvements (2020) | 150,000 | - | - | - | - | 100,000 | 50,000 |
| SOCSCD SIS Student Health (2018) | 350,000 | - | 217,101 | 85,009 | 9,230 | 38,660 | - |
| SOCSCD Student Activity Tracking, Workflow and Transcript (2019) | 300,000 | - | - | - | - | - | 300,000 |
| SOCSCD Student Early Alert System (2016) | 226,800 | 36,752 | 123,612 | 24,590 | - | - | 41,846 |
| SOCSCD Student Info Sys AR Enhancement/Electronic Refunds (2015) | 600,000 | - | - | 283,826 | 9,206 | 214,141 | 92,827 |
| SOCSCD Student Information System Enhancement (2013, 2018, 2019 & 2020) | 15,398,400 | 9,580,540 | 1,945,362 | 1,776,355 | 18,137 | 2,078,006 | - |
| SOCSCD Student Recruiting (2019) | 1,214,976 | - | - | - | - | 60,000 | 1,154,976 |
| SOCSCD Student Success Roadmap (2017) | 875,000 | 1,608 | 322,588 | 185,618 | - | 70,118 | 295,068 |
| SOCSCD Unified Student ID Card (2016) | 452,000 | 75,190 | 113,296 | 65,119 | - | - | 198,395 |
| SOCSCD Waitlist Modification (2014) | 699,600 | 256,440 | 159,572 | 264,642 | - | 633 | 18,313 |
| SOCSCD Wireless Upgrade (2016, 2019 & 2020) | 2,939,933 | 811,608 | 383,839 | 18,712 | - | 2,005 | 1,723,769 |
| SOCSCD Workday Student BPA Sessions (2016) | 317,800 | 115,914 | - | 10,095 | - | 1,700 | 190,091 |
| SOCSCD Workday Student Influencer Program (2016) | 375,000 | 174,721 | 14,701 | 10,571 | - | - | 175,007 |
| IT PROJECTS TOTAL | 96,237,259 | 41,623,778 | 8,651,574 | 12,460,817 | (247,774) | 6,550,097 | 27,198,767 |

| | | | | | | | |
|--|--------------------|--------------------|------------------|------------------|---------------|------------------|-------------------|
| OTHER ALLOCATIONS | | | | | | | |
| SOCSCD Architectural Standards (2019) | 1,500,000 | - | - | 60,505 | - | 444,474 | 995,021 |
| SOCSCD Credit Card Fees (2020) | 650,000 | - | - | - | 56,603 | 37,832 | 555,565 |
| SOCSCD Design/Build Specialty Consultant (2013) | 525,000 | 291,587 | - | - | - | - | 233,413 |
| SOCSCD District-wide ADA Physical Access Transition Plan (2016) | 1,240,000 | 684,163 | 268,749 | 16,476 | - | 59,840 | 210,772 |
| SOCSCD District-wide Mapping (2015 & 2018) | 3,900,000 | 32,404 | 2,521,267 | 300,068 | - | 106,437 | 939,824 |
| SOCSCD District-wide Sustainability/Energy Planning (2016 & 2018) | 640,000 | 285,871 | 100,995 | 235,146 | - | 17,988 | - |
| SOCSCD District-wide Tech Consultant for Capital Constr (2016 & 2018) | 585,000 | 185,116 | 3,058 | 3,058 | - | 18,250 | 378,576 |
| SOCSCD DSA Inspec, Engineer, and PM Svcs (2014) | 915,000 | 174,201 | 6,665 | - | - | 70,228 | 663,906 |
| SOCSCD Educational Facilities Master Plan (2016) | 1,400,000 | 25,849 | 237,682 | 966,348 | - | 79,431 | 90,690 |
| SOCSCD FPP, IPP, 5 Year Plans (2013, 2019 & 2020) | 1,683,000 | 36,301 | 173,310 | 212,940 | - | 357,060 | 903,389 |
| SOCSCD Legal Counsel Facility Related Issues (2013) | 863,000 | 238,679 | (7,236) | 6,104 | - | 84,056 | 541,397 |
| SOCSCD Legislative Advocacy Services - Basic Aid (2004 - present) | 1,395,000 | 928,351 | 99,810 | 112,857 | - | 16,179 | 237,803 |
| SOCSCD Pension Rate Stabilization Program (2016 & 2020) | 44,700,000 | 39,700,000 | - | - | - | - | 5,000,000 |
| SOCSCD Pre-Planning and Investigation (2015, 2018 & 2019) | 1,181,140 | 235,441 | 370,230 | 5,176 | - | 188,070 | 382,223 |
| SOCSCD Retiree Benefits (2001 - present) | 95,107,499 | 79,287,683 | 4,894,000 | 5,700,000 | - | - | 5,225,816 |
| SOCSCD Trustee Election/General Election Expense (2004 - present) | 3,998,988 | 2,625,684 | 563,519 | - | - | - | 809,785 |
| OTHER ALLOCATIONS TOTAL | 160,283,627 | 124,731,330 | 9,232,049 | 7,615,620 | 56,603 | 1,479,845 | 17,168,180 |

