



## Meeting of the Board of Trustees

**September 21, 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 September 21, 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, September 21, 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/98287538786?pwd=VC9YZINwaTM1aWg1cVF6MjJ1VFI6dz09>

**Meeting ID:** 982 8753 8786

**Meeting Passcode:** 938510

This agenda is available on the SOCCCD website at [www.socccd.edu](http://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: 982 8753 8786, Passcode: 938510**
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](mailto: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 SEPTEMBER 21, 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:**

- 1.4 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, Vice Chancellor - HR
  - B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor - HR
  - C. Police Officers Association (POA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor – HR
- 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
- 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)(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 James Wright
- 2.3 **Pledge of Allegiance**  
Led by Trustee Barbara Jay
- 2.4 **Public Comments**  
*Members of the public may address the Board on any item on the agenda*

*at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please 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: FY 2020-21 District Adopted Budget**

A presentation of the adopted budget will be made by staff.

#### **4.2 SOCCCD: Saddleback College and Irvine Valley College: FY 2020-21 Adopted Student Government Budgets**

The ASIVC and SC ASG adopted budgets will be presented.

#### **4.3 SOCCCD: Spring 2021 Semester Planning**

The Chancellor and College Presidents will discuss the data and factors guiding recommendations for students and employees to return to onsite learning and work for Spring 2021.

### **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 August 31, 2020.

#### **5.2 Saddleback College: Revised and Deleted Curriculum for the 2020-21 and 2021-22 Academic Years**

Approve the proposed curriculum change for the 2020-21 academic year at



Saddleback College as listed in Exhibit A and the proposed curriculum changes for the 2021-22 academic year

**5.3 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.

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

Authorize filing the Notice of Completion for the IT IDF Room ePower project at Saddleback College to Inter-Pacific, Inc., for a contract total of \$399,000.00 and for the Access Control & Security Systems and Hardware project #P197527 at Irvine Valley College to Blue Violet Networks, LLC, for a contract total of \$368,044.53.

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

Approve trustees' requests for attending conference(s).

**5.6 SOCCCD: August 2020 Amendments**

Ratify the amendments as listed.

**5.7 SOCCCD: Purchase Orders and Checks**

Ratify the purchase orders and checks as listed.

**5.8 SOCCCD: Contracts**

Ratify contracts as listed.

**6.0 GENERAL ACTION ITEMS**

**6.1 SOCCCD: Conduct a Public Hearing - Proposed Budget of the District for FY 2020-21**

The Board of Trustees will conduct a public hearing on the proposed budget for FY 2020-21.

**6.2 SOCCCD: Adopted Budget for Fiscal Year 2020-21**

Approve the FY 2020-21 Adopted Budget and the EPA spending plan as presented.

**6.3 SOCCCD: Saddleback College – Stadium and Site Improvement Project, Approval of Settlement Agreement and Notice of Completion, PCL Construction Services, Inc.**

Approve the Settlement Agreement in the amount of \$2,000,000 and authorize filing the Notice of Completion for the Saddleback College Stadium and Site Improvement project to PCL Construction Services, Inc., for a final contract amount of \$55,893,892. It is also recommended that the Board of Trustees authorize the release of retention after filing.

- 6.4 **SOCCCD: Biennial Ethics Training / Chancellor and Trustee Travel and Compensation**  
Approve annual individual travel expenditures of the chancellor and trustees and approve report of all district compensation received by each trustee during the 2019-20 fiscal year.
- 6.5 **SOCCCD: Board Policy Revision: BP-103 (2010) Board Membership; BP-105 (2305) Annual Organizational Meeting; BP-107 (2410) Board Policies and Administrative Regulations; BP-109 (2740) Board Education; BP-126 (2330) Meeting Procedures, Quorum, and Voting; BP-162 (2720) Communications Among Board Members; BP-1400 (3425) Americans with Disabilities Act and the Fair Employment and Housing Act; BP-2120 (2120) Officers; BP-3610 (3600) Auxiliary Organizations, Including Foundations; BP-5617 (4226) Multiple or Overlapping Enrollments; and BP-6122 (4240) Academic Renewal**  
Accept for review and study the board policies as listed.
- 6.6 **SOCCCD: Board Policy Revision: BP-6140 College Speakers**  
Rescind the approval of BP-6140 College Speakers that was granted on August 31, 2020 and reinstate the language that previously existed.
- 6.7 **SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items**  
Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Additional Compensation: Restricted Funds, Workload Banking.
- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**  
Ratify New Personnel Appointments, Reorganization/Reclassification, Authorization to Increase/Decrease Hours Per Week and/or Months Per Year for Classified Positions, Change of Status.
- 6.9 **SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items**  
Ratify New Personnel Appointments.
- 6.10 **SOCCCD: Faculty Association (FA) Initial Proposal to District**  
Accept for review and study the SOCCCD Faculty Association's initial proposal to the District for the purpose of negotiations.
- 6.11 **SOCCCD: District Initial Proposal to Faculty Association (FA)**  
Accept for review and study the SOCCCD District's initial proposal to the Faculty Association for the purpose of negotiations.

## 7.0 **REPORTS**

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

- 7.2 **SOCCCD: 2021 Teacher of the Year Recognition Ceremony**  
Due to the pandemic, the 2021 OC Teachers of the Year ceremony has been postponed until further notice. The Orange County Department of Education is currently working on plans on how to celebrate in the coming year. The two faculty members being honored are Emily Quinlan, Business Law Instructor from Saddleback College, and Leonard Lamp, Mathematics Instructor from Irvine Valley College.
- 7.3 **SOCCCD: Facilities Plan Status Report**  
Status report of current construction projects.
- 7.4 **SOCCCD: CARES Act Funding Monthly Summary**  
Cumulative summary of the funds awarded and spent as of August 31, 2020 is provided.
- 7.5 **SOCCCD: COVID-19 Response Block Grant Monthly Summary**  
Cumulative summary of the funds awarded and spent as of August 31, 2020 is provided.
- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund.**  
Report for period ending July 31, 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
- D. 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: FY 2020-21 District Adopted Budget

**ACTION:** Discussion

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**BACKGROUND**

Title 5, California Code of Regulations, Section 58305 requires that by each September 15 the Board of Trustees of each community college district shall adopt a final budget. However, due to the pandemic, this deadline was extended to October 31 for the 2020-21 budget. The proposed Adopted Budget for FY 2020-21 is on the agenda tonight for approval.

**STATUS**

On June 22, 2020, the Board of Trustees approved the Tentative Budget for FY 2020-21. Since that time, total unrestricted resources have increased from \$366,480,661 to \$382,825,058. The unrestricted General Fund ending balance on June 30, 2020 is \$76,701,545. The District Reserve for economic uncertainties has been set at 7.5% (\$14,514,720) in accordance with the budget development guidelines.

The proposed Adopted Budget includes estimated EPA funds of \$2,650,037, which will be spent on part-time faculty instructional salaries and benefits.

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



# SOCCCD FY 2020-21 Adopted Budget

Board of Trustees Meeting  
September 21, 2020



# Board Philosophy on Budget

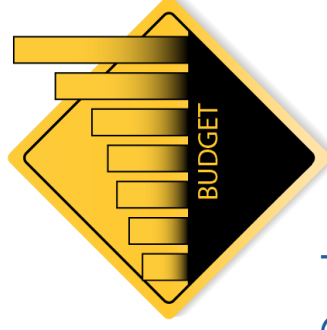
- Ensure wise and prudent use of public resources
- Promote financial strength and stability
- Maximize educational opportunities for students





# Budget Development Guidelines

1. Reserve for Economic Uncertainties
2. Future Long Term Debt Issues
3. Retirement Incentives
4. Area/College Allocations
5. Deficit Financing
6. GASB 45/OPEB Trust (retiree medical benefit liability)



7. Basic Aid
8. One time Cost Savings
9. Full Time Equivalent Student Targets
10. Funding for Growth

All guidelines were followed in the development of the FY 2020-21 Adopted Budget



# FY 2019-20 Actuals Summary

	Beginning Balance	Revenues	Expenditures	Ending Balance
<b>Unrestricted General Fund</b>	<b>\$77,459,498</b>	<b>\$307,902,271</b>	<b>\$308,660,224</b>	<b>\$76,701,545</b>
Restricted General Fund	<u>9,876,054</u>	<u>57,174,163</u>	<u>55,138,847</u>	<u>11,911,370</u>
Total General Fund	\$87,335,552	\$365,076,434	\$363,799,071	\$88,612,915
Community Education Funds	443,977	1,514,202	1,711,249	246,930
SC Child Development Fund	0	978,339	978,339	0
Capital Outlay Fund	275,713,949	106,596,244	81,515,399	300,794,794
Self-Insurance Fund	3,306,877	575,003	811,043	3,070,837
Retiree Benefit & OPEB Trust Funds	124,400,662	16,753,228	10,449,837	130,704,053
Pension Stability Trust Fund	30,325,168	1,653,821	7,987,179	23,991,810
Student Financial Aid Fund	0	29,469,595	29,469,595	0
Associated Student Government Funds	536,314	996,730	751,305	781,739
Student Representation Fee Fund	0	<u>15,911</u>	<u>8,513</u>	<u>7,398</u>
<b>Total All Funds</b>	<b>\$522,062,499</b>	<b>\$523,629,507</b>	<b>\$497,481,530</b>	<b>\$548,210,476</b>





# FY 2020-21 Adopted Budget

## Changes from Tentative Budget

	Beginning Fund Balance Tentative	Change	Beginning Fund Balance Adopted
Irvine Valley College <sup>1</sup>	6,500,000	3,007,557	9,507,557
Saddleback College <sup>1</sup>	12,500,000	5,144,104	17,644,104
District Services <sup>2</sup>	5,400,000	(98,290)	5,301,710
Basic Aid <sup>3</sup>	23,137,060	3,087,437	26,224,497
District-wide <sup>4</sup>	16,904,887	1,118,790	18,023,677
	<b>64,441,947</b>	<b>12,259,598</b>	<b>76,701,545</b>

<sup>1</sup>Location beginning balances changed due to additional revenues received and expense savings

<sup>2</sup>District Services beginning balance changed due to additional expenses

<sup>3</sup>Basic Aid beginning balance changed due to additional property taxes received

<sup>4</sup>District-wide beginning balance changed due to additional unbudgeted revenues and budget savings



# FY 2020-21 Adopted Budget

## Revenue Assumptions

- Adopted Budget is based on final State enacted budget except for COLA and Growth
- Student Centered Funding Formula (SCFF)
  - COLA\* = \$3.7 million (2.31%) – used Basic Aid funds
  - Growth\* = \$796,000 (0.48%) – used Basic Aid funds
  - Hold Harmless = \$4.9 million
- \* Departure from BP/AR 6210
- Property Tax revenue increase of 2.5%
- Non-Resident Tuition – less than 95% over prior year due to COVID-19 impact



# FY 2020-21 Adopted Budget

## Revenue Assumptions

- State Categorical Funding - budgeted based on Advance Apportionment
- Education Protection Act (EPA) Revenue is estimated at \$2.65 million (\$100 per FTES)
  - EPA Expenses are budgeted for part-time faculty salaries and benefits
- Lottery Revenue – estimated at \$4.2 million (\$150 per FTES)
- Interest Income – estimated at \$2 million
  - down by \$1 million over prior year



## Basic Aid Allocations

	Tentative Budget	Adjustments	Adopted Budget
Long Term Obligations* and Fixed Expenses	\$11,655,816		\$11,655,816
Categorical Backfill	6,476,916	(6,476,916)	0
Capital Projects			
Capital Projects in EFMP**	42,387,963	10,162,425	52,550,388
Capital Projects Support	333,333		333,000
Access Control Projects	2,600,000		2,600,000
ADA Projects			3,000,000
Scheduled Maint/Renovation Projects	11,560,000		11,560,000
District-wide Technology Priority Projects	16,000,000		16,000,000
<b>Total**</b>	<b>\$94,013,695</b>	<b>\$3,685,509</b>	<b>\$97,699,204</b>

\* Includes **OPEB Trust** \$5.2 million normal current year expense and **PST Trust** \$5 million contribution

\*\* Increase due to additional property taxes received. These funds and funds not needed for

Categorical Backfill allocated to IVC Student Services Building project.



# FY 2020-21 Adopted Budget

## SCFF Calculations

A		Rates
Basic Allocation	\$	4,115.0000
Credit	\$	5,779.3338
Special Admit	\$	5,621.9407
CDCP	\$	3,380.6312
Non-Credit	\$	

Saddleback College		
Base Allocation		C=A*B
B		
FTES Funded	Amount Paid	
14,076.26	\$	4,719,754.00
548.11	\$	57,923,796.00
446.52	\$	3,167,711.00
1,610.24	\$	2,510,309.00
	\$	5,443,628.00
	\$	73,765,198.00

Irvine Valley College		
Base Allocation		C=A*B
B		
FTES Funded	Amount Paid	
8,383.92	\$	4,719,754.00
459.05	\$	34,499,817.00
633.39	\$	2,653,003.00
343.50	\$	3,560,881.00
	\$	1,161,247.00
	\$	46,594,702.00

SocCCD Total		
Base Allocation		C=A*B
B		
FTES Funded	Amount Paid	
22,460.17	\$	9,439,508.00
1,007.16	\$	92,423,613.00
1,079.91	\$	5,820,714.00
1,953.74	\$	6,071,190.00
	\$	6,604,875.00
	\$	120,359,900.00

A		Rates
Pell	\$	948.0000
AB540	\$	948.0000
CA Promise Grant	\$	948.0000

Supplemental Allocation		C=A*B
B		
Total Counts	Amount Paid	
2,890	\$	2,739,720.00
886	\$	839,928.00
8,229	\$	7,801,092.00
	\$	11,380,740.00

Supplemental Allocation		C=A*B
B		
Total Counts	Amount Paid	
2,690	\$	2,550,120.00
495	\$	469,260.00
5,979	\$	5,668,092.00
	\$	8,687,472.00

Supplemental Allocation		C=A*B
B		
Total Counts	Amount Paid	
5,580	\$	5,289,840.00
1,381	\$	1,309,188.00
14,208	\$	13,469,184.00
	\$	20,068,212.00



# FY 2020-21 Adopted Budget

## SCFF Calculations

Saddleback College				Irvine Valley College				SOCCCD Total			
A		Student Success Incentive		B		C=A*B		B		C=A*B	
Rates		3-Year Avg		Amount Paid		3-Year Avg		Amount Paid		3-Year Avg	
Associate Degree for Transfer	\$ 2,236,000	728.33	\$	1,628,553.00	462.67	\$	1,034,523.00	1,191.00	\$	2,663,076.00	
Associate Degree	\$ 1,677,000	906.00	\$	1,519,362.00	553.00	\$	927,381.00	1,459.00	\$	2,446,743.00	
Credit Certificates (16 or more units)	\$ 1,118,000	673.33	\$	752,787.00	342.67	\$	383,101.00	1,016.00	\$	1,135,888.00	
Completion of transfer level Math/Eng	\$ 838,500	573.67	\$	641,359.00	734.67	\$	821,357.00	1,308.33	\$	1,462,716.00	
Transfer to 4-year institution	\$ 559,000	1,145.00	\$	960,083.00	959.67	\$	804,681.00	2,104.67	\$	1,764,764.00	
Completion of 9 CTE units	\$ 559,000	3,285.67	\$	1,836,688.00	1,083.67	\$	605,770.00	4,369.33	\$	2,442,458.00	
Attainment of regional living wage	\$ 559,000	1,915.33	\$	1,070,671.00	1,117.33	\$	624,589.00	3,032.67	\$	1,695,260.00	
Total				\$ 8,409,503.00			\$ 5,201,402.00			\$ 13,610,905.00	
Equity Bump for Pell Recipients											
Associate Degree for Transfer	\$ 846,000	222.33	\$	188,094.00	180.67	\$	152,844.00	403.00	\$	340,938.00	
Associate Degree	\$ 634,500	288.00	\$	182,736.00	201.00	\$	127,535.00	489.00	\$	310,271.00	
Credit Certificates (16 or more units)	\$ 423,000	189.33	\$	80,088.00	99.00	\$	41,877.00	288.33	\$	121,965.00	
Completion of transfer level Math/Eng	\$ 423,000	95.00	\$	40,185.00	177.00	\$	74,871.00	272.00	\$	115,056.00	
Transfer to 4-year institution	\$ 317,250	318.67	\$	101,097.00	316.67	\$	100,463.00	635.33	\$	201,560.00	
Completion of 9 CTE units	\$ 211,500	775.00	\$	163,913.00	305.00	\$	64,508.00	1,080.00	\$	228,421.00	
Attainment of regional living wage	\$ 211,500	227.33	\$	48,081.00	121.00	\$	25,982.00	348.33	\$	73,673.00	
Total				\$ 804,194.00			\$ 587,690.00			\$ 1,391,884.00	
Equity Bump for CA Promise Fee Waivers											
Associate Degree for Transfer	\$ 564,000	359.33	\$	202,664.00	263.33	\$	148,520.00	622.67	\$	351,184.00	
Associate Degree	\$ 423,000	511.00	\$	216,153.00	284.00	\$	120,132.00	795.00	\$	336,285.00	
Credit Certificates (16 or more units)	\$ 282,000	332.67	\$	93,812.00	143.00	\$	40,326.00	475.67	\$	134,138.00	
Completion of transfer level Math/Eng	\$ 282,000	176.00	\$	49,632.00	273.67	\$	77,174.00	449.67	\$	126,806.00	
Transfer to 4-year institution	\$ 211,500	519.00	\$	109,769.00	458.67	\$	97,008.00	977.67	\$	206,777.00	
Completion of 9 CTE units	\$ 141,000	1,556.33	\$	219,443.00	522.00	\$	73,602.00	2,078.33	\$	293,045.00	
Attainment of regional living wage	\$ 141,000	556.33	\$	78,443.00	327.33	\$	46,154.00	883.67	\$	124,597.00	
Total				\$ 969,916.00			\$ 602,916.00			\$ 1,572,832.00	



# FY 2020-21 Adopted Budget

## SCFF Calculations

Total Computational Revenue (TCR) Under SCFF:

2019-20 Total Computational Revenue plus COLA:

Hold Harmless

Basic Aid Funded COLA 2.31%

Basic Aid Funded Growth .48%

Adjusted SCFF Funding 2020-21

SCFF 2019-20

Increase/(Decrease) in Funding

Saddleback College	
\$ 95,329,551.00	60.72%
\$ 98,201,565.00	
\$ 2,872,014.00	
\$ 2,268,457.00	
\$ 482,612.00	
\$ 100,952,634.00	
\$ 97,220,787.00	
\$ 3,731,847.00	

Irvine Valley College	
\$ 61,674,182.00	39.28%
\$ 63,721,338.00	
\$ 2,047,156.00	
\$ 1,471,962.00	
\$ 313,158.00	
\$ 65,506,458.00	
\$ 64,702,116.00	
\$ 804,342.00	

SOCCCD Total	
\$ 157,003,733.00	100.00%
\$ 161,922,903.00	
\$ 4,919,170.00	
\$ 3,740,419.00	
\$ 795,770.00	
\$ 166,459,092.00	
\$ 161,922,903.00	
\$ 4,536,189.00	





# FY 2020-21 Adopted Budget

## DRAC Model Calculations

### 1) Revenues are allocated to the colleges:

	SC	IVC	Total
SCFF Revenue	100,952,634	65,506,458	166,459,092
Non-Resident Tuition	3,185,706	7,476,183	10,661,889
DW Local Revenue	3,260,842	2,109,628	5,370,470
DW State Revenue	6,702,145	4,336,004	11,038,149
Total Revenue Allocations	114,101,327	79,428,273	193,529,600





# FY 2020-21 Adopted Budget

## DRAC Model Calculations

### 2) Funds are allocated for Beginning Balance, Contingency Reserve, General Expenses, and District Services:

	SC	IVC	Total
District Beginning Balance	10,576,433	7,447,244	18,023,677
Contingency Reserve 7.5%*	(8,557,600)	(5,957,120)	(14,514,720)
General Expenses	(3,178,995)	(2,212,964)	(5,391,959)
District Services 9.34%**	(10,553,372)	(7,346,419)	(17,899,791)
Net Available Funds	102,387,793	71,359,014	173,746,807

\*7.5% of total revenue allocation

\*\*9.34% of total revenue allocations plus beginning balance less contingency reserve and general expenses



# FY 2020-21 Adopted Budget

## DRAC Model Calculations

### 3) Add local income, service charge, and location beginning balances:

	SC	IVC	DS	Gen Exp	Reserve	Total
Net Available Funds	102,387,793	71,359,014	17,899,791	5,391,959	14,514,720	211,553,277
Local Income	4,921,970	3,357,500	1,030,000			9,309,470
District Office Services	300,000			(300,000)		-
<b>Total Sources of funds</b>	<b>107,609,763</b>	<b>74,716,514</b>	<b>18,929,791</b>	<b>5,091,959</b>	<b>14,514,720</b>	<b>220,862,747</b>
Location Beginning Balance	17,644,104	9,507,557	5,301,710			32,453,371
<b>Total Available Funds</b>	<b>125,253,867</b>	<b>84,224,071</b>	<b>24,231,501</b>	<b>5,091,959</b>	<b>14,514,720</b>	<b>253,316,118</b>





# FY 2020-21 Adopted Budget

## Expenditure Assumptions

- Salary Increases – includes step/column and all negotiated increases
  - 2.92% for faculty, 2.25% for classified, 2.02% for police, and 2.5% for management
- PERS rate = 20.70% and STRS rate = 16.15%
- Health & Welfare Benefits – 1% increase
- Unemployment Insurance remains flat at 0.05%
- Worker's Compensation decreased to 1.32 %
- Property & Liability insurance = \$1.2 million



# FY 2020-21 Adopted Budget Reserves

## Reserve for Economic Uncertainties:

- 7.5% of Unrestricted Revenues
- \$14,514,270

## Reserve for Unrealized Tax Collections:

- 20% of excess property taxes
- \$18,143,443





# FY 2020-21 Adopted Budget Overview

	Beginning Balance	Revenues	Expenditures	Surplus/ (Deficit)	Ending Balance
<b>Unrestricted General Fund</b>	<b>\$76,701,545</b>	<b>\$306,123,513</b>	<b>\$324,517,692</b>	<b>(18,394,179)</b>	<b>\$58,307,366</b>
Restricted General Fund	<u>11,911,370</u>	<u>76,903,312</u>	<u>88,814,682</u>	<u>(11,911,370)</u>	0
Total General Fund	\$88,612,915	\$383,026,825	\$413,332,374	(30,305,549)	\$58,307,366
Community Education Funds	246,930	1,331,933	1,578,863	(246,930)	0
SC Child Development Fund	0	1,219,428	1,219,428	0	0
Capital Outlay Fund	300,794,794	188,345,388	487,888,922	(299,543,534)	1,251,260
Self-Insurance Fund	3,070,837	520,000	1,186,726	(666,726)	2,404,111
Retiree Benefit & OPEB Trust Funds	130,704,053	16,491,632	10,819,816	5,671,816	136,375,869
Pension Stability Trust Fund	23,991,810	5,800,000	8,361,000	(2,561,000)	21,430,810
Student Financial Aid Fund	0	30,941,047	30,941,047	0	0
Associated Student Government Funds	781,739	955,915	1,547,666	(591,751)	189,988
Student Representation Fee Fund	<u>7,398</u>	<u>62,000</u>	<u>69,398</u>	<u>(7,398)</u>	0
<b>Total All Funds</b>	<b>\$548,210,476</b>	<b>\$628,694,168</b>	<b>\$956,945,240</b>	<b>(328,251,072)</b>	<b>\$219,959,404</b>



# FY 2020-21 Adopted Budget Overview

	Salaries and Benefits	Supplies and Services	Capital Outlay	Payments to Students and Other Uses	Total
<b>Unrestricted General Fund</b>	<b>\$202,217,487</b>	<b>\$25,165,821</b>	<b>\$252,436</b>	<b>\$96,881,948</b>	<b>\$324,517,692</b>
Restricted General Fund	<u>33,392,405</u>	<u>34,689,618</u>	<u>7,005,446</u>	<u>13,727,213</u>	<u>88,814,682</u>
Total General Fund	\$235,609,892	\$59,855,439	\$7,257,882	\$110,609,161	\$413,332,374
Community Education Funds	777,473	801,390	0	0	1,578,863
SC Child Development Fund	1,048,217	42,801	0	128,410	1,219,428
Capital Outlay Fund	1,553,057	8,930,213	428,366,382	49,039,270	487,888,922
Self-Insurance Fund	484,796	689,930	12,000	0	1,186,726
Retiree Benefit & OPEB Trust Funds	10,319,816	500,000	0	0	10,819,816
Pension Stability Trust Fund	0	100,000	0	8,261,000	8,361,000
Student Financial Aid Fund	0	0	0	30,941,047	30,941,047
Associated Student Government Funds	223,676	1,145,344	42,500	136,146	1,547,666
Student Representation Fee Fund	<u>0</u>	<u>40,568</u>	<u>0</u>	<u>28,830</u>	<u>69,398</u>
<b>Total All Funds</b>	<b>\$250,016,927</b>	<b>\$72,105,685</b>	<b>\$435,678,764</b>	<b>\$199,143,864</b>	<b>\$956,945,240</b>



# District-wide Ending Balance Trend





# District-wide Revenue and Expenditure Trend

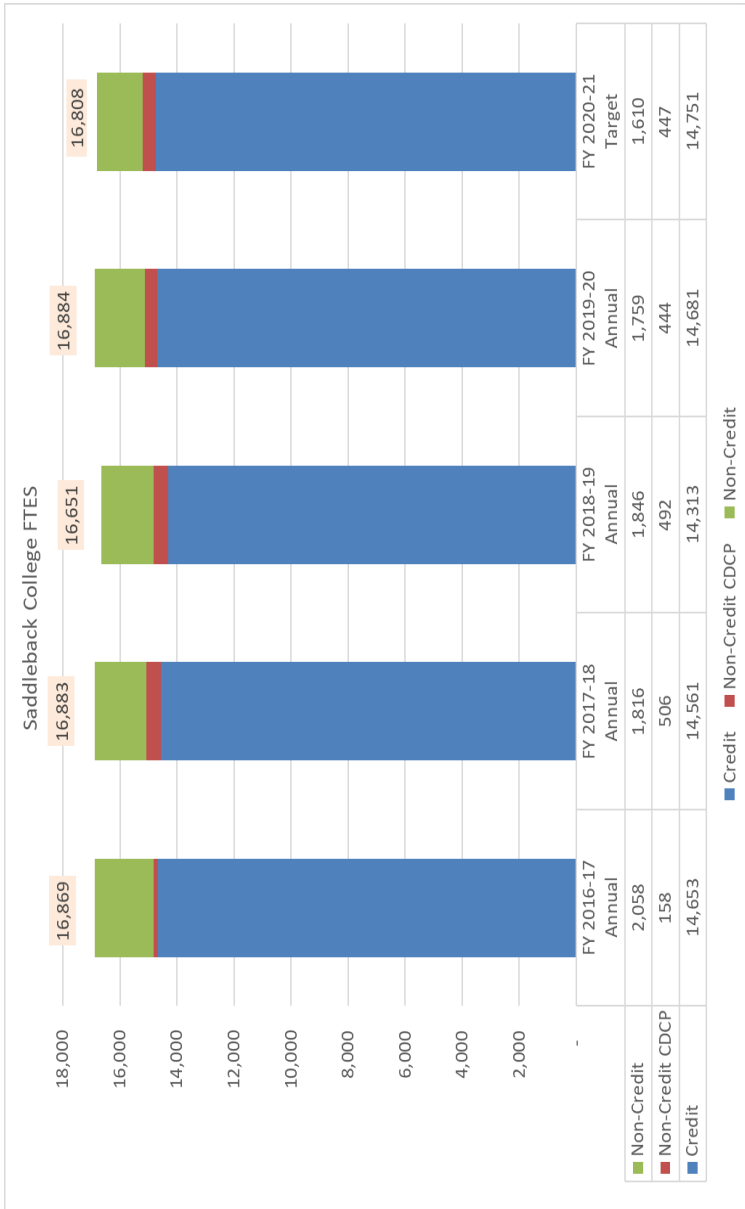
	FY 2016-2017	%Change	FY 2017-2018	%Change	FY 2018-2019	%Change	FY 2019-2020	%Change	FY 2020-21	% Change
<b>Total Unrestricted GF</b>										
SB361/SCFF Revenue	149,244,052	-0.43%	156,461,881	4.84%	160,820,622	2.79%	161,922,903	0.69%	166,459,092	2.80%
Other State Revenue	18,056,991	-34.47%	17,298,256	-4.20%	19,418,990	12.26%	26,089,531	34.36%	23,605,375	-9.52%
Other Local Revenue	84,920,508	29.75%	94,900,901	11.75%	110,408,734	16.34%	119,889,837	8.59%	116,059,046	-3.20%
<b>Total Revenue</b>	<b>252,221,551</b>	<b>3.84%</b>	<b>268,661,038</b>	<b>6.52%</b>	<b>290,648,346</b>	<b>8.18%</b>	<b>307,902,271</b>	<b>5.94%</b>	<b>306,123,513</b>	<b>-0.58%</b>
Academic Salaries	82,138,227	8.91%	82,104,460	-0.04%	81,581,762	-0.64%	83,423,831	2.26%	87,144,343	4.46%
Classified Salaries	42,059,712	6.29%	42,316,793	0.61%	43,440,689	2.66%	45,251,468	4.17%	47,847,091	5.74%
Employee Benefits	45,793,064	10.30%	52,157,033	13.90%	55,540,133	6.49%	65,046,492	17.12%	67,226,053	3.35%
Supplies	2,221,827	12.50%	2,136,344	-3.85%	1,731,715	-18.94%	1,495,435	-13.64%	1,720,647	15.06%
Other Operating Expenses	15,626,825	9.17%	15,380,315	-1.58%	15,912,464	3.46%	15,258,733	-4.11%	23,445,174	53.65%
Capital Outlay	1,733,800	-26.12%	1,061,242	-38.79%	707,849	-33.30%	1,632,673	130.65%	252,436	-84.54%
Other Outgo	57,374,919	-11.40%	68,226,257	18.91%	75,442,806	10.58%	96,551,592	27.96%	96,881,948	0.34%
<b>Total Expenditures</b>	<b>246,948,374</b>	<b>2.94%</b>	<b>263,382,444</b>	<b>6.65%</b>	<b>274,357,418</b>	<b>4.17%</b>	<b>308,660,224</b>	<b>12.50%</b>	<b>324,517,692</b>	<b>5.14%</b>
<b>% Total Expense to Total Revenue</b>	<b>97.91%</b>		<b>98.04%</b>		<b>94.39%</b>		<b>100.25%</b>		<b>106.01%</b>	





# Saddleback College

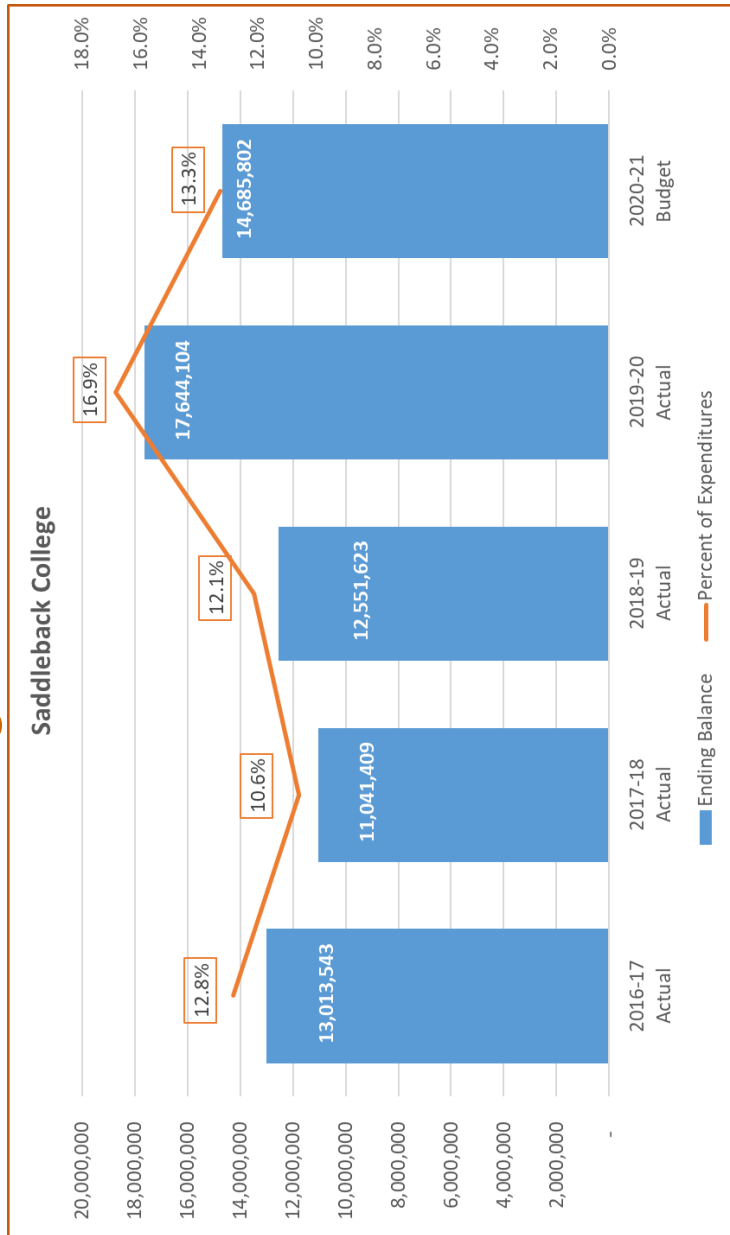
## FTES Trend





# Saddleback College

## Ending Balance Trend





# Saddleback College

## Revenue and Expenditure Trend

	FY 2016-2017	%Change	FY 2017-2018	%Change	FY 2018-2019	%Change	FY 2019-2020	%Change	FY 2020-21	%Change
<b>Saddleback College</b>										
SB361/SCFF Revenue	88,931,921	5.25%	88,442,913	-0.55%	88,120,577	-0.36%	88,535,410	1.61%	89,539,100	0.00%
Other State Revenue	7,567,331	-27.26%	6,214,289	-17.88%	6,352,957	2.23%	6,753,131	6.30%	6,702,145	-0.75%
Other Local Revenue	8,136,317	85.14%	7,452,679	-8.40%	10,387,983	39.39%	13,462,427	29.60%	11,368,518	-15.55%
<b>Total Revenue</b>	<b>104,635,569</b>	<b>5.38%</b>	<b>102,109,881</b>	<b>-2.41%</b>	<b>104,861,517</b>	<b>2.69%</b>	<b>109,750,968</b>	<b>4.66%</b>	<b>107,609,763</b>	<b>-1.95%</b>
Academic Salaries	49,002,434	7.22%	49,548,450	1.11%	48,246,529	-2.63%	49,723,424	3.06%	51,525,643	3.62%
Classified Salaries	19,741,280	5.57%	20,082,536	1.73%	20,312,198	1.14%	20,176,515	-0.67%	21,193,436	5.04%
Employee Benefits	22,820,753	10.92%	25,232,001	10.57%	26,354,241	4.45%	27,184,229	3.15%	27,876,252	2.55%
Supplies	1,238,770	4.06%	1,390,066	12.21%	891,513	-35.87%	838,045	-6.00%	774,043	-7.64%
Other Operating Expenses	6,636,909	16.73%	6,278,106	-5.41%	6,618,228	5.42%	6,173,353	-6.72%	8,872,511	43.72%
Capital Outlay	1,458,140	-24.83%	905,856	-37.88%	591,767	-34.67%	335,293	-43.34%	153,436	-54.24%
Other Outgo	395,008	-83.88%	645,000	63.29%	336,965	-47.76%	227,490	-32.49%	172,744	-24.07%
<b>Total Expenditures</b>	<b>101,293,294</b>	<b>5.24%</b>	<b>104,082,015</b>	<b>2.75%</b>	<b>103,351,441</b>	<b>-0.70%</b>	<b>104,658,349</b>	<b>1.26%</b>	<b>110,568,065</b>	<b>5.65%</b>
<b>% Total Expense to Total Revenue</b>	<b>96.81%</b>		<b>101.93%</b>		<b>98.56%</b>		<b>95.36%</b>		<b>102.75%</b>	



# Saddleback College

## Accomplishments 2019-20

- Increased revenue
  - FTES – 1.39%
  - SCFF Outcomes – 5.7% (2018-19 to 2017-18)
  - SCFF .5% growth limit
- Reduced expenses
  - Vacant positions
  - Use of restricted and capital outlay funds, including COVID mitigation/response
- Established budget principles, goals and processes
- Outcomes
  - Balanced/stabilized budget
  - \$5.1 million one-time revenue saved to provide fiscal stability due to future budget uncertainty



# Saddleback College

## Challenges (2020-21 and Beyond)

- Total Revenue
  - \$2 million decrease
  - Ongoing revenue – \$1 million increase
- Lack of budget flexibility
  - Align future expenses with revenue
  - Increasing future costs
- Revenue losses due to COVID-19 closure
- State budget uncertainty
  - Future categorical cuts?
- End of SCFF Hold Harmless – 2023-24?
  - \$2.9 million in 2020-21



# Saddleback College

## Goals and Strategies

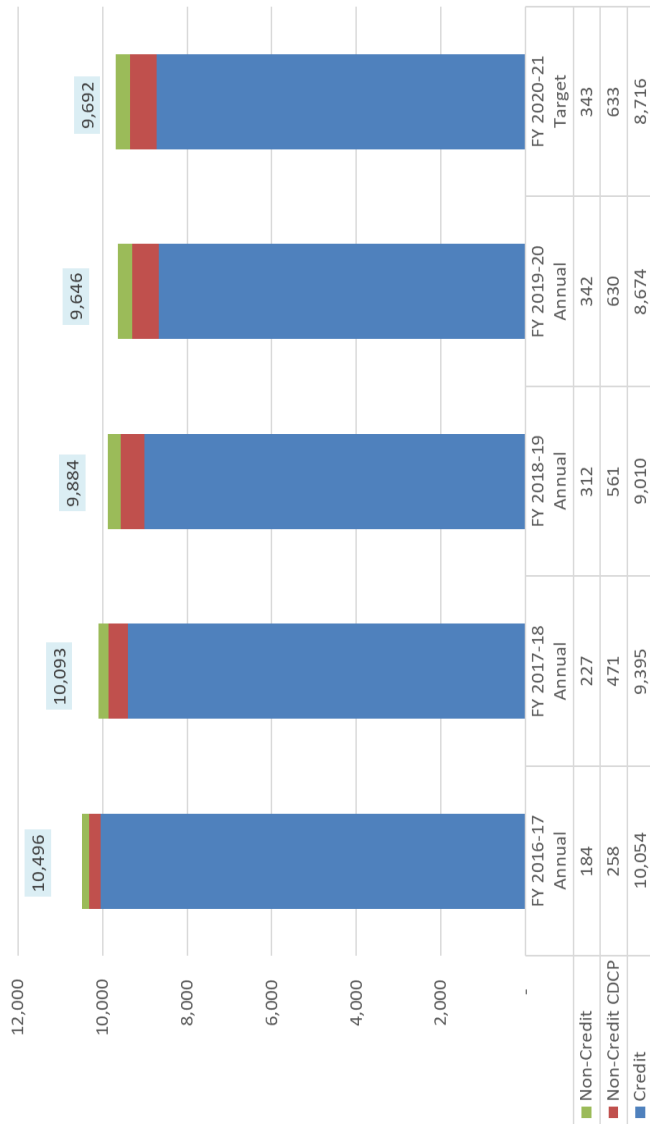
- Increase revenue
  - Enrollment/FTES
  - SCFF Outcomes
  - Other income – Facility use, contracts
- Align expenses with revenue (ongoing vs one-time)
- Increase budget flexibility to INVEST in:
  - New program development
  - Outreach/partnerships with industry and K-12
  - Increasing student completion
  - Eliminating access and retention barriers
  - Eliminating equity gaps
  - Increasing international students
  - Expanding post-COVID Distance Ed, including online/hybrid options for Emeritus and Adult Ed



# Irvine Valley College

## FTES Trend

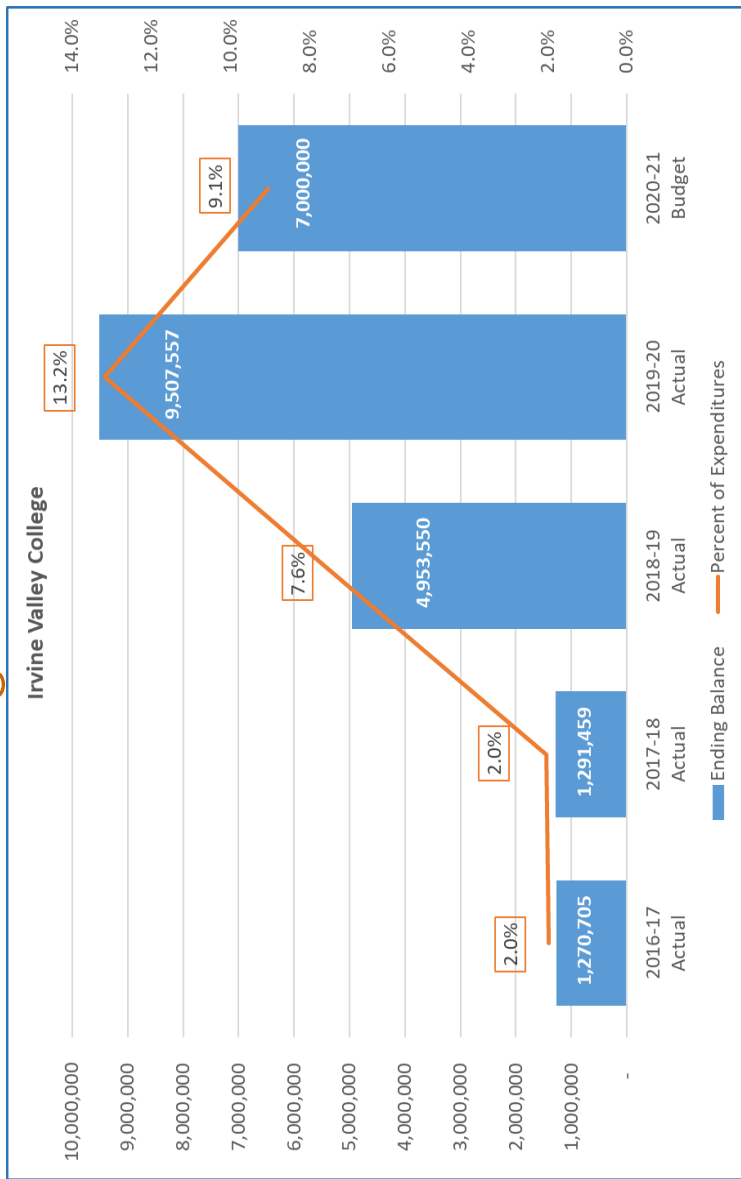
Irvine Valley College FTES





# Irvine Valley College

## Ending Balance Trend







# Irvine Valley College

## Revenue and Expenditure Trend

	FY 2016-2017	% Change	FY 2017-2018	% Change	FY 2018-2019	% Change	FY 2019-2020	% Change	FY 2020-21	% Change
<b>Irvine Valley College</b>										
SB361/SCFF Revenue	48,704,055	4.96%	50,318,670	3.32%	52,522,573	4.38%	58,103,728	10.63%	57,437,199	-1.15%
Other State Revenue	3,982,320	-27.68%	3,353,516	-15.79%	3,544,158	5.68%	4,494,323	26.81%	4,336,004	-3.52%
Other Local Revenue	9,403,416	29.62%	9,694,151	3.09%	12,394,871	27.86%	14,029,213	13.19%	12,943,311	-7.74%
<b>Total Revenue</b>	<b>62,089,791</b>	<b>4.94%</b>	<b>63,366,337</b>	<b>2.06%</b>	<b>68,461,602</b>	<b>8.04%</b>	<b>76,627,264</b>	<b>11.93%</b>	<b>74,716,514</b>	<b>-2.49%</b>
Academic Salaries	31,653,343	12.68%	30,472,855	-3.73%	30,614,170	0.46%	32,211,626	5.22%	33,805,874	4.95%
Classified Salaries	13,272,027	4.18%	12,921,791	-2.64%	13,332,494	3.18%	14,794,867	10.97%	15,742,551	6.41%
Employee Benefits	14,672,389	11.90%	15,851,454	8.04%	16,739,020	5.60%	18,388,687	9.86%	20,517,953	11.58%
Supplies	664,664	-2.93%	656,086	-1.29%	772,388	17.73%	607,539	-21.34%	789,067	29.88%
Other Operating Expenses	3,738,967	-0.29%	3,411,949	-8.75%	3,314,275	-2.86%	3,266,653	-1.44%	6,368,626	94.96%
Capital Outlay	146,748	-36.19%	31,447	-78.57%	27,163	-13.62%	1,203,885	4332.08%	-	-100.00%
Other Outgo	600,354	46.82%	-	-100.00%	-	0.00%	1,600,000	0.00%	-	0.00%
<b>Total Expenditures</b>	<b>64,748,492</b>	<b>9.71%</b>	<b>63,345,582</b>	<b>-2.17%</b>	<b>64,799,510</b>	<b>2.30%</b>	<b>72,073,257</b>	<b>11.23%</b>	<b>77,224,071</b>	<b>7.15%</b>
<b>% Total Expense to Total Revenue</b>	<b>104.28%</b>		<b>99.97%</b>		<b>94.65%</b>		<b>94.06%</b>		<b>103.36%</b>	



# Irvine Valley College

## Budget Planning

- Comprehensive Budget Development Process
  - Review of Long-term Budget Trends
  - 2020-21 Resource Requests
    - 2 FT Faculty, Financial Aid & FMO Positions
- Long-Term Challenges
  - Impact of COVID-19 on Programs
  - Hold Harmless thru 2023-24 (\$2 million in 2020-21)



# Irvine Valley College

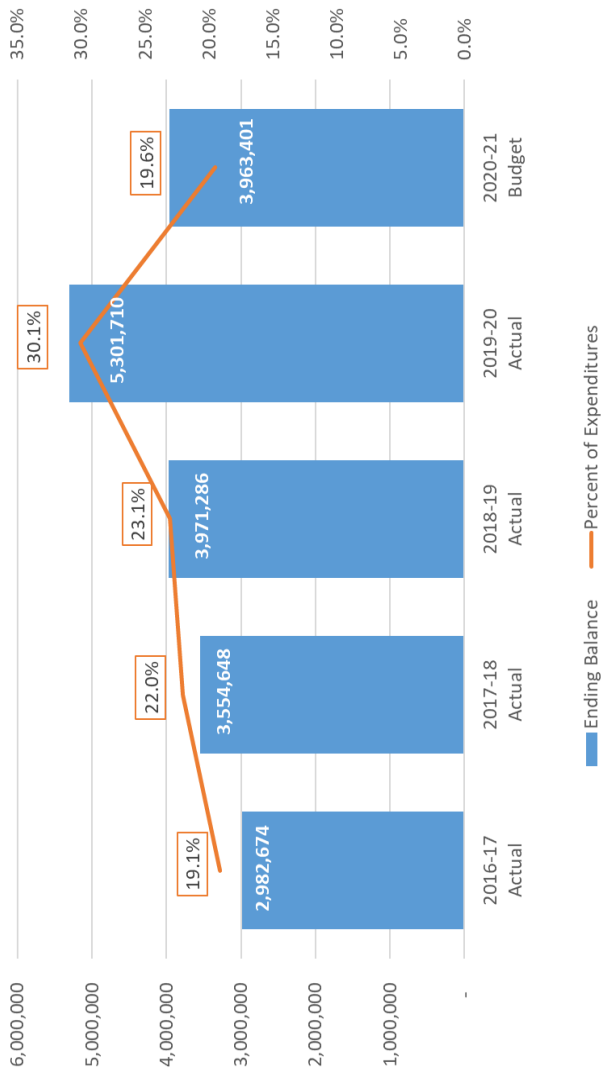
## Budget Development Principles/Goals

- Contingency Reserve: \$1 million or higher
  - \$6.5 million in 2019-20, \$7 million in 2020-21
- Productivity: 500 WSCH/FTEF or higher
  - 510 in 2019-20
- Ongoing Revenues = Ongoing Expenditures
  - 2019-20: \$1.5 million surplus, 2020-21: \$2.5 million Deficit
  - Use of One-time Funds to Reduce Ongoing Costs/Generate Revenues
  - Ongoing Review of Vacant Positions



# District Services Ending Balance Trend

District Services





# District Services

## Revenue and Expenditure Trend

	FY 2016-2017	%Change	FY 2017-2018	%Change	FY 2018-2019	%Change	FY 2019-2020	%Change	FY 2020-21	% Change
<b>District Services</b>										
SB361/SCFF Revenue	16,225,629	2.33%	16,360,151	0.83%	16,927,118	3.47%	18,147,175	7.21%	17,899,791	-1.36%
Other State Revenue	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
Other Local Revenue	197,342	5766.29%	336,486	70.51%	691,392	105.47%	793,857	14.82%	1,030,000	29.75%
<b>Total Revenue</b>	<b>16,422,971</b>	<b>3.55%</b>	<b>16,696,637</b>	<b>1.67%</b>	<b>17,618,510</b>	<b>5.52%</b>	<b>18,941,032</b>	<b>7.51%</b>	<b>18,929,791</b>	<b>-0.06%</b>
Academic Salaries	1,046,890	-6.30%	1,014,470	-3.10%	1,124,621	10.86%	926,124	-17.65%	1,133,127	22.35%
Classified Salaries	8,633,130	6.40%	8,823,280	2.20%	9,227,190	4.58%	9,751,707	5.68%	10,317,235	5.80%
Employee Benefits	4,365,476	10.42%	4,870,903	11.58%	5,476,983	12.44%	5,699,858	4.07%	6,267,778	9.96%
Supplies	282,416	244.54%	69,750	-75.30%	61,948	-11.19%	49,463	-20.15%	122,500	147.66%
Other Operating Expenses	886,549	-6.43%	873,393	-1.48%	875,557	0.25%	672,561	-23.18%	1,888,460	180.79%
Capital Outlay	128,912	-22.00%	122,868	-4.69%	85,575	-30.35%	80,895	-5.47%	99,000	22.38%
Other Outgo	250,000	0.00%	350,000	40.00%	350,000	0.00%	430,000	0.00%	440,000	0.00%
<b>Total Expenditures</b>	<b>15,593,373</b>	<b>6.58%</b>	<b>16,124,664</b>	<b>3.41%</b>	<b>17,201,874</b>	<b>6.68%</b>	<b>17,610,608</b>	<b>2.38%</b>	<b>20,268,100</b>	<b>15.09%</b>
<b>% Total Expense to Total Revenue</b>	<b>94.95%</b>		<b>96.57%</b>		<b>97.64%</b>		<b>92.98%</b>		<b>107.07%</b>	



## District Services Budget Planning

- Fully staffed from SERP retirements
- Allocated \$565,000 for one-time purposes
  - FEHA, ADA, and Workday Training for HR
  - Website upgrades and District rebranding
  - IT Data Center Emergency Power Off (EPO)
  - Applicant tracking system
  - Job description review and updates
  - Conversion to electronic files



## Budget Trends

- State COLA and Growth have not been adequate to support the increased personnel costs over the past several years
- District-wide **personnel costs** make up an average of 88.6% of total budget (excluding reserves and basic aid funds), which is a decrease from 90.4% spent last year.
  - Health and Welfare Costs
  - STRS and PERS
  - Salaries
    - Negotiated increases
    - Step and column movement
    - Stipends and other additional payments



# PERS/STRS Rates & Cost Increases

Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
STRS Annual Rate	Actual 10.730%	Actual 12.580%	Actual 14.430%	Actual 16.280%	Actual 17.100%	Budgeted 16.150%	Estimated 16.020%	Estimated 18.100%	Estimated 18.100%
STRS Contribution*	6,692,933	7,946,844	9,164,048	10,356,985	11,067,673	10,739,209	10,652,763	12,035,894	12,035,894
Annual Increase		1,253,911	1,217,204	1,192,937	710,688	(328,464)	(86,446)	1,383,130	-
PERS Annual Rate	11.847%	13.888%	15.531%	18.062%	19.721%	20.700%	22.840%	25.500%	26.200%
PERS Contribution*	4,491,723	5,321,302	5,973,916	7,095,264	8,017,772	8,594,209	9,482,693	10,587,069	10,877,695
Annual Increase		829,579	652,614	1,121,348	922,508	576,437	888,483	1,104,377	290,625
Combined Annual Increase		2,083,490	1,869,818	2,314,285	1,633,196	247,973	802,038	2,487,507	290,625

\*does not include state STRS and PERS on-behalf payments

Notes: FY 2020-2021 includes negotiated salary increases

Future year estimates assume no changes in salaries





# Pension Stabilization Trust Summary

<b>Total Deposits</b>	<b>39,700,000</b>
Withdrawals	
FY 2016-17	(2,083,490)
FY 2017-18	(3,953,308)
FY 2018-19	(6,267,593)
FY 2019-20	(7,900,789)
Earnings Through 6/30/20	4,496,990
<b>Balance 6/30/20</b>	<b>23,991,810</b>
Estimated Deposits through 6/30/23	18,000,000
Estimated Withdrawals	
FY 2020-21	(8,261,000)
FY 2021-22	(9,000,000)
FY 2022-23	(11,500,000)
Estimated Earnings Through 6/30/23	1,500,000
<b>Estimated Balance 6/30/23</b>	<b>14,730,810</b>



# Early Retirement Incentive Program

## Net Savings Through Year Three

District Services	# Employees	Retirement Incentive Cost	Net Salary & Benefit Savings	Net Savings (Cost)
Faculty	0	-	-	-
Classified	6	(238,653)	479,674	241,021
Management	12	(888,339)	1,057,873	169,534
Total District Services	18	(1,126,992)	1,537,547	410,555

Total Savings  
\$12,872,563

Irvine Valley College	# Employees	Retirement Incentive Cost	Net Salary & Benefit Savings	Net Savings (Cost)
Faculty	10	(619,559)	2,854,065	2,234,506
Classified	27	(970,431)	3,559,363	2,588,932
Management	4	(228,057)	1,272,644	1,044,587
Total Irvine Valley College	41	(1,818,047)	7,686,072	5,868,025

Includes positions that are still vacant (8 classified, 4 faculty, 2 management)

Saddleback College	# Employees	Retirement Incentive Cost	Net Salary & Benefit Savings	Net Savings (Cost)
Faculty	20	(1,165,431)	5,328,336	4,162,905
Classified	30	(968,472)	3,260,161	2,291,689
Management	8	(650,604)	789,993	139,389
Total Saddleback College	58	(2,784,507)	9,378,490	6,593,983

Includes positions that are still vacant (8 classified, 11 faculty)

## Looking Ahead

- Monitor State economy and property tax trends and assess impact to SOCCCD
- Continue to pursue tenants for ATEP
- Evaluate long-term impact of COVID-19
- Finalize Technology Master Plan
- Monitor FTES





**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College and Irvine Valley College: FY 2020-21  
Adopted Student Government Budgets

**ACTION:** Discussion

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### **BACKGROUND**

On May 18, 2020, the Board of Trustees approved the Saddleback College Associated Student Government (ASG) and Associated Student Government of Irvine Valley College (ASIVC) tentative budgets for FY 2020-21. Funding for the budgets is derived from the sale of student government activity stickers as well as bookstore and food service commissions. The budgets are established to fund student activities that are educational, social, and/or supportive of student clubs and co-curricular programs. In addition, the budgets provide funding for student scholarships.

### **STATUS**

Since approval of the tentative budgets by the Board of Trustees, the beginning balance for the ASIVC budget has increased from \$400,000 to \$420,729. The beginning balance for Saddleback College ASG has increased from \$185,000 to \$361,010. Expenses have been adjusted to match the total available resources. The SC ASG and ASIVC emergency reserve accounts are set according to each college's policy.

The adopted budgets for ASG and ASIVC will be presented to the Board of Trustees (EXHIBITS A and B).



# Associated Student Government FY 2020-21 Adopted Budget Presentation

SOCSCD Board of Trustees  
September 21, 2020

Presented by:  
Adam Brownell, ASG President  
Nicholas Lukas, ASG Director of Budget and Finance



# FY 2019-20 Actuals

Sources and Uses of Funds	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2019-20 Actual
<b>Sources of Funds</b>			
<i>Beginning Balance</i>	238,349	238,349	238,349
Other Revenue			9,824
Bookstore Contract	223,960	223,960	223,960
Cafeteria/Coffee Cart/Vending	29,318	29,318	19,539
Stamp Sales	125,000	125,000	194,590
<b>Total Sources of Funds</b>	<b>616,627</b>	<b>616,627</b>	<b>686,262</b>
<b>Uses of Funds</b>			
Campus Life	158,920	158,920	40,182
Co-Curricular Programs	47,175	47,175	9,587
ASG Operations	15,500	15,500	12,071
ASG Operations (Personnel, Non-Discretionary)	97,045	97,045	70,400
Student Support	135,157	135,157	30,182
Scholarships	113,500	113,500	113,500
Emergency Reserve	49,330	49,330	49,330
<b>Total Uses of Funds</b>	<b>616,627</b>	<b>616,627</b>	<b>325,252</b>



# Budget Highlights

- \$361,010 in beginning balance due to unused funds from Fiscal Year 2019-20
- \$150,000 projected in ASG Stamp Sales
- Contracted revenue is based on bookstore and vending. ASG receives 40.72% of contracted services revenue.
  - \$223,960 (40.72% of \$550,000 for Bookstore Contract)
  - \$1,955 (40.72% of \$4,800 for vending)
- Committed to donate approximately 20% of total sources of funds, after the removal of the emergency reserve, to scholarships
- Emergency Reserve reflects approximately 8% of total sources of funds
- Due to declining revenue for the bookstore over the past fiscal years, we anticipate there may be a need to amend our budget in the future to reflect the lower revenue share





# FY 2020-21 Adopted Budget

Sources and Uses of Funds	FY 2019-20 Adopted	FY 2020-21 Tentative	FY 2020-21 Adopted	Change	Note
<b>Sources of Funds</b>					
<i>Beginning Balance</i>	238,349	185,000	361,010	176,010	A
Bookstore Contract	223,960	223,960	223,960	-	B
Cafeteria/Coffee Cart/Vending	29,318	1,955	1,955	-	C
ASG Stamp Sales	125,000	150,000	150,000	-	D
<b>Total Sources of Funds</b>	<b>616,627</b>	<b>560,915</b>	<b>736,925</b>	<b>176,010</b>	<b>E</b>
<b>Uses of Funds</b>					
Campus Life	158,920	119,425	183,740	64,315	F
Co-Curricular Programs	47,175	51,208	63,000	11,792	F
ASG Operations	15,500	15,500	18,000	2,500	F
ASG Operations (Personnel, Non-Discretionary)	97,045	101,245	97,045	(4,200)	F
Student Support	135,157	141,175	179,800	38,625	F
Scholarships	113,500	92,888	136,146	43,258	G
Emergency Reserve	49,330	39,474	59,194	19,720	H
<b>Total Uses of Funds</b>	<b>616,627</b>	<b>560,915</b>	<b>736,925</b>	<b>176,010</b>	<b>E</b>
A. Beginning balance from unused funds from FY 2019-20					
B. Bookstore revenue anticipated to remain stable					
C. Dining services reduced due to new food service provider and COVID-19 campus closure					
D. ASB Stamp revenue is anticipated to remain steady for FY 2020-21					
E. Total Sources of Funds increased due to higher beginning balance					
F. Allocation of funds vary each year due to division proposals and ASG spending; ASG OP N/D decreased due to no student workers for fall 2020					
G. Scholarships reflect approximately 20% of the budget, after emergency reserve subtracted					
H. Emergency reserve reflects approximately 8% of the total sources of funds					



# FY 2020-21 Goals

## **Civic Engagement and Advocacy**

- Advocate for students on a campus, district, and statewide level
- Create civic and voter engagement events and campaigns leading up to the November election
- Work on sustainable efforts including the installation of new refillable water stations on campus

## **Non Academic Barriers**

- In partnership with OCTA, implement and promote the free bus pass program for all students who attend classes at Saddleback College
- Increase allocation to Foundation General Scholarships
- Work with Student Health in regards to food insecurities and mental health awareness

## **Community Building**

- Create new programs and virtual spaces to engage students and ensure they still feel a part of the campus community
- Increase funding for special topics and encourage departments to host more virtual events for students





# Associated Student Government Budget



USES OF FUNDS			
Division Title			
#. Allocation Title	2019-20 ADOPTED	2020-21 ADOPTED	
<b>Advanced Technology and Applied Science</b>			
1. Earth Week	5,000	0	0
2. Annual Fashion Show	4,000	6,000	6,000
3. Student Design Showcase	0	5,000	5,000
<b>Total</b>	<b>9,000</b>	<b>11,000</b>	
<b>Business Science</b>			
1. No requests for FY 2019-20 or FY 2020-21	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	
<b>Counseling</b>			
1. Deans List Event	1,200	1,500	1,500
<b>Total</b>	<b>1,200</b>	<b>1,500</b>	
<b>Extended Learning</b>			
1. High School Equivalency Scholar Award Graduation	0	3,100	3,100
<b>Total</b>	<b>0</b>	<b>3,100</b>	
<b>Fine Arts and Media Technology</b>			
1. Concert Hour Recitals/Masterclasses	4,800	4,800	4,800
2. Visiting Artist Program/Workshops	3,600	3,600	3,600
3. Speech/Debate Team Lodging, Meals, & Fees	5,000	5,000	5,000
4. Community Space Making (Public Space Improvements)	4,000	4,000	4,000
5. Diversity Arts Festival	0	6,500	6,500
6. Guest Artists	3,600	0	0
7. Modernism Week Design	3,900	0	0
8. Art Museum Field Trip	2,500	0	0
<b>Total</b>	<b>27,400</b>	<b>23,900</b>	
<b>Health Sciences and Human Services</b>			
1. HSHS Information Session	500	200	200
2. Human Services Graduation Reception	1,200	100	100
3. Red Ribbon Substance Abuse Criminal Justice Career Fair	500	2,500	2,500
4. CAADE Conference	1,200	1,500	1,500
5. National Student Nurses Association National Convention	10,175	15,000	15,000
6. Nursing Pinning Ceremony	1,500	3,000	3,000

#. Allocation Title	2019-20 ADOPTED	2020-21 ADOPTED
7. Outreach Activities (marketing & advertising)	0	1,200
8. Human Services Advisory Meeting Lunch	0	300
9. Addiction Treatment Counselor Exam Prep Workshop	0	500
10. HS Speakers/Addiction Treatment Conference	1,600	0
11. Human Services Advisory Meeting	1,000	0
<b>Total</b>	<b>17,675</b>	<b>24,300</b>
<b>Liberal Arts</b>		
1. Annual Journalism Banquet	1,400	1,400
2. Día De Los Muertos Event	1,200	1,200
3. Gender Conference	1,500	1,500
4. Ramadan Event	1,200	1,200
5. International Film Festival	1,200	1,200
6. Latin Film Festival	1,000	1,000
7. Day of Silence	1,000	1,000
8. Chinese New Years	800	800
9. Passover Teach-In/Dinner	800	800
10. Persian New Years	1,200	1,200
<b>Total</b>	<b>11,300</b>	<b>11,300</b>
<b>Online Education and Learning Resources</b>		
1. LRC Student Support & Crunch Time	3,000	3,600
<b>Total</b>	<b>3,000</b>	<b>3,600</b>
<b>Math, Science and Engineering</b>		
1. Science Lecture Series	19,900	19,800
2. MSE Academic Triathlon	3,000	3,000
3. Earth Week Campus Beautification	500	0
<b>Total</b>	<b>23,400</b>	<b>22,800</b>
<b>Kinesiology and Athletics</b>		
1. American College Dance Festival	10,000	10,000
<b>Total</b>	<b>10,000</b>	<b>10,000</b>
<b>One Book One College (OBOC)</b>		
One Book One College (OBOC)	0	7,000
<b>Total</b>	<b>0</b>	<b>7,000</b>
<b>Social and Behavioral Sciences</b>		
1. Social Science Election Symposium	0	2,500
2. Gerontology Aging Session and Sociology Speaker	1,700	1,500
3. Psychology Speaker and Research Series	1,800	1,800
4. Earth Day Speaker/Panel Session	1,500	0
5. Political Science Symposium	1,500	0
6. Childhood Development and Education	2,500	0

#. Allocation Title	2019-20 ADOPTED	2020-21 ADOPTED
7. California Geographical Society (CGS) Conference	1,500	0
<b>Total</b>	<b>10,500</b>	<b>5,800</b>
<b>Student Equity and Special Programs</b>		
1. Transfer Celebration	5,370	5,370
2. DSPS Recognition Banquet	3,700	4,000
3. EOPS Student Recognition	2,000	4,000
4. VETS End Of The Year Award Banquet	4,000	5,000
5. VETS Resource Fair/Recognition	1,000	0
6. EOPS Graduation Caps & Gowns	750	0
<b>Total</b>	<b>16,820</b>	<b>18,370</b>
<b>Campus Life</b>		
1. Office Assistant Personnel	50,000	55,000
2. NBU Staff/Student Workers	27,000	20,000
3. Campus Life Squad Student Employees	6,500	4,000
4. Commencement	3,000	3,000
5. Campus Life Program (Includes Engage Platform)	17,000	40,000
<b>Total</b>	<b>103,500</b>	<b>122,000</b>
<b>ASG (Stamp Sales Revenue)</b>		
1. ASB Fund Card Purchase Agreement (revenue generating)	12,400	11,600
2. Duplication	2,000	2,000
3. Credit Card Fee	45	45
4. Postage	200	3,000
5. Movie Ticket Consignment (revenue generating)	2,400	2,400
6. Events Committee Budget	8,000	15,000
7. ASG Leadership Training Fall/Spring	4,500	5,000
8. End of the Year Banquet (Board of Directors)	1,750	2,000
9. Conferences & Trainings	14,000	15,000
10. Special Topic Grants (Budget Committee)	22,957	30,000
11. Supplies (Budget Committee)	2,000	5,000
12. Veterans Student Council	3,000	4,000
13. Honors Student Council	4,500	4,000
14. Campus Sustainability Council	2,750	14,000
15. International & Diversity Student Council	3,500	4,000
16. Inter-Club Council	13,500	23,870
17. Publicity Committee	2,500	4,000
18. OCTA Bus Pass Program	60,000	75,000
19. Quad Student Performance Stage	60,000	37,000
20. Leadership Lab and Conference Room Remodel	0	20,000
<b>ASG Total</b>	<b>220,002</b>	<b>276,915</b>

#. Allocation Title	2019-20 ADOPTED	2020-21 ADOPTED
<b>Student Scholarships/Grants</b>		
1. SC Foundation Scholarships	55,000	97,646
2. Financial Aid Book Scholarships	8,500	8,500
3. Promise Program	25,000	0
4. Child Development Center Grants	25,000	30,000
<b>Total</b>	<b>113,500</b>	<b>136,146</b>
<b>TOTAL USES OF FUNDS</b>	<b>\$567,297</b>	<b>\$677,731</b>
<b>RESERVES</b>		
<b>Reserves</b>		
1. Emergency Reserve	49,330	59,194
<b>Total</b>	<b>49,330</b>	<b>59,194</b>
<b>TOTAL RESERVES</b>	<b>\$49,330</b>	<b>\$59,194</b>
<b>TOTAL USES AND RESERVES</b>	<b>\$616,627</b>	<b>\$736,925</b>
<b>SOURCES OF FUNDS</b>		
Contract Revenue	253,278	225,915
Stamp Sales Revenue	125,000	150,000
<b>SUBTOTAL PROJECTED REVENUE</b>	<b>\$378,278</b>	<b>\$375,915</b>
Beginning Balance	238,349	361,010
<b>TOTAL SOURCES OF FUNDS</b>	<b>\$616,627</b>	<b>\$736,925</b>

#### ASG Budget Mission Statement

The Associated Student Government shall fund programs that directly benefit currently enrolled, Saddleback College students through scholarships, student organizations and division-run student programming. ASG shall fund college divisions that directly provide comprehensive programs that extend the student learning experience outside of the classrooms, and promote personal growth and development of Saddleback students. ASG supports student success by providing scholarships, special topic grants (such as mentorship programs), funding club organizations, and other extra-curricular activities.— ASG Bylaws, §8.2.1



IRVINE VALLEY  
COLLEGE

# Associated Students Irvine Valley College (ASIVC)



FY 2020-21  
Adopted Budget Presentation  
Board of Trustees Meeting  
Monday, September 21<sup>st</sup>, 2020

Presented By

Brianna Ross, 2020-21 ASIVC President  
Tristan Vu, 2020-21 ASIVC Executive VP  
Brandon Liang, 2020-21 ASIVC VP Budget & Finance



# FY 2019-20 ASIVC Actuals

Sources and Uses of Funds		FY 2019-20 Adopted	FY 2019-20 Revised	FY 2019-20 Actual
<b>Sources of Funds</b>				
Beginning Balance		297,965	297,965	297,965
ASIVC Sticker Sales		140,000	140,000	144,833
Bookstore Commissions		450,000	450,000	451,000
Cafeteria Commissions		90,000	90,000	42,370
Other (LAIF, Regal Movie)		-	-	1,945
<b>Total Sources of Funds</b>		<b>977,965</b>	<b>977,965</b>	<b>938,113</b>
<b>Uses of Funds</b>				
Bookstore AR Reversal		91,330	91,330	91,330
Additional Club Support		14,300	14,300	4,802
ASG of IVC		98,214	99,214	37,680
Co-Curricular Program Support		100,800	100,800	68,881
Contingency		97,797	73,797	-
Department Support		282,700	282,700	126,837
Student Life		292,824	315,824	187,854
<b>Total Uses of Funds</b>		<b>977,965</b>	<b>977,965</b>	<b>517,384</b>
<b>Ending Balance</b>				<b>420,729</b>





# ASIVC Budget Highlights FY 2020-21

## BUDGETED \$1,000,729 FY 2020-21

- \$420,729 Beginning Balance
- Projected \$110,000 ASIVC Access Sales
- Contracted \$450,000 Bookstore Commissions
- Contracted \$20,000 Cafeteria Commissions

# ASIVC Budget FY 2020 - 21

Sources and Uses of Funds	FY 2019-20 Adopted Budget	FY 2020-21 Tentative Budget	FY 2020-21 Adopted Budget	Difference	Notes:
<b>Sources of Funds:</b>					
Beginning Fund Balance	297,965	400,000	420,729	20,729	a.
ASIVC ACCESS Sales	140,000	140,000	110,000	(30,000)	b.
Bookstore Commissions (50% Split w/ Instr. Co-Curriculars)	450,000	450,000	450,000	-	c.
Cafeteria Commissions	90,000	20,000	20,000	-	d.
<b>Total Sources of Funds</b>	<b>977,965</b>	<b>1,010,000</b>	<b>1,000,729</b>	<b>(9,271)</b>	
<b>Uses of Funds:</b>					
Bookstore AR Reversal	91,330				e.
Instructional Departments	220,000	212,500	212,500	-	
Student Services & Scholarships	138,500	113,000	113,000	-	f.
Club Program Support	46,700	62,500	62,500	-	g.
ASIVC Events/Programs	158,908	211,500	211,500	-	g.
Student Life Nondiscretionary	224,730	270,000	270,435	435	h.
Contingency Funds/Mid Year Requests	97,797	140,500	130,794	(9,706)	i.
<b>Total Uses of Funds</b>	<b>977,965</b>	<b>1,010,000</b>	<b>1,000,729</b>	<b>(9,271)</b>	

- Beginning fund balance is based on the current balance as of June 30, 2020 & COVID-19 impact of cancelled programs/events.
- ASIVC ACCESS sales at Tentative were formulated without knowledge of whether there would be a Fall 2020 campus closure. This net decline in revenue was offset through the budgeted contingency.
- ASIVC revenue and allocation of Bookstore funds in order to provide a consistent amount to instructional programs (approximately 50/50 split w/ASIVC).
- For planning purposes, cafeteria revenue is assumed at \$20K. The projection will be updated when the new contract is executed and campus reopens.
- Prior year receivable cleared out; did not have impact on budget/account entry posted.
- Specific amounts have been identified for each; \$40K Student Services & \$73K for Scholarships.
- Reorganized funding to reflect growth in Leadership Development opportunities and support of robust Club Program.
- The slight increase in expenditures within Student Life is related to position cost increasing due to estimated costs for salary and benefits.
- Slight decrease in contingency to mitigate decline in ASIVC ACCESS Sales while maintaining the balance well above the minimum requirement of 10%.

# ASIVC Goals FY 2020-21



## **STUDENT LEADERSHIP DEVELOPMENT:**

- Expand student representation on clubs and co-curricular programs; participation in regional and state student leadership.
- Expand student leadership development training that incorporates Parliamentary Procedures, Robert's Rules of Order, and the CA Brown Act.
- Active student leader participation in shared governance meetings at the college and district levels.
- Community virtual sessions to provide a space for student body to engage around issues of social justice, equity, and inclusion.
- Expand advocacy to increase civic participation and voter participation at the college and state level.

## **RESOURCES, SERVICES and ACTIVITIES:**

- Continuation of Emergency Fund and other initiatives that address Equity related support for undocumented students, food and housing insecurities, foster youth, LGBTQIA+, and Veterans with the addition of support for cultural/gender based programming such as LatinX, African-American and Gender Equity.
- Continuation of virtual engagement activities (e.g.: Virtual Engagement Fair, Virtual Club Day).
- Expansion of support to address students' non-academic barriers including housing and food insecurities.

## **FACILITIES & TECHNOLOGY:**

- Stay abreast of Spring 2021 updates to strategize student activities that are in accordance with guidelines including social distancing and campus safety.

## **FISCAL MANAGEMENT:**

- Strategize ASIVC Access Promotion to provide virtual benefits and supports to students in the current virtual environment.

## Associated Students of Irvine Valley College (ASIVC) Annual Budget Allocation (Detail)

Description	2019-20 Adopted Budget	2020-21 Adopted Budget
<b>Bookstore AR Reversal</b>	<b>91,330</b>	<b>-</b>
Bookstore AR Reversal	91,330	-
<b>ASIVC Events/Programs</b>	<b>158,814</b>	<b>211,500</b>
ASIVC: Fall and Spring Special Events (holidays, cram week, community service) Awards, Plaques for Teacher/Student/ of the Year; Special Awards		8,000
CCC Student Affairs Association (CCCSAA) Fall Student Leadership Conference	11,338	3,500
Club Days - Fall and Spring		18,500
Commencement Ceremony (Jumbotron, staging, chairs, refreshments)	15,000	19,000
End of the Year ASIVC Awards Ceremony/Dinner	5,500	55,000
Fall Event - Major ASIVC Activity		7,500
Leadership Development - Parliamentary Procedure Training (ASIVC & ICC)	17,500	13,000
Leadership Transition Retreat (current and newly elected ASIVC Officers)	21,000	18,000
Scholarship Awards Ceremony - Facilities, Refreshments (Foundation)	15,000	10,000
Spring Event - Major ASIVC Activity		13,000
Student Life Events/Support for ASIVC (Fall & Spring)		8,000
Student Senate CCC (SSCCC) Reg & State Meetings; Legislative Conference		20,000
Homecoming: Dance, Events, Activities and Supplies	6,000	
Homecoming: Scholarships	6,000	
Community Outreach Committee: Supplies and Event Support	1,500	
Facilities and Technology Committee	-	
Judicial Court: Constitution Day - Supplies and Funding	1,000	
Legislative Branch: Fall and Spring Meet and Greet, ASG Awareness Day (Spring)	8,000	
Public Relations Committee: Equipment and Supplies	1,476	
Student Activities Committee: Events (Fear Fest, Cram Week)	12,000	
Student Advocates	1,000	
Annual Activities (Progressive Open House, Welcome Back Days, Evening Workshops, New - Summer Programming, ATEP)	23,500	
Laser Fest: Summer Outdoor Music Festival to Support New student Convocation	13,000	
Mid-Year Requests	-	
<b>Club Program Support</b>	<b>46,700</b>	<b>62,500</b>
Club Requests for Refreshments, Special Events, Conference (shared by all Clubs)		55,000
ICC Fall Welcome Luncheon; End of Year Spring Celebration & ICC Awards		7,500
Interclub/Co-Curricular Council: Activities (2 Club Days Fall/Spring semesters)	9,000	
Interclub/Co-Curricular Council: ASIVC Clubs (\$300 per semester support funds)	21,000	
Interclub/Co-Curricular Council: Laser Day/Fest Additional Funds for Clubs	2,400	
AS Executive Council: Event Support and Project Supplies	3,300	
Circle K International Club: Leadership Retreats and Fall Training Conference	5,000	

Description	2019-20		2020-21	
	Adopted Budget	Adopted Budget	Adopted Budget	Adopted Budget
NEW: American Association of University Women	1,000			
NEW: Geography Club: Conferences	1,000			
Summer 2019: Club Support	4,000			
<b>Contingency</b>	<b>97,797</b>		<b>130,794</b>	
Contingency Funds/Mid Year Requests (10% minimum)	97,797		125,794	
PPE Supplies & Equipment			5,000	
<b>Student Life Nondiscretionary</b>	<b>224,824</b>		<b>270,435</b>	
ASIVC NBU (Student Life Office Employees)	14,395		16,000	
Equipment (Conference Table & Chairs, iMacs, Printer, Utility Cart)	26,000		42,500	
OCTA Contract			90,000	
Office Supplies: Duplicating, Pad Folios, Shirts, Supplies, Apps for PR	10,000		14,500	
Public Relations Supplies - Flyers, Newsletter, and Magazine			8,000	
Student Activities Center Office Assistant	102,929		99,435	
ASIVC Program Assistant (Part time Permanent Position)	29,500			
Operations: Bookstore and Cafeteria Utilities	17,000			
President's Contingency Fund	25,000			
<b>Student Services &amp; Scholarships</b>	<b>138,500</b>		<b>113,000</b>	
Career Center: Event Refreshments	5,000		7,000	
DSPS: Event Support - Awareness Day, Student/Parent Information Night	2,000		2,800	
International Programs: International Student Week, Cultural Programs	6,000		5,000	
IVC Student Scholarships	62,200		40,000	
Shared Governance Stipends			33,000	
Student Life Special Events			8,000	
Student Services - Unallocated			11,200	
Transfer Center: Event Refreshments	7,000		6,000	
ATEP - NBU Comp Lab Tech	13,000			
ELEVATE/AANAPISI: Multicultural Event Refreshments	2,500			
EOPS: Event Support - Adopt-a-Family, Parents Celebration, Recognition Ceremony	10,000			
Equity: Multicultural Leadership Training	6,000			
Equity: Multicultural Programs and Events	15,500			
Food Resource Center: Food and Supplies	2,000			
Health and Wellness Center: Suicide Education, Walk of Hope, Sexual Assault Awareness Week	5,000			
Marketing: Design Conductor	1,000			
Veterans Center: Outreach Support and Meet and Greet, Veterans Day	1,300			
<b>Co-Curricular</b>	<b>220,000</b>		<b>212,500</b>	
Administration of Justice - XTE: Fall Conference	10,800			
Dance Student Competition Lodging, Supplies, End of the Year Banquet	14,000			
English Dept: Printing Costs for The Ear Literary Journal	2,500			
Forensics/Speech and Debate: Registration, Lodging, Meals and Transportation	30,500			

Description	2019-20		2020-21	
	Adopted Budget		Adopted Budget	
Honors Program: Event Support, Undergraduate Research Conferences		10,000		
Kinesiology, Health and Athletics: Intercollegiate Athletics Supplies and Travel Costs		75,000		
Library Week, Finals Week Relaxation, Banned Books event		1,500		
Model United Nations Program: Student Conference Costs		18,500		
Music: College Band Directors National Association Conference		9,000		
Music: Music Association of California Community Colleges State Conference		10,000		
Music: Student Composers' Competition Awards		700		
Phi Theta Kappa: Student Conference Costs		14,500		
Psi Beta: Student Conference Costs		12,500		
Psychology Department: Research Symposium and Online Journal		2,000		
Theater: Musician Contract Services for 2019-20 Theater Productions		8,500		
Office of Instruction for Distribution			212,500	
<b>Grand Total</b>		<b>977,965</b>		<b>1,000,729</b>

**TO:** Board of Trustees

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

**RE:** SOCCCD: Spring 2021 Semester Planning

**ACTION:** Discussion

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### **BACKGROUND**

On August 28, 2020, the governor announced new reopening guidelines for businesses and schools. Under the new [color-coded ranking system](#), which replaced the county monitoring watch list, counties fall into four categories depending on the number of cases per 100,000 residents and the percentage of tests that come back positive. The color categories — purple, red, orange and yellow — will determine how much of a county's economy can be opened. Most California counties are in the purple (widespread) category. As this agenda item was being prepared, Orange County was moved into the red category (substantial).

The presentation reviews the State's new color-coded ranking system and the guidelines District leadership is using to review the current data and make decisions about the how the colleges and District Services will operate in the spring 2021 semester. Saddleback College and Irvine Valley College continue planning to stay ahead of the pandemic and prevent cases on campus, while considering how surrounding schools, colleges, and universities are planning their Spring 2021 semester. Schedule planning for the spring semester is currently underway. Before registration for the semester begins in October 2020, we will need to make some decisions regarding how classes and programs will be offered,

Due to the rising incidence of Covid-19 in February and March 2020 and growing consensus about limiting contacts and increasing social distancing to rapidly lower the rate of transmission, the South Orange County Community College District declared a state of emergency and ordered the campus closed to the public, effective Monday, March 16, 2020. These orders currently remain in force with distance education learning and teleworking continuing through at least December 31, 2020.

### **STATUS**

SOCCCD Chancellor, Kathleen Burke; Saddleback College President, Elliot Stern; and President of Irvine Valley College, John Hernandez will provide an update on the

Item Submitted By: *Dr. Kathleen Burke, Chancellor*  
*Dr. John Hernandez, President, Irvine Valley College*  
*Dr. Elliot Stern, President, Saddleback College*

District's and colleges' response to novel coronavirus (Covid-19) as we head toward the Spring 2021 semester.

Item Submitted By: *Dr. Kathleen Burke, Chancellor*  
*Dr. John Hernandez, President, Irvine Valley College*  
*Dr. Elliot Stern, President, Saddleback College*



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

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Minutes from:

August 31, 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  
August 31, 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

**ABSENT**

**Administrative Officers:**

Kathleen F. Burke, Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
Ann-Marie Gabel, Vice Chancellor, Business Services  
Cindy Vyskocil, Vice Chancellor, Human Resources  
Elliot Stern, President Saddleback College  
John Hernandez, 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 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](http://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](mailto: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.

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, 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

**1.6 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)(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

No actions were taken in closed session.

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Terri Whitt Rydell

2.4 Public Comments

Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please submit your request via email prior to the beginning of open session. Speakers are limited to two minutes each.

One public comment regarding agenda item 6.9., in support of UCI Covid Addendum.

**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.

BoardDocs representative, Kristin Forsberg, presented an overview of the newly acquired electronic agenda system.

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

##### **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.

Vice Chancellor of Human Resources, Dr. Cindy Vyskocil, and District Director, Public Affairs and Government Relations, Letitia Clark, presented on the Diversity, Equity and Inclusion resources as well as the Return to Work Guidelines for SOCCCD.

[Item 4.2](#)  
[Exhibits A-B](#)

On a motion made by Trustee Jemal and seconded by Trustee Wright, 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 July 20, 2020.

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

- 5.2 SOCCCD: Trustees' Requests for Attending Conferences  
Approve/Ratify Trustees' requests for attending conference(s)

[Item 5.2](#)  
[Exhibits A-B](#)

- 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

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

- 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.

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

- 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.

[Item 5.5](#)

- 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.

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

- 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.

[Item 5.7](#)

- 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.

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

- 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.

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

- 5.10 SOCCCD: Change Orders and Amendments  
Ratify the amendments/change orders as listed.

[Item 5.10](#)  
[Exhibits A-J](#)

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

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

- 5.12 SOCCCD: Contracts  
Ratify contracts as listed.

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

**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.



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

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

- 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.

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

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

- 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.

On a motion made by Trustee Lang and seconded by Trustee Milchiker, this item was approved on a 6-0 roll-call vote. Trustee Prendergast recused himself from this item due to a conflict of interest.

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

- 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.

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

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

- 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.

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

[Item 6.5](#)

- 6.6 SOCCCD: COVID-19 Response Block Grant Allocation  
Accept the allocation of \$2,888,873 for the COVID-19 Response Block Grant.

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

[Item 6.6](#)

[Exhibits A-B](#)

- 6.7 SOCCCD: Acceptance of State-Supplied Donation of Personal Protective Equipment  
Acknowledge receipt and accept the state provided donation of Personal Protective Equipment.

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](#)

[Exhibit A](#)

- 6.8 SOCCCD: Board Policy Revision: BP-6115 Community Education Programs, BP-6140 College Speakers  
Approve the board policies as listed.

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

[Item 6.8](#)

[Exhibits A-B](#)

- 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.

This item was advanced for discussion and approval following public comments.

On a motion made by Trustee Milchiker and seconded by Student Trustee Manafi, the addendum to the Health Sciences Program Agreement was approved on a unanimous roll-call vote with the Board accepting the liability imposed upon the District.

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

- 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.

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

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

- 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.

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

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

- 6.12 SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items  
Ratify New Personnel Appointments, Volunteers.

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

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

- 6.13 SOCCCD: SOCCCD Faculty Association (FA) – Memorandum of Understanding for Novel Coronavirus (COVID-19) – AY 2020 - 2021  
Approve Memorandum of Understanding with FA.

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

[Item 6.13](#)  
[Exhibit A](#)

6.14 SOCCCD: Sabbatical Leave Revision

Approve Revision of Sabbatical Leave previously approved by the Board.

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

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

6.15 SOCCCD: Sabbatical Leave Rescindment

Approve Rescindment of Sabbatical Leaves previously approved by the Board.

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

[Item 6.15](#)  
[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  
Cumulative summary of the funds awarded and spent as of July 31, 2020 is provided.

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

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.

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

7.5 SOCCCD: Retiree (OPEB) Trust Fund.  
Report for period ending June 30, 2020.

[Item 7.5](#)  
[Exhibit A](#)

7.6 SOCCCD: Basic Aid Report  
Report for period ending June 30, 2020.

[Item 7.6](#)  
[Exhibit A](#)

- 7.7 SOCCCD: Quarterly Investment Report  
Report for period June 30, 2020.

[Item 7.7](#)

- 7.8 SOCCCD: Pension Stabilization Trust Fund  
Report for period ending June 30, 2020.

[Item 7.8](#)  
[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. Irvine Valley College President
- C. Saddleback College President
- D. CSEA President

[Item 8.0](#)  
[Chancellor's Written Report](#)  
[Irvine Valley College Written Report](#)  
[Saddleback College Written Report](#)  
[CSEA President's Written Report](#)

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:51 p.m. in memory of Shanna Moorhouse, Irvine Valley College retiree and Jason Carbonell, Saddleback College student.



Kathleen F. Burke  
Secretary, Board of Trustees

**TO:** Board of Trustees

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

**RE:** [Saddleback College: Revised and Deleted Curriculum for the 2020-21 and 2021-22 Academic Years]

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Saddleback College proposes revisions and deletions to the curriculum of the College for the 2020-21 and 2021-22 academic years. Exhibit A includes a revised course for academic year 2020-21. Exhibit B includes course revisions and deletions, Exhibit C includes revised programs, and Exhibit D includes deleted programs for academic year 2021-22. The revised and deleted curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Section 53200 et seq.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed curriculum change for the 2020-21 academic year at Saddleback College as listed in Exhibit A and the proposed curriculum changes for the 2021-22 academic year as listed in Exhibits B, C, and D.

SADDLEBACK COLLEGE  
REVISED COURSE  
ACADEMIC YEAR 2020-2021

Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
MS	MATH 224S	992802.00	SUPPORT FOR MATH 224	ti fr <del>SUPPORT FOR MATH 224</del> to <u>SUPPORT FOR MATH 124</u>

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 1 of 8

Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 120	992495.00	REVIT AND BIM	cat desc, txt
ATAS	ARCH 121	992627.00	ADV REVIT/BIM II	txt
ATAS	ARCH 122	48030.00	ARCHITECTURAL PRACTIC	txt
ATAS	ARCH 124A	48040.00	ARCHITECTURAL DWG I	moe, assign, txt
ATAS	ARCH 124B	48050.00	ARCHITECTURAL DWG II	txt
ATAS	ARCH 124C	48060.00	ARCHITECTURAL DWG III	sr
ATAS	ARCH 126	48070.00	MATRLS/MTHDS OF CONST	txt
ATAS	ARCH 132	48090.00	RES PLANNING & DESIGN	txt
ATAS	ARCH 136	48110.00	BASIC ARCH DESIGN II	txt



SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 2 of 8

ATAS	ARCH 161	198060.10	PRINT PLANS SPEC READ	sr
ATAS	ARCH 162	198080.00	CONSTRUCTION ESTIMAT.	sr
ATAS	ARCH 163	198070.00	IBC INSPECTION	sch desc, txt
ATAS	ARCH 164	198090.00	RESIDENTIAL INSPECT.	txt
ATAS	ARCH 165	198120.00	ELECTRICAL CODE INSP.	txt
ATAS	ARCH 218	992496.00	FOUNDN STUDIO ARCHTCT	assign
ATAS	ARCH 260	992647.00	ARCH IN NO. CA	moe, assign, txt
ATAS	AUTO 100	120010.00	AUTO. FUNDAMENTALS	assign, txt
ATAS	AUTO 101	120020.00	AUTO ELECTRIC SYSTEMS	SLOs
ATAS	AUTO 109	120110.00	CLEAN AIR CAR COURSE	sr
ATAS	AUTO 201	433655.00	ADV AUTO ELECTRICAL	SLOs
ATAS	AUTO 202	433707.00	ADV ENG PERF DIAG	txt
ATAS	AUTO 205	433053.00	SMOG UPDATE TRAINING	sr
ATAS	AUTO 220	430307.00	ALT PROP SYS-AUTO	SLOs, val
ATAS	AUTO 226	450026.00	AUTO SERV CONSULTANT	SLOs, txt
ATAS	AUTO 227	450147.00	AUTO SERVICE MGMT	txt
ATAS	AUTO 231	992628.00	HEV-HYBRID ELEC TECH	txt, val
ATAS	AUTO 235	130002.00	BASIC ATS-TPMS	sr
ATAS	DR 100	236020.00	FUND OF MECH DESIGN	txt
ATAS	DR 101	236030.00	MECHANICAL DESIGN	txt
ATAS	DR 120	236060.00	ENGINEERING TECH	txt
ATAS	DR 23	429627.00	ENGINEERING GRAPHICS	txt
ATAS	ECOL 201	429950.00	ECOLOGICAL RESTORATN.	txt
ATAS	ECOL 202	429951.00	ADV. ECO. RESTORATION	txt
ATAS	ENV 1	326010.00	INTRO.ENVIR.STUDIES	tps, txt
ATAS	ENV 106	144980.10	NATURAL RESOURCE CONS	txt
ATAS	ENV 18	144150.10	INTRO TO ECOLOGY	tps, txt
ATAS	ENV 200	432598.00	NATURALIST TRAINING	dc
ATAS	ENV 203	992634.00	INTERP GUIDE TRAIN	dc
ATAS	ENV 30	326180.00	ALT ENERGY TECH	txt
ATAS	ENV 40	450024.00	ENVIRON LAW/POLICY	tps, txt
ATAS	ENV 6	429463.10	SCARCITY AND ENVIRONM	txt
ATAS	FASH 100	162010.05	SEW FASH DESIGN I	txt
ATAS	FASH 111	162010.10	SEW FASH DESIGN II	txt, val
ATAS	FASH 112	162010.20	FASHION SEWING ADVAN	sr
ATAS	FASH 124	162210.00	WEARABLE ART	txt
ATAS	FASH 132	162250.00	DRAPING FASHION DESIG	sr
ATAS	FASH 136	162260.00	APPAREL DESIGN	txt
ATAS	FASH 143	162300.05	BUYING/MERCHANDISING	txt
ATAS	FASH 145	162320.05	INTERNSHIP	txt
ATAS	FASH 147	162330.05	SPECIAL EVENTS	sr
ATAS	FASH 148	428948.00	VISUAL MERCHANDISING	sr
ATAS	FASH 150	162340.00	FASHION APPAREL & TEC	txt
ATAS	FASH 154	162350.00	FASHION ILLUSTRATION	sr
ATAS	FASH 155	429857.10	DIGITAL FASHION IMAGE	txt

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 3 of 8

ATAS	FASH 205	450038.00	CORSETS	txt
ATAS	FASH 211	433959.00	ADV DRESMKG/CUSTM SEW	sr
ATAS	FASH 214	433978.00	COUTURE LAB	sr
ATAS	FASH 224	992608.00	ACCESSORY DESIGN	moe
ATAS	FASH 225	992595.00	APPAREL CART	txt
ATAS	FASH 230	162550.00	ALTERATIONS & FITTING	txt
ATAS	FASH 240	162625.00	DYE PROCESSES FABRICS	cat desc, sch desc, tps, lrng obj, txt
ATAS	FASH 254	162630.00	FASHION IN SO. CA	txt
ATAS	FASH 31	162240.05	TEXTILES	txt
ATAS	FN 150	430030.00	INTRO TO HOSPITALITY	sch desc
ATAS	FN 154	430031.00	HOSPITALITY/PRODUCTIO	sch desc, lrng obj, SLOs, moe, assign, txt
ATAS	FN 157	430032.00	HOSPITALITY LAW/HUMAN	sch desc, txt
ATAS	FN 160	338060.00	WT MGT EATING DISORD	tps, lrng obj, SLOs, moe
ATAS	FN 171	338120.00	SANITATION AND SAFETY	sch desc, assign, txt
ATAS	FN 176	431646.00	FOOD/BEVERAGE OPS	sch desc
ATAS	FN 205	992481.00	NUTRTN FOR CULN PROF	moe
ATAS	FN 210	450202.00	SERVSAFE	sr
ATAS	FN 235	338400.00	EUR REGION FOODS TOUR	assign
ATAS	FN 261	992579.00	INTERNSHIP	moe, assign, txt
ATAS	HORT 112	18170.00	PLANT PROPAGATION	sch desc, SLOs, txt
ATAS	HORT 115	429488.00	HISTORY OF LAND. DSGN	sr
ATAS	HORT 145B	18094.00	LNDSCPE EDIBLE GARDEN	txt
ATAS	MST 210	512300.00	COASTAL NAVIGATION	sr
ATAS	MST 211	512310.00	CELESTIAL NAVIGATION	sch desc, txt
ATAS	MST 212	512372.00	SAIL,SEAMAN,BOAT SFTY	sr
ATAS	MST 214A	433059.00	INTER OCEAN SAILING	txt
ATAS	MST 214B	512410.05	ADV CRUISING	txt
ATAS	MST 215	428952.00	VESSEL COMMAND & ORGN	txt
ATAS	MST 224	433971.00	CRUISE CHANNEL ISLDS	txt
ATAS	TOUR 253	842050.00	WRLD DES-EUROPE	assign, txt
ATAS	TOUR 254	842060.00	WRLD DES-PAC,AS,AF,ME	SLOs
ATAS	TOUR 255	842070.00	SELLING DREAMS-TRAVEL	sch desc, SLOs, assign
ATAS	TOUR 257	842082.00	TOURS AND CRUISES	assign, txt
ATAS	TOUR 259	842086.00	AIRLINE COMPUT TRAIING	assign, txt, val
ATAS	TOUR 260	432577.00	ADV AIRLINE COMP TRN	SLOs, assign, txt
BS	BUS 106	650746.00	LGL ASPCTS ENTREPRENR	sr
BS	BUS 13	650745.00	LGL ENVIRON & BUS LAW	txt
BS	BUS 16	431677.00	PERSONAL,STREET LAW	sr
BS	CIM 1	92010.05	COMPUTER INFO SYSTEMS	sch desc, txt
BS	CIM 10	500260.25	INTRO TO INFO SYSTEMS	txt
BS	CIM 112	192300.05	MICROSOFT OFFICE	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
BS	CIM 120	192265.00	COMPUTER LITERACY	cat desc, sch desc, txt

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 4 of 8

BS	CIM 121A	192290.05	KEYBDG FOR COMP - BEG	hrs fr <del>1.50 hr lec/0.5 hrs lab/0 hr lrng cntr</del> to <u>.50 hr lec/3 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc
BS	CIM 121B	192290.40	KEYBDG FOR COMP-INTER	hrs fr <del>1 hr lec/0 hr lab/0 lrng cntr</del> to <u>.50 hr lec/3 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, lrng obj, SLOs
BS	CIM 121C	192290.45	KEYBDG FOR COMP - ADV	hrs fr <del>1 hr lec/0 hr lab/0 lrng cntr</del> to <u>.50 hr lec/3 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, lrng obj
BS	CIMA 102	431695.00	WORD PROCESSING-WORD	TOP code fr <del>514.00</del> to <u>702.10</u> , cat desc, sch desc, txt
BS	CIMA 104	431697.00	SPREADSHEETS - EXCEL	cat desc, sch desc, tps, SLOs, txt
BS	CIMA 106	431698.00	DATABASE - ACCESS	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
BS	CIMA 108	192402.10	BUS PRES - POWERPOINT	cat desc, sch desc, tps, SLOs, txt
BS	CIMA 202	405001.00	ADV WORD PROC - WORD	dc
BS	CIMA 204	992714.00	ADV SPREADSHEET EXCEL	hrs fr <del>3 hr lec/1 hr lab/0 lrng cntr</del> to <u>2 hrs lec/3 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, SLOs, txt
BS	CIMA 212	433078.00	MS PROJECT	cat desc, sch desc, tps, SLOs, txt
BS	CIMA 223B	430472.05	QUICKBOOKS--ADVANCED	cat desc, sch desc
BS	CIMA 283A	431069.00	OFF SKILLS--OFF PROC	dc
BS	CIMA 283B	431070.00	OFF SKILLS--KEYBRDING	dc
BS	CIMA 283D	431072.00	OFF SKILLS--WINDOWS	dc
BS	CIMA 283E	431073.00	OFF SKILLS--WORD PROC	dc
BS	CIMA 283F	431074.00	OFF SKILLS--SPREADSHT	dc
BS	CIMA 283G	431998.00	OFF SKILL--DSKTP PRES	dc
BS	CIMA 283H	431999.00	OFF SKILLS--DATABASE	dc
BS	CIMA 283J	432591.00	OFF SKLS--DSKTP PUBL	dc
BS	CIMA 283K	992692.00	OFF SKILLS--EMAIL	dc
BS	CIMN 100	431692.00	COMP OPER SYS-WINDOWS	cat desc, sch desc, SLOs, txt
BS	CIMN 130	431691.00	UNIX AND LINUX	cat desc, sch desc, txt
BS	CIMN 220A	992295.00	MCSE EXAM PREP I	cat desc, sch desc, txt
BS	CIMN 220B	992296.00	MCSE EXAM PREP II	cat desc, sch desc
BS	CIMN 220C	992297.00	MCSE EXAM PREP III	cat desc, sch desc, moe, txt
BS	CIMP 115	433995.00	BUSINESS PROG--C#	cat desc, sch desc, txt
BS	CIMP 5	192280.05	BUS PROG I-VIS BASIC	txt
BS	CIMP 7A	430488.00	BUSN PROGRAM-JAVA-BEG	cat desc, sch desc, tps, lrng obj, SLOs, txt
BS	CIMP 7B	430488.05	BUSN PROGRAM-JAVA-ADV	cat desc, sch desc, tps, lrng obj, SLOs, txt
BS	CIMW 100B	433032.20	WEB SITE DEV-HTML-ADV	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, val
BS	CIMW 115	650750.00	CREATING WEB PAGES	tps, txt
BS	CIMW 134	431634.00	PHOTOSHOP	cat desc, sch desc, txt