| | | | | | | | |
|---------------------------------|----------------------|--------------------|-------------------|-------------------|------------------|-------------------|--------------------|
| BASIC AID PROJECT TOTALS | 1,009,585,454 | 577,013,509 | 40,336,011 | 78,854,204 | (183,429) | 76,735,898 | 236,829,261 |
|---------------------------------|----------------------|--------------------|-------------------|-------------------|------------------|-------------------|--------------------|

| | | | | | | | |
|-----------------------------|-------------|-------------|-------------|--|--|--|---------------|
| Commitments | 733,624,678 | 81,512,238 | 96,749,334 | | | | 97,699,204 |
| Cumulative Commitments | 733,624,678 | 815,136,916 | 911,886,250 | | | | 1,009,585,454 |
| Receipts | 767,223,023 | 80,300,099 | 89,488,558 | | | | 90,717,217 |
| Cumulative Receipts | 767,223,023 | 847,523,122 | 937,011,680 | | | | 1,027,728,897 |
| Cumulative Expenses | 577,013,509 | 617,349,520 | 696,203,724 | | | | 696,020,295 |
| Uncommitted Basic Aid Funds | 190,209,514 | 230,173,602 | 240,807,956 | | | | 18,143,443 |

| <i>Approved Amount</i> | <i>Receipts Change</i> | <i>Commitment Change</i> |
|--|------------------------|--------------------------|
| Change from April 2020 Report: | | |
| FY 2020-21 Basic Aid Allocation | | 97,699,204 |
| FY 2019-20 Increase/(Decrease) in Receipts | 9,188,459 | |
| FY 2020-21 Estimated Receipts | 90,717,217 | |
| Total Change from April 2020 Report | 99,905,676 | 97,699,204 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: |SOCCCD: Quarterly Investment Report |

ACTION: Information

BACKGROUND

Government Code Section 53646 states that local agencies in California, including educational institutions, may render an annual statement of investment policy and a quarterly investment report to their local governing board. In addition, BP 3102 requires a quarterly report on the District's investments.

STATUS

As of the quarter ending on June 30, 2020, our cash balances were \$401,493,790.32 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 1.34% compared to prior quarter of 1.99%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$27,889,668.85, and the LAIF investment pool is yielding an average of 1.36% compared to prior quarter of 2.03%.

Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Pension Stabilization Trust Fund

ACTION: Information

BACKGROUND

In March 2016, the Board of Trustees authorized the District to join the California Public Entity Pension Stabilization Irrevocable Trust to set aside funds to offset the cost increases related to the STRS and PERS retirement systems pension liabilities. The trust was established with the Benefit Trust Company and Morgan Stanley as the registered investment advisor.

STATUS

This report is for the period ending June 30, 2020 (EXHIBIT A). The portfolio is composed of 14.6% equity funds and 85.4% fixed income mutual funds. The portfolio's performance for the quarter increased 8.35%, ending with a fair market value of \$26,231,454. The annualized return since inception is 3.85%. In this quarter, \$2,062,688 was withdrawn and transferred to the colleges and district services to offset increased pension costs.

July 15, 2020

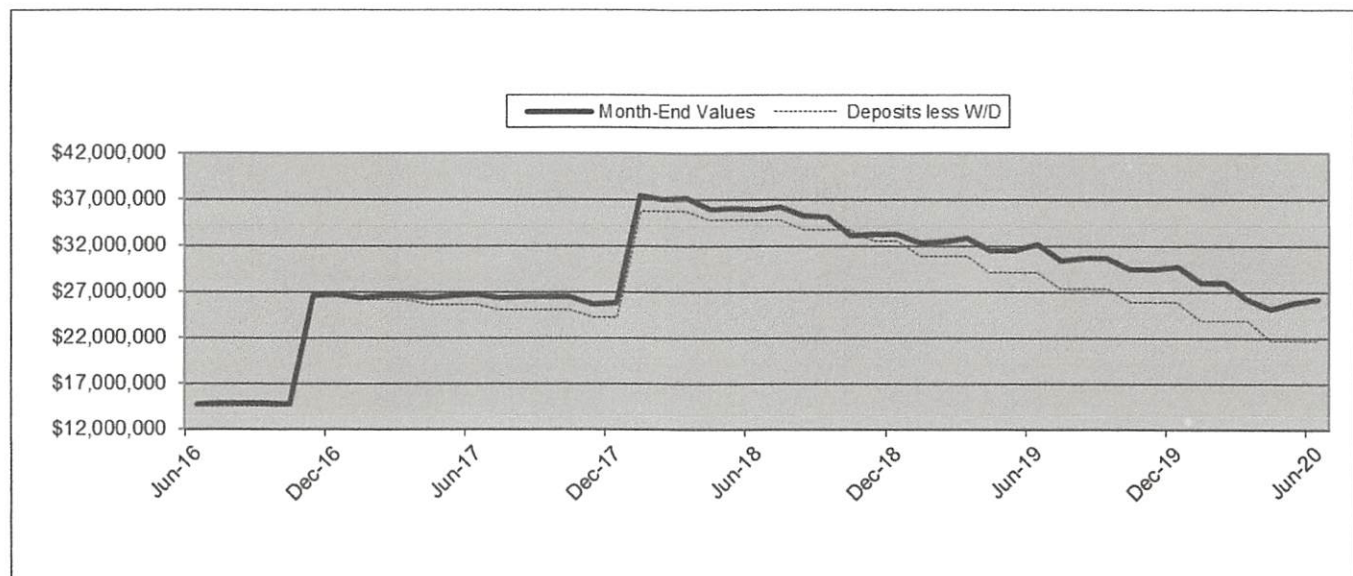
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Pension Stabilization Irrevocable Trust