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 5 of 8

BS	CIMW 207	429605.00	SOCIAL MEDIA & WEB	hrs fr <del>1.5 hrs lec/0.5 hrs lab/0 lrng cntr</del> to <u>1.0 hr lec/1.5 hrs lab/0 lrng cntr</u> , cat desc, sch desc, SLOs, txt
BS	CIMW 250	432589.00	MS ASP.NET--BEG	cat desc, sch desc, tps, lrng obj, SLOs, txt
BS	CIMW 280	432597.00	CAPSTONE PORTFOLIO	hr <del>1 lec/1.5 hrs lab/0 lrng cntr</del> , to <u>1 hr lec/2 hrs lab/0 lrng cntr</u> , cat desc, sch desc, tps, lrng obj, assign, txt
BS	CWE 180	431090.00	CO-OP-ED-BUS	txt
BS	CWE 180	431092.00	CO-OP-ED-BUS	txt
BS	CWE 180	431108.00	CO-OP-ED-BUS	txt
BS	HS 184	422190.10	MED--EATING DISORDERS	sr
BS	RE 170	740020.05	REAL ESTATE PRINC	cat desc, sch desc, tps, assign
BS	RE 172	740040.00	REAL ESTATE PRACTICE	cat desc, sch desc, tps, lrng obj, txt
BS	RE 174	740050.00	LEGAL ASPECTS OF RE	cat desc, sch desc, tps, lrng obj, assign
BS	RE 175	740070.00	REAL ESTATE FINANCE	cat desc, sch desc, assign, txt
BS	RE 176A	740080.00	RE APPRAISAL I	cat desc, sch desc, assign
BS	RE 176B	740090.00	RE APPRAISAL II	cat desc, sch desc, assign
BS	RE 176C	992431.00	RE APPRAISAL III	txt
BS	RE 178	740100.00	REAL ESTATE ECONOMICS	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
BS	RE 190	740160.00	ESCROW	cat desc, sch desc, lrng obj, assign, txt
BS	RE 195	740190.00	PROPERTY MANAGEMENT	cat desc, sch desc, tps, assign
BS	RE 200	429604.00	UNIF STANDARDS-USPAP	assign
BS	RE 202	433673.00	CMPTR APPLICATION RE	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
BS	RE 280	431685.00	MORT LOAN BROKER/LEND	cat desc, sch desc, lrng obj, moe, assign
FAMT	CTVR 100	432578.00	INTRO CINEMA,TV,RADIO	tps, lrng obj, assign, txt
FAMT	CTVR 110	180020.00	AUDIO PRODUCTION	txt
FAMT	CTVR 140	180260.20	TV/FILM SCRIPTWRTG II	tps, lrng obj, txt, val
FAMT	CTVR 151	430722.00	NON-LINEAR EDITING I	tps, assign, txt
FAMT	CTVR 251	430722.05	NON-LINEAR EDIT II	tps, txt
FAMT	CTVR 40	180260.10	TV/FILM SCRIPTWRTG I	tps, assign, txt
FAMT	TA 1	812010.00	ACTING FUNDAMENTALS	sch desc, gr opt fr <del>Letter Grade only</del> to <u>Letter Grade or Pass/No Pass</u> , txt
FAMT	TA 110	429459.00	CHICANO/LATINO THEATR	dc
FAMT	TA 125	992656.00	REH & PERF: N WRK MUS	dc
FAMT	TA 150	836120.00	SUMMER CONSERVATORY	dc
FAMT	TA 151	836140.20	SUMMER CONSERV: PROD	dc
FAMT	TA 152	433395.10	SUMMER CONSERV: 20TH	dc
FAMT	TA 154	433401.10	SUMMER CONSER:LATE 20	dc
FAMT	TA 155	433404.10	SUMMER CONSERV:CONTEM	dc
HS	HS 184	422190.1	MED--EATING DISORDERS	sr
HS	HS 220	450203.00	BENEFITS ENTITLEMENT	assign, txt
HS	HSC 226	386425.00	ADV CARD LIFE SUPPORT	txt
HS	HSC 228	386435.00	CALC FOR MEDS	cat desc, sch desc, assign, txt

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 6 of 8

HS	MLT 210	450148.00	INTRO CLIN LAB PROF	cat desc, tps, lrng obj, SLOs, moe
HS	MLT 211	450149.00	BASIC LAB PROCEDURES	sr
HS	N 161	386225.00	LIFECYCLE 2 GROW DEV	sr
HS	N 162	450137.00	SUC TRNS PROF NSG LAB	txt
HS	N 162	639500.00	SUCCESS TRNS PROF NSG	txt
HS	N 165	368010.10	LIFECYCLE1,FUND AGING	txt
HS	N 171	639200.00	MENTAL HEALTH NURSING	val
HS	N 171	639210.00	MENTAL HEALTH NSG LAB	sr
HS	N 245	644053.00	IV THERAPY TECH NSG	moe, val
HS	N 280	692148.00	NSG CP & MAPS	lrng obj, SLOs, txt
HS	SL 1	704060.00	AMERICAN SIGN LANG I	assign
HS	SL 2	794070.00	AMERICAN SIGN LANG II	moe, assign
HS	SL 3	794080.00	AMRCN SIGN LANG III	assign
HS	SL 4	794085.00	AMRCN SIGN LANG IV	assign, txt
KNES	KNES 17	432280.00	BEGINNING BOWLING	txt
KNES	KNES 18	432280.10	INTERMEDIATE BOWLING	txt
KNES	KNES 19	674410.05	BEGINNING CYCLE/SPIN	txt
KNES	KNES 19	674410.10	BEG.CYCLING/SPINNING	txt
KNES	KNES 20	674430.10	BEGINNING GOLF I	sch desc, txt
KNES	KNES 21	674430.20	BEGINNING GOLF II	sch desc, txt
KNES	KNES 23	674430.40	ADVANCED GOLF	txt
KNES	KNES 24	674510.05	BEGINNING TENNIS I	txt
KNES	KNES 24	674510.10	BEGINNING TENNIS I	txt
KNES	KNES 25	674510.15	BEGINNING TENNIS II	txt, val
KNES	KNES 25	674510.20	BEGINNING TENNIS II	txt, val
KNES	KNES 26	674510.25	INTERMEDIATE TENNIS	txt, val
KNES	KNES 26	674510.30	INTERMEDIATE TENNIS	txt, val
KNES	KNES 27	674510.35	ADVANCED TENNIS	txt, val
KNES	KNES 27	674510.40	ADVANCED TENNIS	txt, val
KNES	KNES 28	674590.05	BEGINNING YOGA	moe, assign, txt
KNES	KNES 28	674590.10	BEGINNING YOGA	moe, assign, txt
KNES	KNES 31	432285.00	MUSCLE TONING WOMEN	txt
KNES	KNES 31	432285.05	MUSCLE TONING WOMEN	txt
KNES	KNES 33	432270.00	BEGINNING SURFING I	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
KNES	KNES 34	432270.05	BEG SURF II: SHORTBRD	moe, assign, txt, val
KNES	KNES 35	432270.10	INTERMEDIATE SURFING	assign, txt
KNES	KNES 36	432270.15	ADVANCED SURFING	lrng obj, SLOs, moe, assign, txt
LA	ARAB 10	405117.00	INTER. CONVER. ARABIC	assign, txt
LA	CHI 21	156050.00	INTRO/CHINESE CULTURE	txt
LA	ENG 18	314090.00	SHAKESPEARE TRAGEDIES	tps, SLOs, txt
LA	ENG 1B	283020.00	PRIN OF COMPOSITION 2	sch desc, txt
LA	ENG 24	428961.00	ETHNIC VOICES IN LIT.	SLOs, txt
LA	ENG 27A	314210.00	INTRO TO THE NOVEL	tps, SLOs, assign, txt
LA	ENG 27AH	405113.00	HONORS INTR TO NOVEL	tps, SLOs, assign, txt

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 7 of 8

LA	ENG 390	410038.00	INTRO/COLLEGE ENGLISH	SLOs, txt
LA	HUM 2	428020.00	ORIG WEST CULT IN LIT	cat desc, sch desc, SLO, txt
LA	HUM 21	428070.05	SEARCH-IDEAS OF SELF	txt
LA	HUM 21	428070.05	SEARCH-IDEAS OF SELF	txt
LA	PHIL 1	662010.00	INTRO TO PHILOSOPHY	SLOs, txt
LA	PHIL 14	662190.00	PHIL OF RELIGION	SLOs, txt
LA	PHIL 1H	374053.00	HONORS INTRO PHIL	sch desc, txt
LA	PHIL 1H	374053.00	HONORS INTRO PHIL	sch desc, txt
LA	SPAN 10	788120.00	INTER CONVER SPANISH	SLOs, assign, txt
LA	SPAN 1H	405111.00	HONORS ELEM SPANISH	txt
LA	SPAN 20A	788140.00	CIVIL SPAIN THRU 1898	SLOs, assign, txt
LA	SPAN 21A	788160.00	LATIN AMER THRU 1900	SLOs, assign, txt
LA	SPAN 21C	434016.00	HISPANIC CUL & LIT US	assign, txt
LA	SPAN 2H	405110.00	HONORS ELEM SPANISH	txt
LA	SPAN 6	429574.00	INT SPAN GRAMMAR/COMP	assign, txt
MS	BIO 19	144160.05	MARINE BIOLOGY	tps, SLOs, txt, assign
MS	BIO 22	144240.00	HUMAN GENETICS	sr
MS	BIO 230	992638.00	COAST ECOSYSTEMS BFS	SLOs
MS	BIO 231	992639.00	ISLAND ECOSYSTEMS BFS	txt
MS	BIO 232	992640.00	MOUNTAIN ECOSYS - BFS	txt
MS	BIO 233	992641.00	DESERT ECOSYSTEM BFS	SLOs, txt
MS	BIO 234	405121.00	EXT ISLAND FIELD STUD	SLOs, txt
MS	BIO 235	405122.00	EXT MTN FIELD STUDIES	SLOs, txt
MS	BIO 3BH	405120.00	HONORS GEN BIO II	tps, lrng obj, moe, assign, val
MS	BIO 40	144230.00	EVOLUTION	sch desc, txt
MS	BIO 43	144260.00	ANIMAL BEHAVIOR	cat desc, assign, txt
MS	GEOL 170	356130.07	GFS-NAT PKS/MONUMENT	SLOs, txt
MS	GEOL 172	366190.05	GFS - MOJAVE DESERT	SLOs, txt
MS	GEOL 185	366870.05	GFS - YOSEMITE	SLOs
MS	GEOL 186	542063.00	GEOLOGY SRN COLO PLTO	lrng obj
MS	GEOL 191	542062.00	GEOLOGY NRN COLO PLTO	sr
MS	GEOL 2	356020.00	HISTORICAL GEOLOGY	sch desc, SLOs, txt
MS	GEOL 20	242010.00	INTRO TO EARTH SCIENC	SLOs, txt
MS	GEOL 21	431639.10	THE SOLAR SYSTEM	SLOs, txt
MS	GEOL 23	326090.10	ENVIRONMENTAL GEOLOGY	SLOs, txt
MS	GEOL 4	432549.00	NATURAL DISASTERS	SLOs, txt
MS	MATH 10	518100.00	INTRO TO STATISTICS	cat desc, sch desc, lrng obj, moe, assign, txt
MS	MATH 351	428409.00	PRE-ALGEBRA MATH	txt
MS	MS 205	992475.00	MSFS - ANZA-BORREGO	SLOs, txt
MS	MS 206	992479.00	MSFS-CALIFORNIA COAST	SLOs
MS	PHYS 20	698060.00	IDEAS&EVENTS/PHYSICS	txt
MS	PHYS 2A	698010.00	INTRO TO PHYSICS	SLOs, txt
MS	PHYS 2B	698020.00	INTRO TO PHYSICS	SLOs, txt
MS	PHYS 4A	698030.00	GENERAL PHYSICS	SLOs, txt

SADDLEBACK COLLEGE  
PROPOSED COURSE REVISIONS AND DELETIONS  
ACADEMIC YEAR 2021-2022

Exhibit B  
Page 8 of 8

OELR	LIB 100	473010.10	BASIC INFO COMPETENCY	SLOs, assign, txt
OELR	LIB 2H	405114.00	HONORS ADV INFO COMP	cat desc, sch desc, tps, SLOs, txt
SESP	SPS 325	992438.00	BASIC COMPUTAT SKILLS	gr opt fr <del>GR Letter Grade or Pass/No Pass</del> to <u>PN Pass/No Pass</u> , lrng obj, SLOs, val
SESP	SPS 360	430294.00	ADAPTED COMPUTER SKILLS	ti fr <del>ADAPTED COMP LAB</del> to <u>ADAPTED COMPUTERS</u> , cat desc, sch desc, tps, lrng obj, SLOs, assign, txt
SS	ANTH 1H	4005099.00	HONORS BIO ANTH	cat desc, sch desc, tps, lrng obj, SLOs, assign, txt, gr opt fr <del>GN Letter Grade Only</del> to <u>GR Letter Grade or Pass/no Pass</u> .
SS	ANTH 2H	405100.00	HONORS CULTURAL ANTH	assign, txt, gr opt fr <del>GN Letter Grade Only</del> to <u>GR Letter Grade or Pass/no Pass</u> .
SS	ANTH 8	431936.00	WORLD PREHISTORY	tps, lrng ob, SLO, moe, assign, txt
SS	CDE 113	416140.00	MATH SCIENCE IN ECE	cat desc, sch desc, lrng obj
SS	CDE 7H	374051.00	HONORS CHD GROW DEV	dc
SS	ECON 4	248010.00	PRINCIPLES (MICRO)	txt
SS	ECON 4H	405192.00	HONORS PRINC MICRO	sch desc, txt
SS	ES 3	992592.00	CHICANO - LATINO CUL	ti fr <del>CHICANO LATINO CUL</del> to <u>CHICANX LATINX CUL</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
SS	GEOG 2H	405107.00	HONORS CULTURAL GEOG	cat desc, sch desc, SLOs, moe, txt
SS	GEOG 3	350030.00	WORLD REGIONAL GEOGRAPHY	txt
SS	HIST 11	404050.00	PERSP OF PEACE STUDIE	SLOs, txt
SS	HIST 15	428695.00	THE VIETNAM WAR	lrng obj, txt
SS	HIST 17	404090.05	HIST OF US SINCE 1876	sch desc, txt
SS	HIST 21	404150.00	WOMEN IN U.S. HISTORY	txt
SS	HIST 29	405089.00	FILM AND HISTORY	dc
SS	HIST 33	429739.00	CHICANO - LATINO HIST	txt
SS	HIST 4	404010.00	WORLD HISTORY TO 1500	sch desc, SLOs, txt
SS	HIST 5	404020.00	WORLD HIST SINCE 1500	SLOs, txt
SS	HIST 62	432309.00	EUROPEAN HIST TO 1650	sch desc, txt
SS	HIST 73	692142.00	JAPANESE POP CULTURE	dc
SS	HIST 80	404400.05	INTRO CONTEMP. AFRICA	SLOs, txt
SS	PS 1H	405109.00	HONORS AMERICAN GOVT	sch desc, SLOs, txt
SS	SPAN 10	788120.00	INTER CONVER SPANISH	SLOs, assign, txt

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**

**Accounting Associate in Science**

This program meets a substantial portion of the 24-unit Accounting course requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this **certificate** is helpful in securing entry-level accounting positions in business and industry such as Accounts Payable Clerk, Accounts Receivable Clerk, General Ledger Clerk, or Bookkeeper. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
or		
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3
BUS 13	Legal Environment & Business Law	3
<b>Total</b>		<b>26-27</b>

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

**Associate in Science Degree**

**~~Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.~~**

**General Education Requirements for Associate Degrees**

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

Suggested coursework not required for the major: ACCT 210, **214**, 215; BUS 1, 102, 103, 104, 125; CIM 1, 112, CIMA 104, 106, CIMN 100, 100A; ECON 2, 4.

**Revised**

**Accounting Associate of Science**

This program meets a substantial portion of the 24-unit Accounting course requirement to take the California CPA exam. It is intended primarily for students possessing a bachelor's degree or foreign university equivalent. In addition, completion of this **degree** is helpful in securing entry-level accounting positions in business and industry such as Accounts Payable Clerk, Accounts Receivable Clerk, General Ledger Clerk, or Bookkeeper. CPA EXAM AND LICENSURE: Please contact the California Board of Accountancy.

**Program Student Learning Outcomes**

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

- **Prepare a set of basic financial statements.**
- **Calculate and analyze common ratios and numerical relationships that are produced through the accounting cycle.**
- **Demonstrate proficiency in processing the accounting cycle for a business.**
- **Demonstrate proficiency in communicating financial information in the subject area.**
- **Present an oral presentation in designated subject area.**

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
or		
ACCT 203*	Cost Accounting	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 202B*	Intermediate Accounting II	3
ACCT 216*	Individual Income Tax	4
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3
BUS 13	Legal Environment & Business Law	3
<b>Total</b>		<b>26-27</b>

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

**Associate of Science Degree**

**Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.**

**General Education Requirements for Associate Degrees**

**Refer to the Graduation Requirements and to the Associate Degree – General Education Requirements in this catalog for specific courses which meet general education requirements.**

Suggested coursework not required for the major: ACCT 210, 215; BUS 1, 102, 103, 104, 125; CIM 1, 112, CIMA 104, 106, CIMN 100, 100A; ECON 2, 4.



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**American Sign Language**  
**Certificate of Achievement**

The American Sign Language (ASL) Interpreting Certificate is designed to prepare the student to be able to communicate with the Deaf Community in a variety of settings. Proficiency in ASL is valuable to professionals in special education, health sciences, audiology, and speech therapy. Students will be prepared for occupations as agency interpreters, classroom interpreters, theatre interpreters, and assistants/aids to members of the Deaf community.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate the skills needed to communicate with the Deaf community at a basic to native level.
- Show in-depth knowledge about the Deaf community and their culture.

**Competently interact with native signers**

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
SL 1	American Sign Language I	4
SL 2*	American Sign Language II	4
SL 3*	American Sign Language III	4
SL 4*	American Sign Language IV	4
SL 10	Deaf Culture and It's History	3
<b>Total Units for the Certificate</b>		<b>19</b>

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

**Revised**  
**American Sign Language Interpreting**  
**Certificate of Achievement**

The American Sign Language (ASL) Interpreting Certificate is designed to prepare the student to be able to communicate with the Deaf Community in a variety of settings. Their sets of language skills and cultural knowledge allows them to transfer into several different programs such as theater, Health Science/medical, law and Education just to name a few. Proficiency in ASL is valuable to professionals in special education, health sciences, audiology, and speech therapy. Students will be prepared for occupations as agency interpreters, classroom interpreters, theatre interpreters, and assistants/aids to members of the Deaf community.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate the skills needed to communicate with the Deaf community at a basic to native level.
- Show in-depth knowledge about the Deaf community and their culture.
- Demonstrate the skills needed to be able to interpret at a basic to intermediate level depending on setting.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
SL 1	American Sign Language I	4
SL 2*	American Sign Language II	4
SL 3*	American Sign Language III	4
SL 4*	American Sign Language IV	4
SL 10	Deaf Culture and It's History	3
<b>SL 121*</b>	<b>ASL Interpreting I</b>	<b>3</b>
<b>SL 221*</b>	<b>ASL Interpreting Lab I</b>	<b>1</b>
<b>SL 122*</b>	<b>ASL Interpreting II</b>	<b>3</b>
<b>SL 222*</b>	<b>ASL Interpreting Lab II</b>	<b>1</b>
<b>Total Units for the Certificate</b>		<b>27</b>

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Associate in Science in Biology for Transfer Degree**

The curriculum of the Biology program is designed to provide the transfer student the opportunity to achieve an Associate in Science in Biology for Transfer degree by providing the necessary breadth of study and an introduction to research methods used in a variety of Biology disciplines. ~~The Associate in Science in Biology~~ for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Biology or similar major. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which that can be achieved through transfer.

Students who complete this program will be able to demonstrate:

- A working knowledge of the scientific method
- The ability to articulate (verbally and in writing) knowledge of biological concepts, biological methods, and current biological issues.
- An awareness of the impact that biology has had on society at large
- Scientific critical thinking skills, such as assessing the appropriateness of experimental design and interpreting data

~~To earn the Associate in Science in Biology for Transfer degree, students must complete 60 CSU-transferable semester units with a minimum grade point average of 2.0, including both of the following:~~

- ~~• completion of all courses required for the major with grades of "C" or better; and~~
- ~~• completion of the Intersegmental General Education Transfer Curriculum for Science, Technology, Engineering, and Mathematics (IGETC for STEM) pattern<sup>1</sup>~~

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>Required Core (8 units)</b>		
BIO 4A*	Principles of Cellular Biology	4
BIO 4B*	Principles of Organismal Biology	4
<b>List A: (23-25 units)</b>		
CHEM 1A*	General Chemistry	5
<del>—Or</del>		
<del>CHEM 2*</del>	<del>General Chemistry Principles</del>	<del>5</del>
CHEM 1B*	General Chemistry	5
MATH 3A*	Analytic Geometry and Calculus	5
<del>Or</del>		
MATH 3AH*	Honors Analytic Geometry and Calculus	5
<del>PHYS 1A*</del>	<del>Physics with Calculus for Chemistry</del>	<del>4</del>
<del>And</del>		
<del>PHYS 1B*</del>	<del>Physics with Calculus for Chemistry</del>	<del>4</del>
<del>And Life Science II</del>		
<del>—Or</del>		
PHYS 2A*	Introduction to Physics	5
<del>And</del>		
PHYS 2B*	Introduction to Physics	5
<del>Or</del>		
PHYS 4A*	General Physics	5
<del>And</del>		
PHYS 4B*	General Physics	5
<b>Total Units for the Major:</b>		<b>31-33</b>

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

<sup>1</sup>IGETC for STEM is only an option for students earning AS-T degrees in Biology for Transfer and/or Chemistry for Transfer. IGETC for STEM certification requires the following courses before transfer:

- all Courses in Area 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC;
- two courses in Area 3 – one course in Area 3A and one course in Area 3B; and
- two courses in Area 4 from two different disciplines.

**Revised**  
**Associate in Science in Biology for Transfer Degree**

The curriculum of the Department of Biological Sciences is designed to provide the transfer student the opportunity to achieve a Biology Associate in Science for Transfer degree by providing the necessary breadth of study and an introduction to research methods used in a variety of biology disciplines. **The Biology Associate in Science** for Transfer degree is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in biology or similar major. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to demonstrate:

- A working knowledge of the scientific method.
- The ability to articulate (verbally and in writing) knowledge of biological concepts, biological methods, and current biological issues.
- An awareness of the impact that biology has had on society at large.
- Scientific critical thinking skills, such as assessing the appropriateness of experimental design and interpreting data

**Graduation Requirements**

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

- Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:**
  - The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements. (CSU GE-Breadth).**
  - A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.**
- Obtainment of a minimum grade point average of 2.0. Students must earn a "C" (or "P" Pass) or better in all courses required for the major or area of emphasis.**
- Completion of the Intersegmental General Education Transfer Curriculum for Science, Technology, Engineering, and Mathematics (IGETC for STEM) pattern<sup>1</sup>**

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<b>Required Core (8 units)</b>		
BIO 4A*	Principles of Cellular Biology	4
BIO 4B*	Principles of Organismal Biology	4
<b>List A: (25 units)</b>		
CHEM 1A*	General Chemistry	5
CHEM 1B*	General Chemistry	5
MATH 3A*	Analytic Geometry and Calculus	5
<del>Or</del>		
MATH 3AH*	Honors Analytic Geometry and Calculus	5
PHYS 2A*	Introduction to Physics	5
<del>And</del>		
PHYS 2B*	Introduction to Physics	5
<del>Or</del>		
PHYS 4A*	General Physics	5
<del>And</del>		
PHYS 4B*	General Physics	5
<b>Total Units for the Major:</b>		<b>33</b>

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

The following deferred courses must be completed *after* transfer:

- one remaining lower-division general education course in Area 3;
- one remaining lower-division general education course in Area 4; and
- one course in Area 6 for UC-bound students who have not satisfied the requirement through proficiency.

(The deferred lower-division courses must be replaced with calculus and/or science courses that are required to be taken before transfer to the university).

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

IGETC for STEM is only an option for students earning AS-T degrees in Biology for Transfer and/or Chemistry for Transfer. IGETC for STEM certification requires the following courses before transfer:

- all Courses in Area 1 (except 1C for UC-bound students), 2, and 5 of the traditional IGETC;
- two courses in Area 3 – one course in Area 3A and one course in Area 3B; and
- two courses in Area 4 from two different disciplines.

The following deferred courses must be completed *after* transfer:

- one remaining lower-division general education course in Area 3;
- one remaining lower-division general education course in Area 4; and
- one course in Area 6 for UC-bound students who have not satisfied the requirement through proficiency.

(The deferred lower-division courses must be replaced with calculus and/or science courses that are required to be taken before transfer to the university).

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Associate in Arts in Child and Adolescent  
Development for Transfer**

The Associate in Arts in Child and Adolescent Development for Transfer (AA-T) prepares students to demonstrate a basic understanding of child development theory and concepts, as well as preparation in lower-division coursework designed to enhance further developmental study. Studies include classical and contemporary research spanning conception through adolescence to promote the positive developmental outcomes essential to fostering healthy growth and learning of children and families in a diverse society. The major incorporates information from a variety of disciplines to provide a broad academic and professional foundation for working with children and families.

The major will provide students with the strong preparation necessary for pursuing studies at the university level in various careers such as children's services, mental health, family support, youth programs, developmental research, teaching, early childhood education, public policy, social work, school psychology, child life and similar fields related to children and their families from infancy through adolescence. The coursework is designed to meet the needs of people planning to transfer to CSU into programs in Child Development, Human Development, Child and Adolescent Development, Family and Consumer Sciences, and Liberal Studies (Child Development and Elementary Education Tracks).

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Synthesize research-based theories including principles and practices of child and adolescent development and learning.
- Utilize critical thinking skills to analyze, evaluate, and make decisions concerning complex contemporary issues and the interactions among individuals and across societies.
- Use scientific methodologies to study human development from infancy through adolescence.
- Demonstrate knowledge of development in all learning domains from conception through adolescence, including knowledge about typical and atypical development.

**Graduation Requirements**

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

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

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Required Core (9 units)</b>		
CDE 7*	Child Growth and Development	3
<b>–Or–</b>		
<b>CDE 7H*</b>	<b>Honors Child Growth and Development</b>	<b>3</b>
PSYC 1	Introduction to Psychology	3
<b>Or</b>		
PSYC 1H	Honors Introduction to Psychology	3
PSYC 44*	Statistics for the Behavioral Sciences	3
<b>Or</b>		
MATH 10*	Introduction to Statistics	3
<b>LIST A: (9 units)</b>		
CDE 15*	Child, Family, and Community	3
<b>And</b>		
<b>Select two (6 units)</b>		
CDE 18*	Exceptional Children	3
CDE 90*	Intro to Elementary Education	3
CDE 101*	Principles and Practices for Teaching Young Children	3

**Revised**  
**Associate in Arts in Child and Adolescent  
Development for Transfer**

The Associate in Arts in Child and Adolescent Development for Transfer (AA-T) prepares students to demonstrate a basic understanding of child development theory and concepts, as well as preparation in lower-division coursework designed to enhance further developmental study. Studies include classical and contemporary research spanning conception through adolescence to promote the positive developmental outcomes essential to fostering healthy growth and learning of children and families in a diverse society. The major incorporates information from a variety of disciplines to provide a broad academic and professional foundation for working with children and families.

The major will provide students with the strong preparation necessary for pursuing studies at the university level in various careers such as children's services, mental health, family support, youth programs, developmental research, teaching, early childhood education, public policy, social work, school psychology, child life and similar fields related to children and their families from infancy through adolescence. The coursework is designed to meet the needs of people planning to transfer to CSU into programs in Child Development, Human Development, Child and Adolescent Development, Family and Consumer Sciences, and Liberal Studies (Child Development and Elementary Education Tracks).

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Synthesize research-based theories including principles and practices of child and adolescent development and learning.
- Utilize critical thinking skills to analyze, evaluate, and make decisions concerning complex contemporary issues and the interactions among individuals and across societies.
- Use scientific methodologies to study human development from infancy through adolescence.
- Demonstrate knowledge of development in all learning domains from conception through adolescence, including knowledge about typical and atypical development.

**Graduation Requirements**

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

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

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Required Core (9 units)</b>		
CDE 7*	Child Growth and Development	3
PSYC 1	Introduction to Psychology	3
<b>Or</b>		
PSYC 1H	Honors Introduction to Psychology	3
PSYC 44*	Statistics for the Behavioral Sciences	3
<b>Or</b>		
MATH 10*	Introduction to Statistics	3
<b>LIST A: (9 units)</b>		
CDE 15*	Child, Family, and Community	3
<b>And</b>		
<b>Select two (6 units)</b>		
CDE 18*	Exceptional Children	3
CDE 90*	Intro to Elementary Education	3
CDE 101*	Principles and Practices for Teaching Young Children	3

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 123*	Infant and Toddler Development	3
CDE 124	Preschool and Early Primary Child Development	3
CDE 126	School Age and Adolescent Development	3
HS 120*	Human Development in the Social Environment	3
SOC 10	Introduction to Marriage and the Family	3
<b>Total Units for the Major:</b>		18

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

CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 123*	Infant and Toddler Development	3
CDE 124	Preschool and Early Primary Child Development	3
CDE 126	School Age and Adolescent Development	3
HS 120*	Human Development in the Social Environment	3
SOC 10	Introduction to Marriage and the Family	3
<b>Total Units for the Major:</b>		18

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Associate in Science in Early  
Childhood Education for Transfer Degree**

The curriculum in this program is designed prepare students to be teachers and caregivers for young children ages 0-8 and to provide the transfer student an opportunity to achieve an Associate Degree for Transfer in Early Childhood Education by providing the necessary breadth in the field aligned to state and national standards, an introduction to the methods used, and the ability to complete both major preparatory coursework along with courses required for general education. Developmental and learning theory and strategies related to the unique care and education needs of young children will be studied and applied. Family collaboration and culturally responsive practice will be emphasized. Students who complete this degree meet the educational requirements for the Teacher level of the Child Development Permit. Students who complete this degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Student who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, ~~DECLAP~~, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

**Revised**  
**Associate in Science in Early  
Childhood Education for Transfer Degree**

The curriculum in this program is designed prepare students to be teachers and caregivers for young children ages 0-8 and to provide the transfer student an opportunity to achieve an Associate Degree for Transfer in Early Childhood Education by providing the necessary breadth in the field aligned to state and national standards, an introduction to the methods used, and the ability to complete both major preparatory coursework along with courses required for general education. Developmental and learning theory and strategies related to the unique care and education needs of young children will be studied and applied. Family collaboration and culturally responsive practice will be emphasized. Students who complete this degree meet the educational requirements for the Teacher level of the Child Development Permit. Students who complete this degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Student who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Core Courses</b>		
CDE 7*	Child Growth and Development	3
CDE 15*	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 110*	Introduction to Curriculum	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	4
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
<b>Total Units for the Major:</b>		<b>25</b>

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

<b><i>Course ID</i></b>	<b><i>Title</i></b>	<b><i>Units</i></b>
<b>Core Courses</b>		
CDE 7*	Child Growth and Development	3
Or		
<del>CDE 7H*</del>	<del>Honors Child Growth and Development</del>	<del>3</del>
CDE 15*	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 110*	Introduction to Curriculum	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	<b>5</b>
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
	<b>Total Units for the Major:</b>	<b>26</b>

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**

**Associate in Arts in Elementary Teacher Education for Transfer Degree**

Upon completion of the Associate in Arts in Elementary Teacher Education for Transfer degree, students will have a strong foundation in introductory content area subject matter requirements for teaching at the elementary school level. Students will also have the opportunity to participate in supervised fieldwork in K-12 settings. Students who complete the Associate in Arts Degree in Elementary Teacher Education for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate introductory subject matter competency for the Multiple Subject California Subject Examination for Teachers (CSET).
- Compare and contrast teaching strategies and approaches appropriate to students of diverse needs, abilities, and backgrounds.
- Discuss the historical influences and current trends in education.

**Graduation Requirements**

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

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

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Required Core</b>		
CDE 90*	Intro to Elementary Education	3
CDE 7*	Child Growth and Development	3
<b>Or</b>		
<del>CDE 7H*</del>	<del>Honors Child Growth and Development</del>	<del>3</del>
BIO 20	Introduction to Biology	4
<del>CHEM 3*</del>	<del>Fundamental Chemistry</del>	<del>4</del>
<del>PHYS 20</del>	<del>The Ideas and Events of Physics</del>	<del>4</del>
GEOL 20	Introduction to Earth Science	4
MATH 14*	Mathematics for Elementary School Teachers	5
COMM 1*	Communication Fundamentals	3
<b>Or</b>		
COMM 1H*	Honors Communication Fundamentals	3

**Revised**

**Associate in Arts in Elementary Teacher Education for Transfer Degree**

Upon completion of the Associate in Arts in Elementary Teacher Education for Transfer degree, students will have a strong foundation in introductory content area subject matter requirements for teaching at the elementary school level. Students will also participate in supervised fieldwork in K-12 settings. Students who complete the Associate in Arts Degree in Elementary Teacher Education for Transfer receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate introductory subject matter competency for the Multiple Subject California Subject Examination for Teachers (CSET).
- Compare and contrast teaching strategies and approaches appropriate to students of diverse needs, abilities, and backgrounds.
- Discuss the historical influences and current trends in education.

**Graduation Requirements**

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

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

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Required Core</b>		
CDE 90*	Intro to Elementary Education	3
CDE 7*	Child Growth and Development	3
BIO 20	Introduction to Biology	4
<del>PHYS 30*</del>	<del>Physics and Chemistry for Elementary Educators</del>	<del>4</del>
GEOL 20	Introduction to Earth Science	4
MATH 14*	Mathematics for Elementary School Teachers	5
COMM 1*	Communication Fundamentals	3
<b>Or</b>		
COMM 1H*	Honors Communication Fundamentals	3



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4
ENG 25*	Introduction to Literature	3
GEOG 3	World Regional Geography	3
HIST 4	World History to 1500	3
HIST 16	History of the United States to 1876	3
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3
<b><u>Group A: Select one</u></b>		
ENG 1B*	Principles of Composition II	3
Or		
ENG 1BH*	Honors Principles of Composition II	3
ENG 70*	Reasoning and College Reading	3
<b><u>Group B: Select one</u></b>		
ARTH 20	Art Appreciation	3
MUS 20	Music Appreciation	3
TA 20	Theatre Appreciation	3
	<b>Total Units for the Major:</b>	55

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

ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4
ENG 25*	Introduction to Literature	3
Or		
<b>ENG 25H*</b>	<b>Honors Introduction to Literature</b>	<b>3</b>
GEOG 3	World Regional Geography	3
HIST 4	World History to 1500	3
HIST 16	History of the United States to 1876	3
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3
<b><u>Group A: Select one</u></b>		
ENG 1B*	Principles of Composition II	3
Or		
ENG 1BH*	Honors Principles of Composition II	3
ENG 70*	Reasoning and College Reading	3
<b><u>Group B: Select one</u></b>		
ARTH 20	Art Appreciation	3
<b>DANC 64</b>	<b>History of Dance</b>	<b>3</b>
MUS 20	Music Appreciation	3
TA 20	Theatre Appreciation	3
	<b>Total Units for the Major:</b>	55

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Kinesiology**  
**Associate in Arts for Transfer**

The Kinesiology major consists of courses appropriate for an Associate in Arts in Kinesiology for Transfer degree, which provides a foundational understanding of the discipline, a breadth of coursework in the discipline, and preparation for transfer to any CSU that accepts the AA-T. Students who complete the Associate in Arts in Kinesiology for Transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate a beginning level of knowledge, skill, theory and strategy in at least one sport or physical activity.
- Explain and apply basic physiological principles of human movement in exercise and sports settings.
- Demonstrate an understanding of the structure and function of the body in human performance.
- Recognize the principles of physical fitness development and maintenance as well as the body's responses to physical activity.
- Acquire an understanding of those factors instrumental in the development and performance of motor skills.
- Demonstrate an understanding of the value and significance of physical activity for human interactions, and quality of life.
- Analyze the history, research, and current information in Kinesiology and their current applications.
- Use campus and/or community resources to participate actively in their own education.
- Display leadership, cooperation, sportsmanship and integrity through active participation in fitness and sports.
- Encourage and promote the value of lifelong learning and quality of life through health, sport, fitness and physical activity.

**Graduation Requirements**

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

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

**Required Core**

Course ID	Title	Units
KNES 51	Introduction to Kinesiology	3
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
and		

Select a maximum of one course each from any three of the following movement-based course areas (3-4.5 units):

**Aquatics**

KNES 41	Swimming for Nonswimmers	1
or		
KNES 41	Swimming for Nonswimmers	1.5
KNES 42*	Intermediate Swimming	1
or		
KNES 42*	Intermediate Swimming	1.5
KNES 44*	Aquatic Conditioning	1
or		
KNES 44*	Aquatic Conditioning	1.5

**Combatives**

KNES 90	Beginning Self-Defense	1
KNES 93	Beginning Karate	1
KNES 94	Beginning Aikido	1

**Revised**  
**Kinesiology**  
**Associate in Arts for Transfer**

The Kinesiology major consists of courses appropriate for an Associate in Arts in Kinesiology for Transfer degree, which provides a foundational understanding of the discipline, a breadth of coursework in the discipline, and preparation for transfer to any CSU that accepts the AA-T. Students who complete the Associate in Arts in Kinesiology for Transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate a beginning level of knowledge, skill, theory and strategy in at least one sport or physical activity.
- Explain and apply basic physiological principles of human movement in exercise and sports settings.
- Demonstrate an understanding of the structure and function of the body in human performance.
- Recognize the principles of physical fitness development and maintenance as well as the body's responses to physical activity.
- Acquire an understanding of those factors instrumental in the development and performance of motor skills.
- Demonstrate an understanding of the value and significance of physical activity for human interactions, and quality of life.
- Analyze the history, research, and current information in Kinesiology and their current applications.
- Use campus and/or community resources to participate actively in their own education.
- Display leadership, cooperation, sportsmanship and integrity through active participation in fitness and sports.
- Encourage and promote the value of lifelong learning and quality of life through health, sport, fitness and physical activity.

**Graduation Requirements**

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

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

**Required Core**

Course ID	Title	Units
KNES 51	Introduction to Kinesiology	3
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
and		

Select a maximum of one course each from any three of the following movement-based course areas (3-4.5 units):

**Aquatics**

KNES 41	Swimming for Nonswimmers	1
or		
KNES 41	Swimming for Nonswimmers	1.5
KNES 42*	Intermediate Swimming	1
or		
KNES 42*	Intermediate Swimming	1.5
KNES 44*	Aquatic Conditioning	1
or		
KNES 44*	Aquatic Conditioning	1.5

**Combatives**

KNES 90	Beginning Self-Defense	1
KNES 93	Beginning Karate	1

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Fitness**

KNES 1	Cardiovascular Conditioning	1
or		
KNES 1	Cardiovascular Conditioning	1.5
KNES 8	Beginning Cardio Kickboxing	1
or		
KNES 8	Beginning Cardio Kickboxing	1.5
<del>KNES 29</del>	<del>Introduction to Tai Chi Ch'uan</del>	<del>1</del>
KNES 50	Aerobic Dance	1
or		
KNES 50	Aerobic Dance	1.5
<del>KNES/DANC 65</del>	<del>Introduction to Mat Pilates</del>	<del>1</del>
or		
<del>KNES/DANC 65</del>	<del>Introduction to Mat Pilates</del>	<del>1.5</del>

**Individual Sports**

KNES 20	Beginning Golf I	1
KNES 24	Beginning Tennis I	1
or		
KNES 24	Beginning Tennis I	1.5
KNES 25*	Beginning Tennis II	1
or		
KNES 25*	Beginning Tennis II	1.5
KNES 26*	Intermediate Tennis	1
or		
KNES 26*	Intermediate Tennis	1.5

**Team Sports**

KNES 70	Basketball	1
or		
KNES 70	Basketball	1.5
KNES 71*	Advanced Basketball	1
or		
KNES 71*	Advanced Basketball	1.5
KNES 72	Beginning Soccer	1
or		
KNES 72	Beginning Soccer	1.5
KNES 76	Beginning Volleyball	1
KNES 77*	Intermediate Volleyball	1
KNES 81	Beginning Beach Volleyball	1

**List A: Select two courses (7-10 units) from the following:**

MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BIO 20	Introduction to Biology	4
CHEM 108	Introduction to General, Organic, and Biochemistry	4
or		
CHEM 1A*	General Chemistry	5
PHYS 2A*	Introduction to Physics	5
or		
PHYS 4A*	General Physics	5

**Total Units for the Major 21-25.5**

**Fitness**

KNES 1	Cardiovascular Conditioning	1
or		
KNES 1	Cardiovascular Conditioning	1.5
KNES 8	Beginning Cardio Kickboxing	1
or		
KNES 8	Beginning Cardio Kickboxing	1.5
KNES 50	Aerobic Dance	1
or		
KNES 50	Aerobic Dance	1.5
<del>KNES</del> 65	<del>Introduction to Mat Pilates</del>	<del>1</del>
or		
<del>KNES</del> 65	<del>Introduction to Mat Pilates</del>	<del>1.5</del>

**Individual Sports**

KNES 20	Beginning Golf I	1
KNES 24	Beginning Tennis I	1
or		
KNES 24	Beginning Tennis I	1.5
KNES 25*	Beginning Tennis II	1
or		
KNES 25*	Beginning Tennis II	1.5
KNES 26*	Intermediate Tennis	1
or		
KNES 26*	Intermediate Tennis	1.5

**Team Sports**

KNES 70	Basketball	1
or		
KNES 70	Basketball	1.5
KNES 71*	Advanced Basketball	1
or		
KNES 71*	Advanced Basketball	1.5
KNES 72	Beginning Soccer	1
or		
KNES 72	Beginning Soccer	1.5
KNES 76	Beginning Volleyball	1
KNES 77*	Intermediate Volleyball	1
KNES 81	Beginning Beach Volleyball	1

**List A: Select two courses (7-10 units) from the following:**

MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3
BIO 20	Introduction to Biology	4
CHEM 108	Introduction to General, Organic, and Biochemistry	4
or		
CHEM 1A*	General Chemistry	5
PHYS 2A*	Introduction to Physics	5
or		
PHYS 4A*	General Physics	5

**Total Units for the Major 21-25.5**

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

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Nutrition and Dietetics**  
**Associate in Science for Transfer**

The Nutrition program prepares students for a wide variety of employment opportunities involving the applications of fundamentals of normal nutrition. Employment possibilities include public agencies, day-care centers for the young and the elderly, food co-ops, recreation work, pregnancy clinics, education (such as preschool and elementary school), health clubs, gym and figure salons, health food stores and nutritional supplement sales, and drug abuse clinics. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree.

Students who complete the Associate in Science in Nutrition and Dietetics for Transfer degree will receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- ~~Identify components of a healthy diet and lifestyle that lead to optimal health and chronic disease prevention.~~
- ~~Analyze an individual's nutritional status and make appropriate dietary recommendations.~~
- ~~Identify and analyze credible research on nutrition-related topics.~~

**Graduation Requirements**

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

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

**Required Core: (21-units)**

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
PSYC 1	Introduction to Psychology	3
or		
PSYC 1H	Honors Introduction to Psychology	3
CHEM 1A*	General Chemistry	5
and		
<del>CHEM 1B*</del>	<del>General Chemistry</del>	<del>5</del>
or		
<del>CHEM 2*</del>	<del>General Chemistry Principles</del>	<del>5</del>
and		
<del>CHEM 1B*</del>	<del>General Chemistry</del>	<del>5</del>
BIO 15	General Microbiology	5

**List A: Select one course (3-5 units)**

CHEM 12A*	Organic Chemistry	5
BIO 11*	Human Anatomy	4
<del>BIO 12*</del>	<del>Human Physiology</del>	<del>4</del>
MATH 10*	Introduction to Statistics	3
PSYC 44*	Statistics for the Behavioral Sciences	3

**List B: Select one courses (3 units)**

FN 110*	Food Preparation Essentials	3
<del>SOE 1</del>	<del>Introduction to Sociology</del>	<del>3</del>

**Total Units for the Major 27-29**

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

**Revised**  
**Nutrition and Dietetics**  
**Associate in Science for Transfer**

The Nutrition program prepares students for a wide variety of employment opportunities involving the applications of fundamentals of normal nutrition. Employment possibilities include public agencies, day-care centers for the young and the elderly, food co-ops, recreation work, pregnancy clinics, education (such as preschool and elementary school), health clubs, gym and figure salons, health food stores and nutritional supplement sales, and drug abuse clinics. The program offers coursework for professional improvement, and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree.

Students who complete the Associate in Science in Nutrition and Dietetics for Transfer degree will receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Transfer to a CSU if pursuing a baccalaureate degree in Nutritional Sciences or similar major.
- Demonstrate a strong foundation in nutrition, culinary, psychology, and biological sciences necessary to pursue a 4-year degree and develop a successful career in Nutrition and Dietetics.

**Graduation Requirements**

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

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

**Required Core: (16 units)**

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
PSYC 1	Introduction to Psychology	3
or		
PSYC 1H	Honors Introduction to Psychology	3
CHEM 1A*	General Chemistry	5
BIO 15	General Microbiology	5

**List A: Select two courses (7-9 units)**

CHEM 12A*	Organic Chemistry	5
BIO 11*	Human Anatomy	4
MATH 10*	Introduction to Statistics	3
or		
PSYC 44*	Statistics for the Behavioral Sciences	3

**List B: Complete the following course (3 units)**

FN 110*	Food Preparation Essentials	3
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**Total Units for the Major 26-28**

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**

**Associate Teacher Certificate of Achievement**

~~Designed to meet the coursework requirements for the Associate Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CCTC), this certificate prepares students for entry level positions in early childhood care and education. Introductory developmental and learning theory as well as appropriate strategies for the care and education of young children will be studied and applied.~~ Additional work with children (50 days of 3+ hours per day) is required to obtain the Associate Teacher Permit. ~~All courses must be completed with a C or better.~~

Students who complete this program will be able to:

- ~~Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.~~
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- ~~Identify a range of skills and knowledge related to the unique needs of children ages 0-8 years.~~
- Describe developmentally appropriate teaching practices for children ages 0-8.

Course ID	Title	Units
CDE 7*	Child Growth and Development	3
<del>Or</del>		
<del>CDE 7H*</del>	<del>Honors Child Growth and Development</del>	<del>3</del>
CDE 15*	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching	
	Young Children	3
CDE 110*	Introduction to Curriculum	3
<b>Total</b>		<b>12</b>

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

**Revised**

**Associate Teacher Level I  
Certificate of Achievement**

Introductory developmental and learning theory as well as appropriate strategies for the care and education of young children will be studied and applied. This certificate is designed to meet the coursework requirements for the Associate Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC) and prepares students for entry level positions in a variety of early childhood care and education settings. Additional work with children (50 days of 3+ hours per day) is required to obtain the Associate Teacher Permit.

A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Identify developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Identify a range of introductory skills and knowledge related to the unique need of children ages 0-8 years.
- Describe developmentally appropriate teaching practices for children ages 0-8.

Course ID	Title	Units
CDE 7*	Child Growth and Development	3
CDE 15*	Child, Family, and Community	3
CDE 101*	Principles and Practices of Teaching	
	Young Children	3
	Introduction to Curriculum	3
CDE 110*		3

**Total Units for the Certificate** **12**

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current  
Biology Associate of Science**

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

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate a working knowledge of the scientific method.
- Demonstrate the ability to make links among topics and sub-disciplines so that information can be used for deeper comprehension.
- Demonstrate the ability to use the attained knowledge foundation to illustrate concepts and compare examples.

Course ID	Title	Units
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**Required Course Options (13-15 Units)**

**Pathway Option 1 – (15 Units)**

CHEM 1A*	General Chemistry	5
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~~Or~~

<del>CHEM 2*</del>	<del>General Chemistry Principles</del>	<del>5</del>
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BIO 3AH*	Honors General Biology I	5
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BIO 3BH*	Honors General Biology II	5
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**Pathway Option 2 – (15 Units)**

CHEM 1A*	General Chemistry	5
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~~Or~~

<del>CHEM 2*</del>	<del>General Chemistry Principles</del>	<del>5</del>
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BIO 3AH*	Honors General Biology I	5
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BIO 3C*	Biochemistry and Molecular Biology	5
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**Pathway Option 3 – (13 Units)**

CHEM 1A*	General Chemistry	5
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~~Or~~

<del>CHEM 2*</del>	<del>General Chemistry Principles</del>	<del>5</del>
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BIO 4A*	Principles of Cellular Biology	4
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BIO 4B*	Principles of Organismal Biology	4
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<b>Restrictive Electives</b>		<b>10</b>
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<b>Total Units for the Major</b>		<b>23-25</b>
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**Restricted Electives (10 Units)**

BIO 11*	Human Anatomy	4
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BIO 12*	Human Physiology	4
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BIO 15*	General Microbiology	5
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BIO 19	Marine Biology	4
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BIO 20	Introduction to Biology	4
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BIO 22*	Human Genetics	3
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BIO 28	Plants and Human Affairs	3
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BIO 30	Human Biology	3
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**Revised  
Biology Associate of Science**

The curriculum in the Biology Associate ~~of~~ Science Degree is designed to provide the transfer student the opportunity to achieve a biology degree with greater flexibility in completing restrictive electives. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the **Biology Associate of Science** degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate a working knowledge of the scientific method.
- Demonstrate the ability to make links among topics and sub-disciplines so that information can be used for deeper comprehension.
- Demonstrate the ability to use the attained knowledge foundation to illustrate concepts and compare examples.

Course ID	Title	Units
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**REQUIRED CORE (13-15 Units)**

**Pathway Option 1 – (15 Units)**

CHEM 1A*	General Chemistry	5
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BIO 3AH*	Honors General Biology I	5
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BIO 3BH*	Honors General Biology II	5
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**Pathway Option 2 – (15 Units)**

CHEM 1A*	General Chemistry	5
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BIO 3AH*	Honors General Biology I	5
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BIO 3C*	Biochemistry and Molecular Biology	5
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**Pathway Option 3 – (13 Units)**

CHEM 1A*	General Chemistry	5
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BIO 4A*	Principles of Cellular Biology	4
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BIO 4B*	Principles of Organismal Biology	4
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<b>Restrictive Electives</b>		<b>10</b>
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<b>Total Units for the Major</b>		<b>23-25</b>
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**Restricted Electives (10 Units)**

BIO 11*	Human Anatomy	4
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BIO 12*	Human Physiology	4
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BIO 15*	General Microbiology	5
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BIO 19	Marine Biology	4
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BIO 20	Introduction to Biology	4
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BIO 22*	Human Genetics	3
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BIO 28	Plants and Human Affairs	3
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BIO 30	Human Biology	3
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BIO 31	Biology of Plants	<b>4</b>
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BIO 40	Evolution	3
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BIO 43	Animal Behavior	3
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BIO 45	Biology of Human Disease	3
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BIO 112	Pathophysiology	3
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SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

BIO 31	Biology of Plants	3	MATH 3A*	Analytic Geometry and Calculus	5
BIO 40	Evolution	3	Or		
BIO 43	Animal Behavior	3	MATH 3AH*	Honors Analytic Geometry and Calculus	5
BIO 45	Biology of Human Disease	3	MS 20	Introduction to Oceanography	4
BIO 112	Pathophysiology	3	PHYS 2A*	Introduction to Physics	5
MATH 3A*	Analytic Geometry and Calculus	5	Or		
Or			PHYS 4A*	General Physics	5
MATH 3AH*	Honors Analytic Geometry and Calculus	5			
MS 20	Introduction to Oceanography	4			
<del>PHYS 1A*</del>	<del>Physics with Calculus for Life Sciences and Chemistry I</del>	<del>4</del>			
Or					
PHYS 2A*	Introduction to Physics	5			
Or					
PHYS 4A*	General Physics	5			

Suggested coursework not required for the major: CHEM 1B, CHEM 12A, CHEM 12B, MATH 3B, ~~PHYS 1B~~ or PHYS 2B, or PHYS 4B, PHYS 4C.

**Associate of Science Degree**

~~Completion of all the courses listed above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate of Science Degree. A minimum of 12 units must be completed at Saddleback College.~~

**General Education Requirements for Associate Degrees**

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

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

Suggested coursework not required for the major: CHEM 1B, CHEM 12A, CHEM 12B, MATH 3B, PHYS 2B, or PHYS 4B, PHYS 4C.

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

Refer to the Graduation Requirements and to the Associate Degree – General Education Requirements in this catalog for specific courses which meet general education requirements.

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Computerized Accounting Specialist**  
**Associate in Science**

This program provides students who plan to enter the accounting field with knowledge of accounting principles and practices to record transactions for various types of businesses using a double-entry accounting system, as well as the latest commercial software, and the ability to analyze financial statements.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Prepare a set of basic financial statements.
- Calculate and analyze common ratios and numerical relationships that are produced through the accounting cycle.
- Demonstrate proficiency in processing the accounting cycle for a business.
- Demonstrate proficiency in communicating financial information in the subject area.
- Present an oral presentation in designated subject area.
- 

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 221*	Accounting Information Systems	3
CIMA 104+	Spreadsheets – Excel	3
CIMA 223B*	Computerized Accounting QuickBooks	
	Advanced	1.5
	<b>Select from Restricted Electives</b>	3
	<b>Total Units for the Certificate:</b>	22.5

**Restricted Electives:**

ACCT 120	Introduction to Financial Planning	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3

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

~~+Completion of the A and B versions of this course can also be used to fulfill this requirement.~~

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

**Revised**  
**Computerized Accounting Specialist**  
**Associate of Science**

This program provides students who plan to enter the accounting field with knowledge of accounting principles and practices to record transactions for various types of businesses using a double-entry accounting system, as well as the latest commercial software, and the ability to analyze financial statements.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Prepare a set of basic financial statements.
- Calculate and analyze common ratios and numerical relationships that are produced through the accounting cycle.
- Demonstrate proficiency in processing the accounting cycle for a business.
- Demonstrate proficiency in communicating financial information in the subject area.
- Present an oral presentation in designated subject area.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 221*	Accounting Information Systems	3
CIMA 104	Spreadsheets – Excel	3
CIMA 223B*	Computerized Accounting QuickBooks	
	Advanced	1.5
	<b>Select from Restricted Electives</b>	3
	<b>Total Units for the Certificate:</b>	22.5

**Restricted Electives:**

ACCT 120	Introduction to Financial Planning	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3

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



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**General Education Requirements for Associate Degrees**

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

Suggested coursework not required for the major: **ACCT 202A, ACCT 202B, ACCT 203, ACCT 214**, ACCT 215; BUS 102, BUS 103, BUS 104, BUS 125,; CIM 1, CIM 112, CIMN 100, **CIMN 100A, CIMA 104B\***, CIMA 106; ECON 2, ECON 4.

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

**Refer to the Graduation Requirements and to the Associate Degree – General Education Requirements in this catalog for specific courses which meet general education requirements.**

Suggested coursework not required for the major: **ACCT 210**, ACCT 215; **BUS 1 or BUS 1H**, 102, 103, 104, 125; CIM 1, 112; CIMN 100; CIMA 106; ECON 2 **or ECON 2H, ECON 4 or ECON 4H.**

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Computerized Accounting Specialist**  
**Certificate of Achievement**

This program provides students who plan to enter the accounting field with knowledge of accounting principles and practices to record transactions for various types of businesses using a double-entry accounting system, as well as the latest commercial software, and the ability to analyze financial statements.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Prepare a set of basic financial statements.
- Calculate and analyze common ratios and numerical relationships that are produced through the accounting cycle.
- Demonstrate proficiency in processing the accounting cycle for a business.
- Demonstrate proficiency in communicating financial information in the subject area.
- Present an oral presentation in designated subject area.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 221*	Accounting Information Systems	3
CIMA 104+	Spreadsheets – Excel	3
CIMA 223B*	Computerized Accounting QuickBooks	
	Advanced	1.5
	<b>Select from Restricted Electives</b>	3
	<b>Total Units for the Certificate:</b>	22.5

**Restricted Electives:**

ACCT 120	Introduction to Financial Planning	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3

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

~~+Completion of the A and B versions of this course can also be used to fulfill this requirement.~~

Suggested coursework not required for the major: ~~ACCT 202A, ACCT 202B, ACCT 203, ACCT 214~~, ACCT 215; BUS 102, BUS 103, BUS 104, BUS 125; CIM 1, CIM 112, CIMN 100, ~~CIMN 100A, CIMA 104B\*~~, CIMA 106; ECON 2, ECON 4.

**Revised**  
**Computerized Accounting Specialist**  
**Certificate of Achievement**

This program provides students who plan to enter the accounting field with knowledge of accounting principles and practices to record transactions for various types of businesses using a double-entry accounting system, as well as the latest commercial software, and the ability to analyze financial statements.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Prepare a set of basic financial statements.
- Calculate and analyze common ratios and numerical relationships that are produced through the accounting cycle.
- Demonstrate proficiency in processing the accounting cycle for a business.
- Demonstrate proficiency in communicating financial information in the subject area.
- Present an oral presentation in designated subject area.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ACCT 1A	Financial Accounting	4
ACCT 1B*	Managerial Accounting	4
ACCT 216*	Individual Income Tax	4
ACCT 221*	Accounting Information Systems	3
CIMA 104	Spreadsheets – Excel	3
CIMA 223B*	Computerized Accounting QuickBooks	
	Advanced	1.5
	<b>Select from Restricted Electives</b>	3
	<b>Total Units for the Certificate:</b>	22.5

**Restricted Electives:**

ACCT 120	Introduction to Financial Planning	3
ACCT 202A*	Intermediate Accounting I	3
ACCT 217*	Partnership and Corporate Taxation	3
ACCT 275*	Auditing	3

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

Suggested coursework not required for the major: ACCT 210, ACCT 215; BUS 1 or BUS 1H, 102, 103, 104, 125; CIM 1, 112; CIMN 100; CIMA 106; ECON 2 or ECON 2H, ECON 4 or ECON 4H.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Early Childhood Teacher**  
**Certificate of Achievement**

~~This certificate meets the education requirements of the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC). Developmental and learning theory as well as appropriate strategies for teaching and caring for children ages birth to 8 will be studied and applied. Family collaboration, cultural sensitivity, and relationship based practice will be emphasized. This certificate prepares students to provide competent and effective care and instruction of children in an early care and education program, and supervise assistants, classroom aides and/or volunteers in a variety of children's settings. Additional work is required to obtain CTC's Teacher Permit. A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit.~~

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psycho-social, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- ~~• Apply developmental theory, knowledge of child development, DCLAP (developmentally, culturally, linguistically appropriate practices), and demonstrate use of research-based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.~~
- ~~• Demonstrate developmentally appropriate observation, assessment, and documentation skills to identify individual child needs and use that knowledge to plan appropriate curriculum.~~
- ~~• Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.~~

**Required Courses**

Course ID	Title	Units
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
<del>Or</del>		
<del>CDE 7H*</del>	<del>Honors Child Growth and Development</del>	<del>3</del>
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121	Practicum-The Student Teaching Experience	5
	Select from Required Breadth	16-19
	Total Units for the Major:	45-48

**Required Breadth**

Students must complete area 1, select one course from each of areas 2, 3, and 4, and select one additional course from area 2, 3, or 4.

Course ID	Title	Units
<b>Area 1</b>		
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4

**Revised**  
**Early Childhood Teacher**  
**Certificate of Achievement**

Foundational theories of children's development and learning as well as appropriate strategies for teaching and caring for children ages birth to 8 will be studied and applied. Family collaboration, cultural sensitivity, and relationship-based practice will be emphasized. This certificate prepares students to provide competent and effective care and instruction of children in a variety of early childhood settings. It also meets the education requirements of the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC). Additional working experience with children is required to obtain the Permit.

A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, and research-based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs. Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

**Required Courses**

Course ID	Title	Units
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	4
	Select from Required Breadth	16-19
	<b>Total Units for the Certificate:</b>	<b>44-47</b>

**Required Breadth 16-19 Units**

Students must complete area 1, select one course from each of areas 2, 3, and 4, and select one additional course from area 2, 3, or 4.\*\*

Course ID	Title	Units
<b>Area 1</b>		
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

<b>Area 2</b>		
MATH 10*	Introduction to Statistics	3
Or		
MATH 14*	Mathematics for Elementary School Teachers	5
Or		
MATH 103*	Mathematical Ideas	3
Or		
PSYC 44*	Statistics for the Behavioral Sciences	3
Or		
<del>ANTH 1</del>	<del>Biological Anthropology</del>	<del>3</del>
<del>Or</del>		
<del>ANTH 1H</del>	<del>Honors Biological Anthropology</del>	<del>3</del>
<del>Or</del>		
<del>ENV 18</del>	<del>Introduction to Ecology</del>	<del>4</del>
<del>Or</del>		
GEOG 1	Physical Geography	3
Or		
GEOG 1H	Honors Physical Geography	3
Or		
GEOL 1	Introduction to Physical Geology	4
Or		
<del>GEOL 20</del>	<del>Introduction to Earth Science</del>	<del>4</del>
<del>Or</del>		
HORT 20	Introduction to Horticultural Science	4
<b>Area 3</b>		
ANTH 2	Cultural Anthropology	3
Or		
ANTH 2H	Honors Cultural Anthropology	3
Or		
GEOG 2	Cultural Geography	3
Or		
GEOG 2H	Honors Cultural Geography	3
Or		
<del>SOC 10</del>	<del>Introduction to Marriage and the Family</del>	<del>3</del>
<del>Or</del>		
<del>SOC 20</del>	<del>Ethnic Cultures of the United States</del>	<del>3</del>
<del>Or</del>		
SOC 30	Social Psychology	3
Or		
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3
<b>Area 4</b>		
ENG 142*	Children's Literature	3
Or		
ARTH 20	Art Appreciation	3
Or		
MUS 1	The Basics of Music	3
Or		
MUS 20	Music Appreciation	3
<del>Or</del>		
<del>DANC 64</del>	<del>History of Dance</del>	<del>3</del>
<del>Or</del>		
HORT 115	History of Landscape Design	3
Or		
ID 110	Fundamentals of Interior Design	3

<b>Area 2</b>		
MATH 10*	Introduction to Statistics	3
Or		
MATH 14*	Mathematics for Elementary School Teachers	5
Or		
PSYC 44*	Statistics for the Behavioral Science	3
Or		
MATH 103*	Mathematical Ideas	3
Or		
GEOG 1	Physical Geography	3
Or		
GEOG 1H	Honors Physical Geography	3
Or		
PHYS 30	Physics and Chemistry for Elementary Educators	4
Or		
HORT 20	Introduction to Horticultural Science	4
<b>Area 3</b>		
ANTH 2	Cultural Anthropology	3
Or		
ANTH 2H	Honors Cultural Anthropology	3
Or		
GEOG 2	Cultural Geography	3
Or		
GEOG 2H	Honors Cultural Geography	3
Or		
SOC 30	Social Psychology	3
Or		
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3
<b>Area 4</b>		
ENG 142*	Children's Literature	3
Or		
ARTH 20	Art Appreciation	3
Or		
MUS 1	The Basics of Music	3
Or		
MUS 20	Music Appreciation	3
Or		
HORT 115	History of Landscape Design	3
Or		
ID 110	Fundamentals of Interior Design	3

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

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**

**Entrepreneurship Associate of Science**

~~The Entrepreneurship programs are designed for students who wish to emphasize entrepreneurship in their community college business studies. They may complete the additional requirements for an Associate of Science degree in this area if they so wish. Entrepreneurial studies help prepare students who plan to seek a higher degree in business.~~

~~Completion of the Entrepreneurship programs provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence, achievement, and may support job applications. The program provides valuable preparation in proven business practices and business ownership issues such as market focus, measurements of success, and developing a clear and useful business plan.~~

~~Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good decisions. The Entrepreneurship Certificate is also useful for members of the community who are planning or starting a new business. Some of these students might prefer to complete the shorter Entrepreneurship Occupational Skills Award.~~

**Program Student Learning Outcomes:**

Students who complete this program will be able to:

- Consider the major influences on small businesses and on starting and building businesses, including governmental, financial, human resource, and others when planning or building a new product, service, or business.
- Make business decisions that consider the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Communicate clearly, effectively, and appropriately in writing and orally.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Describe the entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
- Evaluate a product, service, or business in terms of a clearly defined proposed target customer and the need that is being satisfied.
- Research and develop a business plan for all aspects of the creation and, maintenance of a business.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Required Core (17-19 Units)</b>		
ACCT 235	Entrepreneurial Accounting	3
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3

**Revised**

**Entrepreneurship Associate of Science**

The Entrepreneurship Associate of Science degree program is designed for students who wish to emphasize entrepreneurship in their community college business studies. Completion of the Entrepreneurship Associate of Science program provides students with critical knowledge and tools for planning and starting a new business. Completion demonstrates persistence achievement and may support job applications. The program provides valuable preparation in proven business practices and business ownership issues, such as market focus, measurements of success, and developing a clear and useful business plan. Because some of the leading causes of failure in new businesses are poor risk management, lack of adequate capitalization, and mismanagement of resources, specific information is provided in these areas to help students make good decisions.

**Program Student Learning Outcomes:**

Students who complete this program will be able to:

- Consider the major influences on small businesses and on starting and building businesses, including governmental, financial, human resource, and others when planning or building a new product, service, or business.
- Make business decisions that consider the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of businesses.
- Communicate clearly, effectively, and appropriately in writing and orally.
- Describe the functions of business in society including the major concepts related to business ownership and the factors that influence them; competition and marketing; and the systems, technologies, and operational controls through which business organizations operate.
- Describe the entrepreneurial risks and challenges inherent in each major component of the entrepreneurial business.
- Evaluate a product, service, or business in terms of a clearly defined proposed target customer and the need that is being satisfied.
- Research and develop a business plan for all aspects of the creation and maintenance of a business.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<b>Required Core (17-19 Units)</b>		
ACCT 235	Entrepreneurial Accounting	3
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
Or		
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 103*	Business English	3
Or		
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
	Restricted Electives	<b>3-3.5</b>
	Marketing and Communication Specialties	3
<b>Total Units for the Major:</b>		<b><u>23-25.5</u></b>

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

BUS 13	Legal Environment and Business Law	3
Or		
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 103*	Business English	3
Or		
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	
BUS 104*	Business Communication	3

BUS 160	Entrepreneurship	3
	Restricted Electives	<b>3-4.5</b>
	Marketing and Communication Specialties	<b>3-4.5</b>
	<b>Total Units for the Major:</b>	<b>23-28</b>

**Restricted Electives**

BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
<b>BUS 107</b>	<b>Innovation and New Product Development</b>	<b>3</b>
BUS 120	Business Management	3
BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	<b>Cooperative Work Experience: Business</b>	1-3

**Marketing and Communication Specialties**

**Any of the following courses not already used from above.**

BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 109	E-Commerce Marketing	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3

**CIMA 283 E, F, G Office Skills: Word, Excel, PowerPoint** .5, .5, .5

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

**Associate of Science Degree**

**Completion of all the courses listed above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate of Science Degree. A minimum of 12 units must be completed at Saddleback College.**

**General Education Requirements for Associate Degrees**

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

**Restricted Electives – 3-3.5 Units**

BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 120	Business Management	3
<b>BUS 205</b>	<b>Business Math</b>	<b>3</b>
BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	<b>CO-OP-ED Business</b>	1-3

**Marketing and Communication Specialties – 3 Units**

**Any of the following courses not already used from above.**

BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	3
BUS 109	E-Commerce Marketing	3
BUS 125	Human Relations in Business	3
BUS 135	Marketing	3
BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3

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

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

Refer to the Graduation Requirements and to the Associate Degree – General Education Requirements in this catalog for specific courses which meet general education requirements.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Infant Toddler Teacher**  
**Certificate Program**

~~This certificate meets the education requirements of the Teacher-level Child Development Permit issued by the California Commission on Teacher Credentialing (CTC). Developmental and learning theory as well as appropriate strategies related to the unique care and education needs of children ages 0-36 months will be studied and applied. Family collaboration and relationship-based practices will be emphasized. This certificate prepares students to be competent and effective teachers and caregivers of infants and toddlers in a variety of home and center-based settings. Additional work with children is required to obtain CTC's Teacher Permit.~~

A minimum grade of "C" in each course is required to earn the certificate and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique needs of children ages 0-36 months.
- Apply developmental theory, knowledge of child development, developmentally, culturally, and linguistically appropriate practice (**DECLAP**), and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
CDE 101*	Principles and Practices for Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
<b>-Or-</b>		
<b>CDE 7H*</b>	<b>Honors Child Growth and Development</b>	<b>3</b>
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	5
CDE 123*	Infant and Toddler Development	3
CDE 133*	Care and Education for Infants and Toddlers	3
<b>Select from Required Breadth</b>		<b>16-19</b>
<b>Total Units for the Major:</b>		<b>54-54</b>

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

**Revised**  
**Infant Toddler Teacher**  
**Certificate of Achievement**

The developmental and learning theory as well as appropriate strategies related to the unique care and education needs of children ages 0-36 months will be studied and applied. Family collaboration and relationship-based practices will be emphasized. This certificate prepares students to be competent and effective teachers and caregivers of infants and toddlers in a variety of home and center-based settings. It also meets the education requirements of the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC). Additional working experience with children is required to obtain the Permit.

A minimum grade of "C" in each course is required to earn the certificate and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- **Demonstrate a range of skills and knowledge related to the care and education of children ages 0-8 years.**
- Demonstrate a range of skills and knowledge related to the unique needs of children ages 0-36 months.
- Apply developmental theory, knowledge of child development, developmentally, culturally, and linguistically appropriate practice, and research-based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
CDE 101*	Principles and Practices for Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	4
CDE 123*	Infant and Toddler Development	3
CDE 133*	Care and Education for Infants and Toddlers	3
<b>Select from Required Breadth</b>		<b>16-19</b>
<b>Total Units for the Major:</b>		<b>50-53</b>

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Required Breadth**

Students must complete area 1, select one course from each of areas 2, 3, and 4, and select one additional course from area 2, 3, or 4.

**16-19 Units**

<b>Area 1</b>	<b>Title</b>	<b>Units</b>
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4
<b>Area 2</b>		
MATH 10*	Introduction to Statistics	3
Or		
MATH 14*	Mathematics for Elementary School Teachers	5
Or		
MATH 103*	Mathematical Ideas	3
Or		
PSYC 44*	Statistics for the Behavioral Science	3
Or		
<del>ANTH 1</del>	<del>Biological Anthropology</del>	<del>3</del>
<del>Or</del>		
<del>ANTH 1H</del>	<del>Honors Biological Anthropology</del>	<del>3</del>
<del>Or</del>		
<del>ENV 18</del>	<del>Introduction to Ecology</del>	<del>4</del>
<del>Or</del>		
<del>GEOG 1</del>	<del>Physical Geography</del>	<del>3</del>
<del>Or</del>		
<del>GEOG 1H</del>	<del>Honors Physical Geography</del>	<del>3</del>
<del>Or</del>		
GEOL 1	Introduction to Physical Geology	4
Or		
<del>GEOL 20</del>	<del>Introduction to Earth Science</del>	<del>4</del>
Or		
HORT 20	Introduction to Horticultural Science	4
<b>Area 3</b>		
ANTH 2	Cultural Anthropology	3
Or		
ANTH 2H	Honors Cultural Anthropology	3
Or		
GEOG 2	Cultural Geography	3
Or		
GEOG 2H	Honors Cultural Geography	3
Or		
SOC 10	Introduction to Marriage and the Family	3
Or		
<del>SOC 20</del>	<del>Ethnic Cultures of the United States</del>	<del>3</del>
Or		
SOC 30	Social Psychology	3
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3
<b>Area 4</b>		
ENG 142*	Children's Literature	3
Or		
ARTH 20	Art Appreciation	3
Or		
MUS 1	The Basics of Music	3
Or		
MUS 20	Music Appreciation	3
Or		
<del>DANC 64</del>	<del>History of Dance</del>	<del>3</del>
<del>Or</del>		
HORT 115	History of Landscape Design	3
Or		
ID 110	Fundamentals of Interior Design	3

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

**Required Breadth**

Students must complete area 1, select one course from each of areas 2, 3, and 4, and select one additional course from area 2, 3, or 4.

**16-19 Units**

<b>Area 1</b>	<b>Title</b>	<b>Units</b>
ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4
<b>Area 2</b>		
MATH 10*	Introduction to Statistics	3
Or		
MATH 14*	Mathematics for Elementary School Teachers	5
Or		
MATH 103*	Mathematical Ideas	3
Or		
PSYC 44*	Statistics for the Behavioral Science	3
Or		
GEOL 1	Introduction to Physical Geology	4
Or		
<del>PHYS 30</del>	<del>Physics and Chemistry for Elementary Educators</del>	<del>4</del>
Or		
HORT 20	Introduction to Horticultural Science	4
<b>Area 3</b>		
ANTH 2	Cultural Anthropology	3
Or		
ANTH 2H	Honors Cultural Anthropology	3
Or		
GEOG 2	Cultural Geography	3
Or		
GEOG 2H	Honors Cultural Geography	3
Or		
SOC 30	Social Psychology	3
Or		
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3
<b>Area 4</b>		
ENG 142*	Children's Literature	3
Or		
ARTH 20	Art Appreciation	3
Or		
MUS 1	The Basics of Music	3
Or		
MUS 20	Music Appreciation	3
Or		
HORT 115	History of Landscape Design	3
Or		
ID 110	Fundamentals of Interior Design	3

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



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

Current

**Master Teacher Certificate Program**

~~This certificate meets the coursework requirements for the Master Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTCC) and prepares students to be competent and effective teachers and caregivers for young children ages 0-8, supervisors of adults in early childhood settings, and to serve as a coordinator of curriculum and staff development. Developmental and learning theory as well as appropriate strategies for teaching children age birth to 8 will be studied and applied. Culturally sensitive and relationship-based practice will be emphasized. Additional work with children (350 days of 3+ hours per day within 4 years) is required to obtain the Master Teacher Permit.~~

A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, ~~DCLAP~~, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate the skills and knowledge in supervising program staff, ~~financial management, licensing requirements, and program management in settings for young children.~~
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

Revised

**Early Childhood Master Teacher**

**Certificate of Achievement**

Developmental and learning theory as well as appropriate strategies will be studied and applied. Culturally sensitive and relationship-based practice will be emphasized. In addition to foundational topics, students will select one area of specialization to add breadth to and depth to their preparation for working with young children and learn basic adult supervision skills. This certificate prepares students to be competent and effective teachers and caregivers for young children ages 0-8, supervisors of adults in early childhood settings, and to serve as a coordinator of curriculum and staff development. It also meets the coursework requirements for the Master Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTC). Additional work experience with children and adults is required to obtain the Permit.

A minimum grade of "C" in each course is required to earn the certificate and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, cognitive, social, emotional, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, and research-based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate the skills and knowledge in supervising program staff and coordinating curriculum and staff development.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

Core Courses

Course ID	Title	Units
CDE 101*	Principles and Practices for Teaching Young Children	3
CDE 7*	Child Growth and Development	3
<del>CDE 7H*</del>	<del>Honors Child Growth and Development</del>	
CDE 15*	Child, Family, and Community	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observations and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	5
CDE 127*	Adult Supervision and Mentor Practices	3

Complete 6 units from one of the following specialization clusters

Infant /Toddler

CDE 123*	Infant and Toddler Development	3
CDE 133*	Care and Education for Infants and Toddlers	3

Special Needs

CDE 135*	Introduction to Children with Special Needs	3
CDE 140*	Curriculum and Strategies for Children with Special Needs	3

Curriculum

CDE 113*	Math and Science Curriculum Early Childhood Education	3
CDE 114*	Creative Art Curriculum for Young Children	3
CDE 115*	Literacy Curriculum in Early Childhood Education	3
Total Units for the Certificate:		54-57

Required Breadth- Students must complete area 1, select one course from each of areas 2, 3, and 4, and select one additional course from area 2, 3, or 4.\*\*-16-19 Units

Area 1

ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4

Area 2

MATH 10*	Introduction to Statistics	3
Or		
MAATH 14*	Mathematics for Elementary School Teachers	5
Or		
PSYC 44*	Statistics for the Behavioral Sciences	3
Or		
<del>ANTH 1</del>	<del>Biological Anthropology</del>	<del>3</del>
<del>Or</del>		
<del>ANTH 1H</del>	<del>Honors Biological Anthropology</del>	<del>3</del>
<del>Or</del>		
<del>ENV 18</del>	<del>Introduction to Ecology</del>	<del>4</del>
<del>Or</del>		
GEOG 1	Physical Geography	3
Or		
GEOG 1H	Honors Physical Geography	3
Or		
GEOL 1	Introduction to Physical Geology	4
<del>Or</del>		
<del>GEOL 20</del>	<del>Introduction to Earth Science</del>	<del>4</del>
Or		
HORT 20	Introduction to Horticultural Science	4

Course ID	Title	Units
CDE 101*	Principles and Practices of Teaching Young Children	
CDE 7*	Child Growth and Development	3
CDE 15*	Child, Family, and Community	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observations and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	5
CDE 127*	Adult Supervision and Mentor Practices	3

Required Specialization 6 Units

Infant /Toddler

CDE 123*	Infant and Toddler Development	3
CDE 133*	Care and Education for Infants and Toddlers	3

Special Needs

CDE 135*	Introduction to Children with Special Needs	3
CDE 140*	Curriculum and Strategies for Children with Special Needs	3

Curriculum

CDE 113*	Math and Science Curriculum Early Childhood Education	3
CDE 114*	Creative Art Curriculum for Young Children	3
CDE 115*	Literacy Curriculum in Early Childhood Education	3
Total Units for the Certificate:		53-56

Required Breadth 16-19 Units - Students must complete area 1, select one course from each of areas 2, 3, and 4, and select one additional course from area 2, 3, or 4.\*\*

Area 1

ENG 1A*	Principles of Composition I	4
Or		
ENG 1AH*	Honors Principles of Composition I	4

Area 2

MATH 10*	Introduction to Statistics	3
Or		
MAATH 14*	Mathematics for Elementary School Teachers	5
Or		
PSYC 44*	Statistics for the Behavioral Sciences	3
Or		
MATH 103*	Mathematical Ideas	3
Or		
GEOL 1	Introduction to Physical Geology	4
Or		
GEOL 1H	Honors Physical Geography	3
Or		
<del>PHYS 30</del>	<del>Physics and Chemistry for Elementary Educators</del>	<del>4</del>
Or		
HORT 20	Introduction to Horticultural Science	4

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Area 3**

ANTH 2	Cultural Anthropology	3
Or		
ANTH 2H	Honors Cultural Anthropology	3
Or		
GEOG 2	Cultural Geography	3
Or		
GEOG 2H	Honors Geography	3
Or		
SOC 10	Introduction to Marriage and the Family	
Or		
<del>SOC 20</del>	<del>Ethnic Cultures of the United States</del>	<del>3</del>
<del>Or</del>		
SOC 30	Social Psychology	3
Or		
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3

**Area 4**

ENG 142*	Children's Literature	3
Or		
ARTH 20	Art Appreciation	3
Or		
MUS 1	The Basics of Music	3
Or		
MUS 20	Music Appreciation	3
Or		
HORT 115	History of Landscape Design	4
Or		
ID 110	Fundamentals of Interior Design	3

**Area 3**

ANTH 2	Cultural Anthropology	3
Or		
ANTH 2H	Honors Cultural Anthropology	3
Or		
GEOG 2	Cultural Geography	3
Or		
GEOG 2H	Honors Geography	3
Or		
SOC 30	Social Psychology	3
Or		
PS 1	American Government	3
Or		
PS 1H	Honors American Government	3

**Area 4**

ENG 142*	Children's Literature	3
Or		
ARTH 20	Art Appreciation	3
Or		
MUS 1	The Basics of Music	3
Or		
MUS 20	Music Appreciation	3
Or		
HORT 115	History of Landscape Design	4
Or		
ID 110	Fundamentals of Interior Design	3

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

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Professional Development for**  
**Preschool/TK Educator**  
**Certificate of Achievement**

This certificate provides professional development for teachers of children 3-6 in a variety of settings including state preschool, Head Start, and transitional kindergarten. It meets the needs of transitional kindergarten teachers who are required to have 24 units of child development or early childhood education in addition to their bachelor's degree and multiple subjects teaching credential (ED Code 48000). In-depth study of the learning and developmental needs of children ages 3-6, the California Preschool Frameworks and Foundations, exploration of various classroom management and observation and assessment techniques are addressed. The content, resources, and methodology are relevant as professional development for any California Child Development Permit holder, preschool, transitional kindergarten, or kindergarten teacher.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- ~~Use reflective practice, observations, and understanding of developmental needs of children ages 3-6 to plan individualized and differentiated instruction.~~
- Apply their understanding of the California Preschool Foundations and Frameworks to plan integrated curriculum.
- Evaluate culturally and linguistically responsive practices that include the families of the children in the classroom.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
CDE 124*	Preschool and Early Primary Child Development	3
CDE 120*	Observation and Assessment	3
<del>CDE 261*</del>	<del>Challenging Behaviors</del>	<del>3</del>
CDE 251	CA Preschool Foundations & Frameworks- Language, Literacy	1
CDE 253	CA Preschool Foundations & Frameworks – Math	1
CDE 250	CA Preschool Foundations & Frameworks – Social and Emotional	1
CDE 252	CA Preschool Foundations & Frameworks - English Language Dev	1
CDE 256	CA Preschool Foundations & Frameworks - Physical Development	1
CDE 257	A Preschool Foundations & Frameworks - Health	1
CDE 254	CA Preschool Foundations & Frameworks - Visual Arts	1
CDE 255	CA Preschool Foundations & Frameworks - Performing Arts	1
CDE 259	CA Preschool Foundations and Frameworks - Science	1
CDE 258	CA Preschool Foundation & Frameworks - History-Soc Science	1
<del>CDE 263*</del>	<del>Reflective Practice for Early Childhood</del>	<del>2</del>
	<del>Educators</del>	<del>2</del>
	<del>Restricted Electives</del>	<del>3</del>
	<b>Total Units for the Certificate</b>	<b>24</b>

**Revised**  
**Professional Development for**  
**Preschool/TK Educator**  
**Certificate of Achievement**

This certificate provides professional development for teachers of children 3-6 in a variety of settings including state preschool, Head Start, and transitional kindergarten. It meets the needs of transitional kindergarten teachers who are required to have 24 units of child development or early childhood education in addition to their bachelor's degree and multiple subjects teaching credential (ED Code 48000). In-depth study of the learning and developmental needs of children ages 3-6, the California Preschool Frameworks and Foundations, exploration of various classroom management and observation and assessment techniques are addressed. The content, resources, and methodology are relevant as professional development for any California Child Development Permit holder, preschool, transitional kindergarten, or kindergarten teacher.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Plan individualized, and differentiated instruction based on reflective practice, observations and developmental needs of children ages 3-6.
- Apply their understanding of the California Preschool Foundations and Frameworks to plan integrated curriculum.
- Evaluate culturally and linguistically responsive practices that include the families of the children in the classroom.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
CDE 124*	Preschool and Early Primary Child Development	3
<del>CDE 119</del>	<del>Challenging Behaviors</del>	<del>3</del>
CDE 120*	Observation and Assessment	3
CDE 251	CA Preschool Foundations & Frameworks- Language, Literacy	1
CDE 253	CA Preschool Foundations & Frameworks – Math	1
CDE 250	CA Preschool Foundations & Frameworks – Social and Emotional	1
CDE 252	CA Preschool Foundations & Frameworks - English Language Dev	1
CDE 256	CA Preschool Foundations & Frameworks - Physical Development	1
CDE 257	A Preschool Foundations & Frameworks - Health	1
CDE 254	CA Preschool Foundations & Frameworks - Visual Arts	1
CDE 255	CA Preschool Foundations & Frameworks - Performing Arts	1
CDE 259	CA Preschool Foundations and Frameworks - Science	1
CDE 258	CA Preschool Foundation & Frameworks - History-Soc Science	1
<del>CDE 110*</del>	<del>Introduction to Curriculum</del>	<del>3</del>
<del>Or</del>	<del></del>	<del></del>
<del>CDE 121*</del>	<del>Practicum-The Student Teaching Experience</del>	<del>4</del>
<del>Or</del>	<del></del>	<del></del>
<b>CWE 180</b>	<b>CO-OP-ED Child Development and Education</b>	<b>1.1</b>

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Restricted Electives – Choose one (3 Units)**

CDE 117*	Teaching in a Diverse Society	3
CDE 140*	Curriculum and Strategies for Children With Special Needs	3

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

**Or**

<b>CWE 180</b>	<b>CO-OP-ED Child Development and Education</b>	<b>2</b>
	<b>Restricted Electives</b>	<b>3</b>
	<b>Total Units for the Certificate</b>	<b>24-27</b>

**Restricted Electives – Choose one (3 Units)**

<b>CDE 15*</b>	<b>Child, Family, and Community</b>	<b>3</b>
<b>CDE 101</b>	<b>Principles and Practices of Teaching Young Children</b>	<b>3</b>
<b>CDE 31*</b>	<b>Educational Psychology</b>	<b>3</b>
CDE 117*	Teaching in a Diverse Society	3
CDE 140*	Curriculum and Strategies for Children With Special Needs	3

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**

**Site Supervisor Certificate of Achievement**

This certificate is designed for students who will be single-site supervisors under Title 5 regulations or directors for centers regulated by Title 22. Students have opportunities to learn and apply developmentally appropriate and relationship based curriculum based on observations of children and various settings. They will implement and evaluate various teaching strategies in supervised settings, and learn administration and leadership skills. Students who earn this certificate and meet experience requirements as identified by the CA Commission on Teacher Credentialing (CTCC) are eligible to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development. Additional work with children (350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults) is required to obtain the Site Supervisor Permit.

A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit Core Courses.

**Program Student Learning Outcomes**

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

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political and historical contexts that influence all children's development
- Demonstrate a range of skills and knowledge related to the unique needs of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, DCLAP, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment and documentation skills that can be applied to interpretations of growth and development, planning and identification of individual needs.
- Demonstrate the skills and knowledge used in supervising program staff, financial management, licensing regulations and program management in settings for young children.
- Demonstrate professional skills, including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy and identification of personal qualifications in relationship to state and national requirements of teachers of young children.

**Revised**

**Site Supervisor Certificate of Achievement**

This certificate is designed for students who will be single-site supervisors under Title 5 regulations or directors for centers regulated by Title 22. Students have opportunities to learn and apply developmentally appropriate and relationship based curriculum based on observations of children and various settings. They will implement and evaluate various teaching strategies in supervised settings, and learn administration and leadership skills. Students who earn this certificate and meet experience requirements as identified by the CA Commission on Teacher Credentialing (CTC) are eligible to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development. Additional work with children and adults is required to obtain the CTC Site Supervisor Permit.

A minimum grade of "C" in each course is required to earn the certificate and/or qualify

**Program Student Learning Outcomes**

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

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political and historical contexts that influence all children's development
- Demonstrate a range of skills and knowledge related to the unique needs of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, DCLAP, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment and documentation skills that can be applied to interpretations of growth and development, planning and identification of individual needs.
- Demonstrate the skills and knowledge used in supervising program staff, financial management, licensing regulations and program management in settings for young children.
- Demonstrate professional skills, including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy and identification of personal qualifications in relationship to state and national requirements of teachers of young children.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3

**Or**

**~~CDE 7H\*~~ Honors Child Growth and Development 3**

CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum- The Student Teaching Experience	5
CDE 127*	Adult Supervision and Mentoring	3
CDE 128*	Administration I - Programs in Early Childhood Education	3
CDE 129*	Administration II - Personnel & Leadership Early Childhood Ed	3

**General Education (16 units):**

~~At least one course in each of the 4 identified general education areas:~~

~~English or Language Arts~~

~~Science or Math~~

~~Social Sciences~~

~~Humanities or Fine Arts~~

**16**

**Total**

**54**

\*Course has a prerequisite, co-requisite, limitation, or recommended preparation; see course description in catalog.

<u>Course ID</u>	<u>Title</u>	<u>Units</u>
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum- The Student Teaching Experience	5
CDE 127*	Adult Supervision and Mentoring	3
CDE 128*	Administration I - Programs in Early Childhood Education	3
CDE 129*	Administration II - Personnel & Leadership Early Childhood Ed	3

**General Education (16-19 units):**

**Students must complete Area 1, select one course from each of areas 2, 3, and 4, and select one additional course from Area 2, 3, or 4.**

**Area 1**

**ENG 1A\* Principles of Composition I 4**

**Or**

**ENG 1AH\* Honors Principles of Composition I 4**

**Area 2**

**MATH 10\* Introduction to Statistics 3**

**Or**

**MATH 14\* Mathematics for Elementary School Teachers 5**

**Or**

**PSYC 44\* Statistics for the Behavioral Sciences 3**

**Or**

**MATH 103\* Mathematical Ideas 3**

**Or**

**GEOL 1 Introduction to Physical Geology 4**

**Or**

**PHYS 30 Physics and Chemistry for Elementary Educators 4**

**Or**

**HORT 20 Introduction to Horticultural Science 4**

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

<u>Area 3</u>		
<u>ANTH 2</u>	<u>Cultural Anthropology</u>	<u>3</u>
<u>Or</u>		
<u>ANTH 2H</u>	<u>Honors Cultural Anthropology</u>	<u>3</u>
<u>Or</u>		
<u>GEOG 2</u>	<u>Cultural Geography</u>	<u>3</u>
<u>Or</u>		
<u>GEOG 2H</u>	<u>Honors Cultural Geography</u>	<u>3</u>
<u>Or</u>		
<u>SOC 30</u>	<u>Social Psychology</u>	<u>3</u>
<u>Or</u>		
<u>PS 1</u>	<u>American Government</u>	<u>3</u>
<u>Or</u>		
<u>PS 1H</u>	<u>Honors American Government</u>	<u>3</u>
 <u>Area 4</u>		
<u>ENG 142*</u>	<u>Children's Literature</u>	<u>3</u>
<u>Or</u>		
<u>ARTH 20</u>	<u>Art Appreciation</u>	<u>3</u>
<u>Or</u>		
<u>MUS 1</u>	<u>The Basic of Music</u>	<u>3</u>
<u>Or</u>		
<u>MUS 20</u>	<u>Music Appreciation</u>	<u>3</u>
<u>Or</u>		
<u>HORT 115</u>	<u>History of Landscape Design</u>	<u>3</u>
<u>Or</u>		
<u>ID 110</u>	<u>Fundamentals of Interior Design</u>	<u>3</u>
 <u>Areas: 1, 2, 3, and 4</u>		<u>16-19</u>
<u>Total</u>		<u>53-56</u>

\*Course has a prerequisite, co-requisite, limitation, or recommended preparation; see course description in catalog.



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current  
Software Specialist  
Certificate of Achievement**

The Software Specialist Certificate program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment using industry-standard software.
- Apply skills in a broad range of media appropriate for a diverse population of technical students.
- Use job skills in technical professional business environments.

Course ID	Title	Units
CIM 1	Computer Information Systems	4
Or		
CIM 112	Microsoft Office	3
CIMA 102+	Word Processing - Word	3
CIMA 104+	Spreadsheets - Excel	3
CIMA 106	Database - Access	3
CIMA 108	Business Presentations – PowerPoint	3
	<b>Select from Restricted Electives</b>	3
<b>Total Units for the Certificate:</b>		<b>18-19</b>
<b>Restricted Electives:</b>		
CIM 10	Introduction to Information Systems	3
CIM 121 A/B*/C*	Keyboarding for Computers – Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIMW 134	Web Digital Media- Photoshop and Intro to Video Editing	3
<del>CIMA 202</del>	<del>Advanced Word Processing – Word</del>	<del>3</del>
CIMA 204	Advanced Spreadsheets – Excel	3
<del>CIMA 206</del>	<del>Advanced Database – Access</del>	<del>3</del>
CIMA 212	Managing Projects with Microsoft Project	3
CIMA 223A*	Computerized Accounting--Quickbooks- Beginning	1.5
CIMA 223B*	Computerized Accounting--Quickbooks – Advanced	1.5
CIMN 100+	Computer Operating Systems- Windows	3
CIMN 130	Computer Operating Systems – UNIX and Linux	3
CIMW 207	Social Media & Web Fundamentals	1.5

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

**+Completion of the A and B versions of this course can also be used to fulfill this requirement.**

**Revised  
Software Specialist  
Certificate of Achievement**

The Software Specialist program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages. **The program focuses on the most popular Microsoft 365 applications. A student should be able to obtain work as a computer support specialist or help in obtaining numerous office administrator roles.**

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment using industry-standard software.
- Apply skills in a broad range of media appropriate for a diverse population of technical students.
- Use job skills in technical professional business environments.

Course ID	Title	Units
CIM 1	Computer Information Systems	4
Or		
CIM 112	Microsoft Office	3
CIMA 102	Word Processing - Word	3
CIMA 104	Spreadsheets - Excel	3
CIMA 106	Database - Access	3
Or		
<del>CIMW 105</del>	<del>Web Development and DB – Intro SQL and MySQL</del>	<del>3</del>
CIMA 108	Business Presentations – PowerPoint	3
	<b>Select from Restricted Electives</b>	3
<b>Total Units for the Certificate:</b>		<b>18-19</b>
<b>Restricted Electives:</b>		
CIM 10	Introduction to Information Systems	3
CIM 121 A/B*/C*	Keyboarding for Computers – Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIMW 134	Web Digital Media- Photoshop and Intro to Video Editing	3
CIMA 204	Advanced Spreadsheets – Excel	3
CIMA 212	Managing Projects with Microsoft Project	3
CIMA 223A*	Computerized Accounting--Quickbooks- Beginning	1.5
CIMA 223B*	Computerized Accounting--Quickbooks – Advanced	1,5
CIMN 100	Computer Operating Systems- Windows	3
CIMN 130	Computer Operating Systems – UNIX and Linux	3
CIMW 207	Social Media & Web Fundamentals	1.5

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current  
Software Specialist  
Associate in Science**

~~This program prepares the student for an entry-level position as an information systems Software Specialist.~~

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment using industry-standard software.
- Apply skills in a broad range of media appropriate for a diverse population of technical students.
- Use job skills in technical professional business environments.

Course ID	Title	Units
CIM 1 Or CIM 112	Computer Information Systems	4
CIMA 102+ CIMA 104+ CIMA 106	Microsoft Office	3
CIMA 108	Word Processing - Word	3
	Spreadsheets - Excel	3
	Database - Access	3
	Business Presentations – PowerPoint	3
	<b>Select from Restricted Electives</b>	3

**Total Units for the Major: 18-19**

**Restricted Electives:**

CIM 10	Introduction to Information Systems	3
CIM 121 A/B*/C*	Keyboarding for Computers – Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIMW 134	Web Digital Media- Photoshop and Intro to Video Editing	3
<del>CIMA 202</del>	<del>Advanced Word Processing – Word</del>	<del>3</del>
CIMA 204	Advanced Spreadsheets – Excel	3
<del>CIMA 206</del>	<del>Advanced Database – Access</del>	<del>3</del>
CIMA 212	Managing Projects with Microsoft Project	3
CIMA 223A*	Computerized Accounting--Quickbooks- Beginning	1.5
CIMA 223B*	Computerized Accounting--Quickbooks – Advanced	1.5
CIMN 100+	Computer Operating Systems-Windows	3
CIMN 130	Computer Operating Systems – UNIX and Linux	3
CIMW 207	Social Media & Web Fundamentals	1.5

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

~~+Completion of the A and B versions of this course can also be used to fulfill this requirement.~~

**Associate in Science Degree**

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

**General Education Requirements for Associate Degrees**

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

**Revised  
Software Specialist  
Associate of Science**

The Software Specialist program prepares the student for an entry-level position as a knowledge worker in the technical work environment using industry-standard software packages. The program focuses on the most popular Microsoft 365 applications. A student should be able to obtain work as a computer support specialist or help in obtaining numerous office administrator roles.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment using industry-standard software.
- Apply skills in a broad range of media appropriate for a diverse population of technical students.
- Use job skills in technical professional business environments.

Course ID	Title	Units
CIM 1 Or CIM 112	Computer Information Systems	4
CIMA 102 CIMA 104 CIMA 106 Or <b>CIMW 105</b>	Microsoft Office	3
CIMA 108	Word Processing - Word	3
	Spreadsheets - Excel	3
	Database - Access	3
	<b>Web Development and DB – Intro SQL and MySQL</b>	<b>3</b>
	Business Presentations – PowerPoint	3
	<b>Select from Restricted Electives</b>	3
	<b>Total Units for the Major:</b>	<b>18-19</b>

**Restricted Electives:**

CIM 10	Introduction to Information Systems	3
CIM 121 A/B*/C*	Keyboarding for Computers – Beginning/Intermediate/Advanced	1.5, 1.5, 1.5
CIMW 134	Web Digital Media- Photoshop and Intro to Video Editing	3
CIMA 204	Advanced Spreadsheets – Excel	3
CIMA 212	Managing Projects with Microsoft Project	3
CIMA 223A*	Computerized Accounting--Quickbooks- Beginning	1.5
CIMA 223B*	Computerized Accounting--Quickbooks – Advanced	1.5
CIMN 100	Computer Operating Systems-Windows	3
CIMN 130	Computer Operating Systems – UNIX and Linux	3
CIMW 207	Social Media & Web Fundamentals	1.5

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

**Associate of Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate of Science degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

Refer to the Graduation Requirements and to the Associate Degree – General Education Requirements in this catalog for specific courses which meet general education requirements.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current  
Webmaster  
Certificate of Achievement**

The Webmaster program prepares the student to build ~~and administer a website and set up and maintain its web server. Students learn the technical aspect of server-level concerns of web construction and management to efficiently run websites in business and government organizations or for individuals. Topics include networking, security, web development, and database administration.~~

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment in the area of webmaster.
- Demonstrate comprehensive, broad range computer competencies targeting a diverse and multicultural workforce.
- ~~Complete technically current and challenging ongoing education.~~
- ~~Apply skills in a broad range of media appropriate for a diverse population of technical students.~~
- ~~Use job skills in technical professional business environments.~~

Course ID	Title	Units
CIMP 7A	Business Programming – Java—Beginning	3
CIMN 130	Computer Operating Systems – UNIX and Linux	3
CIMN 200	Introduction to Networking	3
CIMN 210	Networking Essentials and Technologies	3.5
CIMW 250	Microsoft ASP.NET--Beginning	3.5
CIMW 280‡	Web Design – Capstone Portfolio Project	1.5
	Select from Restricted Electives:	3-4.5
	Total Units for the Certificate:	20-22

**Restricted Electives:**

CIMP 7B*	Business Programming – Java—Advanced	3
CIMN 240*	Fundamental UNIX/Linux System Administration	3
CIMN 250*	Network and Security Administration Using UNIX/Linux	3
CIMS 200*	Information Security Fundamentals	3
CIMW 100A*	Web Site Development – HTML- Beginning	1.5
CIMW 105	Web Development and DB – Intro SQL and MySQL	3
CIMW 115	Intro Creating Web Pages Dreamweaver and WordPress	3
CIMW 140	CSS (Cascading Style Sheets) & RWD (Responsive Web Design)	3

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

‡Final course to be taken

**Revised  
Webmaster  
Certificate of Achievement**

The Webmaster program prepares the student to build websites and maintain a web server. The certificate covers server-level aspects of web construction so one can efficiently run a business, government, or individual website. Topics include networking, operating system, web development, and database. The flexible restricted electives allow a student to further specialize in either operating system administration, web design, programming, or networking/security.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment in the area of webmaster.
- Demonstrate comprehensive, broad range computer competencies targeting a diverse and multicultural workforce.
- Demonstrate knowledge of the web, networking, database, and operating system terminology.

Course ID	Title	Units
CIMN 100	Computer Operating Systems- Windows	3
	Or	
CIMN 130	Computer Operating Systems – UNIX and Linux	3
CIMN 120	Introduction to Networking: CompTIA Network+	3
CIMW 100A*	Web Site Development – HTML- Beginning	1.5
CIMW 105	Web Development and DB – Intro SQL and MySQL	3
CIMW 280‡	Web Design – Capstone Portfolio Project	1.5
	Select from Restricted Electives:	9-11
	Total Units for the Certificate:	21-22

**Restricted Electives: Select 9-11 units from the following.**

CIM 1	Computer Information Systems	4
	Or	
CIMA 10	Introduction to Information Systems	3
CIMA 105	Microsoft Excel for Data Analytics	3
CIMN 110	Networking Essentials and Technologies For IT Cybersecurity	3
CIMN 140*	Fundamental UNIX/Linux System Administration	3
CIMN 157	CCNA1 Cisco Certified Network Associate	2
CIMN 220A	MCSE Certification Exam Prep I	3
CIMN 220B*	MCSE Certification Exam Prep II	3
CIMN 220C*	MCSE Certification Exam Prep II	3
CIMP 5	Business Programming I – Visual Basic	3.5
CIMP 7A	Business Programming – Java—Beginning	3
CIMP 7B*	Business Programming – Java—Advanced	3
CIMP 8A	Programming with Python	3
CIMP 115	Business Programming- -C#	3.5
CIMS 130	Intro to Information Systems Security: CompTIA Security+	3
CIMW 140	CSS (Cascading Style Sheets) & RWD (Responsive Web Design)	3
CIMW 145	Web Development – PHP, CMS and WordPress And E-Commerce	3
CIMW 160	Web Development – JavaScript, Frameworks, JQuery and AJAX	3
CIMW 250	Microsoft ASP.NET--Beginning	3.5

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

‡Final course to be taken

SADDLEBACK COLLEGE  
DELETED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Business Information Worker I**  
**Certificate of Achievement**

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks.