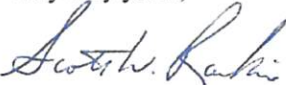
With a fair market value on June 30th of \$26,231,454.08 your portfolio's performance was up 8.35% for the quarter and up 3.85% on an annualized basis since the June 16, 2016 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (14.6%) and fixed income funds (85.4%). It was designed to be invested over an intermediate time frame. A total of \$39,700,000 has been deposited in various installments since the June 16, 2016 inception date, while \$17,965,534 has been withdrawn over time to fund pension contributions. Below is the performance of your portfolio for various time frames since inception.

| <u>Performance</u> | <u>2nd Quarter 2020</u> | <u>Year-To-Date</u> | <u>Annualized Since Inception</u> |
|-----------------------|-------------------------|---------------------|-----------------------------------|
| South Orange CCCD PST | 8.35% | 2.77% | 3.85% annualized return |
| S&P 500 | 20.52% | -3.10% | 12.48% (Domestic Stocks) |
| MSCI EAFE | 14.88% | -11.34% | 5.36% (International stocks) |
| Barclays Aggregate | 2.90% | 6.14% | 3.89% (Domestic Bonds) |
| Barclays Global | 3.32% | 2.98% | 2.26% (Global Bonds) |



Very truly yours,



Scott W. Rankin
Senior Vice President

Scott Rankin
Digitally signed by Scott Rankin
Date: 2020.07.15 15:05:04 -05'00'

5901 College Blvd, Ste 200, Overland Park, Kansas 66211

Pension Stabilization Trust

EXHIBIT A
Page 2 of 2

| Month - Year | Contributions | Contribution Total | Withdrawals | Ending Value |
|----------------|---------------|--------------------|-------------|--------------|
| June-2016 | 14,500,000 | 14,500,000 | - | 14,633,971 |
| September-2016 | - | 14,500,000 | - | 14,817,905 |
| December-2016 | 12,600,000 | 27,100,000 | 407,038 | 26,758,346 |
| March-2017 | - | 27,100,000 | 623,771 | 26,627,198 |
| June-2017 | - | 27,100,000 | 476,582 | 26,672,038 |
| September-2017 | - | 27,100,000 | 576,098 | 26,439,611 |
| December-2017 | - | 27,100,000 | 788,093 | 25,829,514 |
| March-2018 | 12,600,000 | 39,700,000 | 1,076,350 | 37,122,840 |
| June-2018 | - | 39,700,000 | 1,025,678 | 35,977,782 |
| September-2018 | - | 39,700,000 | 1,063,186 | 35,113,127 |
| December-2018 | - | 39,700,000 | 1,205,047 | 33,205,615 |
| March-2019 | - | 39,700,000 | 1,657,268 | 32,819,620 |
| June-2019 | - | 39,700,000 | 1,640,570 | 32,089,876 |
| September-2019 | - | 39,700,000 | 1,764,708 | 30,690,094 |
| December-2019 | - | 39,700,000 | 1,525,427 | 29,673,380 |
| March-2020 | - | 39,700,000 | 2,073,030 | 26,238,053 |
| June-2020 | - | 39,700,000 | 2,062,688 | 26,231,454 |

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

Reports by the following individuals may be written and submitted through the docket process prior to distribution of the Board agenda packet.

Speakers are limited up to two minutes each.

Chancellor
Irvine Valley College President
Saddleback College President
CSEA President



DATE: August 17, 2020
TO: Members of the Board of Trustees
FROM: Chancellor Kathleen F. Burke, Ed.D.
SUBJECT: District Services Report for August 31, 2020 Board of Trustees Meeting

Ethan Manafi is the 2020-2021 Student Trustee



I am pleased to welcome and congratulate the SOCCCD new Student Trustee—Ethan Manafi. During the July board meeting, Ethan assumed the position via Zoom and took the oath of office, administered by Board President T.J. Prendergast. Ethan is an Irvine Valley College student majoring in human biology and society with a minor in gender studies. His goal is to serve as Student Trustee to represent the students of both Irvine Valley College and Saddleback College. Ethan said, “I am honored to serve as Student Trustee for the 2020- 2021 academic year. I have many goals associated with amplifying the student voice and advocating for the issues that students care about most.”