This program will provide a foundation in Microsoft Windows and Microsoft Office and skills to prepare students to meet the workforce demands of today's business environment.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

1. Use basic oral and written communications
2. Use basic computer application skills, including beginning Excel, Word, and Outlook
3. Demonstrate the fundamentals of computer systems
4. Use critical thinking and problem solving skills

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
CIMA 283B	Office Skills--Keyboarding	0.5
CIMA 283D	Office Skills--Windows	0.5
CIMA 283E	Office Skills--Word Processing (Word)	0.5
CIMA 283F	Office Skills--Spreadsheet (Excel)	0.5
CIMA 283K	Office Skills--Business Email (Outlook)	0.5
CIM 1	Computer Information Systems	4
BUS 104*	Business Communications	3
BUS 125	Human Relations in Business	3
<b>Total Units for the Certificate:</b>		<b>12.5</b>

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

**Deleted**  
**Business Information Worker I**  
**Certificate of Achievement**

~~The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salespersons, customer service representatives, receptionists, and information clerks.~~

~~This program will provide a foundation in Microsoft Windows and Microsoft Office and skills to prepare students to meet the workforce demands of today's business environment.~~

**Program Student Learning Outcomes**

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

- ~~1. Use basic oral and written communications~~
- ~~2. Use basic computer application skills, including beginning Excel, Word, and Outlook~~
- ~~3. Demonstrate the fundamentals of computer systems~~
- ~~4. Use critical thinking and problem solving skills~~

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<del>CIMA 283B</del>	<del>Office Skills--Keyboarding</del>	<del>0.5</del>
<del>CIMA 283D</del>	<del>Office Skills--Windows</del>	<del>0.5</del>
<del>CIMA 283E</del>	<del>Office Skills--Word Processing (Word)</del>	<del>0.5</del>
<del>CIMA 283F</del>	<del>Office Skills--Spreadsheet (Excel)</del>	<del>0.5</del>
<del>CIMA 283K</del>	<del>Office Skills--Business Email (Outlook)</del>	<del>0.5</del>
<del>CIM 1</del>	<del>Computer Information Systems</del>	<del>4</del>
<del>BUS 104*</del>	<del>Business Communications</del>	<del>3</del>
<del>BUS 125</del>	<del>Human Relations in Business</del>	<del>3</del>
<del>Total Units for the Certificate:</del>		<del>12.5</del>

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

SADDLEBACK COLLEGE  
DELETED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Business Information Worker II**  
**Certificate of Achievement**

The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for office and administrative support positions in a variety of fields or businesses.

Students will initially complete the Business Information Worker certificate program which will provide a foundation in Microsoft Windows and Microsoft Office. Twelve additional units in the Business Information Worker II program will be completed to acquire skills in PowerPoint and Quickbooks to prepare students to meet the workforce demands of today's business environment.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

1. Use computer skills, including PowerPoint, Quickbooks, and Access
2. Use basic oral and written communications
3. Use critical thinking and problem solving skills

<b><u>Course ID</u></b>	<b><u>Title</u></b>	<b><u>Units</u></b>
	<b>Completion of Business Information Worker I Certificate of Achievement</b>	<b>12.5</b>
CIMA 108*	Business Presentations - PowerPoint	3
CIMA 104B*	Spreadsheets – Excel—Intermediate	1.5
CIMA 106	Database – Access	3
CIMA 223A*	Computerized Accounting – Quickbooks-- Beginning	1.5
CIMA 223B*	Computerized Accounting – Quickbook-- Advanced	1.5
BUS 120	Business Management	3
	<b>Total Units for the Certificate:</b>	<b>26</b>

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

**Deleted**  
**Business Information Worker II**  
**Certificate of Achievement**

~~The Business Information Worker (BIW) Certificate of Achievement is designed to prepare students for office and administrative support positions in a variety of fields or businesses.~~

~~Students will initially complete the Business Information Worker certificate program which will provide a foundation in Microsoft Windows and Microsoft Office. Twelve additional units in the Business Information Worker II program will be completed to acquire skills in PowerPoint and Quickbooks to prepare students to meet the workforce demands of today's business environment.~~

**Program Student Learning Outcomes**

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

- ~~1. Use computer skills, including PowerPoint, Quickbooks, and Access~~
- ~~2. Use basic oral and written communications~~
- ~~3. Use critical thinking and problem solving skills~~

<b><u>Course ID</u></b>	<b><u>Title</u></b>	<b><u>Units</u></b>
	<del>Completion of Business Information Worker I Certificate of Achievement</del>	<del>12.5</del>
<del>CIMA 108*</del>	<del>Business Presentations – PowerPoint</del>	<del>3</del>
<del>CIMA 104B*</del>	<del>Spreadsheets – Excel – Intermediate</del>	<del>1.5</del>
<del>CIMA 106</del>	<del>Database – Access</del>	<del>3</del>
<del>CIMA 223A*</del>	<del>Computerized Accounting – Quickbooks-- Beginning</del>	<del>1.5</del>
<del>CIMA 223B*</del>	<del>Computerized Accounting – Quickbook-- Advanced</del>	<del>1.5</del>
<del>BUS 120</del>	<del>Business Management</del>	<del>3</del>
	<del>Total Units for the Certificate:</del>	<del>26</del>

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

SADDLEBACK COLLEGE  
DELETED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**

**Early Childhood Education Associate of Science**

This degree prepares students to be competent and effective teachers and caregivers for young children ages 0-8. Developmental and learning theory as well as appropriate strategies related to the unique care and education needs of young children will be studied and applied. Family collaboration and culturally responsive practice will be emphasized. Students who complete this degree meet the educational requirements for the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTCC) and can be employed in children's settings such as child care centers, church schools, employee sponsored child care, and early Head Start as teachers and caregivers. With an appropriate general education pattern students are also prepared to transfer to Child Development and Early Childhood studies baccalaureate degrees. Additional work with children (175 days of 3+ hours per day within 4 years) is required to obtain the Teacher Permit.

A minimum grade of "C" in each course is required to receive the degree and/or qualify for the Child Development Permit.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8.
- Apply developmental theory, knowledge of child development, developmentally, culturally, and linguistically appropriate practice (DCLAP), and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

Course ID	Title	Units
CDE 101*	Principles and Practices of Teaching Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
Or		
CDE 7H*	Honors Child Growth and Development	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-The Student Teaching Experience	5

Total Units for the Major

29

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

**Associate in Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Science degree. A minimum of 12 must be completed at Saddleback College.

**General Education**

Requirements for Associate Degrees Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to [ASSIST.org](http://ASSIST.org) and to the transfer institution's catalog for transfer requirements.

**Deleted**

**Early Childhood Education Associate of Science**

~~This degree prepares students to be competent and effective teachers and caregivers for young children ages 0-8. Developmental and learning theory as well as appropriate strategies related to the unique care and education needs of young children will be studied and applied. Family collaboration and culturally responsive practice will be emphasized. Students who complete this degree meet the educational requirements for the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTCC) and can be employed in children's settings such as child care centers, church schools, employee sponsored child care, and early Head Start as teachers and caregivers. With an appropriate general education pattern students are also prepared to transfer to Child Development and Early Childhood studies baccalaureate degrees. Additional work with children (175 days of 3+ hours per day within 4 years) is required to obtain the Teacher Permit.~~

~~A minimum grade of "C" in each course is required to receive the degree and/or qualify for the Child Development Permit.~~

**Program Student Learning Outcomes**

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

- ~~• Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.~~
- ~~• Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.~~
- ~~• Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8.~~
- ~~• Apply developmental theory, knowledge of child development, developmentally, culturally, and linguistically appropriate practice (DCLAP), and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.~~
- ~~• Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.~~
- ~~• Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.~~

Course ID	Title	Units
<del>CDE 101*</del>	<del>Principles and Practices of Teaching Young Children</del>	<del>3</del>
<del>CDE 15*</del>	<del>Child, Family, and Community</del>	<del>3</del>
<del>CDE 7*</del>	<del>Child Growth and Development</del>	<del>3</del>
<del>Or</del>		
<del>CDE 7H*</del>	<del>Honors Child Growth and Development</del>	<del>3</del>
<del>CDE 110*</del>	<del>Introduction to Curriculum</del>	<del>3</del>
<del>CDE 111*</del>	<del>Child Guidance and Communication</del>	<del>3</del>
<del>CDE 112*</del>	<del>Health, Safety, and Nutrition</del>	<del>3</del>
<del>CDE 117*</del>	<del>Teaching in a Diverse Society</del>	<del>3</del>
<del>CDE 120*</del>	<del>Observation and Assessment</del>	<del>3</del>
<del>CDE 121*</del>	<del>Practicum-The Student Teaching Experience</del>	<del>5</del>

Total Units for the Major

29

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

**Associate in Science Degree**

~~Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Science degree. A minimum of 12 must be completed at Saddleback College.~~

**General Education**

~~Requirements for Associate Degrees Refer to the Graduation Requirements or to the CSU-GE and IGETC patterns in this catalog for specific courses which meet general education requirements. Refer to [ASSIST.org](http://ASSIST.org) and to the transfer institution's catalog for transfer requirements.~~

SADDLEBACK COLLEGE  
DELETED PROGRAMS  
ACADEMIC YEAR 2021-2022

**Current**  
**Office & Computer Skills**  
**Occupational Skills Award**

An introduction to office procedures and basic skills needed for employment in today's office environment. Areas of study include: business math, filing, and records management.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate key skills for employment in the areas of office administration.
- Demonstrate comprehensive, broad range introductory computer competencies targeting a diverse and multicultural workforce.
- Complete technically current and challenging ongoing education.
- Apply skills in broad range of media appropriate for a diverse population of technical students.
- Use job skills in technical professional business environments through meaningful internships and capstone projects.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
CIMA 283A	Office Skills – Office Procedures	2.5
CIMA 283B	Office Skills--Keyboarding	0.5
CIMA 283D	Office Skills--Windows	0.5
CIMA 283E	Office Skills--Word Processing (Word)	0.5
CIMA 283F	Office Skills--Spreadsheet (Excel)	0.5
CIMA 283K	Office Skills--Business Email (Outlook)	0.5
CIMA 283G	Office Skills--Desktop Presentation for BUS (PowerPoint)	0.5
CIMA 283H	Office Skills--Database (Access)	0.5
CIMA 283J	Office Skills--Desktop Publishing (Publisher)	0.5
Or		
CIMA 283K	Office Skills--Business Email (Outlook)	0.5
<b>Total Units for the Award:</b>		<b>6</b>

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

**Deleted**  
**Office & Computer Skills**  
**Occupational Skills Award**

~~An introduction to office procedures and basic skills needed for employment in today's office environment. Areas of study include: business math, filing, and records management.~~

**Program Student Learning Outcomes**

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

- ~~• Demonstrate key skills for employment in the areas of office administration.~~
- ~~• Demonstrate comprehensive, broad range introductory computer competencies targeting a diverse and multicultural workforce.~~
- ~~• Complete technically current and challenging ongoing education.~~
- ~~• Apply skills in broad range of media appropriate for a diverse population of technical students.~~
- ~~• Use job skills in technical professional business environments through meaningful internships and capstone projects.~~

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
<del>CIMA 283A</del>	<del>Office Skills – Office Procedures</del>	<del>2.5</del>
<del>CIMA 283B</del>	<del>Office Skills--Keyboarding</del>	<del>0.5</del>
<del>CIMA 283D</del>	<del>Office Skills--Windows</del>	<del>0.5</del>
<del>CIMA 283E</del>	<del>Office Skills--Word Processing (Word)</del>	<del>0.5</del>
<del>CIMA 283F</del>	<del>Office Skills--Spreadsheet (Excel)</del>	<del>0.5</del>
<del>CIMA 283K</del>	<del>Office Skills--Business Email (Outlook)</del>	<del>0.5</del>
<del>CIMA 283G</del>	<del>Office Skills--Desktop Presentation for BUS (PowerPoint)</del>	<del>0.5</del>
<del>CIMA 283H</del>	<del>Office Skills--Database (Access)</del>	<del>0.5</del>
<del>CIMA 283J</del>	<del>Office Skills--Desktop Publishing (Publisher)</del>	<del>0.5</del>
<del>Or</del>		
<del>CIMA 283K</del>	<del>Office Skills--Business Email (Outlook)</del>	<del>0.5</del>
<del>Total Units for the Award:</del>		<del>6</del>

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

**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 (4601 or 5900) 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 Hernandez, President, Irvine Valley College*



**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honarium/Travel</i></b>
1/29/2021 9:30-11:30am Remote	Ms. Laura Hoffman, Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute	Carol Struycken	The Life and Times pf Edward Curtis	\$200
3/05/2021 9:30-11:30am Remote	Ms. Laura Hoffman, Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute	Sara Goodman	Citizenship in Hard Times	\$200
4/30/2021	Ms. Laura Hoffman, Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute	Dickson Louie	Leadership for the 21 <sup>st</sup> Century	\$200
5/14/2021 9:30-11:30am Remote	Ms. Laura Hoffman, Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute	Frederic Larson	A Career in Photojournalism	\$200
5/07/2021 9:30-11:30am Remote	Ms. Laura Hoffman, Associate Faculty Dorothy Marie Lowry Distinguished Guest Lecture Series Emeritus Institute	Sandra Finestone	The Emotional Aspects of Dealing with a Breast Cancer Diagnosis	\$200

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorary/Travel</i></b>
10/21/2020 9:00 – 11:30am Via Zoom	N/A	U.S. Immigration Law Group, LLP	Faculty/Staff Training: Protecting Privacy and Information of Students and Staff	\$400

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

### **BACKGROUND**

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

- Inter-Pacific, Inc., for a contract total of \$399,000.00, for the Saddleback College IT IDF Room ePower project. The Board of Trustees approved the associated agreement on December 16, 2019.
- The Board of Trustees approved the associated CMAS Agreements No. 3-17-84-0052B and 4-16-84-0053A with Blue Violet Networks, LLC on June 25, 2018, for the Irvine Valley College Access Control & Security Systems and Hardware project. Pursuant to this approval, on June 24, 2020, the Board of Trustees ratified the purchase order #P197527, for a contract total of \$368,044.53.

### **STATUS**

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

- Saddleback College IT IDF Room ePower project (EXHIBIT A)
- Irvine Valley College Access Control & Security Systems and Hardware project (EXHIBIT B)

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion for the IT IDF Room ePower project at Saddleback College to Inter-Pacific, Inc., for a contract total of \$399,000.00 and for the Access Control & Security Systems and Hardware project #P197527 at Irvine Valley College to Blue Violet Networks, LLC, for a contract total of \$368,044.53. It is also recommended that the Board of Trustees authorize the release of retention 35 days after filing.

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: IT IDF Room ePower project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 16th day of December 2019, which contract was made with Inter-Pacific, Inc., as Contractor; that said improvements were completed on the 7th day of January 2020, and accepted by formal action of the governing board of said District on the 21st day of September 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is UNITED FIRE & CASUALTY COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE  
28000 MARGUERITE PKWY  
MISSION VIEJO, CA 92692

---

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

Dated \_\_\_\_\_

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

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

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

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

(Seal)

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Access Control & Security Systems and Hardware Project # P197527 project at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 12th day of May 2020, which contract was made with BLUE VIOLET NETWORKS, LLC, as Contractor; that said improvements were completed on the 18th day of August 2020, and accepted by formal action of the governing board of said District on the 21st day of September 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is GENERAL REINSURANCE CORPORATION that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CA 92618

---

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

Dated \_\_\_\_\_

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

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

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

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

(Seal)

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve/ratify the Trustees' requests for attending conference(s) as shown in Exhibit A. The schedule of events is not yet available on the CCLC website.

## TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
CCLC 2020 Annual Convention Virtual Event	November 17-20	No cost	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*

**TO:** Board of Trustees

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

**RE:** SOCCCD: August 2020 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 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>Golden Star Technology (GST), Inc.</u> Professional Audio-Visual Integration/Installation Services Agreement Amendment No. 1 – To include the COVID- 19 Consultant Responsibilities Article.  SOCCCD	\$0	Master Agreement
B.	<u>Interpreters Unlimited</u> Student Accommodations for Interpreting and Closed Captioning Services Agreement Amendment No. 1 – To include the COVID- 19 Contractor Responsibilities Article.  SOCCCD	\$0	Master Agreement
C.	<u>Penn Corporate Relocation Services</u> Move/Relocation Services Agreement Amendment No. 1 – To include the COVID- 19 Contractor Responsibilities Article.  SOCCCD	\$0	Master Agreement
D.	<u>Southland Technology, Inc.</u> Audio-Visual Design and Integration/Implementation Services Amendment No. 1 – To include the COVID- 19 Consultant Responsibilities Article.  SOCCCD	\$0	Master Agreement



E.	<u>Speridian Technologies, LLC</u> IT Consultant Services for the Student Information Systems Agreement Amendment No. 2 – To include the COVID-19 Consultant Responsibilities Article. SOCCCD	\$0	Master Agreement
F.	<u>Goodwill Industries of Orange County CA</u> Sign Language Services Agreement Amendment No. 1 – To include the COVID-19 Consultant Responsibilities Article. SOCCCD	\$0	Master Agreement

### **RECOMMENDATION**

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



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

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. DSCBRFP-ITSFA-108-2019 between GST and South Orange County Community College District for the Master Agreement for the professional audio/visual integration/installation services District-wide..

GST and South Orange County Community College District do mutually agree as follows:

1. COVID-19 Consultant Responsibilities: In order to quickly and effectively respond to a potential COVID-19 exposure event and to mitigate transmission of the virus between contractors, vendors and suppliers under contract with the District and District staff, employees, and students, the Consultant shall adhere to the this provision without exception: Consultant shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Vendor and any of its employees performing work on District property pursuant to the terms of this Contract, Consultant shall immediately notify the District. 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 individual 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.

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.

**GST**

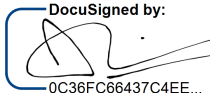
Signature: 

Print Name: Dennis wang

Title:

Date: 8/11/2020

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Signature: 

Print Name: Priya Jerome

Title:

Exec. Director, Procurement, Central Srvs

Date: 8/11/2020



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

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. DSCBRFP-ICA-638-2019 between Interpreters Unlimited and South Orange County Community College District for the Master Agreement to provide student accommodations for interpreting and closed captioning services District Wide..

Interpreters Unlimited and South Orange County Community College District do mutually agree as follows:

1. COVID-19 Contractor Responsibilities: In order to quickly and effectively respond to a potential COVID-19 exposure event and to mitigate transmission of the virus between contractors, vendors and suppliers under contract with the District and District staff, employees, and students, the Contractor shall adhere to the this provision without exception: Contractor shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Contractor and any of its employees performing work on District property pursuant to the terms of this Contract, Contractor shall immediately notify the District. 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 individual 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..

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.

**INTERPRETERS UNLIMITED**


Signature:   
DocuSigned by:  
DB18F42FF72944A...

Print Name: Shamus Sayed

Title: Vice President

Date: 8/12/2020

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Signature:   
DocuSigned by:  
0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 8/12/2020



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

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. DSCBRFP-ITSFA-114-2019 between Penn Corporate Relocation Services and South Orange County Community College District for the Master Agreement for Move/Relocation Services..

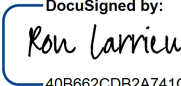
Penn Corporate Relocation Services and South Orange County Community College District do mutually agree as follows:

1. COVID-19 Contractor Responsibilities: In order to quickly and effectively respond to a potential COVID-19 exposure event and to mitigate transmission of the virus between contractors, vendors and suppliers under contract with the District and District staff, employees, and students, the Contractor shall adhere to the this provision without exception: Contractor shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Contractor and any of its employees performing work on District property pursuant to the terms of this Contract, Contractor shall immediately notify the District. 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 individual 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..

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.

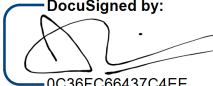
**PENN CORPORATE RELOCATION SERVICES**

Signature:   
DocuSigned by:  
40B662CDB2A741C...  
 Print Name: Ron Larriau

Title: PRESIDENT/CEO

Date: 8/11/2020

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Signature:   
DocuSigned by:  
0C36FC66437C4EE...  
 Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 8/11/2020



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

Amendment No: 1

THIS AMENDMENT to AGREEMENT No. DSCBRFP-ITSFA-112-2019 between Southland Technology, Inc. and South Orange County Community College District for the Master Agreement for Audio-Visual Design and Integration/Implementation Services.

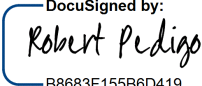
Southland Technology, Inc. and South Orange County Community College District do mutually agree as follows:

1. COVID-19 Consultant Responsibilities: In order to quickly and effectively respond to a potential COVID-19 exposure event and to mitigate transmission of the virus between contractors, vendors and suppliers under contract with the District and District staff, employees, and students, the Consultant shall adhere to the this provision without exception: Consultant shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Vendor and any of its employees performing work on District property pursuant to the terms of this Contract, Consultant shall immediately notify the District. 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 individual 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.

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.

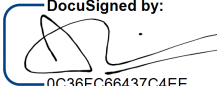
**SOUTHLAND TECHNOLOGY, INC.**

Signature:   
DocuSigned by:  
B8683F155B6D419...  
 Print Name: Robert Pedigo

Title: President

Date: 8/11/2020

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Signature:   
DocuSigned by:  
0C36FC66437C4EE...  
 Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 8/11/2020



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

Amendment No: 2

THIS AMENDMENT to AGREEMENT No. DSCBRFP-ITPSA-790-2019 between Speridian Technologies LLC and South Orange County Community College District for the Master Agreement for IT Consultant Services for the Student Information System..

Speridian Technologies LLC and South Orange County Community College District do mutually agree as follows:

1. COVID-19 Consultant Responsibilities: In order to quickly and effectively respond to a potential COVID-19 exposure event and to mitigate transmission of the virus between contractors, vendors and suppliers under contract with the District and District staff, employees, and students, the Consultant shall adhere to the this provision without exception: Consultant shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Vendor and any of its employees performing work on District property pursuant to the terms of this Contract, Consultant shall immediately notify the District. 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 individual 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.

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.

**SPERIDIAN TECHNOLOGIES LLC**

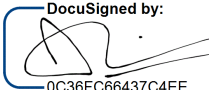
Signature:  543950076DD749A...

Print Name: Brendan Neary

Title: Vice President, Sales & Marketing

Date: 8/11/2020

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Signature:  0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs

Date: 8/12/2020

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

Amendment No: 1

THIS AMENDMENT to TASK ORDER No. IVCVPSS-SUPP-764-2019 between Goodwill Industries of Orange County and South Orange County Community College District for the sign language services.

Goodwill Industries of Orange County and South Orange County Community College District do mutually agree as follows:

1. To extend the Task Order end date from 6/30/2020 to 6/30/2024.
2. **COVID-19 Related Responsibilities.** Consultant shall respond to all potential COVID-19 exposure events immediately. If a possible COVID-19 infection or potential exposure event occurs involving Consultant and any of its employees performing Work on District property pursuant to the terms of this Agreement, Consultant shall immediately notify the District. 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 individual 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.

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.

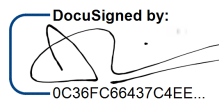
**IN WITNESS WHEREOF**, said PARTIES have executed this AMENDMENT as of the date first above written.

**GOODWILL INDUSTRIES OF ORANGE COUNTY**Signature: 

Print Name: Corrine J Altman

Title: COO

Date: 8/4/2020

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**Signature:   
0C36FC66437C4EE...

Print Name: Priya Jerome

Title: Exec. Director, Procurement, Central Svcs. &amp; R

Date: 8/5/2020

**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:

- 38 purchase orders \$5,000 and above amounting to \$3,144,430.78
- 138 purchase orders below \$5,000 amounting to \$143,819.37
- Combined total for all purchase orders is \$3,288,250.15

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

The District processed 498 checks in the amount of \$6,752,230.74 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)

August 6, 2020 through August 25, 2020

<u>PO #</u>	<u>Supplier</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>
P198245	ASL Lettering, LLC	SC	Football Team Uniform Pants	5,474.42
P198164	B & H Photo	SC	Camcorders for Distance Learning Art Classes	5,357.87
P198181	Carolina Biological Supply	IVC	Blanket PO for Materials and Supplies for Biology Labs FY 20/21	5,000.00
P198248	Cart Mart, Inc.	IVC	Electric Utility Carts for Facilities, Maintenance and Operations	92,963.02
P198230	CDW Government LLC	SOCCCD	Replacement of District Datacenter Environmental Monitoring infrastructure - FCCC Board Approved 06/25/18	14,632.46
P198217	College and Career Advantage	SC	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	387,765.00
P198275	Cox Communications, Inc.	SOCCCD	Wide Area Network Lines: Saddleback College to/from ATEP	67,328.16
P198243	Cox Communications, Inc.	SOCCCD	Wide Area Network Lines: Saddleback College to/from La Alameda	14,921.40
P198293	Dell Marketing	SOCCCD	Server for Saddleback College Stadium Project - NASPO/WSCA Board Approved 07/20/20	18,867.46
P198191	Division of the State Architect	IVC	DSA Fees for Building B200 Chemistry Classroom Year 2 Project	12,538.27
P198177	DS Waters of America, Inc.	IVC	Blanket PO for Bottled Water Service for IVC & IDEA at ATEP FY 20/21	8,500.00
P198182	Edvotek	IVC	Blanket PO for Supplies for Life Sciences Program FY 20/21	5,000.00
P198198	Eplus Technology, Inc.	SOCCCD	Network Routers for Wide Area Network Refresh - CMAS Board Approved 06/22/20	23,558.52
SN008545/JAG1831	Experis US, Inc.	SOCCCD	Work Order for IT Consulting Services for Student Information System - Board Approved 11/18/19	218,960.00
P198295	Ferno Washington, Inc.	SC	Simulation Manikin Cots for Health Sciences	7,538.54
P198278	FHEG Irvine Valley College Bookstore	IVC	Blanket PO for Books & Supplies for Promise Program Cohorts FY 20/21	471,100.00
P198241	FHEG Saddleback College Bookstore	SC	Blanket PO for CTE Book Loan Program Supplies FY 20/21	20,000.00
P198294	Fisher Scientific Company, LLC	SC	Reusable Face Shields for Nursing and Emergency Medical Services	10,020.75
P198296	Hardy Diagnostics	SC	Reusable Face Shields for Nursing and Emergency Medical Services	8,429.14
P198266	International E-Z Up, Inc.	SC	Canopies for Facilities, Maintenance and Operations	6,628.84
P198197	Irvine Unified School District	ATEP	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	430,857.00
P198240	Laerdal Medical Corporation	SC	Training Equipment and Supplies for Health Sciences - FCCC Board Approved 6/25/18	6,409.20
P198196	Laguna Beach Unified School District	ATEP	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	98,807.00
P198303	Micro Center	IVC	Blanket PO for Technology Services Supplies FY 20/21	8,000.00
P198265	Penguin Random House, LLC	SC	Books for Student Services	6,982.20
P198239	Pocket Nurse Enterprises, Inc.	SC	Mobile Patient Head-wall Unit for Health Sciences	5,025.03
P198283	ProQuest LLC	SC	eBook Titles for Library Collection	11,329.51
P198150	Simplot Partners	SC	Blanket PO for Grounds Supplies FY 20/21	5,000.00
P198282	Southland Technology, Inc.	IVC	Laptops for Faculty - CMAS Board Approved 06/24/19	119,698.44
P198276	Southland Technology, Inc.	IVC	Laptops for Staff - CMAS Board Approved 06/24/19	43,515.50
P198279	Staples Technology Solutions	IVC	Webcams for Staff, Faculty, and Administrators	5,386.42
P198264	Stotz Equipment	SOCCCD	Utility Vehicles for Stadium Turf Maintenance	30,334.86
P198163	Sweetwater	SC	Keyboards for Fine Arts and Media Technology students	9,618.87
SN008565/JAG1842	The Solis Group	IVC	Task Order for Labor Compliance Services - IVC Solar Power Generating Photovoltaic System Project - Board Approved 03/25/19	16,496.00
SN008563/JAG1766	The Solis Group	IVC	Task Order for Labor Compliance Services - IVC Building B200 Chemistry Classroom Year 2 Project - Board Approved 03/25/19	16,090.00
P198242	Traffic Management, Inc.	SC	Water Filled Barriers and Cones for Campus Police	13,114.90
P198195	Tustin Unified School District	ATEP	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	886,182.00
P198184	Xerox Corporation	IVC	Blanket PO for Duplicating Center Copiers FY 20/21 - Board Approved 06/26/17	27,000.00

<b>38 Purchase Orders \$5,000 and Above</b>	<b>3,144,430.78</b>
<b>138 Purchase Orders Under \$5,000</b>	<b>143,819.37</b>
<b>Total Purchase Orders</b>	<b>3,288,250.15</b>



**South Orange County Community College District**

**Purchase Order Ratification (Amount)**

August 6, 2020 through August 25, 2020

<u>PO #</u>	<u>Supplier</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>
P198195	Tustin Unified School District	ATEP	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	886,182.00
P198278	FHEG Irvine Valley College Bookstore	IVC	Blanket PO for Books & Supplies for Promise Program Cohorts FY 20/21	471,100.00
P198197	Irvine Unified School District	ATEP	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	430,857.00
P198217	College and Career Advantage	SC	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	387,765.00
SN008545/JAG1831	Experis US, Inc.	SOCCCD	Work Order for IT Consulting Services for Student Information System - Board Approved 11/18/19	218,960.00
P198282	Southland Technology, Inc.	IVC	Laptops for Faculty - CMAS Board Approved 06/24/19	119,698.44
P198196	Laguna Beach Unified School District	ATEP	Blanket PO for Pass-Through Funds per Adult Education Block Grant Advisory Action FY 20/21	98,807.00
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P198275	Cox Communications, Inc.	SOCCCD	Wide Area Network Lines: Saddleback College to/from ATEP	67,328.16
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P198198	Eplus Technology, Inc.	SOCCCD	Network Routers for Wide Area Network Refresh - CMAS Board Approved 06/22/20	23,558.52
P198241	FHEG Saddleback College Bookstore	SC	Blanket PO for CTE Book Loan Program Supplies FY 20/21	20,000.00
P198293	Dell Marketing	SOCCCD	Server for Saddleback College Stadium Project - NASPO/WSCA Board Approved 07/20/20	18,867.46
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P198243	Cox Communications, Inc.	SOCCCD	Wide Area Network Lines: Saddleback College to/from La Alameda	14,921.40
P198230	CDW Government LLC	SOCCCD	Replacement of District Datacenter Environmental Monitoring infrastructure - FCCC Board Approved 06/25/18	14,632.46
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P198191	Division of the State Architect	IVC	DSA Fees for Building B200 Chemistry Classroom Year 2 Project	12,538.27
P198283	ProQuest LLC	SC	eBook Titles for Library Collection	11,329.51
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P198163	Sweetwater	SC	Keyboards for Fine Arts and Media Technology students	9,618.87
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P198303	Micro Center	IVC	Blanket PO for Technology Services Supplies FY 20/21	8,000.00
P198295	Ferno Washington, Inc.	SC	Simulation Manikin Cots for Health Sciences	7,538.54
P198265	Penguin Random House, LLC	SC	Books for Student Services	6,982.20
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<b>38 Purchase Orders \$5,000 and Above</b>				<b>3,144,430.78</b>
<b>138 Purchase Orders Under \$5,000</b>				<b>143,819.37</b>
<b>Total Purchase Orders</b>				<b>3,288,250.15</b>



South Orange County Community College District

EXHIBIT C

Page 1 of 1

Check Ratification

August 6, 2020 through August 25, 2020

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	418	4,320,881.22
09 SC Community Education	6	10,184.48
12 Child Development	2	190.19
40 Capital Outlay	67	1,893,698.95
71 Retiree Benefit	3	518,675.90
95 SC Associated Student Government	1	8,500.00
96 IVC Associated Student Government	1	100.00
<b>Total</b>	<b>498</b>	<b>6,752,230.74</b>

**TO:** Board of Trustees

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

**RE:** SOCCCD: Contracts

**ACTION:** Ratification

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**BACKGROUND**

On November 19, 2018, the Board of Trustees authorized the Chancellor/designee to approve individual business contracts 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 July 28, 2020 through August 12, 2020, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved 40 total contracts following review by legal counsel, when appropriate.

Contract summaries are as follows:

EXHIBIT	# OF CONTRACTS	CONTRACT AMOUNT	TOTAL
A	24	≥\$5,000 to <\$200,000	\$1,019,657.01
B	3	\$ Zero Value	\$0.00
C	1	≥\$15,000 to <\$200,000	\$36,300.00
N/A	12	Under \$5,000	\$31,440.28
TOTAL	<b>40</b>		<b>\$1,087,397.29</b>

**RECOMMENDATION**

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



**July 28, 2020 through August 12, 2020**  
**Contracts with Values between \$5,000 and \$200,000**  
**Board Date: September 21, 2020**

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

<u>Ad Club Advertising Services</u> Professional Services Agreement (Amend No. 2) – To increase contract value by \$27,000 from current agreement amount of \$170,000 for additional advertising of job postings and to extend term by six months through 12/31/2020. District Services	\$197,000.00
<u>Avalon Tent &amp; Party Corporation</u> Independent Contractor Agreement – To provide rental services for tents with power for outdoor classrooms from 8/14/2020 to 12/24/2020. Saddleback College	\$133,025.64
<u>Perkins Eastman Architects, DPC</u> Architectural Services Agreement – To provide architectural services for Building B200 Chemistry Classroom Year 3 Project from 7/23/2020 to 7/17/2022. Irvine Valley College	\$109,900.00
<u>APetrow Consulting</u> Professional Services Agreement – To provide local hazard mitigation plan development services from 8/1/2020 to 1/31/2022. District Services	\$94,820.00
<u>Nuventive LLC</u> Software License Agreement – Renewal and upgrade of data tracking software for District-wide use from 8/1/2020 through 6/30/2021. District Services	\$76,142.37
<u>Little Diversified Architectural Consulting, Inc.</u> Architectural Services Agreement – To provide architectural services for Parking Lot Resurfacing Project from 7/16/2020 to 3/31/2022. Saddleback College	\$74,800.00
<u>Discovery Benefits, Inc.</u> Custom Billing Administrative Services Agreement (Amend No. 1) – To increase contract value by \$21,000 from current agreement amount of \$38,142 to provide retiree health benefit billing from 7/1/2020 through 10/1/2022. District Services	\$59,142.00

<u>McKnight &amp; Associates, Inc.</u> Professional Services Agreement – To provide classification and compensation services for Human Resources from 7/1/2020 to 6/30/2021. District Services	\$53,900.00
<u>Foundation for California Community Colleges</u> Career Catalyst Program Agreement – To provide support in administering the Education Futures Grant from 7/29/2020 to 8/31/2023. Saddleback College	\$42,000.00
<u>The Turnip Rose</u> Catering Services Agreement (Amend No. 2) – To increase contract value by \$2,000 from current agreement amount of \$38,000 for catering services for Foundation Awards Dinner and to extend term to 3/13/2021. Irvine Valley College Foundation	\$40,000.00
<u>Keenan &amp; Associates</u> Run-Off Claims Administration Agreement (Amend No. 4) – To increase contract value by \$3,500 from current agreement amount of \$14,000 for additional workers' compensation third-party claims administration and to extend term through 6/30/2021. District Services	\$17,500.00
<u>Splashtop, Inc.</u> Software License Agreement – For remote desktop licenses for Mac computers to support online learning from 8/1/2020 through 7/31/2021. Saddleback College	\$17,114.00
<u>25<sup>th</sup> Hour Communications, Inc.</u> Professional Services Agreement – To provide content, layout and design for promotional booklet including ADA compliant version for website from 7/27/2020 to 9/18/2020. Saddleback College	\$16,500.00
<u>ARS Enterprises, Inc.</u> Independent Contractor Agreement (Amend No. 1) – No-cost revision to include COVID-19 clause for preventative maintenance of autoclaves through 9/30/2021. Saddleback College	\$11,000.00
<u>The Kings of Concrete</u> Field Services Agreement – To provide Duraflex Epoxy floor systems for the BSTIC building from 7/20/2020 to 8/18/2020. Irvine Valley College	\$10,920.00

<u>Higher Education Regulatory Consulting</u> Professional Services Agreement – To provide training and consulting services for gaining knowledge of state authorization regulations for distance education and the application process for state authorization compliance and approvals of out-of-State students from 7/30/2020 to 3/31/2021.  Saddleback College	\$10,000.00
<u>Pastiche Ventures LLC</u> Educational Services Agreement (Amend No. 2) – No-cost revision to payment terms for online creative writing and publishing classes for the Community Education Program through 6/30/2021.  Saddleback College	\$10,000.00
<u>VFS Fire &amp; Security Services</u> Field Services Agreement – Annual fire alarm inspection services from 8/1/2020 to 6/30/2021.  Irvine Valley College	\$9,225.00
<u>VFS Fire &amp; Security Services</u> Field Services Agreement (Change Order No. 1) – No-cost 60 day extension to provide campus-wide sprinkler repairs through 8/30/2020.  Irvine Valley College	\$7,985.00
<u>Zoom Video Communications, Inc.</u> Software License Agreement (Amend No. 1) – To increase contract value by \$4,255 from original agreement amount of \$2,376 for additional audio and webinar services through 6/29/2020.  District Services	\$6,631.00
<u>Emcor/Mesa Energy Systems</u> Field Services Agreement – For annual maintenance and support of campus-wide HVAC systems from 9/1/2020 to 6/30/2021.  Irvine Valley College	\$5,912.00
<u>E2 Technical Services LLC</u> Professional Services Agreement – To provide remote VOIP-Axia support and maintenance of the college's KSBR station from 7/1/2020 to 6/30/2022.  Saddleback College	\$5,650.00
<u>Melissa Data Corporation</u> Software License Agreement – Renewal of Personator license used to validate addresses on registration applications from 8/16/2020 to 8/15/2021.  District Services	\$5,490.00

<u>Strivent</u> Educational Services Agreement – To provide financial planning classes for the Community Education Program from 7/1/2020 to 6/30/2021. Saddleback College	\$5,000.00
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**July 28, 2020 through August 12, 2020**

**Contracts with Value of \$0**

**Board Date: September 21, 2020**

**CONTRACTOR NAME**

**CONTRACT AMOUNT**

<u>Instructure, Inc.</u> Institution Participation Agreement – For subscription of Canvas Studio interactive video platform integrated into Canvas LMS paid for by the CCCC grant administered by Foothill-De Anza Community College District from 7/1/2020 to 6/30/2023. <div>Saddleback College</div>	\$0.00
<u>Percontor LLC</u> Software License Agreement – For subscription to Revealing Institutional Strengths and Challenges survey (fees waived by supplier in support of current economic situation related to COVID-19) from 8/6/2020 to 7/1/2021. <div>Irvine Valley College and Saddleback College</div>	\$0.00
<u>University of California, Irvine</u> Facilities Use Agreement – To allow the use of Saddleback College and Irvine Valley College campuses as a POD site for COVID-19 surveillance study services between County of Orange Health Care Agency and the Regents of the University of California at Irvine from 7/17/2020 to 8/16/2020. <div>District Services</div>	\$0.00

**July 28, 2020 through August 12, 2020**



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

**Board Date: September 21, 2020**

Contractor Name / Description of Contract	Change Order # and Amount	Total Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
<u>D2L Construction (#J1641)</u> Field Services Agreement: To install doors in the BGS Building.  Saddleback College	N/A	\$36,300.00	450	4	Contract awarded to lowest responsive, responsible bidder.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Conduct a Public Hearing - Proposed Budget of the District  
for FY 2020-21

**ACTION:** Public Hearing

---

**BACKGROUND**

Title 5, California Code of Regulations, Section 58305 requires that by September 15 the Board of Trustees adopt a final budget. However, due to the pandemic, this deadline was extended to October 31 for the 2020-21 budget. As required by Section 58301 of Title 5, the district shall hold a public hearing on the proposed budget and the budget document must be available for public inspection.

The Notice of Public Hearing has been published in the Orange County Register and posted to the District's website (Exhibit A). The budget document has been available for public inspection on the District website and in the District Office lobby since Wednesday, September 16, 2020.

**STATUS**

On June 22, 2020, the Board of Trustees approved the Tentative Budget for FY 2020-21. Since that time, total unrestricted resources have increased from \$366,480,661 to \$382,825,058. The unrestricted General Fund ending balance on June 30, 2020, is \$76,701,545. The District Reserve for economic uncertainties has been set at 7.5% (\$14,514,720) in accordance with the budget development guidelines.

The Board of Trustees will conduct a public hearing on the proposed budget for FY 2020-21.



***Notice of Public Hearing for Consideration of the Proposed Budget for the  
South Orange County Community College District  
for FY 2020-21***

**NOTICE IS HEREBY GIVEN** that the Board of Trustees of the South Orange County Community College District ("SOCCCD" or "District") will hold a Public Hearing online on **September 21, 2020, at or around 6:30 PM**, to consider the subject project described below:

From: Ann-Marie Gabel, Vice Chancellor of Business Services  
SOCCCD, 28000 Marguerite Parkway, 3<sup>rd</sup> Floor, Mission Viejo, CA 92692  
[agabel@socccd.edu](mailto:agabel@socccd.edu)  
(949)582-4663

Public Hearing Subject: Proposed Budget of the South Orange County Community College District for FY 2020-21

Project Description: The Board of Trustees will conduct a public hearing on the proposed District budget for FY 2020-21

Location: South Orange County Community College District  
Virtual Meeting / ZOOM Videoconference Information listed below

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 September 21, 2020 Board Meeting will be conducted telephonically.

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 or around 6:30 p.m. on Monday, September 21, 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/98287538786?pwd=VC9YZINwaTM1aWg1cVF6MjJ1VF16dz09>

Meeting ID: 982 8753 8786

Meeting Passcode: 938510

This agenda is available on the SOCCCD website at [www.socccd.edu](http://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: 982 8753 8786, Passcode: 938510
3. Members of the public wishing to comment on the public hearing item 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](mailto: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 PUBLIC HEARING ON SEPTEMBER 21, 2020. Submissions will be read aloud at the meeting and must comply with the 2 minute time limit.

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If you challenge the District's action in Court, you may be limited to challenging only those issues you raise or someone else raises at the public hearing described in this notice, or in written correspondence delivered to the Board of Trustees at, or prior to, the public hearing.

**FURTHER INFORMATION** of the proposed budget may be obtained by contacting the District at (949) 582-4663. Due to Executive Order N-33-20, the proposed budget will be made available electronically for public inspection at [http://www.socccd.edu/businessservices/bs\\_fiscal\\_budget.html](http://www.socccd.edu/businessservices/bs_fiscal_budget.html) from Thursday, September 17, 2020 to Monday, September 21, 2020. If you require assistance accessing the proposed budget, please contact Letitia Clark at [lclark31@socccd.edu](mailto:lclark31@socccd.edu).

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adopted Budget for Fiscal Year 2020-21

**ACTION:** Approval

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### **BACKGROUND**

Title 5, California Code of Regulations, Section 58305 requires that by September 15 the Board of Trustees adopt a final budget. However, due to the pandemic, this deadline was extended to October 31 for the FY 2020-21 budget. Enclosed for approval is the proposed Adopted Budget for FY 2020-21. As required by Section 58301 of Title 5, this document has been available for public inspection on the District website and in the District Office lobby.

Proposition 30, The Schools and Local Public Safety Protection Act of 2012 passed in November 2012. This proposition temporarily raised the sales and income tax rates to provide continuing funding for local school districts and community colleges. Proposition 55 amended Proposition 30 in November 2016 to extend the income tax increase through 2030. The Education Protection Account (EPA) is created in the state General Fund to receive and disburse these temporary tax revenues. Districts have sole authority to determine how EPA funds are spent, provided that the governing board makes these spending determinations in an open session of a public meeting.

### **STATUS**

On June 22, 2020, the Board of Trustees approved the Tentative Budget for FY 2020-21. Since that time, total unrestricted resources have increased from \$366,480,661 to \$382,825,058. The unrestricted General Fund ending balance on June 30, 2020 is \$76,701,545. The District Reserve for economic uncertainties has been set at 7.5% (\$14,514,720) in accordance with the budget development guidelines.

The proposed Adopted Budget includes estimated EPA funds of \$2,650,037, which will be spent on part-time faculty instructional salaries and benefits.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the FY 2020-21 Adopted Budget and the EPA spending plan as presented in EXHIBIT A.

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



# ADOPTED BUDGET

FY 2020-2021



September 21, 2020

# THE DISTRICT . . . . .



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

Over the past three years, SOCCCD student enrollments have declined slightly. Total student headcount for spring 2020 was over 43,000 and resident full time equivalent students (FTES) for FY 2019-20 was 26,530. SOCCCD has approximately 4,000 team members consisting of faculty, management, classified staff, and police.

**Budget Outlook:** The District is projecting difficult budgets over the next several years due to the economic downturn caused by the Coronavirus pandemic (COVID-19). The nation is officially in a recession, from which it will likely take three to seven years to recover. Joint meetings with the colleges and district services are taking place to discuss district-wide budget impacts and strategies. These strategies include using a multi-year approach to planning, distinguishing between ongoing and one-time revenues to align with expenses, implementing efficiencies to improve services and lower costs, thoroughly evaluating and assessing all positions as they become vacant, and expanding resource development to supplement revenue.

**Planning Efforts:** District-wide planning and budgeting processes are continually evaluated and improved. As a part of institutional best practices, the district-wide planning processes were developed and are integral to all aspects of college and district-wide decision-making and resource allocations in a transparent, inclusive and open process. The District-wide Planning Council (DWPC) implements and oversees the strategic planning processes with other major district-wide committees making recommendations on resources, such as the District Resources Allocation Council (DRAC), the Capital Improvement Committee (CIC), the District-wide Technology Committee (DTC), and the Basic Aid Allocation Recommendation Committee (BAARC). In order to improve efficiencies and bring all District allocations under one committee, the work of BAARC will be incorporated into DRAC beginning in fall 2020.

**State Budget and the Community College System:** The Governor signed the final state budget on June 30, 2020. The overall allocation for Proposition 98 funding is \$70.9 billion with 11.8% (\$8.365 billion) going to community colleges. This is a major departure from the May Revise as the K-14 share of the state budget shortfall is now covered by cash deferrals rather than budget cuts. Of the \$1.45 billion total community college deferral, \$791 million would trigger-off if Congress approves a fourth stimulus package by October 1, 2020. California community



colleges should expect budget uncertainties as the Governor is predicting continued deficits through FY 2023-24 due to the economic impacts of COVID-19.

The impacts to the Student Centered Funding Formula (SCFF) include no COLA or growth funding and slightly adjusting the final 2019-20 funding rates, which carry forward into FY 2020-21. Although community-supported (basic aid) districts do not receive state funds for their operating budgets, the deferrals will impact cash flow for state categorical programs. The budget also adds two additional years of the funding guarantee (hold-harmless) through FY 2023-24 for the SCFF.

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

- \$0 for COLA
- \$0 for apportionment growth
- \$2.3 billion to offset the PERS and STRS rates in 2020-21 and 2021-22
- Statute changes allow districts to exclude COVID-19 expenses from the 50% Law calculation for fiscal years 2019-20 and 2020-21
- \$5.8 million on-going funds for Dreamer Resource Liaisons
- \$120.2 million one-time funds for Coronavirus Relief Fund (COVID-19 Block Grant) to support student learning and mitigate learning loss
- \$223.1 million for 25 new and 15 continuing capital outlay projects. SB 115, the budget trailer bill, will provide an additional \$16.576 million in funding for eight more new capital outlay projects. This includes \$1.3 million for the design of the Science Math Building Reconstruction at Saddleback College.

The passage of Proposition 55 in the fall of 2016 continues to provide Educational Protection Account (EPA) funds through December 31, 2030, at \$100 per FTES.

**SOCCCD Budget:** The SOCCCD adopted budget for all thirteen funds totals almost \$1.2 billion, which is comprised of \$548 million in beginning fund balances and \$629 million in revenue. Our total budgeted expenditures is \$957 million and we anticipate spending down our reserves by \$328 million leaving \$220 million in ending fund balances. Because the District is a community-supported district, it is essential that the budget remain conservative. For this coming year, property tax revenues remain a constant, reliable funding stream with an estimated 2.5 percent increase in secured taxes. Prior to COVID-19, it was anticipated that property taxes would increase an estimated 3.9 percent. Our estimates have been further adjusted in response to COVID-19 so that the adopted budget includes conservative estimates for enrollment fees, non-resident tuition, EPA funds, Lottery, interest, and other miscellaneous revenue.

Although SOCCCD does not receive state general apportionment, proposed changes to the funding formula do have an impact on college operating budgets as District Board policies dictate following the SCFF for allocating funds. In order to maintain operations and serve students during these tumultuous times, an exception was made to Board policy by utilizing \$4.5 million in property taxes to fund the calculated COLA of 2.31% and fund an additional 0.48% growth.

District-wide operating costs continue to increase from negotiated salary increases, health and welfare benefit increases, and pension costs. Personnel costs as a percentage of total budget expenditures equal 88.6%, which is almost within the recommended budget target of 86% - 88%. This indicator demonstrates the need for future budget vigilance. The budget includes the current negotiated salary increases for all units.

The \$2.3 billion State investment in the pension plans will reduce the anticipated STRS and PERS rates for fiscal years 2020-21 and 2021-22. It brings down the 2020-21 employer rate for PERS from 22.68% to 20.7% and for STRS from 18.41% to 16.15% generating approximately \$2.5 million in savings for our District in 2020-21. This will also decrease the projected 2021-22 rates for PERS and STRS from 25% and 18.2% to 22.84% and 16.02%, respectively. The estimated increased costs for 2020-21 over the current year are \$257,000. This will grow an additional \$848,000 in 2021-22. The Board has approved participation in a Pension Stabilization Fund to offset these increased costs. Deposits totaling \$39.7 million were previously made to the trust but with the withdrawals made to fund these increased costs, the balance at June 30, 2020, is only \$24 million. Additional deposits will be made to maintain the fund beginning with a \$5 million basic aid allocation for 2020-21.

After providing \$4.5 million in COLA and growth to the SCFF for the colleges through the DRAC model, excess property tax revenues available for basic aid distribution for 2020-21 fiscal year total approximately \$98 million. These funds are used for long-term debt obligations, technology projects, and capital expenditures in lieu of bonds that other community colleges use. These funds are allocated in the budget based on the recommendations from BAARC that were approved at the April 27, 2020, Board meeting and include an additional allocation to the IVC Student Services Building project from final property tax revenues realized.

The State capital outlay budget funds the construction phase for our two projects as follows: \$20.8 million for the Fine Arts Complex at Irvine Valley College and \$23.6 million for the Gateway Project at Saddleback College. These amounts are included in this adopted budget. Since the Governor has yet to sign the amended budget act bill (SB 115), the \$1.3 million coming our way for the design of the Science Math Building Reconstruction at Saddleback College does not appear in the adopted budget. A budget amendment will be presented to the Board of Trustees once the Chancellor's Office provides final approval and notification.

The unrestricted general fund budget provides for each college's operations, district-wide general expenses, District Services, and a general reserve of 7.5%. The reserve is necessary for a self-sufficient district and allows the District to manage cash flow throughout the year as well as to prepare for unforeseen expenditures and emergencies that may arise during the year.

We have added a new fund, the Student Representation Fee Fund, to account for the \$2 fee charged to students as required by AB 1504, which

passed the legislature and was signed into law by the Governor in October 2019. The fees collected will be distributed equally to each college associated students' accounts and the statewide community college student organization after deducting no more than seven percent for the cost of collecting and administering the fees. The college associated students organizations may use the funds to support their governmental affairs advocacy at the local, state, and national level.

The COVID-19 pandemic has had a significant impact on the District. Besides the disruption to our students, faculty and staff as we transitioned to an online environment, many of the college operations experienced revenue declines including the child development center, community education programs, and parking/security services. Federal and state funds have provided much relief in the form of funding for grants for students, responding to the public health emergency, transitioning to online instruction, developing accelerated learning modules, and addressing barriers to learning as a result of the disruption.

#### Saddleback College

In FY 2019-20, the District implemented the Student-Centered Funding Formula, which reduced the college's SB 361 base revenue by \$5 million and made clearer the college's underlying structural deficit. However, Total Revenue increased in FY 2019-20 by \$4.8 million (4.6%), mostly due to a 3.26% COLA, but also from augmentation of ongoing and one-time local funds. At the same time, the college continued cost saving measures begun in the second half of FY 2018-19 and improved utilization of restricted funds. Indeed, the college held FY 2019-20 expenses to only 0.55% above FY 2017-18 amounts, despite significant increases in salaries and benefits and other inflationary adjustments over the two-year period. As a result, the college has saved the one-time revenue augmentation from FY 2019-20, increasing its Ending Fund Balance by \$5.1 million to \$17.7 million. The Ending Fund Balance is important to provide financial stability through the expected economic turbulence caused by the COVID-19 pandemic and to prepare for the ultimate approach of the fiscal cliff associated with expiration of the State's hold harmless proviso to the SCFF in FY 2023-24.

In FY 2020-21, Total Revenue is projected at \$2 million less (\$107.6 million) than in FY 2019-20, in spite of a 2.31% COLA and .48% growth, due to reduction of one-time funds and other local revenue. However, ongoing revenue is higher by \$1 million. Total Uses of Funds also decreased by \$2.6 million to \$110.6 million, for a projected budget deficit of \$3 million and Ending Balance of \$14.7 million. The college anticipates savings that could offset much of the budgeted deficit. However, the closure of the campus due to COVID-19 is expected to result in the loss of up to \$3 million of local revenue from parking, Child Development Center, community facility use, community and contract education programs, and food and vending commissions, among other things. The college will utilize federal and State funding for COVID-19 mitigation to minimize the budget impact of additional expenses and some of this anticipated lost revenue.

Over the last two years, the college has conserved resources and increased its reserves to provide stability through the transition to the new State

funding formula. In FY 2020-21, the college will continue its efforts to ensure long-term financial stability while also making short-term cuts to address the challenges caused by the COVID-19 pandemic. The reserves will enable the college to effectively meet the growing needs of its students and community during the next few years and absorb some degree of potential cuts to funding if the State's economic picture does not improve quickly. However, the long-term economic and budgetary impact of the pandemic is uncertain. A prolonged economic recession and recovery will require a combination of reserves and additional budget reductions. In addition, the college needs to be prepared for the SCFF cliff in the years ahead, so the college will continue to exercise caution until the economy stabilizes and we eke out sufficient gains in SCFF points to shorten the height of the SCFF cliff down the road.

### Irvine Valley College

IVC's total adopted budget is \$84.2 million, which is \$2.6 million higher than the prior year's adopted budget. The \$84.2 million is comprised of \$74.7 million in revenues and \$9.5 million in beginning fund balance. The SCFF revenue increased by \$804,000 reflecting a 2.31% COLA and a 0.48% growth among various changes. However, ongoing funding included in the budget is \$629,000 lower due to offsetting decreases. Most notably, the non-resident tuition fee revenue is budgeted at 92% of prior year's level as a direct result of a projected decline of 160 FTES in international student enrollments due to COVID-19.

The college's FY 2019-20 ending balance was \$9.5 million primarily due to significant operational cost savings generated during the campus closure in the last quarter of the fiscal year. The location ending balance was \$4.6 million higher than the prior year, which has led to the overall increase in the adopted budget noted above. Finally, one-time funding from the non-contingency centralized balances decreased by \$2 million.

Expenditures have been budgeted conservatively reflecting two new faculty, one in Economics and one in Japanese, in support of those programs. Baseline increases include negotiated salary increases, step-and-column movement, benefit rate changes, and other costs of doing business. Given the fiscal uncertainties at both the state and federal levels, no further major increases are included in the budget at this time.

The enacted state budget no longer includes categorical program cuts across the board except for the unfunded COLA. While the use of deferrals to balance the State budget had a positive impact on our categorical programs, a significant budget shortfall may reoccur again next year. In preparation for this possibility, IVC will continue to operate its programs in a fiscally conservative manner.

We are grateful to the district leadership and the Board of Trustees for their continued support of the colleges, especially during these challenging times, while we continue to offer pathways for success to our students.

**Looking Ahead:** The full impact of COVID-19 remains to be seen. The State's economic forecast appears to be better than originally projected but the economy is still in flux and additional funding from the federal government at the levels anticipated appears to be in jeopardy. Discussions with prospective tenants for ATEP continue to take place, albeit at a somewhat slower pace, due to the uncertainty of the market

and challenges faced by all during these tumultuous times.

The colleges are primarily offering online instruction for the fall semester with the exception of a few required labs. As of the third week in the fall semester, our headcount is down by over eight percent but our projected FTES is only down less than four percent. It is anticipated that these numbers will improve once the second eight-week session begins. Procedures are in place to maintain safety and social distancing for the students and staff in the classes held on campus and for anyone else who comes onto our sites. Due to the fluid nature of the pandemic, planning for the spring 2021 semester is in its infancy; it is unknown whether classes will be offered face-to-face, fully online, or a hybrid of the two.

The District continues to minimize expenditures and looks forward to finding ways to maximize the revenues once the pandemic has subsided. To the extent allowed, federal and state funds will be utilized to mitigate the increased costs and lost revenues associated with the COVID-19 crisis. The SCFF has stabilized and the extended hold harmless provision will provide much needed stability in the operating budgets through fiscal year 2023-24. The remote working environment is providing some expenditure savings but it is unclear how long this will last. Overall, the District is committed to serving our students and helping them achieve their goals. The District and colleges will continue to pivot as needed to ensure we stay focused on achieving our goals while maintaining a safe learning and working environment.

Chancellor Burke reviewed the budget and confirmed that it is balanced as required by law.

*Ann-Marie Gabel*

*Vice Chancellor, Business Services*

*South Orange County Community College District*

# BUDGET DEVELOPMENT GUIDELINES

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## **Board Philosophy:**

The Board of Trustees shall support and follow fiscal policies that:

1. Ensure wise and prudent use of public resources.
2. Promote financial strength and stability.
3. Maximize educational opportunities for students.

## **Participatory Governance:**

An opportunity for review and input will be provided to the appropriate participatory governance groups prior to adoption of the budget.

## **Guiding Principles:**

The following guiding principles are provided by the Board of Trustees for use when recommendations are made about the budget.

### **1. Reserve for Economic Uncertainties**

The general fund reserve for economic uncertainties shall be no less than 7.5% of the projected unrestricted revenue. A monthly update will be provided to the Board of Trustees that reviews current revenue, expenditure, and ending balance projections. Any action proposed by a staff member, a Board member, or the Board of Trustees as a governing body, which could potentially reduce the reserve, will be reported to the Board in the monthly update. A reported reduction in the reserve below 7.5% shall be accompanied by a plan that indicates how the reserve shall be restored.

### **2. Future Long Term Debt Issues**

No additional Certificates of Participation (COP), or other long-term debt, will be issued until:

- a. An ongoing revenue stream has been identified that covers the full payment for the existing issues or
- b. A dedicated revenue stream has been identified for the payments for the new issue.

The Board has identified this principle as having a very high priority.

### **3. Retirement Incentives**

No retirement incentives will be provided unless one-time funds have been identified that will cover the full cost or the plan savings are sufficient to pay the cost of the incentive.

#### **4. Area/College Allocations**

The expenditure budgets for each area/college shall not exceed the projected resource allocations. Any college or district balances existing at the end of each fiscal year, either positive or negative, will result in an equivalent adjustment in the allocation in the subsequent year. In addition, the Vice Chancellor of Business Services and college business officers shall monitor the college budgets to ensure there are no negative balances.

#### **5. Deficit Financing**

Deficit financing is defined as a budget in which projected expenditures exceed projected revenue and beginning fund balance for the year. Deficit financing should not occur for ongoing expenses such as salary increases. The amount of deficit financing should always be clearly presented in the budget document. Deficit financing shall not result in a reserve balance that is less than 7.5%.

#### **6. Retiree Medical, Dental, Vision, and Medicare Coordination of Benefits (COB) Plans**

To be compliant with GASB 43 and 45, an irrevocable trust was formed in FY 2007-08 to fund medical, dental, vision, and Medicare plans for SOCCCD retirees. This trust was established and the Futuris Public Entity Investment Trust Program was selected to organize the structure and operations of the trust. Benefit Trust Company was selected to manage the funds in the trust. An actuarial study is conducted annually to update the District's OPEB (other post-employment benefits) liability. It is the Board's intent to fully fund the liability once it is identified.

#### **7. Basic Aid**

While the District is a basic aid district:

- a. The expenditure budgets for ongoing purposes shall be the resources that would have been available from state apportionment.
- b. Excess revenue above apportionment shall be allocated at the college or district level for one-time purposes, such as to cover some of the unfunded obligation for the retiree benefit plans.
- c. Excess revenue above apportionment shall not be used for regular ongoing expenditures, such as salaries.
- d. Excess revenue above apportionment shall not be used for any other purposes that will jeopardize the District's future financial stability.
- e. BP and AR 6210 will be followed when allocating basic aid funds, unless the Board of Trustees authorizes a departure from the policy.

#### **8. One-time Cost Savings**

One-time cost savings shall be allocated to purposes such as the unfunded obligation for the retiree benefit plans, or to one-time expenditures.

## **9. Full Time Equivalent Student Targets**

When developing the target FTES, consideration will be given to the following:

- a. The needs of students and the community.
- b. The percentage of growth allocation in the state apportionment formula.
- c. The FTES generated in the most recent academic year.
- d. The number of FTES the college administration realistically believes can be generated.

## **10. Funding for Growth**

The District resource allocation model shall limit funding for growth FTES to a maximum of the SOCCCD individual adjusted growth rate published by the California Community College System Office, adjusted by subsequent System Office revisions. District growth funding shall also be constrained by FTES growth achieved by the District up to the maximum amount funded through the state funding formula.



## SUMMARY OF GENERAL FUND BUDGET ALLOCATIONS

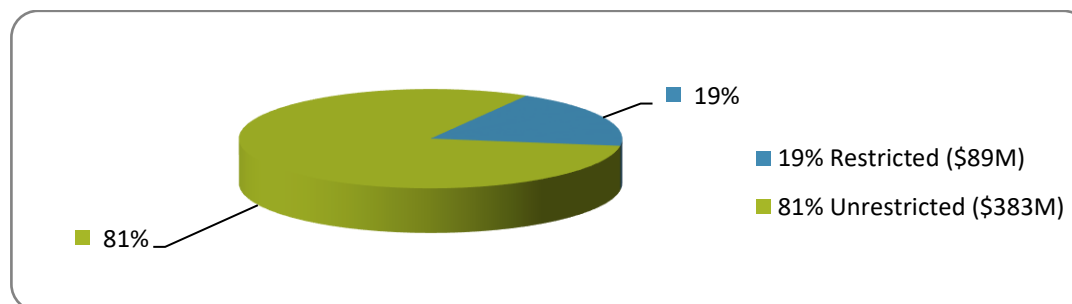
(BEGINNING FUND BALANCE & REVENUES)

Allocated Area	* Unrestricted	*Restricted	Total
Saddleback College	\$ 125,253,867	\$53,040,381	\$178,294,248
Irvine Valley College	\$ 84,224,071	\$30,623,547	\$114,847,618
District Services	\$ 24,231,501	\$ 5,038,398	\$ 29,269,899
Basic Aid			
Basic Aid Allocation/Transfer	\$ 98,798,271		\$ 98,798,271
Basic Aid Contingency	\$ 18,143,443		\$ 18,143,443
Other			
District-wide General Expense	\$ 5,091,959	\$ 112,356	\$ 5,204,315
Part-Time Faculty Parity/STRS & PERS On-Behalf	\$ 12,567,226		\$ 12,567,226
Reserves for Economic Uncertainties	\$ 14,514,720		\$ 14,514,720
<b>TOTALS</b>	<b><u>\$ 382,825,058</u></b>	<b><u>\$ 88,814,682</u></b>	<b><u>\$471,639,740</u></b>

\* See pages 31 and 32 (Revenue, expenditures and change in fund balance for each budget location)

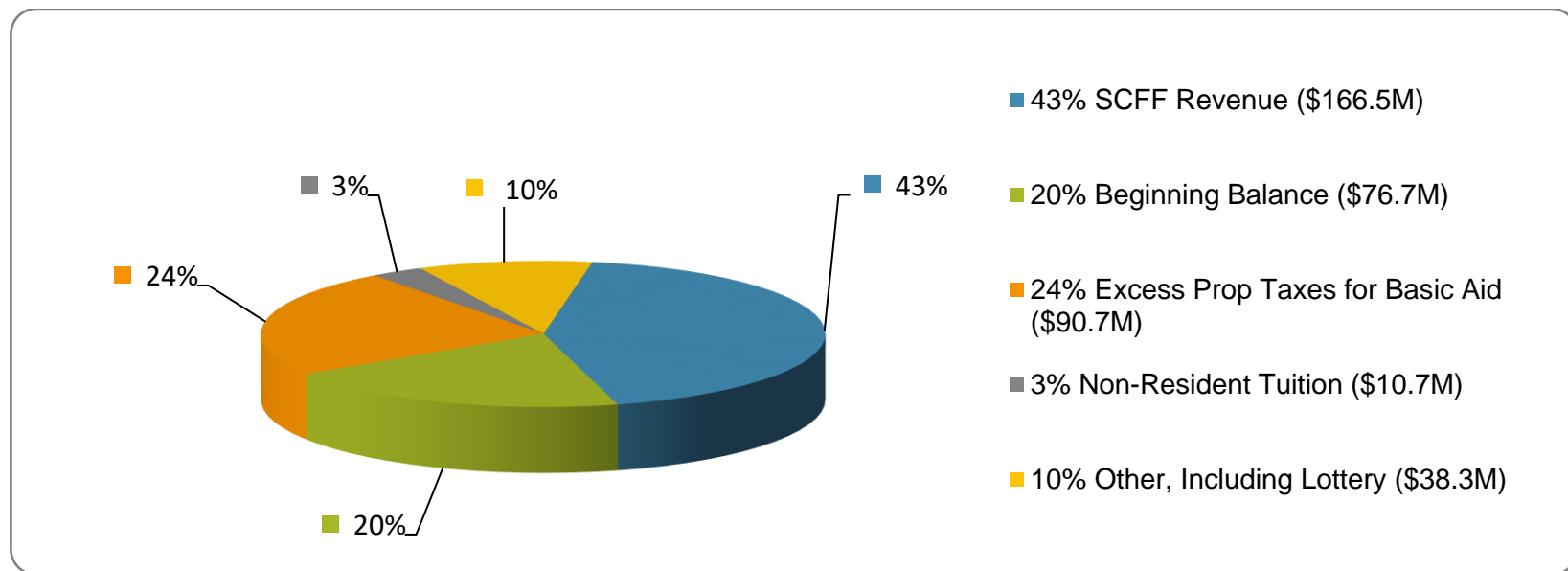
## GENERAL FUND REVENUE

The general fund, which totals \$472 million in beginning balances and revenues, consists of accounts that are not required to be recorded in a separate fund. There are two segments of the general fund: “Unrestricted” and “Restricted.”



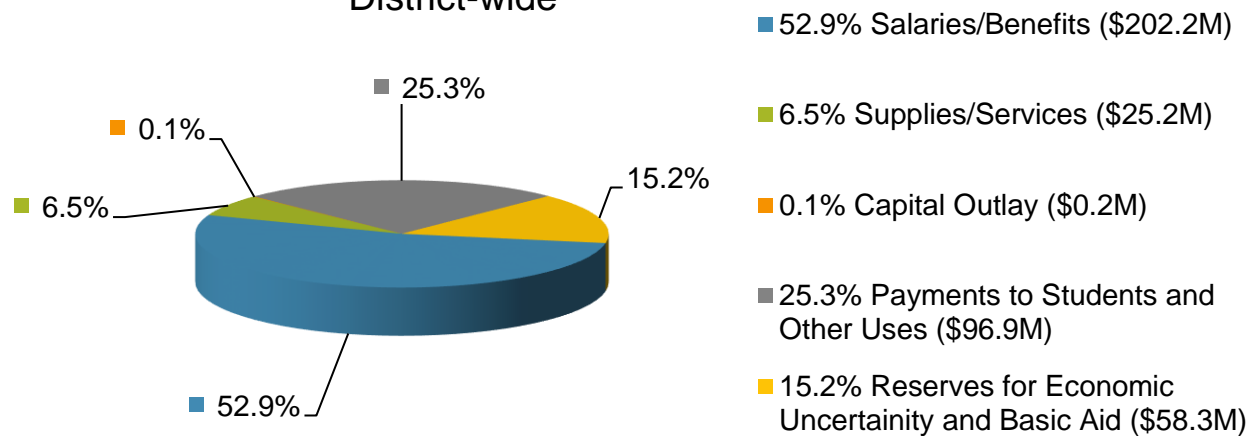
## UNRESTRICTED GENERAL FUND REVENUE

The largest segment of the general fund is the *unrestricted portion*, which totals \$383 million and accounts for resources for the general-purpose programs of the District (81% of the activity). This is an increase of \$10 million over last year due primarily to projected increases in property taxes. Of the resources, 43% is equivalent to the amount that would be calculated in the SCFF assuming no base reduction and funding for COLA and growth. The total amount that is equivalent to what would be potentially received from state apportionment funding is determined by the State Budget Act and is distributed to the 73 community college districts by formulas developed by the California Community College Chancellor's Office. The District will not receive state apportionment funding because local property taxes and student enrollment fees exceed the calculation entitlement. The remaining part of the unrestricted resources comes from 2020-21 Basic Aid (24%), Non-Resident Tuition (3%), and other sources, including transfers, EPA funds, interest, ground leases, and Lottery (10%). The beginning balance, carried forward from the prior year, is 20% of available unrestricted funds.

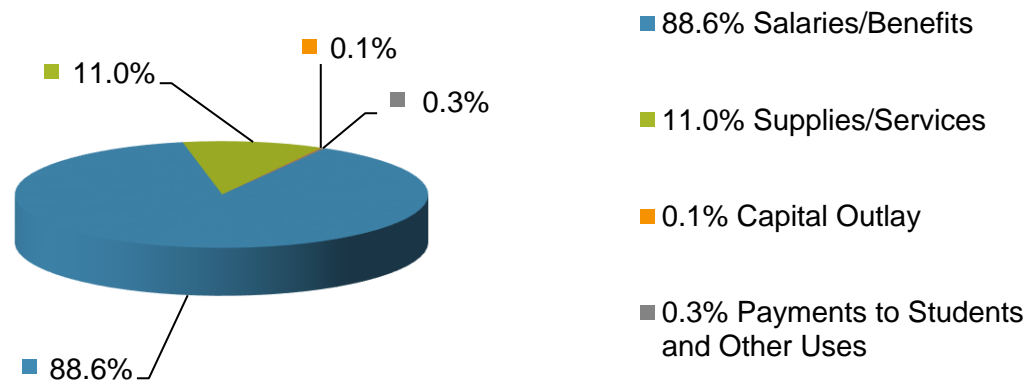


## UNRESTRICTED GENERAL FUND OPERATING EXPENDITURES

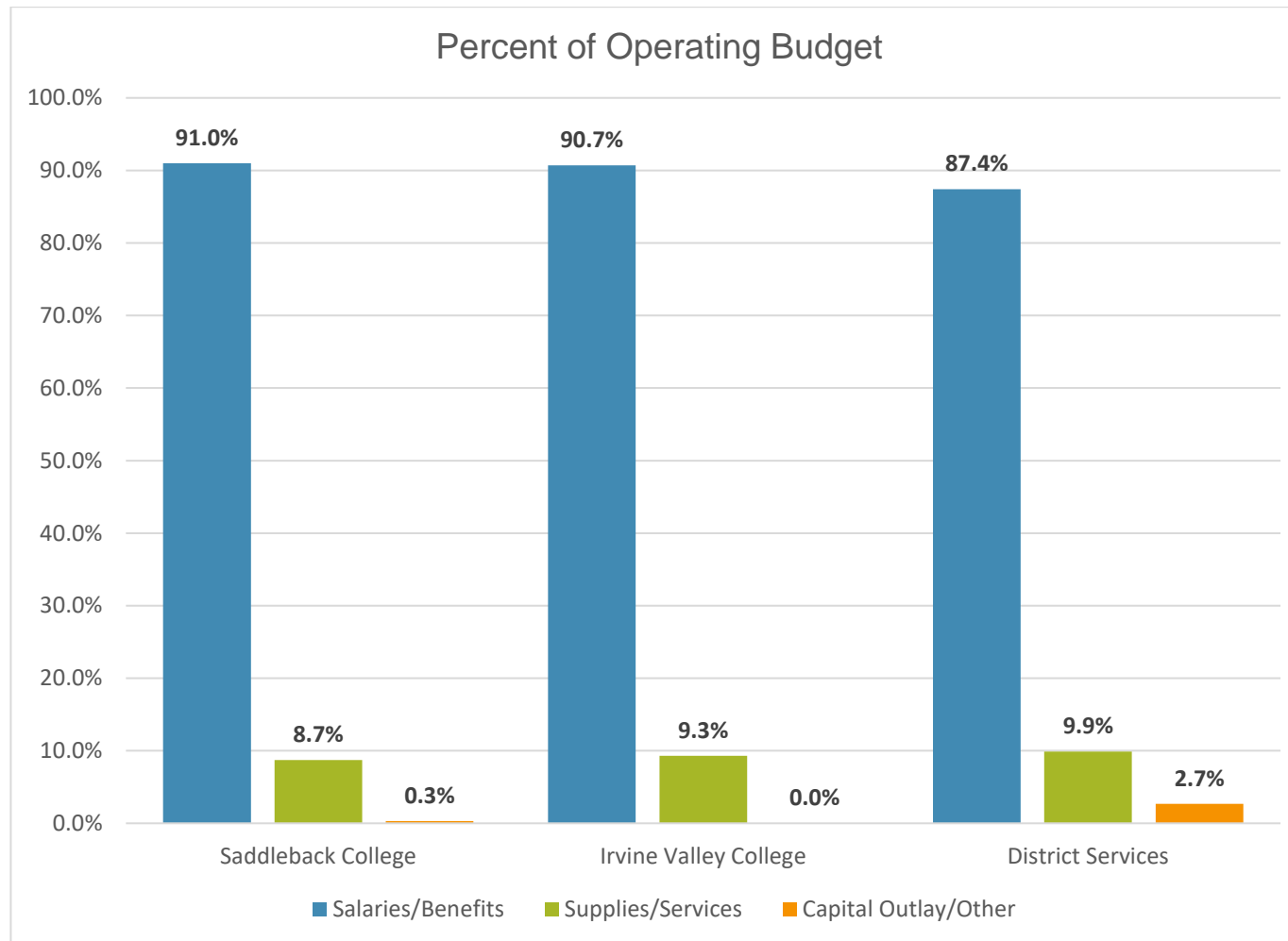
District-wide



District-wide without Reserves and Basic Aid



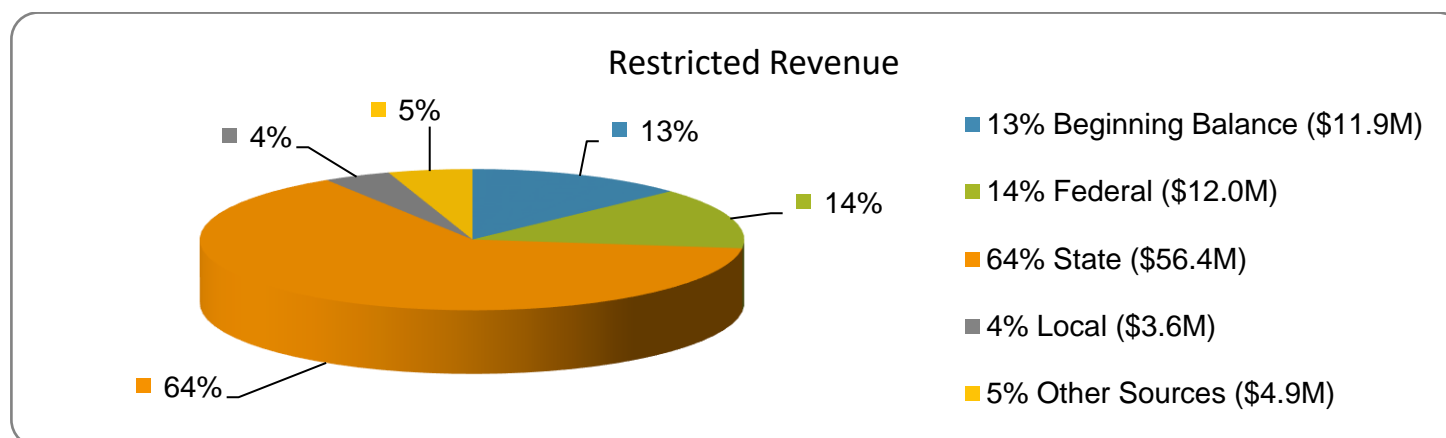
Most of the expenditures in the unrestricted general fund operating budgets are for employee salaries and benefits. As seen below, Saddleback College's salaries and benefits equal 91.0% of its operating budget (this is up from last year's 90.1%); Irvine Valley College's salaries and benefits equal 90.7% of its operating budget (this is down from last year's 90.8%); and District Services salaries and benefits equal 87.4% of its operating budget (this is down from last year's 89.6%). These costs reflect the existing salary rates and estimated benefit cost increases.



*For fiscal prudence, the District-wide recommended budget target for overall staff costs is to not exceed 86-88% of the total budget so there are sufficient resources for instructional materials, equipment, and other operational costs. It is advisable to be on the low end of the range.*

## RESTRICTED GENERAL FUND

The other segment of the general fund is the *restricted portion (categorical programs and grants)*, representing approximately \$89 million (19%) of the general fund activity. This fund accounts for federal, state, and local money that must be spent for a specific purpose by law or agreement. Examples of these programs, which are mostly services targeted for specific population groups, are: Perkins Title I-C, Student Equity and Achievement (SEA) Program, Strong Workforce, Extended Opportunity Programs and Services (EOPS), Disabled Students Programs and Services (DSPS), and California Adult Education Program. The restricted general fund increased by \$1 million from the prior year primarily due to an increase in the beginning balance. All federal, state, and local grants and categorical funding are recognized in the restricted general funds of the district and are used primarily by the colleges for support to educational programs and specialized activities.



A summary of restricted fund programs is provided below.

Program	Saddleback College	Irvine Valley College	District Services	District-wide	Total
<b>Federal Funds:</b>	<b>\$7,580,579</b>	<b>\$4,371,095</b>	<b>\$87,087</b>	<b>-</b>	<b>\$12,038,761</b>
AANAPISI		79,708			79,708
CARES Act	1,691,617	2,033,950			3,725,567
College Work Study	204,570	215,079			419,649
COVID-19 Response Block Grant - Federal	28,101		87,087		115,188
Financial Aid Administration	22,448	31,850			54,298
Foster Kinship Care	166,667				166,667

Program	Saddleback College	Irvine Valley College	District Services	District-wide	Total
Health Center LEA Medi-Cal	20,001				20,001
National Science Foundation	4,375,896	1,707,066			6,082,962
Perkins	700,731	259,175			959,906
Temporary Assistance for Needy Families (TANF)	41,653	44,267			85,920
WIOA Adult Education	328,895				328,895
<b>State Funds:</b>	<b>\$36,559,486</b>	<b>\$19,471,203</b>	<b>\$265,576</b>	<b>\$112,356</b>	<b>\$56,408,621</b>
Adult Education Block Grant	4,365,575	1,327,559			5,693,134
BFAP Student Financial Aid Administration	539,449	369,187			908,636
California College Promise	3,780,874	1,791,442			5,572,316
California Virtual Campus Online Educ Initiative	9,482				9,482
CalOES Hazard Mitigation Grant Program			125,000		125,000
CalWORKs	241,232	246,425			487,657
Campus Safety and Sexual Assault	18,583	5,520			24,103
Child Development Training Consortium	29,900				29,900
Classified Professional Development				112,356	112,356
Cooperative Agencies Resources for Educ (CARE)	70,002	78,882			148,884
COVID-19 Response Block Grant - State	933,067	625,325			1,558,392
Deputy Sector Navigator	101,088				101,088
Disabled Student Programs and Services (DSPS)	2,576,284	974,024			3,550,308
Energy Construction & Utilities	200,000				200,000
Equal Employment Opportunity			140,576		140,576
Extended Opportunity Programs and Svcs (EOPS)	795,754	1,020,892			1,816,646
Financial Aid Technology	180,034	82,779			262,813
Foster Kinship Care	327,454				327,454
Guided Pathways	869,621	663,976			1,533,597
Health Fee Services	28,000				28,000
Hunger Free Campus	183,671	44,099			227,770
Institutional Effectiveness Partnership Initiative		137,316			137,316
Mental Health Services	250,000	250,000			500,000
Nursing Education	263,834				263,834
OC Health Care Agency Tobacco Cessation	50,000				50,000
Physical Plant and Instructional Equipment	128,882	370,438			499,320

Program	Saddleback College	Irvine Valley College	District Services	District-wide	Total
Port of Long Beach	65,000				65,000
Real Estate Education Center	103,000				103,000
State Lottery	833,051	550,000			1,383,051
Strong Workforce	7,665,783	2,802,013			10,467,796
Student Equity and Achievement Program	9,526,874	5,233,169			14,760,043
Student Success Completion Grant	773,250	1,527,423			2,300,673
Veteran Credit Articulation Track Award	1,388,583				1,388,583
Veteran Resource Center	71,585	1,370,734			1,442,319
Veterans Center One-Stop	189,574				189,574
<b>Local and Other Funds:</b>	<b>\$1,986,951</b>	<b>\$1,783,244</b>	<b>\$4,685,735</b>	<b>-</b>	<b>\$8,455,930</b>
Adult Education Block Grant - Fiscal Agent			4,685,735		4,685,735
FCCC Mental Health Sponsorship	1,500	1,500			3,000
Health Fee Services	1,079,260	701,444			1,780,704
HOAG Memorial Hospital Agreement	8,161				8,161
JBAY Burton Book Fund	1,400				1,400
Material Fees	99,570	36,300			135,870
Mission Hospital Project Koinonia	96,000				96,000
Non-Resident Capital Outlay	109,852	500,000			609,852
Parking Fee Services	583,208	523,000			1,106,208
UCI - CCCIP		14,000			14,000
VA Reporting Fees	8,000	3,000			11,000
Workforce Investment Act		4,000			4,000
<b>Total Restricted General Fund</b>	<b>\$46,127,016</b>	<b>\$25,625,542</b>	<b>5,038,398</b>	<b>\$112,356</b>	<b>\$76,903,312</b>

## NOTEWORTHY GENERAL FUND ASSUMPTIONS

- Unrestricted General Fund beginning balance is \$76.7 million. This is composed of the prior year reserve for contingency (\$18.0 million), location beginning balances (\$32.5 million), and basic aid funds (\$26.2 million) which are included in the basic aid project budget.
- Prior year FTES are down slightly district-wide as of annual reporting. Targets for 2020-21 reflect 0.48% growth on 2019-20 funded FTES as shown on the charts below.

IVC	2016-17 Annual	2017-18 Recalc	2018-19 Recalc	2019-20 Annual	2020-21 Target
Credit	10,053.96	9,395.30	9,009.89	8,673.91	8,715.54
Non-Credit CDCP	258.40	470.73	560.92	630.36	633.39
Non-Credit	183.82	226.87	312.39	341.86	343.50
<b>TOTAL</b>	<b>10,496.18</b>	<b>10,092.90</b>	<b>9,883.20</b>	<b>9,646.13</b>	<b>9,692.43</b>
Percentage Change		-3.8%	-2.1%	-2.4%	0.5%

SC	2016-17 Annual	2017-18 Recalc	2018-19 Recalc	2019-20 Annual	2020-21 Target
Credit	14,652.41	14,561.14	14,313.36	14,680.71	14,751.18
Non-Credit CDCP	157.58	506.30	492.14	444.39	446.52
Non-Credit	2,058.63	1,815.49	1,845.89	1,758.56	1,610.24
<b>TOTAL</b>	<b>16,868.62</b>	<b>16,882.93</b>	<b>16,651.39</b>	<b>16,883.66</b>	<b>16,807.94</b>
Percentage Change		0.1%	-1.4%	1.4%	-0.4%

Total	2016-17 Annual	2017-18 Recalc	2018-19 Recalc	2019-20 Annual	2020-21 Target
Credit	24,706.37	23,956.44	23,323.25	23,354.62	23,466.72
Non-Credit CDCP	415.98	977.03	1,053.06	1,074.75	1,079.91
Non-Credit	2,242.45	2,042.36	2,158.28	2,100.42	1,953.74
<b>TOTAL</b>	<b>27,364.80</b>	<b>26,975.83</b>	<b>26,534.59</b>	<b>26,529.79</b>	<b>26,500.37</b>
Percentage Change		-1.4%	-1.6%	0.0%	-0.1%

- Education Protection Act (EPA) funds are budgeted at \$2.65 million (\$100 per FTES). These revenues are from temporary taxes and are budgeted for part-time faculty salaries and benefits.



- Unrestricted Lottery revenue is budgeted at \$4.2 million based on an estimated \$150 per FTES. Lottery funds are paid on all FTES, including non-resident FTES.
- Interest revenue is budgeted at \$2 million based on an anticipated decrease in earnings.
- Ground lease revenue is budgeted at \$2.9 million, an increase of 3%, due to the contract price escalation.
- The property and liability insurance coverage is budgeted at \$1.2 million, an increase of \$200,000 from 2019-20.
- Employee movement on salary schedules (steps and columns) for all employee groups and negotiated salary increases of 2.92% for faculty, 2.25% for classified, 2.02% for police, and 2.5% for management are budgeted.
- Employee health benefits increased 1% overall for PPO medical insurance, HMO medical insurance, dental insurance, vision insurance and life insurance.
- Workers' Compensation insurance is budgeted at 1.32% of salaries, which is slightly down from 2019-20.
- The unemployment insurance rate for 2020-21 remains stable at 0.05% of salaries.
- The Public Employees Retirement System (PERS) employer contribution rate approved by the PERS board is 22.68%; however, the final state budget included contributions to the retirement systems that reduced the rate to 20.7%, a 0.979% increase from 2019-20.

Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Increase
	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated	Estimated	Estimated	Estimated	over 2015-16
<b>PERS Annual Rate</b>	11.847%	13.888%	15.531%	18.062%	19.721%	20.700%	22.840%	25.500%	26.200%	26.500%	
<b>PERS Contribution</b>	4,491,723	5,321,302	5,973,916	7,095,264	8,017,772	8,594,209	9,482,693	10,587,069	10,877,695	11,002,248	6,510,525

- After state contributions, the State Teachers Retirement System (STRS) employer contribution rate for 2020-21 is budgeted at 16.15% of salaries, a decrease of 0.95% from 2019-20.

Fiscal Year	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	Increase
	Actual	Actual	Actual	Actual	Actual	Budgeted	Estimated	Estimated	Estimated	Estimated	over 2015-16
<b>STRS Annual Rate</b>	10.730%	12.580%	14.430%	16.280%	17.100%	16.150%	16.020%	18.100%	18.100%	18.100%	
<b>STRS Contribution*</b>	6,692,933	7,946,844	9,164,048	10,356,985	11,067,673	10,739,209	10,652,763	12,035,894	12,035,894	12,035,894	5,342,961

The General Expenses have the following budgeted amounts:

Expense	FY 2020-21 Amount	Change from FY 2019-20
CSEA Professional Development	\$ 30,000	\$ 30,000
Discrimination/Harassment Investigation Services	\$ 450,000	
District Services Facilities and Maintenance	\$ 300,000	
District-wide IT Maintenance Agreements	\$ 1,690,959	\$ 577,045
District-wide Strategic Planning	\$ 50,000	\$ (60,000)
Employee Safety Compliance Cost	\$ 60,000	
Faculty Job Fair	\$ 30,000	
Faculty Sabbatical Bond Payments	\$ 18,000	
Financial Audit	\$ 145,000	
Internal Audit	\$ 270,000	\$ 15,000
Labor Contract Negotiations	\$ 100,000	
Legal Advertising	\$ 65,000	
Legal Fees	\$ 650,000	\$ 50,000
Local Experience Charge – Unemployment Insurance	\$ 100,000	\$ 55,000
Offsite Technology Security	\$ 45,000	
Personnel Advertising	\$ 130,000	
Phone System Maintenance Agreement (moved to DW IT Maint)	\$ 0	\$(225,000)
Property & Liability Insurance	\$ 1,200,000	\$ 200,000
Taxpayer Relief Act Compliance	\$ 58,000	
<b>TOTAL GENERAL EXPENSE ACCOUNTS</b>	<b>\$ 5,391,959</b>	<b>\$ 642,045</b>
District Services Facilities and Maintenance*	\$ (300,000)	
<b>ADJUSTED GENERAL EXPENSE ACCOUNTS</b>	<b>\$ 5,091,959</b>	<b>\$ 642,045</b>

*\*Paid to Saddleback College for expenses related to District Services space in the Health Sciences Building*

The 2020-21 Adopted Budget includes inter-fund transfers as follows:

<u>To:</u>	<u>From:</u>						
	General Fund SC	General Fund IVC	General Fund DS	Capital Outlay SC	Basic Aid	Pension Stabilization	Total
General Fund IVC (a)						\$3,000,000	\$3,000,000
General Fund SC (a)				\$221,270		\$4,231,000	\$4,452,270
General Fund DS (a)						\$1,030,000	\$1,030,000
Capital Outlay (b)					\$86,043,388		\$86,043,388
Child Development (c)	\$172,744						\$172,744
Self-Insurance Fund (d)			\$440,000				\$440,000
Retiree Benefits Fund (e)					\$5,225,816		\$5,225,816
Pension Stabilization Fund (f)					\$5,000,000		\$5,000,000
Student Financial Aid (g)	\$3,891,884	\$1,633,423					\$5,525,307
Total Transfers	\$4,064,628	\$1,633,423	\$440,000	\$221,270	\$96,269,204	\$8,261,000	\$110,889,525

- a) Transfer from Pension Stabilization Trust for increased PERS and STRS costs from 2015-16 and from SC Capital Outlay to support parking services
- b) Transfer from Basic Aid for capital outlay projects
- c) Transfer from SC General Fund to support the child development center
- d) Transfer DS funds to support Risk Management Department
- e) Basic Aid funds allocated for retiree health benefits liability
- f) Basic Aid funds allocated for pension stabilization trust fund
- g) Transfer from college restricted funds to pay student financial aid grants

## FISCAL STABILITY AND RESERVE FOR ECONOMIC UNCERTAINTIES

Reserve funds are an important financial solvency safeguard. Examples of needs for the reserve for economic uncertainties are revenue shortfalls, unexpected repairs, and enrollment declines occurring during the year.

Based on BP 6200, the FY 2020-21 Adopted Budget includes a reserve for contingency of 7.5% of unrestricted operating funds, totaling \$14,514,720. The State Chancellor's Office recommends a prudent level of reserve of 5%. Furthermore, based upon BP 6210, the FY 2020-21 Adopted Budget includes a basic aid reserve for unrealized tax collections of 20% totaling \$18,143,443.

As shown below Saddleback College, Irvine Valley College and District Services have all budgeted prudent reserves within each of their operating budgets.

General Fund Reserves (Ending Balances) in 2020-21 Adopted Budget						
	Saddleback College	Irvine Valley College	District Services	Basic Aid	Other	Total
<b>Components of Ending Fund Balance</b>						
Economic Uncertainties					\$14,514,720	\$14,514,720
Basic Aid				\$18,143,443		\$18,143,443
Unassigned	\$14,685,802	\$7,000,000	\$3,963,401			\$25,649,203
<b>Total</b>	<b>\$14,685,802</b>	<b>\$7,000,000</b>	<b>\$3,963,401</b>	<b>\$18,143,443</b>	<b>\$14,514,720</b>	<b>\$58,307,366</b>
<i>% of Total Uses of Funds</i>	<i>13.28%</i>	<i>9.06%</i>	<i>19.55%</i>			

## BASIC AID STATUS

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A “community-supported” or basic aid district is one that receives more revenue from local sources (property taxes and student enrollment fees) than it would receive in total for state apportionment. The District, therefore, is self-sufficient and does not rely on state apportionment for general operations. The portion of property taxes received above the state calculated allocation is referred to as Basic Aid Receipts. The District returned to its status as a community supported district in FY 1999-2000 and has received basic aid receipts as follows:

<b><u>Fiscal Year</u></b>	<b><u>Basic Aid Receipts</u></b>
1999 - 2007	\$214,160,468
2007 - 2008	\$ 50,692,873
2008 - 2009	\$ 51,179,365
2009 - 2010	\$ 39,022,021
2010 - 2011	\$ 38,737,963
2011 - 2012	\$ 39,301,044
2012 - 2013	\$ 46,888,399
2013 - 2014	\$ 43,788,270
2014 - 2015	\$ 51,659,425
2015 - 2016	\$ 52,672,948
2016 - 2017	\$ 66,017,281
2017 - 2018	\$ 72,940,087
2018 - 2019	\$ 80,300,099
2019 - 2020	\$ 89,488,558

The District estimates that property tax receipts above the state calculated allocation amount for 2020-21 and future years to be as follows:

<b><u>Fiscal Year</u></b>	<b><u>Basic Aid Receipts</u></b>
2020 - 2021	\$ 90,717,217
2021 - 2022	\$ 96,495,050
2022 - 2023	\$ 102,379,980
2023 - 2024	\$ 106,950,748

The 2019-20 basic aid receipts were increased from the Tentative Budget amount after final property taxes were posted. Although still conservative, the 2020-21 estimated receipts are also higher due to larger projected property tax revenues.

The assumptions used to estimate basic aid funds for 2020-21 are SCFF funding COLA at 2.31%, growth at 0.48%, and enrollment fees at \$46 per unit. For the following years, funding formula statutory COLA is estimated at 0.6%, 0.7% and 1.6%, and no growth is estimated for all years.

The Orange County Auditor Controller's office is consulted regularly in order to conservatively project the District's property tax revenue in conjunction with historical trends. For 2020-21, secured property taxes are budgeted with a 2.5% increase over 2019-20. For the following years, secured taxes are estimated to increase 3% per year. Unsecured taxes are projected to decrease by 3.9% for 2020-21 and remain flat in the following years. Supplemental taxes and homeowners' taxes are estimated to remain constant for all years.

BP and AR 6210 – *Basic Aid Funds Allocation Process* guide the Basic Aid allocation calculation and process. The Basic Aid Allocation Recommendation Committee (BAARC) followed this process for its recommendation for allocating the 2020-21 basic aid funds. As this annual process is early in the budget cycle and based on estimates prior to year-end closing, it was agreed that some final adjustments to allocated funds would be made in the adopted budget.

The schedule below shows basic aid funds and projects that are included in the 2020-21 Adopted Budget.

## ESTIMATED BASIC AID RESOURCES & PLANNED EXPENDITURES

<b><u>FY 2020-21 Resources</u></b>	<b><u>Amount</u></b>
Balance at July 1, 2020	\$ 25,125,430
Estimated Receipts 2020-21	<u>\$ 90,717,217</u>
Estimated Property Taxes for Basic Aid	\$115,842,647
Contingency for Unrealized Tax Collections (20%)	(\$18,143,443)
Unallocated Funds	<u>\$ 0</u>
<b>Total Allocated FY 2020-21</b>	<b><u>\$ 97,699,204</u></b>
<b><u>Budgeted Expenditures</u></b>	
2020-21 Long-Term Obligations and Fixed Expenses	\$ 11,655,816
Funding for Technology and Capital Projects	<u>\$ 86,043,388</u>
<b>Total Approved and Budgeted Projects</b>	<b><u>\$ 97,699,204</u></b>

<b><u>Basic Aid Projects</u></b>	<b><u>Project Amount</u></b>
Closed Projects	\$303,272,221
Prior Approved Open Projects	<u>\$608,614,029</u>
<b>Total Prior Approved Projects</b>	<b>\$911,886,250</b>
Less Expenses and Commitments as of July 2020	<u>\$772,756,193</u>
<b>Net Uncommitted Balance</b>	<b>\$139,130,057</b>
<b><u>New FY 2020-21 Project Funding</u></b>	<b><u>Project Amount</u></b>
<b><u>Long Term Obligations &amp; Fixed Expenses</u></b>	
DW Credit Card/Bank Fees	\$650,000
Pension Stabilization Trust*	\$5,000,000
Retiree Benefits Expenses*	\$5,225,816
SOCCCD - Legislative Advocacy Services*	\$130,000
Trustee Elections*	\$650,000
<b><u>Capital Projects/Scheduled Maintenance/Renovation</u></b>	
DW – ADA Transition Plan Projects*	\$3,000,000
DW – Warehouse Canopy*	\$460,000
IVC – Access Controls*	\$2,600,000
IVC – B200 Scheduled Maintenance*	\$2,500,000
IVC – B400 Labs/Entrance Controls* - moved to Access Controls	(\$100,000)
IVC – Fine Arts Building*	\$5,993,256
IVC – Lighting Upgrades	\$570,000
IVC – Scheduled Maintenance Infrastructure	\$500,000
IVC – Student Services Center Renovation*	\$15,155,698
SC – ATAS Building*	\$5,127,000
SC – ATEP First Building*	\$4,787,100
SC – Gateway Building*	\$6,800,261
SC – Quad Renovation, Arboretum Trail, Meditation Garden	\$500,000
SC – Scheduled Maintenance Utility Distribution System	\$4,700,000
SC – Scheduled Maintenance Painting	\$400,000
SC – Scheduled Maintenance Upgrade Domestic Water System	\$500,000
SC – Science Math Building Reconstruction*	\$4,300,000

SC – Site Work at Outfall	\$130,000
SC – Stadium and Site Improvements*	\$5,608,798
SC – Street and Parking Lot Repairs	\$1,000,000
SC – Student Services Center Renovation	\$3,378,275
SC – Temporary Parking Lot Renovation	\$300,000
SC – Village Demolition	\$1,500,000
<b><u>Capital Programs Planning, Technical, Specialty, Legal Consulting</u></b>	
Technology Master Plan*	\$333,000
<b><u>IT Projects</u></b>	
Attendance Tracking	\$200,000
Block Registration*	\$150,000
College Desktop Refresh* (IVC/SC)	\$1,269,564
Contingency*	\$245,000
DW Business Continuity Technical Plan	\$150,000
DW Data Backup Refresh	\$905,734
DW Infrastructure Cloud Services	\$500,000
DW Private Wide Area Network (WAN) Refresh	\$220,000
DW Vulnerability Assessment	\$200,000
HR/Business Services Integrated Software*	\$1,398,000
InFORM Data Warehouse Upgrade	\$200,000
Instructional Management System (IMS) Upgrade	\$715,680
IVC Live Oak Terrace Conversion to Outdoor Theater	\$985,160
IVC New Marquees	\$432,000
MAP Enhancements*	\$385,000
SC Classroom Technology and Audio Visual Refresh*	\$508,950
SC College Cabling*	\$1,132,799
SC Intermediate Distribution Facility (IDF) Refresh*	\$390,000
SC Domain Name System (DNS)	\$844,873
SC Physical Telecommunications Infrastructure Upgrade	\$980,847
SC Storage Area Network (SAN)	\$800,232
SC Virtual System Refresh	\$564,818
SIS Architecture Upgrade*	\$475,000



SIS Development Process Improvements	\$150,000
Student Information System Enhancements*	\$1,814,400
Wireless Upgrade*	\$381,943
<b>Total FY 2020-2021 Funded Projects</b>	<b><u>\$97,699,204</u></b>
<b>Cumulative Total - Basic Aid Approved Projects</b>	<b><u>\$1,009,585,454</u></b>

*\*Reflects an augmentation/adjustment to an existing project*

## OTHER FUNDS

### **Community Education Funds (Fund #07 and Fund #09)**

The Community Education funds are self-supporting with income derived from community education fees. Both colleges provide community education seminars, short courses, workshops, and programs to support community needs not met by the traditional college curriculum; the instruction is consistent with the primary mission of the District. The income and expenses from the activities of these programs at Irvine Valley College is accounted for in Fund #07, and at Saddleback College in Fund #09. Both colleges are currently self-supporting.