PPE Recieved to Protect Employees



Using CARES Act funds, the State of California purchased Personal Protective Equipment (PPE) to be distributed to Californians. The South Orange County Community College District takes part in distributing that PPE to our students and staff. Included in the supply delivery were respiratory masks, face shields, thermometers, and hand sanitizers.

Special thanks to James Steeves, Central Services Manager and his team—Luis Resendiz, Jorge Martinez, J. Bernacci, and Misael Banderas, for receiving the millions of items, and receiving, sorting, and storing them. While this took extra effort and time to receive and catalog the items, it will save district staff time in the future, as it could have been extremely laborious to accept smaller shipments of PPE throughout the year.

| PPE from State | Volume | District Services | Saddleback | Irvine Valley |
|------------------------------|-----------|-------------------|------------|---------------|
| Cloth masks | 32,400 | 1,126 | 18,790 | 12,484 |
| Respirator masks | 960 | - | 582 | 378 |
| Surgical masks | 1,920,000 | 5,000 | 1,161,639 | 753,361 |
| Face shields | 800 | 75 | 440 | 285 |
| Thermometers | 50 | 5 | 27 | 18 |
| Hand sanitizers (16.9 ounce) | 16,540 | 1,545 | 9,096 | 5,899 |



Opening Day

THE FOUR Ws

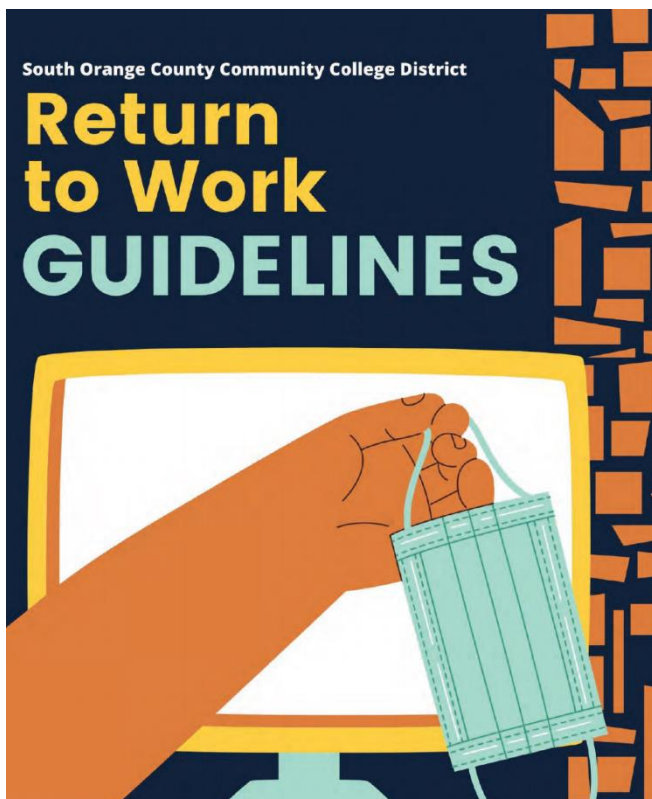
Wear your mask
Wash your hands
Watch your distance
We are in this together, apart

Welcome to 2020-2021!

On August 10 and 11, I joined the Board of Trustees to participate in Opening Day for both Irvine Valley College and Saddleback College. I truly enjoyed all of the presentations and I am inspired by the flexibility and innovation we have embraced over the last several months. Opening Day via online was engaging and motivational. I thoroughly enjoyed the greetings given by each Trustee, I know our faculty felt supported by your encouraging words. During the presentations from the college presidents, Dr. Hernandez and Dr. Stern, we were reminded of our purpose to serve students and challenged to show up for each other. I also made a presentation and provided some perspective to the viewing audiences about the incoming freshman and how they have been influenced by local events, recent

history, and pop culture. On my last slide I shared the 4 Ws, also promoted by Fiona Ma— Wear Your Mask, Wash Your Hands, Watch Your Distance and We are all in this Together. Many thanks to everyone who made Opening Day successful. Wishing everyone a productive, healthy, and safe fall semester.

Return to Work Guidelines



In the August board meeting materials, you will find information from Human Resources about the [Return to Work Guidelines](#). I wanted to call special attention to this document, as it was a collaborative effort to create a comprehensive document with the goal to best protect employees as we keep the campuses closed and transition to permitting more employees on campus through a phased approach in the future. This document can be found on the regularly updated [COVID-19 page](#), including resources and frequently asked questions (FAQs).



TO: Kathleen F. Burke, EdD, Chancellor, and Members of the Board of Trustees

FROM: John C. Hernandez, PhD, President

DATE: August 20, 2020

SUBJECT: **President's Report for the August 31, 2020 Board of Trustees Meeting**

President Hernandez Hosts His First Opening Session to Kick Off Professional Development Week



On Monday, August 10, President John Hernandez hosted the annual fall opening session as part of the Fall 2020 Professional Development Week. This year's session was held via Zoom in accordance with COVID-19 restrictions. It began with opening remarks by Board of Trustees President T.J. Prendergast III, followed by recorded statements from board members Barbara Jay, David B. Lang, and Marcia Milchiker. Trustees Timothy Jemal, Terri Whitt Rydell and

James R. Wright were also in attendance. Chancellor Kathleen Burke gave remarks and introduced President Hernandez, who spoke about his leadership journey and the need to establish a campus wide equity framework to align all equity and social justice efforts, including elements of the statewide Call to Action. The session also showcased pictures sent in by faculty, staff, and administrators who wanted to share their summer highlights and pets.

Professional Development Week Held Virtually for Fall Semester

During the week of August 10 through August 14, IVC held its Fall 2020 Professional Development Week online. Efforts led by the Academic Affairs Committee and Marketing Department provided the foundation for a successful virtual flex week. Administrators, faculty, and staff offered 65 sessions with topics focusing on areas such as equity, governance, and Guided Pathways. Special consideration also was given to online pedagogy and the use of classroom technology to improve efficiency and instruction. A new webpage developed by the Marketing Department helped improve content delivery and functionality for Fall 2020 and beyond. Unofficial feedback has been positive, with greater than anticipated turnout in several sessions, most likely because the virtual platform allowed flexibility in attendance.

Psi Beta Honor Society Wins at the National Student Research Awards

The Psi Beta honor society swept every award at the National Student Research Awards—a feat that has never been accomplished in the 25-year history of the student research paper competition. Student Christian Beltran won first place for his paper, “The Enigma of Emotional Expression: An Examination of the Relationship between Expressing Emotion and Mood.” Leena H. Bowman won second place for her paper, “The Effects of Expressive Outlets on Mood and Emotion.” Emily E. Cowl and Laura M. Warren tied for third with their papers: “Emotion Recognition Differences in Hard-of-Hearing and Hearing Adults” and “Smiling by Way of Zygomatic Electrical Stimulation: Investigating the Facial Feedback Hypothesis,” respectively. In addition to the winners, two students received honorable mentions for their excellent research and papers. These students are Isabella Polito for her paper, “The Role of Empathy in Justice Sensitivity,” and Alexandra Genissa A. Llamas for her paper, “Immigrant Parent-Child Perception on Education through the Generations.” Professors Dr. Kari Tucker-McCorkhill mentored the first- and second-place students as well as those who wrote the two honorable mention papers, and Dr. Benjamin Mis mentored the students who wrote the two papers that tied for third place.

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 Rydell, James R. Wright
Kathleen F. Burke, Ed.D., Chancellor • John C. Hernandez, Ph.D., President, Irvine Valley College

Virtual Welcome Booth Offered at the Start of the Fall 2020 Semester



The COVID-19 pandemic has presented many challenges as IVC gears up for the fall semester. Traditional ways in which IVC welcomes students to the new academic year usually include three welcome booths strategically located on campus. With classes and services continuing to be online, IVC has opted to make this service available digitally for incoming students. The Virtual Welcome Booth will go out to all students via email and feature brief welcoming messages from

staff in the departments that students contact most during the first few of days of the semester. Participating staff are grateful to have another way to support students remotely, and the Marketing Department has provided valuable services to all involved.

Laser Day Successfully Held Via Zoom

On Wednesday, August 12, IVC hosted its 6th Annual Laser Day, with over 650 students and parents/guardians virtually participating in the event. Laser Day is designed to help new students learn about campus resources, academic programs, and success strategies. It's also an opportunity for incoming IVC students to connect with one another and interact with faculty, staff, and current students before the school year begins. This year's virtual Laser Day offered 20 different sessions with approximately 60 faculty, staff, and current students participating to help welcome the incoming cohort of IVC students. There were academic school presentations, success workshops, and student panels scheduled throughout the day. The presentations were recorded and will be posted on the Laser Day website for others who may not have been able to attend the live sessions to view.

IVC Classified Staff Come Together for Caring Campus Convocation



On Tuesday, August 11, 2020, during Professional Development Week, college leadership and faculty joined Classified Senate members for their Caring Campus Convocation. Since October 2019, the Classified Senate, in coordination with the Guided Pathways Initiative, has embarked in coaching sessions with the Institute for Evidence-Based Change (IEBC) Caring Campus initiative, funded through the Ascendium Education Group. The convocation was the final session,

showcasing a culmination of that work. Caring Campus is an integral part of the college's Guided Pathways efforts. It acknowledges the central role that classified professionals play in making students feel welcome on campus and helping students stay on their educational paths, and recognizes the pivotal role of administrators in supporting the student engagement work of classified professionals. At this virtual convocation, classified staff presented their on-campus and virtual commitment recommendations that will help cultivate a more caring campus, which will increase student success at IVC. New Caring Campus "Ask Me" t-shirts were launched; they are available now, and nametags will be available for participants when they return to campus. The presentation also included a breakout session where classified staff and leadership met and discussed ways to implement and recognize staff members' work throughout the coming year and beyond.