### **Child Development Fund (Fund #12)**

The Child Development fund is intended to be self-sufficient. The District operates a child development program at Saddleback College for the benefit of children aged 18 months to 5 years. Services are provided to students and the community on a fee basis. Although the intent is for self-sufficiency, Saddleback College plans to provide \$172,744 in support from the unrestricted general fund (14% of funding). The child development program is also not charged for administration or operations, and it is currently not self-supporting.

### **Capital Outlay Fund (Fund #40)**

The District maintains the Capital Outlay fund to account for the expenditures of capital outlay and scheduled maintenance projects. This fund is further divided by funding sources, i.e., state apportionment for new construction, state scheduled maintenance, local redevelopment funds, basic aid projects, and district/college funded projects. Redevelopment Agency (RDA) funds are received from eight cities within the district, although the state terminated the redevelopment agencies on February 1, 2012. Funds are received based on prior “pass-through” agreements as well as residual funds not needed to pay remaining agency obligations. These funds are distributed each year following the DRAC model allocation.

The table on the following page depicts the Capital Outlay fund expenditures by type and area.

Project Description	District-wide	Saddleback	IVC	District Services	Total
Basic Aid Projects:					
CIC Projects	31,594,895	129,451,512	94,058,305	882,228	255,986,940
IT Projects	18,796,273	9,037,200	5,667,615		33,501,088
State Funded Capital Outlay Projects:					
State Portion		23,626,000	20,838,000		44,464,000
Basic Aid Match		32,434,026	27,522,795		59,956,821
College Funded Capital Outlay Projects		2,636,483			2,636,483
Redevelopment Funds	8,490,000	20,431,254	17,562,896	6,061,769	52,545,919
Future Capital Outlay Projects	35,709,966	1,335,126	1,600,000	1,403,839	40,048,931
<b>Total Capital Outlay Budget</b>	<b>94,591,134</b>	<b>218,951,601</b>	<b>167,249,611</b>	<b>8,347,836</b>	<b>489,140,182</b>

#### Major Basic Aid Capital Construction Projects:

**Saddleback College** projects include: a) Advanced Technology and Applied Sciences (ATAS) Building – Tennis Courts construction completion and closeout and construction of Connector Road and ATAS building; b) Athletic Stadium – construction and close-out; c) Gateway – design, bid, and construction; d) PE Renovation – construction; e) Data Center Phase II - design; f) Access Control – close-out; g) BMS Campus-wide up-grade – design and construction; h) Wireless exterior project – design and construction; i) 12kv system replacement/upgrades – design; and j) Science Math Building Reconstruction – design.

**Irvine Valley College** projects include: a) Parking Lot, Phase I and II with solar – Parking lot and battery installation complete, solar carports – design and construction; b) Performing Arts Center Construction Defects – follow up phase, pre-design; c) Fine Arts – design, bid, and construction; d) Access Control - construction; e) B230-Physical Sciences –closeout, B221 construction and B222 design and construction; f) Soccer and Practice Fields – design and construction; g) Student Services Center – design; and h) Lighting and Walkways – pre-construction.

**ATEP** projects include: a) ATEP Signage project – construction and close-out; b) Saddleback College ATEP First Building - design.

**District-wide** projects include: a) Warehouse canopies – construction; b) Design Standards development; and c) ADA Transition Plan projects – design and construction.

Major Basic Aid Technology Initiatives: This year’s approved basic aid technology projects recommended by the District-wide Technology Committee (DTC) fall into three major categories. The first category is enterprise resource planning (ERP) software, such as Workday’s cloud-

based software for human capital management and finance and SOCCCD's internally created Student Information System (SIS). This category includes funds reserved to implement unfunded statewide mandates.

The second category consists of major district-wide technology projects such as student attendance tracking, block registration, MAP enhancements, SIS and Instructional Management System (IMS) upgrades, data warehouse upgrade, infrastructure enhancements, and increased security protections.

The final category consists of college-requested items such as cabling upgrade, wireless upgrade, outdoor theater, marquees, server hardware refresh, and upgrades to classroom technology along with faculty and staff computers.

#### **Self-Insurance Fund (Fund #68)**

The Self-Insurance fund is used to account for the activities of the District's risk management department and the self-funded programs for property, liability and workers' compensation.

The District belongs to the Statewide Association of Community Colleges (SWACC) Joint Powers Authority for up to \$1,000,000 comprehensive liability insurance and up to \$250,000 for property insurance coverage. The District belongs to the School's Association for Excess Risk (SAFER) Joint Powers Authority for excess insurance coverage for liability losses in excess of \$1,000,000 up to \$50,000,000, and in excess of \$250,000 up to \$250,000,000 for excess property coverage. These pools have stabilized the cost of insurance coverage in recent years. Our deductibles for insurance are as follows: Liability = \$50,000; Property = \$5,000; Electronic Data Processing Equipment = \$250; Crime = \$2,500; Cyber Liability = \$75,000; and Equipment Breakdown = \$5,000.

The District belongs to the Protected Insurance Program for Schools and Community Colleges (PIPS) for workers' compensation for the first \$1 coverage on all claims.

#### **Retiree Benefit Fund (Fund #71)**

The District pays premiums for health care coverage for retirees according to Board policies and contract agreements with employee groups. The Retiree Benefit Fund is used to pay retiree benefit premiums that are reimbursed from the Retiree OPEB Trust fund. The current year's annual accrual of retiree benefits for existing employees is also made in this fund.

#### **Retiree Other Post-Employment Benefits (OPEB) Trust Fund (Fund #72)**

The Retiree OPEB Trust fund is used to account for the activities of the District's irrevocable trust. An irrevocable trust was established in FY 2007-08 to fund the OPEB obligation in accordance with GASB 43 and 45 for the purpose of investment and disbursement of funds irrevocably designated for the payment of obligations to eligible employees, former employees, and their eligible dependents for medical, dental, and vision upon retirement. The District's OPEB liability was updated in January 2020 with the completion of a required actuarial study.

An actuarial study is conducted annually to update the status of the District's irrevocable trust and determine any unfunded liabilities. The study

provides two estimates: 1) the annual accrual to cover the value of benefits “earned” in the current year for existing employees, and 2) the total projected benefits accrual for employees’ past service. The current study estimates the cost for the annual accrual for current employees to be \$5,225,816. The District’s actuarial accrued liability for past service estimated at \$106,038,542 is fully funded. The annual accrual amount is funded in the adopted budget.

**Pension Stabilization Trust (PST) Fund (Fund #78)**

The PST fund was established to pre-fund the anticipated costs associated with the increase in pension rates through FY 2021-22. As a result of the change to BP 6210 – *Basic Aid Funds Allocation Process* in November 2019, additional deposits will be made to maintain the fund going forward beginning with a \$5 million BAARC allocation for 2020-21. The funds are transferred to the district each year based on actual increased expenditures from the 2015-16 base year for STRS and PERS.

**Student Financial Aid Fund (Fund #84)**

The Student Financial Aid Fund is used to account for federal and state financial aid funds received and disbursed to students.

**Associated Student Government (ASG) Funds (Funds #95 and #96)**

The ASG organizations are auxiliaries of the District and are used to account for the activities of the SC Associated Student Government (ASG) and the IVC Associated Students (ASIVC).

**Student Representation Fee Fund (Funds #97)**

The Student Representation Fee fund accounts for the fees collected to support student representation efforts at the federal, state, and local level. AB1504 requires community colleges to charge a \$2 fee to all registered students each semester and provide the opportunity to opt out of the fee. \$1 of the fee is remitted to the statewide associated students organization each spring.

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## BUDGET TABLES

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The Adopted Budget for FY 2020-21 for all District funds is summarized on the following pages.

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*Ann-Marie Gabel, Vice Chancellor, Business Services*

*Kim McCord, Executive Director, Fiscal Services*

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ADOPTED BUDGET - FISCAL YEAR 2020-21**

**Revenues, Expenditures and Change in Fund Balance**

		General Fund (01)	Community Education Funds (07) & (09)	SC Child Development Fund (12)	Capital Outlay Fund (40)	Self- Insurance Fund (68)	Retiree Benefit & Pension Trust Funds (71), (72), (78)	Student Financial Aid Fund (84)	Associated Student Government Funds (95) & (96)	Student Representation Fee Fund (97)	TOTAL ALL FUNDS
<b>BEGINNING FUND BALANCE</b>	9712	\$ 88,612,915	\$ 246,930	\$ -	\$ 300,794,794	\$ 3,070,837	\$ 154,695,863	\$ -	\$ 781,739	\$ 7,398	\$ 548,210,476
<b>SOURCES OF FUNDS</b>											
<b>REVENUES:</b>											
SCFF Revenue	Various	\$ 166,459,092	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 166,459,092
Basic Aid		90,717,217	-	-	-	-	-	-	-	-	90,717,217
Federal Sources	8100-8199	12,038,761	-	167,072	-	-	-	23,480,740	-	-	35,686,573
Other State Sources	8600-8699	80,013,996	-	-	44,464,000	-	-	1,935,000	-	-	126,412,996
Other Local Sources	8800-8899	20,549,754	1,331,933	879,612	9,020,000	80,000	12,065,816	-	955,915	62,000	44,945,030
Total Revenues		369,778,820	1,331,933	1,046,684	53,484,000	80,000	12,065,816	25,415,740	955,915	62,000	464,220,908
<b>OTHER FINANCING SOURCES:</b>											
Sale of Surplus	8910-8919	80,000	-	-	-	-	-	-	-	-	80,000
Fiscal Agent Pass-Thru	8970-8979	4,685,735	-	-	-	-	-	-	-	-	4,685,735
Restricted Basic Aid	8980-8989	-	-	-	86,043,388	-	10,225,816	-	-	-	96,269,204
Incoming Transfers	8980-8989	8,482,270	-	172,744	48,818,000	440,000	-	5,525,307	-	-	63,438,321
Total Other Financing Sources		13,248,005	-	172,744	134,861,388	440,000	10,225,816	5,525,307	-	-	164,473,260
<b>TOTAL SOURCES OF FUNDS</b>		<b>383,026,825</b>	<b>1,331,933</b>	<b>1,219,428</b>	<b>188,345,388</b>	<b>520,000</b>	<b>22,291,632</b>	<b>30,941,047</b>	<b>955,915</b>	<b>62,000</b>	<b>628,694,168</b>
<b>USES OF FUNDS</b>											
<b>EXPENDITURES:</b>											
Academic Salaries	1000-1999	\$ 98,383,846	\$ 23,805	\$ 55,950	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 98,463,601
Classified Salaries	2000-2999	60,943,379	540,116	685,439	1,062,184	311,885	-	-	162,524	-	63,705,527
Employee Benefits	3000-3999	76,282,667	213,552	306,828	490,873	172,911	10,319,816	-	61,152	-	87,847,799
Supplies & Materials	4000-4999	10,702,732	23,000	12,000	5,000	4,000	-	-	160,745	-	10,907,477
Services & Other Operating	5000-5999	49,152,707	778,390	30,801	8,925,213	685,930	600,000	-	984,599	40,568	61,198,208
Capital Outlay	6000-6999	7,257,882	-	-	428,366,382	12,000	-	-	42,500	-	435,678,764
Total Expenditures		302,723,213	1,578,863	1,091,018	438,849,652	1,186,726	10,919,816	-	1,411,520	40,568	757,801,376
<b>OTHER FINANCING USES:</b>											
Transfers Out	7300-7399	\$ 6,138,051	\$ -	\$ -	\$ 221,270	\$ -	\$ 8,261,000	\$ -	\$ -	\$ -	\$ 14,620,321
Basic Aid Transfers Out	7300-7399	96,269,204	-	-	-	-	-	-	-	-	96,269,204
Other Transfers	7400-7499	4,685,735	-	-	48,818,000	-	-	-	-	28,830	53,532,565
Payments to Students	7500-7699	3,516,171	-	128,410	-	-	-	30,941,047	136,146	-	34,721,774
Total Other Financing Uses		110,609,161	-	128,410	49,039,270	-	8,261,000	30,941,047	136,146	28,830	199,143,864
<b>TOTAL USES OF FUNDS</b>		<b>413,332,374</b>	<b>1,578,863</b>	<b>1,219,428</b>	<b>487,888,922</b>	<b>1,186,726</b>	<b>19,180,816</b>	<b>30,941,047</b>	<b>1,547,666</b>	<b>69,398</b>	<b>956,945,240</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (30,305,549)</b>	<b>\$ (246,930)</b>	<b>\$ -</b>	<b>\$ (299,543,534)</b>	<b>\$ (666,726)</b>	<b>\$ 3,110,816</b>	<b>\$ -</b>	<b>\$ (591,751)</b>	<b>\$ (7,398)</b>	<b>\$ (328,251,072)</b>
<b>ENDING BALANCE</b>		<b>\$ 58,307,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,251,260</b>	<b>\$ 2,404,111</b>	<b>\$ 157,806,679</b>	<b>\$ -</b>	<b>\$ 189,988</b>	<b>\$ -</b>	<b>\$ 219,959,404</b>
<b>COMPONENTS OF ENDING BALANCE</b>											
Assigned Reserve, Economic Uncertainties		\$ 14,514,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,514,720
Assigned Reserve, Basic Aid		18,143,443	-	-	-	-	-	-	-	-	18,143,443
Nonspendable Fund Balance		-	-	-	-	-	-	-	-	-	-
Restricted Fund Balance		-	-	-	-	-	156,316,892	-	189,988	-	156,506,880
Assigned Fund Balance		-	-	-	1,251,260	2,404,111	1,489,787	-	-	-	5,145,158
Unassigned Fund Balance		25,649,203	-	-	-	-	-	-	-	-	25,649,203

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## ADOPTED BUDGET - FISCAL YEAR 2020-21

### Revenues, Expenditures and Change in Fund Balance

		Saddleback College			Irvine Valley College			District Services		
		General Fund	General Fund	Total	General Fund	General Fund	Total	General Fund	General Fund	Total
		Unrestricted	Restricted		Unrestricted	Restricted		Unrestricted	Restricted	
<b>BEGINNING FUND BALANCE</b>	9712	\$ 17,644,104	\$ 6,913,365	\$ 24,557,469	\$ 9,507,557	\$ 4,998,005	\$ 14,505,562	\$ 5,301,710	\$ -	\$ 5,301,710
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ 89,539,100	\$ -	\$ 89,539,100	\$ 57,437,199	\$ -	\$ 57,437,199	\$ 17,899,791	\$ -	\$ 17,899,791
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	7,580,579	7,580,579	-	4,371,095	4,371,095	-	87,087	87,087
Other State Sources	8600-8699	6,702,145	36,559,486	43,261,631	4,336,004	19,471,203	23,807,207	-	265,576	265,576
Other Local Sources	8800-8899	7,088,944	1,765,681	8,854,625	9,911,885	1,783,244	11,695,129	-	-	-
Total Revenues		103,330,189	45,905,746	149,235,935	71,685,088	25,625,542	97,310,630	17,899,791	352,663	18,252,454
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	48,574	-	48,574	31,426	-	31,426	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-	4,685,735	4,685,735
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	-	-	-
Incoming Transfers	8980-8989	4,231,000	221,270	4,452,270	3,000,000	-	3,000,000	1,030,000	-	1,030,000
Total Other Financing Sources		4,279,574	221,270	4,500,844	3,031,426	-	3,031,426	1,030,000	4,685,735	5,715,735
<b>TOTAL SOURCES OF FUNDS</b>		<b>107,609,763</b>	<b>46,127,016</b>	<b>153,736,779</b>	<b>74,716,514</b>	<b>25,625,542</b>	<b>100,342,056</b>	<b>18,929,791</b>	<b>5,038,398</b>	<b>23,968,189</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ 51,525,643	\$ 8,067,903	\$ 59,593,546	\$ 33,805,874	\$ 3,171,600	\$ 36,977,474	\$ 1,133,127	\$ -	\$ 1,133,127
Classified Salaries	2000-2999	21,193,436	8,137,963	29,331,399	15,742,551	4,958,325	20,700,876	10,317,235	-	10,317,235
Employee Benefits	3000-3999	27,876,252	5,550,111	33,426,363	20,517,953	3,506,503	24,024,456	6,267,778	-	6,267,778
Supplies & Materials	4000-4999	774,043	7,009,477	7,783,520	789,067	1,912,608	2,701,675	122,500	60,000	182,500
Services & Other Operating	5000-5999	8,872,511	15,942,480	24,814,991	6,368,626	9,360,034	15,728,660	1,888,460	292,663	2,181,123
Capital Outlay	6000-6999	153,436	3,667,956	3,821,392	-	3,337,490	3,337,490	99,000	-	99,000
Total Expenditures		110,395,321	48,375,890	158,771,211	77,224,071	26,246,560	103,470,631	19,828,100	352,663	20,180,763
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ 172,744	\$ 3,891,884	\$ 4,064,628	\$ -	\$ 1,633,423	\$ 1,633,423	\$ 440,000	\$ -	\$ 440,000
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	-	4,685,735	4,685,735
Payments to Students	7500-7699	-	772,607	772,607	-	2,743,564	2,743,564	-	-	-
Total Other Financing Uses		172,744	4,664,491	4,837,235	-	4,376,987	4,376,987	440,000	4,685,735	5,125,735
<b>TOTAL USES OF FUNDS</b>		<b>110,568,065</b>	<b>53,040,381</b>	<b>163,608,446</b>	<b>77,224,071</b>	<b>30,623,547</b>	<b>107,847,618</b>	<b>20,268,100</b>	<b>5,038,398</b>	<b>25,306,498</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (2,958,302)</b>	<b>\$ (6,913,365)</b>	<b>\$ (9,871,667)</b>	<b>\$ (2,507,557)</b>	<b>\$ (4,998,005)</b>	<b>\$ (7,505,562)</b>	<b>\$ (1,338,309)</b>	<b>\$ -</b>	<b>\$ (1,338,309)</b>
<b>ENDING BALANCE</b>		<b>14,685,802</b>	<b>-</b>	<b>14,685,802</b>	<b>7,000,000</b>	<b>-</b>	<b>7,000,000</b>	<b>3,963,401</b>	<b>-</b>	<b>3,963,401</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-	-	-
Nonspendable Fund Balance		-	-	-	-	-	-	-	-	-
Restricted Fund Balance		-	-	-	-	-	-	-	-	-
Assigned Fund Balance		-	-	-	-	-	-	-	-	-
Unassigned Fund Balance		14,685,802	-	14,685,802	7,000,000	-	7,000,000	3,963,401	-	3,963,401

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**ADOPTED BUDGET - FISCAL YEAR 2020-21**  
**Revenues, Expenditures and Change in Fund Balance**

		Basic Aid		Other		Total General Fund		
		General Fund	General Fund	General Fund	Total	General Fund	General Fund	Total
		Unrestricted	Unrestricted	Restricted		Unrestricted	Restricted	
<b>BEGINNING FUND BALANCE</b>	9712	\$ 26,224,497	\$ 18,023,677	\$ -	\$ 18,023,677	\$ 76,701,545	\$ 11,911,370	\$ 88,612,915
<b>SOURCES OF FUNDS</b>								
REVENUES:								
SCFF Revenue	Various	\$ -	\$ 1,583,002	\$ -	\$ 1,583,002	\$ 166,459,092	\$ -	\$ 166,459,092
Basic Aid		90,717,217	-	-	-	90,717,217	-	90,717,217
Federal Sources	8100-8199	-	-	-	-	-	12,038,761	12,038,761
Other State Sources	8600-8699	-	12,567,226	112,356	12,679,582	23,605,375	56,408,621	80,013,996
Other Local Sources	8800-8899	-	-	-	-	17,000,829	3,548,925	20,549,754
Total Revenues		90,717,217	14,150,228	112,356	14,262,584	297,782,513	71,996,307	369,778,820
OTHER FINANCING SOURCES:								
Sale of Surplus	8910-8919	-	-	-	-	80,000	-	80,000
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	4,685,735	4,685,735
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	-
Incoming Transfers	8980-8989	-	-	-	-	8,261,000	221,270	8,482,270
Total Other Financing Sources		-	-	-	-	8,341,000	4,907,005	13,248,005
<b>TOTAL SOURCES OF FUNDS</b>		<b>90,717,217</b>	<b>14,150,228</b>	<b>112,356</b>	<b>14,262,584</b>	<b>306,123,513</b>	<b>76,903,312</b>	<b>383,026,825</b>
<b>USES OF FUNDS</b>								
EXPENDITURES:								
Academic Salaries	1000-1999	\$ 202,920	\$ 476,779	\$ -	\$ 476,779	\$ 87,144,343	\$ 11,239,503	\$ 98,383,846
Classified Salaries	2000-2999	242,787	351,082	-	351,082	47,847,091	13,096,288	60,943,379
Employee Benefits	3000-3999	208,941	12,355,129	-	12,355,129	67,226,053	9,056,614	76,282,667
Supplies & Materials	4000-4999	9,551	25,486	-	25,486	1,720,647	8,982,085	10,702,732
Services & Other Operating	5000-5999	1,864,868	4,450,709	112,356	4,563,065	23,445,174	25,707,533	49,152,707
Capital Outlay	6000-6999	-	-	-	-	252,436	7,005,446	7,257,882
Total Expenditures		2,529,067	17,659,185	112,356	17,771,541	227,635,744	75,087,469	302,723,213
OTHER FINANCING USES:								
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ 612,744	\$ 5,525,307	\$ 6,138,051
Basic Aid Transfers Out	7300-7399	96,269,204	-	-	-	96,269,204	-	96,269,204
Other Transfers	7400-7499	-	-	-	-	-	4,685,735	4,685,735
Payments to Students	7500-7699	-	-	-	-	-	3,516,171	3,516,171
Total Other Financing Uses		96,269,204	-	-	-	96,881,948	13,727,213	110,609,161
<b>TOTAL USES OF FUNDS</b>		<b>98,798,271</b>	<b>17,659,185</b>	<b>112,356</b>	<b>17,771,541</b>	<b>324,517,692</b>	<b>88,814,682</b>	<b>413,332,374</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (8,081,054)</b>	<b>\$ (3,508,957)</b>	<b>\$ -</b>	<b>\$ (3,508,957)</b>	<b>\$ (18,394,179)</b>	<b>\$ (11,911,370)</b>	<b>\$ (30,305,549)</b>
<b>ENDING BALANCE</b>		<b>18,143,443</b>	<b>14,514,720</b>	<b>-</b>	<b>14,514,720</b>	<b>58,307,366</b>	<b>-</b>	<b>58,307,366</b>
COMPONENTS OF ENDING BALANCE								
Assigned Reserve, Economic Uncertainties		\$ -	\$ 14,514,720	\$ -	\$ 14,514,720	\$ 14,514,720	\$ -	\$ 14,514,720
Assigned Reserve, Basic Aid		18,143,443	-	-	-	18,143,443	-	18,143,443
Nonspendable Fund Balance		-	-	-	-	-	-	-
Restricted Fund Balance		-	-	-	-	-	-	-
Assigned Fund Balance		-	-	-	-	-	-	-
Unassigned Fund Balance		-	-	-	-	25,649,203	-	25,649,203

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## ADOPTED BUDGET - FISCAL YEAR 2020-21

### Revenues, Expenditures and Change in Fund Balance

		Community Education Funds			Retiree Benefit & Pension Trust Funds			
		Saddleback College (09) & (100)	Irvine Valley College (07)	Total	Retiree Benefit Fund (71)	Retiree Benefit (OPEB) Trust Fund (72)	Pension Stabilization Trust Fund (78)	Total
<b>BEGINNING FUND BALANCE</b>	9712	\$ 246,930	\$ -	\$ 246,930	\$ 1,469,787	\$ 129,234,266	\$ 23,991,810	\$ 154,695,863
<b>SOURCES OF FUNDS</b>								
<b>REVENUES:</b>								
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-
Federal Sources	8100-8199	-	-	-	-	-	-	-
Other State Sources	8600-8699	-	-	-	-	-	-	-
Other Local Sources	8800-8899	1,161,078	170,855	1,331,933	40,000	11,225,816	800,000	12,065,816
Total Revenues		1,161,078	170,855	1,331,933	40,000	11,225,816	800,000	12,065,816
<b>OTHER FINANCING SOURCES:</b>								
Sale of Surplus	8910-8919	-	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	5,225,816	-	5,000,000	10,225,816
Incoming Transfers	8980-8989	-	-	-	-	-	-	-
Total Other Financing Sources		-	-	-	5,225,816	-	5,000,000	10,225,816
<b>TOTAL SOURCES OF FUNDS</b>		<b>1,161,078</b>	<b>170,855</b>	<b>1,331,933</b>	<b>5,265,816</b>	<b>11,225,816</b>	<b>5,800,000</b>	<b>22,291,632</b>
<b>USES OF FUNDS</b>								
<b>EXPENDITURES:</b>								
Academic Salaries	1000-1999	\$ 23,805	\$ -	\$ 23,805	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	454,811	85,305	540,116	-	-	-	-
Employee Benefits	3000-3999	161,502	52,050	213,552	5,225,816	5,094,000	-	10,319,816
Supplies & Materials	4000-4999	22,000	1,000	23,000	-	-	-	-
Services & Other Operating	5000-5999	745,890	32,500	778,390	20,000	480,000	100,000	600,000
Capital Outlay	6000-6999	-	-	-	-	-	-	-
Total Expenditures		1,408,008	170,855	1,578,863	5,245,816	5,574,000	100,000	10,919,816
<b>OTHER FINANCING USES:</b>								
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	8,261,000	\$ 8,261,000
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	-
Payments to Students	7500-7699	-	-	-	-	-	-	-
Total Other Financing Uses		-	-	-	-	-	8,261,000	8,261,000
<b>TOTAL USES OF FUNDS</b>		<b>1,408,008</b>	<b>170,855</b>	<b>1,578,863</b>	<b>5,245,816</b>	<b>5,574,000</b>	<b>8,361,000</b>	<b>19,180,816</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (246,930)</b>	<b>\$ -</b>	<b>\$ (246,930)</b>	<b>\$ 20,000</b>	<b>\$ 5,651,816</b>	<b>\$ (2,561,000)</b>	<b>\$ 3,110,816</b>
<b>ENDING BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,489,787</b>	<b>134,886,082</b>	<b>21,430,810</b>	<b>157,806,679</b>
<b>COMPONENTS OF ENDING BALANCE</b>								
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-
Nonspendable Fund Balance		-	-	-	-	-	-	-
Restricted Fund Balance		-	-	-	-	134,886,082	21,430,810	156,316,892
Assigned Fund Balance		-	-	-	1,489,787	-	-	1,489,787
Unassigned Fund Balance		-	-	-	-	-	-	-



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ADOPTED BUDGET - FISCAL YEAR 2020-21**

**Revenues, Expenditures and Change in Fund Balance**

		Student Financial Aid Fund			Associated Student Government Funds		
		Saddleback College (84)	Irvine Valley College (84)	Total	Saddleback College (95)	Irvine Valley College (96)	Total
<b>BEGINNING FUND BALANCE</b>	9712	\$ -	\$ -	\$ -	\$ 361,010	\$ 420,729	\$ 781,739
<b>SOURCES OF FUNDS</b>							
<b>REVENUES:</b>							
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-
Federal Sources	8100-8199	12,330,740	11,150,000	23,480,740	-	-	-
Other State Sources	8600-8699	915,000	1,020,000	1,935,000	-	-	-
Other Local Sources	8800-8899	-	-	-	375,915	580,000	955,915
Total Revenues		13,245,740	12,170,000	25,415,740	375,915	580,000	955,915
<b>OTHER FINANCING SOURCES:</b>							
Sale of Surplus	8910-8919	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	-	-	-
Incoming Transfers	8980-8989	3,891,884	1,633,423	5,525,307	-	-	-
Total Other Financing Sources		3,891,884	1,633,423	5,525,307	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>		<b>17,137,624</b>	<b>13,803,423</b>	<b>30,941,047</b>	<b>375,915</b>	<b>580,000</b>	<b>955,915</b>
<b>USES OF FUNDS</b>							
<b>EXPENDITURES:</b>							
Academic Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	-	-	-	61,512	101,012	162,524
Employee Benefits	3000-3999	-	-	-	13,729	47,423	61,152
Supplies & Materials	4000-4999	-	-	-	142,745	18,000	160,745
Services & Other Operating	5000-5999	-	-	-	323,599	661,000	984,599
Capital Outlay	6000-6999	-	-	-	-	42,500	42,500
Total Expenditures		-	-	-	541,585	869,935	1,411,520
<b>OTHER FINANCING USES:</b>							
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-
Payments to Students	7500-7699	17,137,624	13,803,423	30,941,047	136,146	-	136,146
Total Other Financing Uses		17,137,624	13,803,423	30,941,047	136,146	-	136,146
<b>TOTAL USES OF FUNDS</b>		<b>17,137,624</b>	<b>13,803,423</b>	<b>30,941,047</b>	<b>677,731</b>	<b>869,935</b>	<b>1,547,666</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (301,816)</b>	<b>\$ (289,935)</b>	<b>\$ (591,751)</b>
<b>ENDING BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>59,194</b>	<b>130,794</b>	<b>189,988</b>
<b>COMPONENTS OF ENDING BALANCE</b>							
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-
Nonspendable Fund Balance		-	-	-	-	-	-
Restricted Fund Balance		-	-	-	59,194	130,794	189,988
Assigned Fund Balance		-	-	-	-	-	-
Unassigned Fund Balance		-	-	-	-	-	-

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**Changes from Tentative Budget to Adopted Budget - Fiscal Year 2020-21**  
**Revenues, Expenditures and Change in Fund Balance**

		<b>GENERAL FUND</b>					
		<b>Unrestricted General Fund</b>			<b>Restricted General Fund</b>		
		<u>Tentative Budget</u>	<u>Budget Changes</u>	<u>Adopted Budget</u>	<u>Tentative Budget</u>	<u>Budget Changes</u>	<u>Adopted Budget</u>
<b>BEGINNING FUND BALANCE</b>	9712	\$ 64,441,947	\$ 12,259,598	\$ 76,701,545	\$ 8,156,638	\$ 3,754,732	\$ 11,911,370
<b>SOURCES OF FUNDS</b>							
<b>REVENUES:</b>							
SCFF Revenue	Various	\$ 166,459,092	\$ -	\$ 166,459,092	\$ -	\$ -	\$ -
Basic Aid		88,668,408	2,048,809	90,717,217	-	-	-
Federal Sources	8100-8199	-	-	-	12,935,975	(897,214)	12,038,761
Other State Sources	8600-8699	19,090,007	4,515,368	23,605,375	38,313,204	18,095,417	56,408,621
Other Local Sources	8800-8899	17,554,207	(553,378)	17,000,829	5,640,536	(2,091,611)	3,548,925
Total Revenues		291,771,714	6,010,799	297,782,513	56,889,715	15,106,592	71,996,307
<b>OTHER FINANCING SOURCES:</b>							
Sale of Surplus	8910-8919	80,000	-	80,000	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	2,864,043	1,821,692	4,685,735
Restricted Basic Aid	8980-8989	-	-	-	-	-	-
Incoming Transfers	8980-8989	10,187,000	(1,926,000)	8,261,000	51,233	170,037	221,270
Total Other Financing Sources		10,267,000	(1,926,000)	8,341,000	2,915,276	1,991,729	4,907,005
<b>TOTAL SOURCES OF FUNDS</b>		<b>302,038,714</b>	<b>4,084,799</b>	<b>306,123,513</b>	<b>59,804,991</b>	<b>17,098,321</b>	<b>76,903,312</b>
<b>USES OF FUNDS</b>							
<b>EXPENDITURES:</b>							
Academic Salaries	1000-1999	\$ 87,309,222	\$ (164,879)	\$ 87,144,343	\$ 8,914,463	\$ 2,325,040	\$ 11,239,503
Classified Salaries	2000-2999	47,788,077	59,014	47,847,091	13,595,434	(499,146)	13,096,288
Employee Benefits	3000-3999	67,171,080	54,973	67,226,053	9,215,398	(158,784)	9,056,614
Supplies & Materials	4000-4999	1,842,831	(122,184)	1,720,647	7,376,616	1,605,469	8,982,085
Services & Other Operating	5000-5999	27,839,815	(4,394,641)	23,445,174	10,886,293	14,821,240	25,707,533
Capital Outlay	6000-6999	666,940	(414,504)	252,436	5,502,765	1,502,681	7,005,446
Total Expenditures		232,617,965	(4,982,221)	227,635,744	55,490,969	19,596,500	75,087,469
<b>OTHER FINANCING USES:</b>							
Transfers Out	7300-7399	\$ 884,209	\$ (271,465)	\$ 612,744	\$ -	\$ 5,525,307	\$ 5,525,307
Basic Aid Transfers Out	7300-7399	85,099,915	11,169,289	96,269,204	-	-	-
Other Transfers	7400-7499	-	-	-	2,864,043	1,821,692	4,685,735
Payments to Students	7500-7699	-	-	-	9,606,617	(6,090,446)	3,516,171
Total Other Financing Uses		85,984,124	10,897,824	96,881,948	12,470,660	1,256,553	13,727,213
<b>TOTAL USES OF FUNDS</b>		<b>318,602,089</b>	<b>5,915,603</b>	<b>324,517,692</b>	<b>67,961,629</b>	<b>20,853,053</b>	<b>88,814,682</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (16,563,375)</b>	<b>\$ (1,830,804)</b>	<b>\$ (18,394,179)</b>	<b>\$ (8,156,638)</b>	<b>\$ (3,754,732)</b>	<b>\$ (11,911,370)</b>
<b>ENDING BALANCE</b>		<b>\$ 47,878,572</b>	<b>\$ 10,428,794</b>	<b>\$ 58,307,366</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>COMPONENTS OF ENDING BALANCE</b>							
Assigned Reserve, Economic Uncertainties		\$ 14,547,503	\$ (32,783)	\$ 14,514,720	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		17,733,682	409,761	18,143,443	-	-	-
Nonspendable Fund Balance		-	-	-	-	-	-
Restricted Fund Balance		-	-	-	-	-	-
Assigned Fund Balance		-	-	-	-	-	-
Unassigned Fund Balance		15,597,387	10,051,816	25,649,203	-	-	-

Adopted Budget FY 2020-21

Page 35 of 46

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## Prior Year Budget to Actual

### Revenues, Expenditures and Change in Fund Balance

		Saddleback College			Unrestricted General Fund Irvine Valley College			District Services		
		Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ 12,551,485	\$ 12,551,485	\$ 17,644,104	\$ 4,953,550	\$ 4,953,550	\$ 9,507,557	\$ 3,971,286	\$ 3,971,286	\$ 5,301,710
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ 89,535,410	\$ 89,535,410	\$ 89,539,100	\$ 58,103,728	\$ 58,103,728	\$ 57,437,199	\$ 18,147,175	\$ 18,147,175	\$ 17,899,791
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	-	-	-	-	-	-	-	-
Other State Sources	8600-8699	6,753,131	6,753,131	6,702,145	4,494,323	4,494,323	4,336,004	-	-	-
Other Local Sources	8800-8899	8,110,540	8,309,925	7,088,944	11,181,119	11,077,854	9,911,885	-	1,929	-
Total Revenues		104,399,081	104,598,466	103,330,189	73,779,170	73,675,905	71,685,088	18,147,175	18,149,104	17,899,791
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	117,081	117,081	48,574	77,919	77,919	31,426	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	-	-	-
Incoming Transfers	8980-8989	5,147,000	5,035,421	4,231,000	2,799,000	2,873,440	3,000,000	840,000	791,928	1,030,000
Total Other Financing Sources		5,264,081	5,152,502	4,279,574	2,876,919	2,951,359	3,031,426	840,000	791,928	1,030,000
<b>TOTAL SOURCES OF FUNDS</b>		<b>109,663,162</b>	<b>109,750,968</b>	<b>107,609,763</b>	<b>76,656,089</b>	<b>76,627,264</b>	<b>74,716,514</b>	<b>18,987,175</b>	<b>18,941,032</b>	<b>18,929,791</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ 51,385,122	\$ 49,723,424	\$ 51,525,643	\$ 32,144,486	\$ 32,211,626	\$ 33,805,874	\$ 959,244	\$ 926,124	\$ 1,133,127
Classified Salaries	2000-2999	22,181,090	20,176,515	21,193,436	15,096,798	14,794,867	15,742,551	10,303,058	9,751,707	10,317,235
Employee Benefits	3000-3999	28,597,430	27,184,229	27,876,252	19,871,778	18,388,687	20,517,953	6,055,124	5,699,858	6,267,778
Supplies & Materials	4000-4999	1,233,218	838,045	774,043	953,251	607,539	789,067	83,598	49,463	122,500
Services & Other Operating	5000-5999	8,337,301	6,173,353	8,872,511	5,821,063	3,266,653	6,368,626	1,353,884	672,561	1,888,460
Capital Outlay	6000-6999	1,075,965	335,293	153,436	1,222,263	1,203,885	-	108,764	80,895	99,000
Total Expenditures		112,810,126	104,430,859	110,395,321	75,109,639	70,473,257	77,224,071	18,863,672	17,180,608	19,828,100
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ 404,521	\$ 227,490	\$ 172,744	\$ -	\$ 1,600,000	\$ -	\$ 430,000	\$ 430,000	\$ 440,000
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	-	-	-
Payments to Students	7500-7699	-	-	-	-	-	-	-	-	-
Total Other Financing Uses		404,521	227,490	172,744	-	1,600,000	-	430,000	430,000	440,000
<b>TOTAL USES OF FUNDS</b>		<b>113,214,647</b>	<b>104,658,349</b>	<b>110,568,065</b>	<b>75,109,639</b>	<b>72,073,257</b>	<b>77,224,071</b>	<b>19,293,672</b>	<b>17,610,608</b>	<b>20,268,100</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (3,551,485)</b>	<b>\$ 5,092,619</b>	<b>\$ (2,958,302)</b>	<b>\$ 1,546,450</b>	<b>\$ 4,554,007</b>	<b>\$ (2,507,557)</b>	<b>\$ (306,497)</b>	<b>\$ 1,330,424</b>	<b>\$ (1,338,309)</b>
<b>ENDING BALANCE</b>		<b>9,000,000</b>	<b>17,644,104</b>	<b>14,685,802</b>	<b>6,500,000</b>	<b>9,507,557</b>	<b>7,000,000</b>	<b>3,664,789</b>	<b>5,301,710</b>	<b>3,963,401</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-	-	-
Nonspendable Fund Balance		-	1,534,718	-	-	826,985	-	-	461,153	-
Restricted Fund Balance		-	-	-	-	-	-	-	-	-
Assigned Fund Balance		-	-	-	-	-	-	-	-	-
Unassigned Fund Balance		9,000,000	16,109,386	14,685,802	6,500,000	8,680,572	7,000,000	3,664,789	4,840,557	3,963,401

Adopted Budget FY 2020-21

Page 36 of 46

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## Prior Year Budget to Actual

### Revenues, Expenditures and Change in Fund Balance

		Basic Aid			Unrestricted General Fund Other			TOTAL		
		Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ 31,631,467	\$ 31,631,467	\$ 26,224,497	\$ 24,351,710	\$ 24,351,710	\$ 18,023,677	\$ 77,459,498	\$ 77,459,498	\$ 76,701,545
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ (3,863,410)	\$ (3,863,410)	\$ 1,583,002	\$ 161,922,903	\$ 161,922,903	\$ 166,459,092
Basic Aid		86,327,097	90,089,851	90,717,217	-	-	-	86,327,097	90,089,851	90,717,217
Federal Sources	8100-8199	-	-	-	-	7,129	-	-	7,129	-
Other State Sources	8600-8699	-	-	-	13,897,895	14,834,948	12,567,226	25,145,349	26,082,402	23,605,375
Other Local Sources	8800-8899	-	-	-	-	1,499,493	-	19,291,659	20,889,201	17,000,829
Total Revenues		86,327,097	90,089,851	90,717,217	10,034,485	12,478,160	14,150,228	292,687,008	298,991,486	297,782,513
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	-	-	-	-	14,996	-	195,000	209,996	80,000
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	-	-	-
Incoming Transfers	8980-8989	-	-	-	-	-	-	8,786,000	8,700,789	8,261,000
Total Other Financing Sources		-	-	-	-	14,996	-	8,981,000	8,910,785	8,341,000
<b>TOTAL SOURCES OF FUNDS</b>		<b>86,327,097</b>	<b>90,089,851</b>	<b>90,717,217</b>	<b>10,034,485</b>	<b>12,493,156</b>	<b>14,150,228</b>	<b>301,668,008</b>	<b>307,902,271</b>	<b>306,123,513</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ 579,540	\$ -	\$ 202,920	\$ 1,915,812	\$ 562,657	\$ 476,779	\$ 86,984,204	\$ 83,423,831	\$ 87,144,343
Classified Salaries	2000-2999	206,251	200,163	242,787	326,725	328,216	351,082	48,113,922	45,251,468	47,847,091
Employee Benefits	3000-3999	252,887	134,225	208,941	13,913,914	13,639,493	12,355,129	68,691,133	65,046,492	67,226,053
Supplies & Materials	4000-4999	10,050	388	9,551	25,500	-	25,486	2,305,617	1,495,435	1,720,647
Services & Other Operating	5000-5999	1,251,765	855,343	1,864,868	3,898,357	4,290,823	4,450,709	20,662,370	15,258,733	23,445,174
Capital Outlay	6000-6999	-	12,600	-	1,000	-	-	2,407,992	1,632,673	252,436
Total Expenditures		2,300,493	1,202,719	2,529,067	20,081,308	18,821,189	17,659,185	229,165,238	212,108,632	227,635,744
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 834,521	\$ 2,257,490	\$ 612,744
Basic Aid Transfers Out	7300-7399	94,294,102	94,294,102	96,269,204	-	-	-	94,294,102	94,294,102	96,269,204
Other Transfers	7400-7499	-	-	-	-	-	-	-	-	-
Payments to Students	7500-7699	-	-	-	-	-	-	-	-	-
Total Other Financing Uses		94,294,102	94,294,102	96,269,204	-	-	-	95,128,623	96,551,592	96,881,948
<b>TOTAL USES OF FUNDS</b>		<b>96,594,595</b>	<b>95,496,821</b>	<b>98,798,271</b>	<b>20,081,308</b>	<b>18,821,189</b>	<b>17,659,185</b>	<b>324,293,861</b>	<b>308,660,224</b>	<b>324,517,692</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (10,267,498)</b>	<b>\$ (5,406,970)</b>	<b>\$ (8,081,054)</b>	<b>\$ (10,046,823)</b>	<b>\$ (6,328,033)</b>	<b>\$ (3,508,957)</b>	<b>\$ (22,625,853)</b>	<b>\$ (757,953)</b>	<b>\$ (18,394,179)</b>
<b>ENDING BALANCE</b>		<b>21,363,969</b>	<b>26,224,497</b>	<b>18,143,443</b>	<b>14,304,887</b>	<b>18,023,677</b>	<b>14,514,720</b>	<b>54,833,645</b>	<b>76,701,545</b>	<b>58,307,366</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties	\$	-	-	-	14,304,887	14,304,887	14,514,720	14,304,887	14,304,887	14,514,720
Assigned Reserve, Basic Aid		17,145,419	17,145,419	18,143,443	-	-	-	17,145,419	17,145,419	18,143,443
Nonspendable Fund Balance		-	-	-	-	-	-	-	2,822,856	-
Restricted Fund Balance		-	-	-	-	-	-	-	-	-
Assigned Fund Balance		-	-	-	-	-	-	-	-	-
Unassigned Fund Balance		4,218,550	9,079,078	-	-	3,718,790	-	23,383,339	42,428,383	25,649,203

Adopted Budget FY 2020-21

Page 37 of 46

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**Prior Year Budget to Actual**

**Revenues, Expenditures and Change in Fund Balance**

		<b>Restricted General Fund</b>					
		<b>Saddleback College</b>			<b>Irvine Valley College</b>		
		Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ 6,001,393	\$ 6,001,393	\$ 6,913,365	\$ 3,874,661	\$ 3,874,661	\$ 4,998,005
<b>SOURCES OF FUNDS</b>							
<b>REVENUES:</b>							
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-
Federal Sources	8100-8199	8,978,586	4,099,866	7,580,579	5,487,570	1,611,020	4,371,095
Other State Sources	8600-8699	43,003,311	26,295,819	36,559,486	20,412,924	12,881,422	19,471,203
Other Local Sources	8800-8899	3,256,185	3,054,909	1,765,681	3,104,516	2,705,058	1,783,244
Total Revenues		55,238,082	33,450,594	45,905,746	29,005,010	17,197,500	25,625,542
<b>OTHER FINANCING SOURCES:</b>							
Sale of Surplus	8910-8919	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	-	-	-
Incoming Transfers	8980-8989	3,000	2,428	221,270	-	7,013	-
Total Other Financing Sources		3,000	2,428	221,270	-	7,013	-
<b>TOTAL SOURCES OF FUNDS</b>		<b>55,241,082</b>	<b>33,453,022</b>	<b>46,127,016</b>	<b>29,005,010</b>	<b>17,204,513</b>	<b>25,625,542</b>
<b>USES OF FUNDS</b>							
<b>EXPENDITURES:</b>							
Academic Salaries	1000-1999	\$ 8,035,688	\$ 6,394,550	\$ 8,067,903	\$ 3,647,170	\$ 3,178,904	\$ 3,171,600
Classified Salaries	2000-2999	8,562,569	6,669,430	8,137,963	5,544,374	3,619,406	4,958,325
Employee Benefits	3000-3999	5,840,837	4,704,688	5,550,111	3,933,485	2,643,459	3,506,503
Supplies & Materials	4000-4999	6,187,529	1,142,828	7,009,477	2,067,475	554,728	1,912,608
Services & Other Operating	5000-5999	20,632,305	5,532,988	15,942,480	8,535,280	1,548,588	9,360,034
Capital Outlay	6000-6999	7,536,542	5,343,151	3,667,956	4,299,204	1,328,927	3,337,490
Total Expenditures		56,795,470	29,787,635	48,375,890	28,026,988	12,874,012	26,246,560
<b>OTHER FINANCING USES:</b>							
Transfers Out	7300-7399	\$ 250,000	\$ 3,130	\$ 3,891,884	\$ -	\$ 56,386	\$ 1,633,423
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-
Payments to Students	7500-7699	4,197,005	2,750,285	772,607	4,852,683	3,150,771	2,743,564
Total Other Financing Uses		4,447,005	2,753,415	4,664,491	4,852,683	3,207,157	4,376,987
<b>TOTAL USES OF FUNDS</b>		<b>61,242,475</b>	<b>32,541,050</b>	<b>53,040,381</b>	<b>32,879,671</b>	<b>16,081,169</b>	<b>30,623,547</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (6,001,393)</b>	<b>\$ 911,972</b>	<b>\$ (6,913,365)</b>	<b>\$ (3,874,661)</b>	<b>\$ 1,123,344</b>	<b>\$ (4,998,005)</b>
<b>ENDING BALANCE</b>		<b>-</b>	<b>6,913,365</b>	<b>-</b>	<b>-</b>	<b>4,998,005</b>	<b>-</b>
<b>COMPONENTS OF ENDING BALANCE</b>							
Assigned Reserve, Economic Uncertainties	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-
Nonspendable Fund Balance		-	265,838	-	-	192,187	-
Restricted Fund Balance		-	6,647,527	-	-	4,805,818	-
Assigned Fund Balance		-	-	-	-	-	-
Unassigned Fund Balance		-	-	-	-	-	-

# **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

## **Prior Year Budget to Actual**

### **Revenues, Expenditures and Change in Fund Balance**

		<b>District Services</b>			<b>Restricted General Fund</b>			<b>TOTAL</b>		
		Revised	Actual	Adopted	Revised	Actual	Adopted	Revised	Actual	Adopted
		Budget FY 2019-20	FY 2019-20	Budget FY 2020-21	Budget FY 2019-20	FY 2019-20	Budget FY 2020-21	Budget FY 2019-20	FY 2019-20	Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,876,054	\$ 9,876,054	\$ 11,911,370
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	121,131	34,044	87,087	-	-	-	14,587,287	5,744,930	12,038,761
Other State Sources	8600-8699	164,813	74,237	265,576	1,834,969	1,722,613	112,356	65,416,017	40,974,091	56,408,621
Other Local Sources	8800-8899	-	-	-	-	-	-	6,360,701	5,759,967	3,548,925
Total Revenues		285,944	108,281	352,663	1,834,969	1,722,613	112,356	86,364,005	52,478,988	71,996,307
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	-	-	-	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	4,685,735	4,685,734	4,685,735	-	-	-	4,685,735	4,685,734	4,685,735
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	-	-	-
Incoming Transfers	8980-8989	-	-	-	-	-	-	3,000	9,441	221,270
Total Other Financing Sources		4,685,735	4,685,734	4,685,735	-	-	-	4,688,735	4,695,175	4,907,005
<b>TOTAL SOURCES OF FUNDS</b>		<b>4,971,679</b>	<b>4,794,015</b>	<b>5,038,398</b>	<b>1,834,969</b>	<b>1,722,613</b>	<b>112,356</b>	<b>91,052,740</b>	<b>57,174,163</b>	<b>76,903,312</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,682,858	\$ 9,573,454	\$ 11,239,503
Classified Salaries	2000-2999	1,065	5,165	-	-	-	-	14,108,008	10,294,001	13,096,288
Employee Benefits	3000-3999	32	401	-	1,722,113	1,722,113	-	11,496,467	9,070,661	9,056,614
Supplies & Materials	4000-4999	74,000	24,596	60,000	-	-	-	8,329,004	1,722,152	8,982,085
Services & Other Operating	5000-5999	170,847	49,210	292,663	112,856	500	112,356	29,451,288	7,131,286	25,707,533
Capital Outlay	6000-6999	40,000	28,909	-	-	-	-	11,875,746	6,700,987	7,005,446
Total Expenditures		285,944	108,281	352,663	1,834,969	1,722,613	112,356	86,943,371	44,492,541	75,087,469
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ 59,516	\$ 5,525,307
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	4,685,735	4,685,734	4,685,735	-	-	-	4,685,735	4,685,734	4,685,735
Payments to Students	7500-7699	-	-	-	-	-	-	9,049,688	5,901,056	3,516,171
Total Other Financing Uses		4,685,735	4,685,734	4,685,735	-	-	-	13,985,423	10,646,306	13,727,213
<b>TOTAL USES OF FUNDS</b>		<b>4,971,679</b>	<b>4,794,015</b>	<b>5,038,398</b>	<b>1,834,969</b>	<b>1,722,613</b>	<b>112,356</b>	<b>100,928,794</b>	<b>55,138,847</b>	<b>88,814,682</b>
<b>SURPLUS / (DEFICIT)</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (9,876,054)	\$ 2,035,316	\$ (11,911,370)
<b>ENDING BALANCE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>11,911,370</b>	<b>-</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-	-	-
Nonspendable Fund Balance		-	-	-	-	-	-	-	458,025	-
Restricted Fund Balance		-	-	-	-	-	-	-	11,453,345	-
Assigned Fund Balance		-	-	-	-	-	-	-	-	-
Unassigned Fund Balance		-	-	-	-	-	-	-	-	-