IVC Alumnus Nicolas Sitton Releases Sophomore Album

Nicolas Sitton, a former IVC Voice and Composition major and student of Professor Daniel Luzko, released his sophomore album this year. The album, entitled *Necessary Empathy*, is a follow-up to his 2016 album, *Some Days*. Sitton, who goes by the stage name Boy Bloom, composed, arranged, produced, and performed all music on the album and designed the album artwork.

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 Rydell, James R. Wright
Kathleen F. Burke, Ed.D., Chancellor • John C. Hernandez, Ph.D., President, Irvine Valley College

IDEA Alumna Supports Personal Protective Equipment (PPE) Initiative



The COVID-19 pandemic has shifted the career focus of IVC alumna Mahbanoo Iranzamani, an expert engineering technician for Orange County medical supplier Applied Manufacturing. Until recently, Iranzamani has been utilizing the skills she learned as a student in IVC's Drafting Technology and Engineering program to design medical supplies. However, since the medical field has shifted dramatically in light of the pandemic, Iranzamani has been working with her team to make face shields. Iranzamani and her colleagues were able to deliver one million computer aided design (CAD)-designed protective face shields, just as demand for critical PPE peaked nationwide. She credits the classes she took in drafting and engineering under IDEA department chair Matt Wolken as a reason for her success. "Everything he taught, I'm using at work right now," Iranzamani says, citing the shortcuts she learned in SolidWorks CAD software as an example.

Women's Beach Volleyball Earns American Volleyball Coaches Association Team Academic Award



IVC's beach volleyball team was one of 41 programs in the nation among all college levels to earn honors by the United States Marine Corps and the American Volleyball Coaches Association (ACVA) as a scholar-athlete program. The award, initiated in the 1992-93 academic year, honors volleyball teams that maintain a year-long grade point average of 3.30 on a 4.0 scale or a 4.10 on a 5.0 scale. Members of the scholar-athlete team included Truth Hafey, Anna Unke, Lexie Pereira, Alaina Thomas, Jasmine Langle, Alaina Gendale, Gabriela Griego, Alma Entesari, Kiana Salamone, Kristin Austin, Kendall Nolan, and Lea Kruse.

Former IVC State Champion Olivia Aguilar Joins Coaching Staff

Former IVC standout women's volleyball player and state champion Olivia Aguilar will join new head coach Ryan Windisch's coaching staff next spring. Aguilar was the California Community College Athletic Association State Championship MVP in 2017 and helped the Lasers to a 27-0 record. Since her career at IVC, Aguilar has starred at NCAA Division II Cal State San Marcos for the last two seasons. She was named an All-California Collegiate Athletic Association honoree in the fall of 2019, earning second-team honors. Windisch expressed his excitement at bringing Aguilar onto the coaching staff. "I am extremely excited to bring on another former Laser great. Having a staff that truly understands what it means to wear IVC makes everything easier" he said.

Respectfully Submitted,



John C. Hernandez, PhD
President



SADDLEBACK COLLEGE

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949.582.4500 • www.saddleback.edu

TO: Members of the Board of Trustees
Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Report for August 31, 2020 Board of Trustees Meeting

Saddleback Welcomes Students, Faculty to Fall Semester

President Stern welcomed students and faculty to the fall semester, reporting that the college transformed itself to 95% online, while keeping safety as our primary goal and avoiding a decline in enrollment, as many other colleges have. He commended faculty for learning new technology, developing new ways to teach online and support students, and creating a sense of connection students need now more than ever.

In a welcome video to students, Dr. Stern affirmed that this will not be our “Covid Year” because we are not just getting by, we are getting better. He explained that before the pandemic, a third of our instructors were already teaching online, and since then, over 500 professors have received extensive training in online instruction. Further, student support services are offered synchronously, so students can expect to receive services as they need them or by appointment.

College and District Collaborate to Build Innovative In-Person Instruction Solution

The Fall 2020 Semester started with the vast majority of our classes online, with some exceptions. Our nursing students are continuing their studies uninterrupted, thanks to the Division of Health Sciences and Human Services, Facilities, Maintenance, and Operations, and Technology Services, who created an outdoor classroom that allows our nursing students to fulfill the in-person lab requirement needed to complete their degrees and work in the field.

Parking Lot 13 has been transformed into a classroom setting with four, 60 by 40 foot tents that are equipped with full electricity, fans, and lighting, as well as Wi-Fi and audio/visual support. Thanks to the college’s effort with the Procurement Office in District Services, the tents were upright from proposal to the first day of the semester – a 10-day turnaround.

A special thanks to HSHS's Senior Laboratory Technician, Courtney Rice, for her extra efforts to inventory and move all necessary equipment outside so students can maintain instructional continuity in a new environment.

President Stern Meets with Congressman Levin

On July 17, President Stern had a one-on-one meeting with Congressional Representative Mike Levin, to talk about the pandemic's impact on higher education and Saddleback's needs vis-à-vis ongoing discussions over the next stimulus package. Representative Levin praised Saddleback College for the experience it gave both of his kids this summer, as both took Community Ed classes online through the college.

Live Webcasting Enhances Remote Learning Experience

Saddleback College has enhanced its ability to offer an engaging online instruction experience, thanks to the installation of new state-of-the-art video and audio systems in 16 classrooms. The sophisticated technology gives professors the ability to offer live instruction – from cooking demonstrations to science experiments – in their classrooms, allowing faculty to focus on their lectures instead of technology, and giving students a distance learning experience that is almost equal to being on campus.

The classroom webcasting technology consists of both hardware and software. The highly sought after hardware includes a high-definition camera that uses artificial intelligence for presentation tracking. The camera's features provide clear, focused close-ups of content and enable zone tracking, which directs the camera to perform certain tasks when the professor enters a configured zone. For example, if the instructor goes to the white board, the camera can be instructed to zoom in on the board to give students a clear view. In the science lab, the camera can be programmed to zoom in on the table experiment when the professor walks to it. Further, three-dimensional ceiling-mounted microphones have been installed to clearly capture the voice of the presenter from anywhere in the classroom, giving the professor the freedom to forgo wearing any hardware or equipment. The hardware is fully integrated into our current technology infrastructure, as is the software, which includes Zoom Pro, Facebook Live, YouTube Live, Workplace, Aver, Microsoft, and Shure.

Mascot Discussions Planned

President Stern announced that college-wide discussions will be launched over the next eight weeks regarding the Gaucho mascot. This fall, a redesign work group planned to ask the college to choose an updated graphic depiction of the mascot. That process has been paused, in light of several factors: 1) protests on police brutality and systemic racism; 2) major food manufacturers and professional and college teams are taking steps to change branding and team names that perpetuate racist stereotypes; 3) a faculty-led petition to retire the Gaucho has received more than 300 signatures; and 4) the college's former mascot depiction, which was retired in 2018, continues to be seen in various places on campus.

Four 90-minute campus-wide discussions will be facilitated by Speech and Debate Team coaches Shawn O'Rourke and Lucas Ochoa – one for employees, one for students, and one for community members and alumni – with the fourth discussion open to all. The discussions will be tightly moderated and will give participants limited to time to speak, so all who wish to offer thoughts will be given time to do so.

The discussions will help the college determine the fate of our current mascot, and will provide a model for students as to how we discuss polarizing topics in a respectful and safe environment.

15 Degrees and Certificates Now Available with Zero Textbook Costs

Saddleback College now offers 15 degrees and certificates that students can complete without purchasing a single textbook. The programs are: AAT-Communication Studies; AAT-Economics; AAT-History; AAT-Political Science; AAT-Sociology; AA Economics, AA Fine Arts and Humanities; AA History, AA Liberal Studies; AA Social and Behavioral Studies; Associate Teacher Certificate; CSU GE Certificate; Aging Studies Certificate; and Aging Studies Interdisciplinary Certificate.

Zero Textbook Cost (ZTC) coordinators Nicole Major and Jennifer Pakula are currently working with faculty to expand ZTC class offerings, particularly as students do not currently have access to textbook reserves that are typically available in the Library.

Week of Online Workshops

Saddleback College faculty and staff welcomed more than 500 new and returning students to a week of

online workshops August 11-14. A total of 42 workshops were offered on Zoom, orienting students to everything from how to be successful in an online math class to introduction to belly dancing. Students were given a preview to the college's new Guided Pathway tools as well as how to research college and careers.

Business Science Division Sees Big Increase in Degree and Certificate Completions

The Division of Business Science & Economic and Workforce Development reported that 680 degrees and certificates were awarded to programs in their division in 2019-2020, which is a 19 percent increase over their previous all-time high number of 580 in 2018-2019. Not only did the real estate program maintain their increase from the year before, but the Associate Degree-Transfer in Business Administration had over 100 more completers over the previous year.

Studio Art Program "Throws" a Ceramics Viewing Party

One of the departments in the Fine Arts and Media Technology Division that has made the transition to remote instruction particularly well is the Studio Art program. Recently, ceramics instructor Laura Haight did a demonstration of what learning to throw a pot on a wheel would look like for virtual instruction. Heidi Ochoa from the Speech Department was the willing student working on a borrowed wheel in her garage, as Laura taught from the McKinney Theatre stage. Staff members Matt Brodet, Randy Van Dyke, and Tim Swiss coordinated all of the technology, which involved eight remote webcams, Zoom, You Tube Live, and other TV cameras placed in the auditorium. Congratulations to all involved for finding innovative ways to offer arts instruction online!

CTE Summer Academy Goes Virtual

Seventy-five high school students from Capistrano Unified School District and Saddleback Valley Unified School District spent the week of July 20th engaging in career exploration through online activities and leadership workshops to help prepare them for what comes after high school. Students received special presentations from Rita Soultanian from the Career & Re-Entry Center, Katelyn Cope from Financial Aid, and Kari Irwin from CTE. Participants also spent time with online facilitators for two hours each day of the week, and committed to independent work outside the Zoom sessions, culminating in the creation of vision boards depicting their future.

Nursing Class Gets Perfect Score on Licensure Exam

The Nursing Program's class of fall 2019 had a 100 percent pass rate on the National Council Licensure Examination (NCLEX-RN exam). The class consisted of 18 candidates. Congratulations to our nursing students and professors for this impressive accomplishment, which speaks to the high-quality instruction in the program.

Culinary Arts Program Uses Facebook to Connect with Students, Community

Culinary Arts instructors have taken to Facebook Live to offer regular updates and demonstrations with their followers. The first Facebook Live Demo was held on August 4 with Chef Pascal Olhats, who showed participants how to make Chicken Provençal.

The program has also been offering periodic food pickups to give students the ingredients and materials needed to follow the online demonstrations.

Extended Learning Update

Foster and Kinship Care Education (FKCE): All of the FKCE free parenting classes are fully online. The department has been able to meet the mandated training requirements of foster and kinship caregivers right in their own home without the need to find childcare or drive to a location. All offered classes were

fully enrolled. In addition to the COVID-19 series for caregivers, a new class was created in coordination with the Orange County Department of Education to help parents deal with distance learning challenges.

Community Education: Over 100 online classes are offered for kids in three sessions during the fall semester and are designed to complement the K-8 core curriculum in local schools.

Adult Education: We are excited to announce the implementation of California Senate Bill 554, which provides current Adult Education High School Equivalency students the opportunity to enroll in up to 11 free units per semester while they prepare to earn their High School Equivalency Certificate. This program will serve as a springboard for students to attend college courses and prepare for their career of choice.

The U.S. Department of Education, Office of Career Technical and Adult Education (OCTAE), invited Saddleback Adult Education to participate in the federal “Teaching Skills that Matter” initiative, which provides training to basic skills educators on civics education, digital literacy, financial literacy, health literacy, and workforce preparation skills. Jill Ibbotson was selected to represent our team in serving as one of five members in the California cohort.

OASIS Program faculty and Adult Education Co-Chair Stacy Eldred has been invited to be a presenter for several webinars hosted by the Tarjan Center at UCLA, a federally designated Center of Excellence in Developmental Disabilities. The Open the Doors to College program at the Tarjan Center provides resources and information on postsecondary education for students with intellectual and other developmental disabilities.

Emeritus Institute: This fall, approximately 207 sections are supporting 12,500 enrollments. We are receiving feedback from the students that the online classes are a life saver to them, especially during this critical time. Thanks to the efforts of the faculty and staff, over four thousand older adult students have successfully transitioned to online education.

CARES Grant Update

As of August 17th, Saddleback College has paid \$1.641 million in CARES Grants to 3,282 students impacted by the Covid-19 pandemic. Awards are paid in \$500 increments to help pay for housing, food, basic technology to assist with online learning, and other needs relating to the pandemic.

All students who are facing financial uncertainty due to the pandemic – including those who may already be receiving financial aid – were invited to submit the Covid-19 Emergency Fund Application.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'ES', is positioned above the printed name and title.

Elliot Stern
President

Report to the Board of Trustees

On July 20 & 21, 2020, the **California School Employees Associations** held their **annual Conference**. For the first time in CSEA's illustrious history, its annual Conference was held virtually. There were a record-breaking number of 3,694 members and guests to the Association's first ever virtual conference. More than 400 chapters were represented with 1,717 registered delegates and 1,977 member visitors and guests. CSEA was able to successfully conduct union business based in the **Slack** technical platform. The Slack program allowed for online voting (with instant results that was shared with the delegates) to determine the direction of union business as well as the approval or rejection of proposed conference resolutions.

It was very impressive that CSEA was able to hold their annual conference when many organizations and entities had to cancel their conferences and conventions this year due to the CoVid-19 crisis. Many talented members of CSEA managed to pull all their technical skills and resources together to make this conference very successful. CSEA members were able to connect in new ways using the virtual format. While it wasn't the big in-person conference we're used to, this year's two-day event was packed with an exciting combination of live and on-demand content. The conference was the perfect opportunity to recognize all members who serve their districts and chapters tirelessly - with more of their collective dedication than ever before.

Because of this year's virtual CSEA Conference, I have been very interested in watching the virtual Democratic and Republican National Conventions. This pandemic crisis has made us adapt to change - which allows us to explore more of our inner skills that perhaps we did not realize we had. Through any crisis, I am grateful for any 'silver lining' which emerges from any such crisis.

Scott Ferguson Greene

CSEA, President - 2020