# **SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

## **Prior Year Budget to Actual**

### **Revenues, Expenditures and Change in Fund Balance**

		Community Education Funds			SC Child Development Fund			Capital Outlay Fund		
		Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ 443,977	\$ 443,977	\$ 246,930	\$ -	\$ -	\$ -	\$ 275,713,949	\$ 275,713,949	\$ 300,794,794
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	-	-	116,000	64,928	167,072	-	-	-
Other State Sources	8600-8699	-	-	-	-	-	-	3,343,000	3,342,999	44,464,000
Other Local Sources	8800-8899	2,599,882	1,495,423	1,331,933	839,000	660,921	879,612	6,335,000	11,613,558	9,020,000
Total Revenues		2,599,882	1,495,423	1,331,933	955,000	725,849	1,046,684	9,678,000	14,956,557	53,484,000
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	-	-	-	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	88,594,102	88,594,102	86,043,388
Incoming Transfers	8980-8989	-	18,779	-	215,742	252,490	172,744	50,668,000	3,045,585	48,818,000
Total Other Financing Sources		-	18,779	-	215,742	252,490	172,744	139,262,102	91,639,687	134,861,388
<b>TOTAL SOURCES OF FUNDS</b>		<b>2,599,882</b>	<b>1,514,202</b>	<b>1,331,933</b>	<b>1,170,742</b>	<b>978,339</b>	<b>1,219,428</b>	<b>148,940,102</b>	<b>106,596,244</b>	<b>188,345,388</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ 88,751	\$ 55,183	\$ 23,805	\$ 54,615	\$ 40,962	\$ 55,950	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	826,270	593,305	540,116	691,977	620,121	685,439	1,758,699	1,685,925	1,062,184
Employee Benefits	3000-3999	285,881	197,695	213,552	299,903	248,247	306,828	765,864	725,368	490,873
Supplies & Materials	4000-4999	104,354	12,427	23,000	15,999	11,765	12,000	67,090	55,791	5,000
Services & Other Operating	5000-5999	1,688,603	845,233	778,390	22,188	13,534	30,801	6,912,241	2,762,296	8,925,213
Capital Outlay	6000-6999	50,000	-	-	-	-	-	364,800,941	74,040,433	428,366,382
Total Expenditures		3,043,859	1,703,843	1,578,863	1,084,682	934,629	1,091,018	374,304,835	79,269,813	438,849,652
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,000	\$ 800,000	\$ 221,270
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	7,406	-	-	-	-	48,608,879	1,445,586	48,818,000
Payments to Students	7500-7699	-	-	-	86,060	43,710	128,410	-	-	-
Total Other Financing Uses		-	7,406	-	86,060	43,710	128,410	49,408,879	2,245,586	49,039,270
<b>TOTAL USES OF FUNDS</b>		<b>3,043,859</b>	<b>1,711,249</b>	<b>1,578,863</b>	<b>1,170,742</b>	<b>978,339</b>	<b>1,219,428</b>	<b>423,713,714</b>	<b>81,515,399</b>	<b>487,888,922</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (443,977)</b>	<b>(197,047)</b>	<b>(246,930)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (274,773,612)</b>	<b>\$ 25,080,845</b>	<b>\$ (299,543,534)</b>
<b>ENDING BALANCE</b>		<b>\$ -</b>	<b>\$ 246,930</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>940,337</b>	<b>300,794,794</b>	<b>\$ 1,251,260</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-	-	-
Nonspendable Fund Balance		-	-	-	-	-	-	-	222,678	-
Restricted Fund Balance		-	-	-	-	-	-	-	35,256,739	-
Assigned Fund Balance		-	246,930	-	-	-	-	940,337	265,315,377	1,251,260
Unassigned Fund Balance		-	-	-	-	-	-	-	-	-

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

## Prior Year Budget to Actual

### Revenues, Expenditures and Change in Fund Balance

		Self-Insurance Fund			Retiree Benefit & OPEB Funds			Pension Stabilization Trust Fund		
		Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ 3,306,877	\$ 3,306,877	\$ 3,070,837	\$ 124,400,662	\$ 124,400,662	\$ 130,704,053	\$ 30,325,168	\$ 30,325,168	\$ 23,991,810
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	-	-	-	-	-	-	-	-	-
Other State Sources	8600-8699	-	-	-	-	-	-	-	-	-
Other Local Sources	8800-8899	80,000	145,003	80,000	11,070,000	11,053,228	11,265,816	1,000,000	1,653,821	800,000
Total Revenues		80,000	145,003	80,000	11,070,000	11,053,228	11,265,816	1,000,000	1,653,821	800,000
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	-	-	-	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	5,040,000	5,040,000	5,225,816	-	-	5,000,000
Incoming Transfers	8980-8989	430,000	430,000	440,000	660,000	660,000	-	-	-	-
Total Other Financing Sources		430,000	430,000	440,000	5,700,000	5,700,000	5,225,816	-	-	5,000,000
<b>TOTAL SOURCES OF FUNDS</b>		<b>510,000</b>	<b>575,003</b>	<b>520,000</b>	<b>16,770,000</b>	<b>16,753,228</b>	<b>16,491,632</b>	<b>1,000,000</b>	<b>1,653,821</b>	<b>5,800,000</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	293,085	293,388	311,885	-	-	-	-	-	-
Employee Benefits	3000-3999	162,602	161,585	172,911	10,640,000	10,038,635	10,319,816	-	-	-
Supplies & Materials	4000-4999	4,000	1,131	4,000	-	-	-	-	-	-
Services & Other Operating	5000-5999	690,126	354,515	685,930	480,000	411,202	500,000	100,000	86,390	100,000
Capital Outlay	6000-6999	12,000	424	12,000	-	-	-	-	-	-
Total Expenditures		1,161,813	811,043	1,186,726	11,120,000	10,449,837	10,819,816	100,000	86,390	100,000
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	7,986,000	7,900,789	8,261,000
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	-	-	-
Payments to Students	7500-7699	-	-	-	-	-	-	-	-	-
Total Other Financing Uses		-	-	-	-	-	-	7,986,000	7,900,789	8,261,000
<b>TOTAL USES OF FUNDS</b>		<b>1,161,813</b>	<b>811,043</b>	<b>1,186,726</b>	<b>11,120,000</b>	<b>10,449,837</b>	<b>10,819,816</b>	<b>8,086,000</b>	<b>7,987,179</b>	<b>8,361,000</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ (651,813)</b>	<b>\$ (236,040)</b>	<b>\$ (666,726)</b>	<b>\$ 5,650,000</b>	<b>\$ 6,303,391</b>	<b>\$ 5,671,816</b>	<b>\$ (7,086,000)</b>	<b>\$ (6,333,358)</b>	<b>\$ (2,561,000)</b>
<b>ENDING BALANCE</b>		<b>\$ 2,655,064</b>	<b>\$ 3,070,837</b>	<b>\$ 2,404,111</b>	<b>\$ 130,050,662</b>	<b>\$ 130,704,053</b>	<b>\$ 136,375,869</b>	<b>\$ 23,239,168</b>	<b>\$ 23,991,810</b>	<b>\$ 21,430,810</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-	-	-
Nonspendable Fund Balance		-	352	-	-	-	-	-	-	-
Restricted Fund Balance		-	-	-	128,622,215	129,234,266	134,886,082	23,239,168	23,991,810	21,430,810
Assigned Fund Balance		2,655,064	3,070,485	2,404,111	1,428,447	1,469,787	1,489,787	-	-	-
Unassigned Fund Balance		-	-	-	-	-	-	-	-	-

Adopted Budget FY 2020-21

Page 41 of 46



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**Prior Year Budget to Actual**

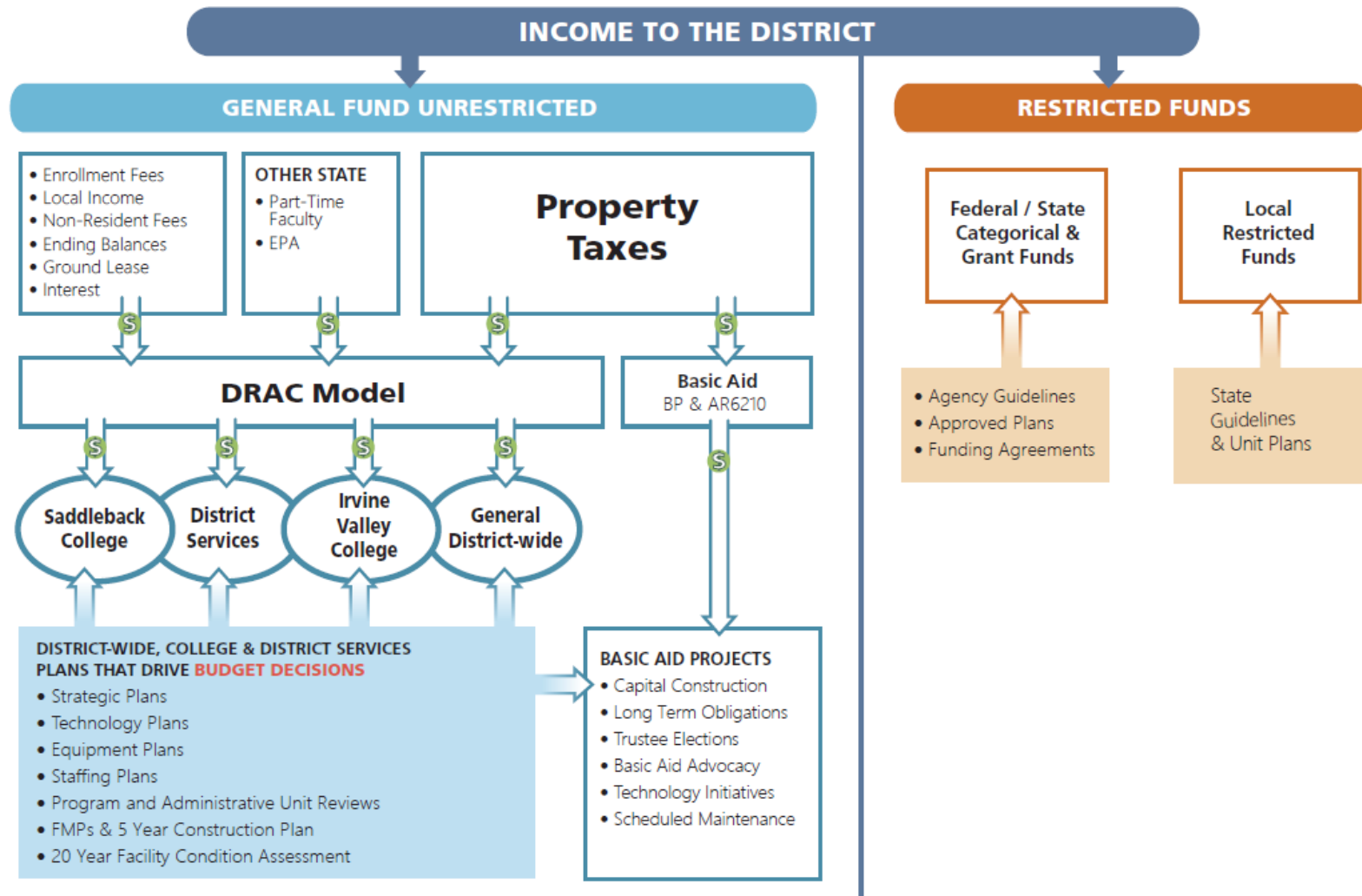
**Revenues, Expenditures and Change in Fund Balance**

		<b>Student Financial Aid Fund</b>			<b>Associated Student Government Funds</b>			<b>Student Representation Fee Fund</b>		
		Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21	Revised Budget FY 2019-20	Actual FY 2019-20	Adopted Budget FY 2020-21
<b>BEGINNING FUND BALANCE</b>	9712	\$ -	\$ -	\$ -	\$ 536,314	\$ 536,314	\$ 781,739	\$ -	\$ -	\$ 7,398
<b>SOURCES OF FUNDS</b>										
<b>REVENUES:</b>										
SCFF Revenue	Various	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Basic Aid		-	-	-	-	-	-	-	-	-
Federal Sources	8100-8199	27,615,317	27,313,938	23,480,740	-	-	-	-	-	-
Other State Sources	8600-8699	2,116,955	2,116,955	1,935,000	-	-	-	-	-	-
Other Local Sources	8800-8899	-	-	-	966,948	996,730	955,915	15,072	15,911	62,000
Total Revenues		29,732,272	29,430,893	25,415,740	966,948	996,730	955,915	15,072	15,911	62,000
<b>OTHER FINANCING SOURCES:</b>										
Sale of Surplus	8910-8919	-	-	-	-	-	-	-	-	-
Fiscal Agent Pass-Thru	8970-8979	-	-	-	-	-	-	-	-	-
Restricted Basic Aid	8980-8989	-	-	-	-	-	-	-	-	-
Incoming Transfers	8980-8989	38,702	38,702	5,525,307	-	-	-	-	-	-
Total Other Financing Sources		38,702	38,702	5,525,307	-	-	-	-	-	-
<b>TOTAL SOURCES OF FUNDS</b>		<b>29,770,974</b>	<b>29,469,595</b>	<b>30,941,047</b>	<b>966,948</b>	<b>996,730</b>	<b>955,915</b>	<b>15,072</b>	<b>15,911</b>	<b>62,000</b>
<b>USES OF FUNDS</b>										
<b>EXPENDITURES:</b>										
Academic Salaries	1000-1999	\$ -	\$ -	\$ -	\$ 150	\$ 150	\$ -	\$ -	\$ -	\$ -
Classified Salaries	2000-2999	-	-	-	181,346	122,041	162,524	-	-	-
Employee Benefits	3000-3999	-	-	-	59,933	48,979	61,152	-	-	-
Supplies & Materials	4000-4999	-	-	-	193,202	80,347	160,745	-	-	-
Services & Other Operating	5000-5999	-	-	-	775,181	338,803	984,599	7,673	1,114	40,568
Capital Outlay	6000-6999	-	-	-	13,646	5,365	42,500	-	-	-
Total Expenditures		-	-	-	1,223,458	595,685	1,411,520	7,673	1,114	40,568
<b>OTHER FINANCING USES:</b>										
Transfers Out	7300-7399	\$ -	\$ -	\$ -	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Basic Aid Transfers Out	7300-7399	-	-	-	-	-	-	-	-	-
Other Transfers	7400-7499	-	-	-	-	-	-	7,399	7,399	28,830
Payments to Students	7500-7699	29,770,974	29,469,595	30,941,047	131,677	130,620	136,146	-	-	-
Total Other Financing Uses		29,770,974	29,469,595	30,941,047	156,677	155,620	136,146	7,399	7,399	28,830
<b>TOTAL USES OF FUNDS</b>		<b>29,770,974</b>	<b>29,469,595</b>	<b>30,941,047</b>	<b>1,380,135</b>	<b>751,305</b>	<b>1,547,666</b>	<b>15,072</b>	<b>8,513</b>	<b>69,398</b>
<b>SURPLUS / (DEFICIT)</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (413,187)</b>	<b>\$ 245,425</b>	<b>\$ (591,751)</b>	<b>\$ -</b>	<b>\$ 7,398</b>	<b>\$ (7,398)</b>
<b>ENDING BALANCE</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 123,127</b>	<b>\$ 781,739</b>	<b>\$ 189,988</b>	<b>\$ -</b>	<b>\$ 7,398</b>	<b>\$ -</b>
<b>COMPONENTS OF ENDING BALANCE</b>										
Assigned Reserve, Economic Uncertainties		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Assigned Reserve, Basic Aid		-	-	-	-	-	-	-	-	-
Nondispensible Fund Balance		-	-	-	-	13,824	-	-	-	-
Restricted Fund Balance		-	-	-	123,127	767,915	189,988	-	7,398	-
Assigned Fund Balance		-	-	-	-	-	-	-	-	-
Unassigned Fund Balance		-	-	-	-	-	-	-	-	-

## APPENDIX A

# Resource Allocation Process

Board policies, regulations and budget development guidelines govern income decisions.



## APPENDIX B

### *South Orange County Community College District*

#### **RESOURCE ALLOCATION DEFINITION OF TERMS**

*(To accompany the Flow Chart outlining the Resource Allocation Process)*

- **Administrative Unit Reviews (AURs)** are conducted to examine the effectiveness of an administrative unit. They are conducted at both District Services and the colleges.
- **Basic Aid** occurs when the local property tax revenue and student fees in a community college district exceeds the total funding that the state would have provided, as calculated by the state funding formula. Apportionment is the method by which the California Community College (CCC) system office distributes federal, state and local monies to community college districts according to a specified formula. Under Basic Aid, there is no need to factor in any state aid because the property taxes and student fees surpass the minimum funding level established by the state.
- **Capital Construction** refers to large scale building construction projects. They include specific construction projects such as site development, utilities, roads, buildings, and equipment projects. Capital projects may also be thought of in terms of “facilities systems.”
- **DRAC** is the SOCCCD’s District Resource Allocation Council, which is a district-wide participatory governance council, charged with making recommendations for the income allocation model on which the budget is based. It is charged with development and oversight of the allocation process for the Unrestricted General Fund and it makes recommendations to the Chancellor.
- **DRAC Model** is a resource allocation model for the District. It distributes available general fund unrestricted resources (following the state funding formula) and other funding such as enrollment fees, non-resident fees, local income, miscellaneous income, and ending balances. Funds are distributed to five areas: 1) Saddleback College, 2) Irvine Valley College, 3) Contingency Reserve, 4) General Expenditures, and 5) District Services. The intention of the model is to guarantee the colleges a predictable, and fair distribution of revenues.
- **Education Master and Strategic Plans (EMSP)** capture information from a variety of sources, both internal and external, to facilitate data driven decision-making. The products are long-term plans for continuous quality improvements focusing on strategies for academic excellence within the CCC Chancellor’s Office Vision for Success.
- **Ending Balances** are one-time remaining funds that are unspent at the end of the fiscal year and are available to be rolled over into the new fiscal year within the fund. They should only be available for one-time purposes. If negative ending balances should occur, they are deducted from the budget for the respective entity in the next year’s budget process.
- **Enrollment Fees** are established by the State and charged to a student for instructional services provided to that student.
- **Facilities Master Plan (FMP)** is the long-term plan for facilities improvements that aligns with the EMSP.
- **Federal, State, Categorical, and Grant Funds** include restricted revenues received from a government or a private or non-profit organization to be used or expended for a specified purpose.

- **General Funds** are used to account for the ordinary operational expenses of the District. These funds are available for any legally authorized purpose not specified for payment by other funds.
- **Local Income** is income derived from non-state and non-federal sources, such as material fees, facility rental, and application fees.
- **Local Restricted Funds** are funds that are non-state and non-federal, but have restrictions or limitations based on their use by the funding source or funding agency. Examples are community education, health services, parking income, and child development funds.
- **Long-Term Obligations** are amounts that an entity may be legally required to pay out of its resources over a longer period of time in the future. An example of a long-term obligation that community colleges typically have is the future retiree benefit liability obligation, as required by GASB 43 and 45. Other examples could include Certificates of Participation (COPs) and other debt, neither of which the District currently has.
- **Miscellaneous Income** is income that is outside of the state funding formula. Examples are unrestricted lottery, interest, mandated costs, and enrollment fee administration.
- **Non-Resident Fees** are charged to a student for instructional services provided to a student who resides outside of California. Revenues are retained by the colleges in addition to revenues received through the DRAC model.
- **Program Reviews** are a process to examine the effectiveness of an academic program. The process typically provides feedback (a) to the academic unit primarily responsible for the program, (b) to the appropriate academic administrators, and (c) to external units in the form of confirmation of the existence of a review process and in the form of summaries of the outcomes.
- **Property Taxes** are compulsory charges levied within boundaries by a governmental unit against the property of persons, natural or corporate, to finance services performed for the common benefit. Property taxes are the primary source of revenue to the District.
- **Reserve** is an amount set aside to provide for estimated future expenditures or losses for working capital, or for other specified purposes. The Budget Guidelines approved by the Board of Trustees require a general fund reserve for economic uncertainties that shall be no less than 7.5% of the projected unrestricted revenue.
- **Restricted Funds** are used to account for resources available for the operation and support of educational or other programs specifically restricted by law, regulations, donors, or other outside agencies. Examples of Restricted Funds at SOCCCD are EOPS, DSPS, and grants. All federal, state, and local funds including state categorical programs and grants are recognized as restricted general fund income to the District.
- **Scheduled Maintenance Funds** are state funds that are provided for major repairs of buildings and equipment. At the District, the working definition of scheduled maintenance includes scheduled maintenance or repair of major building systems at the end of their life cycle that require planning, allocation of a significant amount of time and funds, and a high degree of coordination.
- **State Capital Project Funds** are funds provided by the California Community College Chancellor's Office for district capital construction projects that meet their criteria for receiving funds from the state. These funds are matched by the local district.
- **Strategic Plans** refer to the Strategic Plans at both colleges and the SOCCCD District-wide Strategic Plan.
- **Technology Master Plan** is the long-term plan for technology improvements that aligns with the EMSP.

- **Unrestricted Funds** are funds that do not have limitations on their use or disposition by their funding source (i.e., do not have specific restrictions placed upon them). These funds can be used for general purpose operating expenses and support of educational programs of the District.
- **5 Year Construction Plan** uses the project lists developed during the Education and Facilities Master Planning processes. The college presidents work every year with their campuses to update the two colleges' lists of project priorities. The separate campus priority lists are merged into one district-wide project priority list vetted through the Capital Improvement Committee (CIC) and approved by the Board of Trustees for submittal to the CCC Chancellor's office. This Five Year Construction Plan is the basis for the CCC Chancellor's Office determination of which projects they will consider for funding. All Initial Project Proposal (IPP) and Final Project Proposal (FPP) submittals must be drawn from this list.
- **20 Year Facility Condition Assessment** will be a plan developed by each college and facilitated by CIC to create a 20 year projection of District-wide facility needs including projected cost and revenue. Facility needs are defined as new facilities, renovation of existing facilities, scheduled maintenance and maintenance backlog. This plan will be developed objectively by applying uniform data driven criteria to assess facility needs district-wide. The committee will review this plan annually.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College – Stadium and Site Improvement Project, Approval of Settlement Agreement and Notice of Completion, PCL Construction Services, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On August 22, 2016, the Board of Trustees approved a \$48,999,900 Maximum Allowable Price Design-build agreement with PCL Construction Services, Inc., for the Saddleback College Stadium and Site Improvement project. During the duration of the project, the Board authorized Change Orders totaling \$4,893,992 for a final contract amount of \$53,893,892.

At the end of the project several claims and change order requests totaling \$8.5 million were submitted and not approved by staff. In accordance with the contract general conditions, these claims and change order requests went to mediation.

### **STATUS**

Mediation was conducted on September 1 and 2, 2020, in which a final offer to settle all current and future claims and change order requests was made for \$2,000,000. Staff recommends the approval of the Settlement Agreement with PCL Construction Services, Inc. to close out the project in the amount of \$2,000,000, for a final contract value of \$55,893,892 (EXHIBIT A).

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT B) be filed for the Saddleback College Stadium and Site Improvement project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Settlement Agreement in the amount of \$2,000,000 and authorize filing the Notice of Completion for the Saddleback College Stadium and Site Improvement project to PCL Construction Services, Inc., for a final contract amount of \$55,893,892. It is also recommended that the Board of Trustees authorize the release of retention after filing.

## **SETTLEMENT AND MUTUAL RELEASE AGREEMENT**

The parties to this Settlement and Mutual Release Agreement (“Agreement”) are PCL CONSTRUCTION SERVICES, INC. (“PCL”) and the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT (the “District”). PCL and the District are collectively referred to herein as the “Parties” and individually as “Party.”

### **RECITALS**

A. In August 2016, PCL entered into a Design-Build Agreement (the “Contract”) with the District to act as the design-build contractor for the construction of the Saddleback College Stadium and Site Improvements Project (the “Project”) at the Saddleback Community College in Mission Viejo, California.

B. Thereafter, PCL performed its work under the Contract, achieving substantial completion of the Project on or about August 6, 2020.

C. During the Project, disputes arose between PCL and the District regarding payment for PCL’s work performed. These disputes included, without limitation, the following claims (hereinafter the “PCL Claims”):

1. CRX#01 for Temporary Power,
2. CRX#13: CDC Interim Data,
3. CRX#20r1: Golf Pro Permanent Power,
4. CRX#59r1: CDC Perm Data Refeed,
5. CRX#77: Added WAPs at Practice Fields,
6. CRX#288 WAP Clam Shells,
7. CRX#84 Data Main Line Changes,
8. CRX#84 AV/FFE Revisions,
9. CRX#54: NW Inlet Utility Conflict,
10. CRX#55: Avery Storm Drain Conflict,
11. CRX#107.1 Extended Outfall Tie-In,
12. CRX#115: DSA Delays,
13. CRX#84: DSA Bleacher Changes, and
14. CRX#80 All Inclusive Lump Sum Price.

D. In addition to the PCL Claims, the District has also threatened to pursue claims against PCL related to delays on the Project, including but not limited to actual damages, liquidated damages and an audit of PCL and its costs incurred on the Project, among other things (hereinafter the “District Claims”).

E. Without admitting any liability, the Parties hereto wish to resolve the disputes among them relating to the Project, PCL Claims, and District Claims (collectively the “Disputes”), as set forth herein.

### **AGREEMENT**

NOW THEREFORE, in consideration of the foregoing Recitals, in reliance upon the foregoing representations, the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt of which is hereby acknowledged, the Parties agree as follows:

1. Execution of the Agreement: The Parties will execute this Agreement and exchange copies of the executed Agreement with each other through their respective legal counsel. The Parties agree to refrain from any unreasonable delay in exchanging executed copies of this Agreement.

2. Settlement Obligations:

(a) Adjustment of Contract Price: The District shall adjust the Contract Price to fifty-five million eight hundred ninety-three thousand eight hundred ninety-two dollars (\$55,893,892).

(b) Settlement Payment to PCL: The District, on or before October 15, 2020, shall, subject to Para. 2(d), pay to PCL the remaining Contract balance to bring the final Contract Sum to \$55,893,892, inclusive of all remaining Budget Holds, contingencies and Owner Allowances under the Contract. Owner waives all of its rights to payment of any and all Budget Holds and Owner Allowances totaling \$280,551.

(c) Waiver of Audit Rights: The District agrees to waive any right under the Contract or law allowing it to audit PCL and the costs that it incurred in connection with the Project.

(d) Reduction of Retention: The District agrees to reduce the retention withheld from PCL to Seventy-Five Thousand (\$75,000) an amount reasonably able to cover any outstanding punch list and close-out work PCL remains obligated to perform to complete its work on the Project. The release of the \$75,000 retention shall be made in connection with the Settlement Payment on or before October 15, 2020 or when the Project achieves final completion, or after any disputed punch-list work has been reasonably completed.

3. Release: In exchange for the obligations set forth in Section 2 above, PCL and the District hereby mutually release and forever discharge each other and any of each other’s parent and subsidiary corporations, affiliates, divisions and other related entities, past and present, as well as all of their respective employees, officers, directors, agents, subsidiaries, parent companies, affiliates, sureties, insurance carriers and their respective heirs, personal representatives, successors and assigns, from the “Released Claims”, which are defined as any and all change orders, change order requests, claims, pass-through claims, demands, losses,



expenses (including attorney's fees, experts, Inspectors and other fees and costs), liabilities, causes of action, proceedings, or suits of any kind or nature whatsoever arising out of or in any way related to the Disputes, Project and Contract, excluding the matters described in Paragraph 6 below.

4. The Parties declare and represent that they intend this Agreement to be complete and not subject to any claim of mistake, and that the release herein shall be final and complete. The Parties execute the foregoing release with the full knowledge that this release covers all possible claims it and/or they may have against the other Party and the other released parties relating in any way to the Disputes, Project and Contract, except for the matters described in Paragraph 6. Each Party expressly waives its right to recovery of any type relating to the Released Claims, including damages or reinstatement, in any administrative or court action, whether state or federal, and whether brought by the Party or on the Party's behalf, related in any way to the matters released herein.

5. California Civil Code § 1542: The Parties acknowledge that they are familiar with section 1542 of the California Civil Code, which provides as follows:

**A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.**

Except for the matters established by this Agreement, and except for the matters excluded by Paragraph 6 of this Agreement, each Party waives and relinquishes any and all rights and benefits which it may have under, and which may be conferred upon it, by the provisions of Section 1542 regarding the Released Claims to the fullest extent that it may lawfully waive these rights or benefits. Each Party hereby acknowledges it may discover claims or facts in addition to, or different from, those which it now knows or believes to exist with respect to the Released Claims, but intends to, and hereby does fully, finally, and forever settle and release all of the disputes against the other Party, whether known or unknown, suspected or unsuspected, matured or contingent, which concern, arise out of, or are in any way connected with the Disputes, Project and Contract. The waivers and releases herein given shall remain in effect as full and complete releases, notwithstanding the discovery or existence of any additional or different facts or claims.

6. Matters Excluded from Releases: The Parties intend any and all disputes, known or unknown, matured or contingent, between them regarding the Disputes, Project and Contract to be fully, finally, and forever resolved, except as stated in this paragraph of the Agreement as to which no release is given. Neither Party is released by the other from any claims or defenses for latent defects or express warranty arising from the Project. Neither Party is presently aware of any such claims. PCL will defend and indemnify the District from and against claims made by PCL's subcontractors, architects, engineers, subconsultants, suppliers and laborers (of any tier) and the District reserves its right to enforce that express indemnity obligation.

7. Advice of Counsel: The Parties acknowledge they have read this Agreement in its entirety, have had an opportunity to be advised by counsel of their choice, have full and complete comprehension of the provisions in this Agreement, and are in full agreement with each and every one of its terms, conditions, and provisions.

8. Authority to Enter Into Agreement: Each Party represents and warrants that (i) it is the sole owner of all its respective rights, title, and interests in, and to, all of the Released Claims settled under this Agreement and each Party has not assigned, transferred, or purported to assign or transfer to any person any matters, or portions thereof, settled and released under this Agreement, and (ii) it is authorized to sign this Agreement, and bind the Party on whose behalf this Agreement is signed, and all acts necessary to confer such authority have been duly, properly, and legally taken.

9. Disputed Claims and Limitations on Use of Agreement: The agreement, releases, and other matters set forth in this Agreement are a compromise and settlement of disputed and contested claims between the Parties, and nothing contained in this Agreement shall be construed as an admission by either Party of any obligation or liability of any kind to the other Party.

10. Entire Agreement: This Agreement sets forth the complete, fully integrated and final agreement of the Parties with regard to the subject matter hereof, and no representations, inducements, or other agreements, oral or otherwise, not embodied herein, exist or shall they be of any force or effect. This Agreement supersedes all prior agreements between the Parties and controls all rights and obligations between the Parties regarding the Disputes, Project, Contract, and Released Claims, except as to the matters excluded by Paragraph 6 of this Agreement.

11. Benefit of Binding Agreement on Others: This Agreement is binding on and shall inure to the benefit of the Parties, their respective agents, employees, Boards, representatives, shareholders, officers, directors, partners, corporations, parents, subsidiaries, affiliates, assigns, predecessors, and successors, past, present, and future.

12. Interpretation of Jointly Drafted Agreement: The language of this Agreement is the result of negotiations between the Parties and their counsel. Therefore, any presumption that language shall be construed against the drafter shall not apply to this Agreement.

13. Acts to Effectuate Purposes of Agreement: The Parties agree to execute any other documents, and perform other acts necessary to give effect to the intent and purposes of this Agreement.

14. Governing Law and Consent to Jurisdiction: This Agreement (and any disputes arising under this Agreement) shall be governed by, construed, and enforced in accordance with the laws of the State of California without giving effect to the provisions, policies, or principles relating to choice of law or conflict of laws. Each of the Parties consents to personal jurisdiction in the Superior Court of the County of Orange, California, with respect to any dispute relating to, or arising out of, this Agreement, and this shall be the exclusive forum for disputes.

15. Execution in Counterparts: This Agreement may be executed in counterparts, and facsimile or PDF image signatures will have the same force and effect as original signatures. A photocopy of the signed original of the Agreement may be used for all purposes for which a signed original can be used.

16. Savings Clause: If any paragraph, section, sentence, clause, or phrase in this Agreement shall become illegal, null, or void for any reason, or shall be held by a court of

competent jurisdiction to be illegal, null, void, or against public policy, the remaining paragraphs, sections, sentences, clauses, or phrases herein shall not be affected and the balance of the Agreement shall remain fully enforceable.

17. Costs and Expenses: Each Party hereto shall bear its own costs, expenses, and fees, of any nature or kind, including attorneys' fees, regarding the Disputes, and the negotiation and execution of this Agreement. In any action to enforce the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorney's fees and costs.

18. Enforcement: The Parties intend this Agreement to be enforceable, binding, and admissible in a court of law pursuant to California Code of Civil Procedure Section 664.6. In the event a Party breaches the terms and conditions of this Agreement, the other Parties may enforce this Agreement through any available means, including without limitation, pursuant to the provisions of California Code of Civil Procedure Section 664.6, whether by motion or otherwise.

**THE PARTIES TO THIS AGREEMENT HAVE READ THE FOREGOING AGREEMENT AND FULLY UNDERSTAND EACH AND EVERY PROVISION CONTAINED HEREIN. WHEREFORE, THE PARTIES HAVE EXECUTED THIS AGREEMENT ON THE DATES SHOWN BELOW.**

**PCL CONSTRUCTION SERVICES, INC.**

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT**

Signature:

Signature:

Print Name: Cathy Orquiola

Print Name: Ann-Marie Gabel

Title: Vice President, California Buildings

Title: Vice-Chancellor, Business Services

Date:

Date:

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Stadium and Site Improvement project at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 22nd day of August 2016, which contract was made with PCL CONSTRUCTION SERVICES, INC., as Contractor; that said improvements were completed on the 6th day of August 2020, and accepted by formal action of the governing board of said District on the 21st day of September 2020, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is FIDELITY AND DEPOSIT COMPANY OF MARYLAND/ZURICH AMERICAN INSURANCE COMPANY, TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, FEDERAL INSURANCE COMPANY that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE  
28000 MARGUERITE PKWY  
MISSION VIEJO, CA 92692

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

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

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

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

(Seal)

**TO:** Board of Trustees

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

**RE:** SOCCCD: Biennial Ethics Training; Chancellor and Trustee Travel; Trustee Compensation

**ACTION:** Approval

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### **BACKGROUND**

On June 26, 2014, the Orange County Grand Jury published a report entitled *Community College Trustees: Responsibilities, Compensation and Transparency*. The report focused on three of the four community college districts in Orange County and called for several actions to increase transparency. Rancho Santiago Community College District was not included in the report for reasons that are not known to the other districts. South Orange County Community College District provided a response to the report on August 26, 2014.

### **STATUS**

After careful review of the report, the South Orange County Community College District trustees agreed to take action on the following items:

1. Complete a biennial ethics training program to comply with requirements set forth in California Assembly Bill 1234. Two options are available for this training:
  - Online training through the Fair Political Practices Commission (FPPC).
  - Attendance of ethics training offered at various conferences.

Board members have satisfied the ethics training requirement for the current period and are due to complete the next training cycle by June 30, 2022.

2. Report the following items annually in September during a public meeting and on the district website:
  - Annual individual travel expenditures of the chancellor and trustees. (Exhibit A)
  - The value of all district compensation received by each trustee during the previous fiscal year. (Exhibit B)

### **RECOMMENDATION**

The chancellor recommends approval of the Report of Chancellor and Trustee Travel Expenditures for the period of September 1, 2019 through August 31, 2020 (Exhibit A) and Report of Total Annual Trustee Compensation for FY 2019-20 (Exhibit B). These reports will be posted on the district website.

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

Expenses for Board Members & Chancellor September 1, 2019 through August 31, 2020  
Prepared August 13, 2020

Name	Description	Amount Paid	Total by Name
<b>TRUSTEE</b>			
Ethan Manafi (Student Trustee)	CCLC 2020 Student Trustee Workshop, Virtual Conference	\$195.00	<b>\$195.00</b>
Martha Uriarte (Student Trustee)	CCLC ACES Meeting in San Francisco, CA	\$364.59	<b>\$364.59</b>
Jay, Barbara J.	None		<b>\$0.00</b>
Jemal, Timothy	2020 NLS California Delegation Breakfast & Briefing in Washington, D.C.	\$73.03	
Jemal, Timothy	CCLC 2020 Annual Legislative Conference in Sacramento, CA	\$1,131.65	
Jemal, Timothy	OCBC 2019 Orange County Community Indicators Summit in Irvine, CA	\$150.00	
Jemal, Timothy	OCBC Turning Red Tape into Red Carpet in Irvine, CA	\$85.00	
Jemal, Timothy	Tustin Chamber of Commerce 24th Annual State of the City in Tustin, CA	\$30.00	<b>\$1,469.68</b>
Lang, David B.	None		<b>\$0.00</b>
Milchiker, Marcia	CCLC 2020 Annual Legislative Conference in Sacramento, CA	\$1,168.90	
Milchiker, Marcia	Tustin Chamber of Commerce 24th Annual State of the City in Tustin, CA	\$30.00	<b>\$1,198.90</b>
Pendergast, T.J.	CCLC 2020 Effective Trusteeship & Board Chair Workshop in Sacramento, CA	\$1,278.11	
Pendergast, T.J.	Joint OCSBA/ACSA Region 17 Dinner Meeting in Irvine, CA	\$55.00	
Pendergast, T.J.	Tustin Chamber of Commerce 24th Annual State of the City in Tustin, CA	\$30.00	
Pendergast, T.J.	Tustin Public Schools Foundation - State of the Schools in Tustin, CA	\$30.00	<b>\$1,393.11</b>
Whitt, Terri	None		<b>\$0.00</b>
Wright, Jim	CCLC 2019 Annual Conference in Riverside, CA	<u>\$869.16</u>	<u><b>\$869.16</b></u>
<b>Total Travel: Trustees</b>		<b>\$5,490.44</b>	<b>\$5,295.44</b>

Expenses for Board Members & Chancellor September 1, 2019 through August 31, 2020  
Prepared August 13, 2020

Name	Description	Amount Paid	Total by Name
<b>CHANCELLOR</b>			
Burke, Kathleen F.	Wheelhouse Institute in Davis, CA	\$713.76	
Burke, Kathleen F.	2019 ACCT Congress in San Francisco, CA	\$2,787.85	
Burke, Kathleen F.	CCLC 2019 Annual Conference in Riverside, CA	\$925.66	
Burke, Kathleen F.	CCLC Effective Trusteeship & Board Chair Workshops and Legislative Conference in Sacramento, CA	\$2,092.80	
Burke, Kathleen F.	CCLC 2020 CEO Symposium in Santa Rosa, CA	\$2,225.58	
Burke, Kathleen F.	Tustin Chamber of Commerce 24th Annual State of the City in Tustin, CA	\$30.00	
Burke, Kathleen F.	OCBC 2019 Orange County Community Indicators Summit in Irvine, CA	\$150.00	
Burke, Kathleen F.	Tustin Public Schools Foundation - State of the Schools in Tustin, CA	\$30.00	
Burke, Kathleen F.	OCBC Turning Red Tape into Red Carpet in Irvine, CA	\$85.00	<b>\$9,040.65</b>
<b>Total Travel: Chancellor</b>		<b>\$9,040.65</b>	<b>\$9,040.65</b>

**SOCccd BOARD OF TRUSTEES - ANNUAL COMPENSATION**

<b>Employee</b>	<b>Annual Salary - Schedule</b>	<b>Health &amp; Welfare Benefits</b>	<b>Total Annual Compensation</b>
Board of Trustees Member	\$ 9,450.00	\$ 26,132.00	\$ 35,582.00
Student Trustee Member	\$ 4,725.00	\$ -	\$ 4,725.00

<b>Employee</b>	<b>FYTD Compensation 2019-2020</b>	<b>Health &amp; Welfare Benefits</b>	<b>Total Fiscal Year Compensation</b>
T.J. Prendergast, III, President	\$ 9,450.00	\$ 26,002.74	\$ 35,452.74
Timothy Jemal, Vice President	\$ 9,450.00	\$ 26,005.74	\$ 35,455.74
James R. Wright, Clerk	\$ 9,450.00	\$ 25,788.78	\$ 35,238.78
Barbara J. Jay, Member	\$ 9,450.00	\$ 26,156.82	\$ 35,606.82
David B. Lang, Member	\$ 9,450.00	\$ 26,001.78	\$ 35,451.78
Marcia Milchiker, Member	\$ 9,450.00	\$ 25,900.86	\$ 35,350.86
Terri Whitt Rydell, Member	\$ 9,450.00	\$ 25,997.82	\$ 35,447.82
Martha Uriarte, Student Member (7/1/19 - 4/30/20)	\$ 3,937.50	\$ -	\$ 3,937.50
Rose Esfandiari, Student Member (5/1/20 - 6/30/20)	\$ 787.50	\$ -	\$ 787.50
	\$ 70,875.00	\$ 181,854.54	\$ 252,729.54



**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-103 (2010) Board Membership; BP-105 (2305) Annual Organizational Meeting; BP-107 (2410) Board Policies and Administrative Regulations; BP-109 (2740) Board Education; BP-126 (2330) Meeting Procedures, Quorum, and Voting; BP-162 (2720) Communications Among Board Members; BP-1400 (3425) Americans with Disabilities Act and the Fair Employment and Housing Act; BP-2120 (2120) Officers; BP-3610 (3600) Auxiliary Organizations, Including Foundations; BP-5617 (4226) Multiple or Overlapping Enrollments; and BP-6122 (4240) Academic Renewal

**ACTION:** First Reading – Information Only

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### **BACKGROUND**

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

### **STATUS**

Eleven board policies (EXHIBITS A through K) are presented to the Board of Trustees for review and study. The new language to the board policies was reviewed and revised by the Board Policy Subcommittee (as required), the District's Board Policy and Administrative Regulation Advisory Council, and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on September 10, 2020 for review and recommendation to the Chancellor.

On August 31, 2020, the Board approved the conversion to the Community College League of California (CCLC) categorization and numerical schema for Board Policies and Administrative Regulations. Until such conversion process is completed, references to Board Policies submitted to the Board will include file numbers for both numerical schemas. The first numbers presented are the existing SOCCCD numbers and the second numbers will reflect the converted CCLC schema.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for review and study the board policies as listed.

# BOARD POLICY

1032010

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD MEMBERSHIP

The Board shall consist of ~~7~~(seven) (7) members elected by the qualified voters of the District. Members shall be elected by trustee area as defined in Board Policy ~~1062100~~.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the ~~district~~District may not be sworn into office as an elected or appointed member of the governing board unless ~~he or she~~they resigns as an employee. (See AR ~~1542710~~)

No member of the governing board shall, during the term for which ~~he or she is~~they are elected, hold an incompatible office.

No member of the ~~Governing governing Board board~~ shall, during the term for which ~~he/she was~~they were elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

### *References:*

*Education Code Sections 72023, 72103, ~~and~~ 72104*

*ACCJC Accreditation Standard IV.C.6*

*Government Code Sections 1090 ~~and~~ 87100*

Adopted:	08-24-82	Revised:	04-26-99	Revised:	04-29-13	Page 1 of 1
Revised:	03-07-88	Revised:	02-18-03	Revised:	05-21-18	
Revised:	06-13-88	Revised:	08-27-07			

# BOARD POLICY

1052305

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## ANNUAL ORGANIZATIONAL OF THE GOVERNING BOARD MEETING

### I. ORGANIZATION AL MEETING

The annual organizational meeting of the Board of Trustees ~~shall organize annually at a meeting will be~~ held within 15 days after the second Friday in December during the regular ~~December board~~ Board meeting.

### II. ELECTION OF OFFICERS

The purpose of the annual organizational meeting is to elect ~~board shall organize by electing from among its members~~ a president, a vice president, and a clerk, and conduct any other business as required by law or determined by the Board. The Chancellor shall be appointed secretary to the board. Election to a particular office shall be by a majority vote of the entire board.

- A. Officers shall serve for one year—and until their respective successors have completed the qualification process.
- B. An officer may be removed by majority vote of the entire ~~board~~ Board for refusing to perform the duties of the office imposed by law or by the policies of the ~~board~~ Board.

### III. TIME AND PLACE OF MEETINGS

At the organizational meeting, the ~~board~~ Board shall establish the time and place for its regular meetings.

#### *References:*

*California Education Code, Section 5017, 35143, 72000(c)(2)(A), 72000(c)(2)(C), and 72000(c)(4), ~~et seq~~*  
*Government Code, Sections 54954 ~~and 54961~~*

Adopted:	8-24-82	Revised:	8-27-07
Revised:	3-07-88	Revised:	4-29-13
Revised:	4-26-99	Reviewed:	5-21-18

# BOARD POLICY

1072410

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD POLICIES AND ADMINISTRATIVE REGULATIONS DEVELOPMENT

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Adopted Board Policies are adopted by the Board of Trustees, and state the philosophy of the Board and give direction for the operation of the District. Board Policies are intended to be statements of intent by the Board on specific issues within its subject matter jurisdiction. They are written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Administrative Regulations are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative regulations shall be consistent with the intent of Board Policy. Administrative Regulations may be revised as deemed necessary by the Chancellor and are developed by the Chancellor in consultation with the various constituent groups, and provide for the implementation of board policy. The Board reserves the right to direct revisions of the Administrative Regulations should they, in the Board's judgment, be inconsistent with the Board's own policies.

Copies of all Board Policies and Administrative Regulations shall be readily available to District employees and the public via the District website.

### I. BOARD POLICIES

The Board of Trustees will periodically review ~~B~~board ~~P~~policies. The Chancellor shall assist the Board of Trustees in the formation and revision of all ~~B~~board ~~P~~policies.

In addition, recommendations for new or revised ~~B~~board ~~P~~policies may originate at any time from members of the Board of Trustees, the Chancellor, members of the District or college administration, faculty, staff, students, or members of the public.

The Chancellor shall receive recommendations for policy and/or ~~A~~administrative ~~R~~regulation development or revision from the Academic and Classified Senates, Associated Student organizations as well as the various bargaining units, in addition to other segments of the administration. If the Chancellor concludes that a new or revised policy and/or ~~A~~administrative ~~R~~regulation is appropriate or necessary, then ~~he/she/the Chancellor~~ shall refer the matter to the appropriate groups, identified above, either for the development or revision of proposed policies and/or ~~administrative~~ regulations, or for the timely review and comment on draft policies and/or ~~administrative~~ regulations.

Adopted: 04-24-06  
Revised: 08-27-07  
Revised: 07-30-18

## II. TRUSTEE APPROVAL

- A. ~~If~~As established by the Board President, the Board of Trustees Board Policy Subcommittee ~~may shall~~ meet to review proposed ~~B~~board ~~P~~policies in chapters one, two, three, and six and will either:
1. Return the policy draft to the Chancellor with recommendations for further revision, or
  2. Direct the Chancellor to forward the policy draft to the Board of Trustees for review and study.
- B. New or revised ~~B~~board ~~P~~policies presented to the Board of Trustees by the Chancellor shall normally receive at least two readings; however, the Board may adopt new or revised policies at a first reading if the agenda indicates that action may occur at the first reading.
1. At the first reading, new or revised policies are normally submitted to the Board for “First Reading – Information Only”.
  2. The second reading is an action item for approval by majority vote.
  3. Subsequent readings may be conducted if policy approval is not accomplished at the second reading. A draft policy revised following either a first, second or subsequent reading need not be subject to further readings prior to action.

*References:**Education Code Section 70902**ACCJC Accreditation Standards I.B.7, I.C.5, IV.C.7, and IV.D.4*

# BOARD POLICY

1092740

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD EDUCATION

The Board of Trustees is committed to its ongoing development as a board as a whole and to a formalized trustee education program that includes new trustee orientation. The ~~b~~Board understands that ongoing training and professional development is key to being a strong effective board. To that end, the Board will engage in regular board training sessions, study sessions, provide access to reading materials, new board member orientations, and support conference attendance and other activities that foster trustee education.

### I. RESPONSIBILITY

It is the responsibility of each individual trustee to pursue professional development opportunities to maintain knowledge of evolving educational governance, policies, legislation, and best practices, ~~;~~ employee relations, ~~;~~ leadership, ~~;~~ and accreditation policies, Eligibility Requirements and standards-Standards as defined by the Accrediting Commission for Community and Junior Colleges (ACCJC). and expectations.

### ~~H. GUIDELINES~~

- A. All ~~board-Board~~ members are expected to attend regular required ~~board-Board~~ training sessions to be held at the ~~e~~District, as deemed necessary. The training sessions may twice per year, in the months of January and September/October, to be facilitated by a professional ~~board-Board~~ trainer/consultant, if desired, and will be coordinated by the ~~SOC~~CCD Chancellor.
- B. The Chancellor will provide for a new trustee orientation program for any newly appointed or elected ~~board-Board~~ members, which will be completed no later than 45 days after they become a ~~board-Board~~ member. This orientation will include both internal ~~e~~District and college information, as well as basic training for new ~~board-Board~~ members as recommended by such organizations as the Community College League of California (CCLC), the Association of Governing Boards (AGB), and/or the Association of Community College Trustees (ACCT).~~;~~
- C. Newly elected ~~board-Board~~ officers (including ~~board-Board~~ president) will receive ~~board Board~~ president training within 45 days after they become the new ~~board-Board~~ president. This training can be held at the ~~e~~District by a consultant and/or the Chancellor or the trustee can attend this training at another location.
- D. All ~~board-Board~~ members will receive regular training and/or materials on topics to include but not be limited to 1) the roles and responsibilities of ~~board-Board~~ members, ~~;~~ 2) development of the ~~e~~Chancellor/~~board-Board~~ relationship, ~~;~~ 3) accreditation standards,

Adopted: 06-26-06  
Revised: 08-27-07  
Revised: 05-20-13

Revised: 08-26-13  
Revised: 12-12-16

Page 1 of 2

BOARD EDUCATION

Eligibility Requirements, and Standards; 4) understanding ~~board~~Board ~~policy~~Policy making; 5) effective parliamentary procedure, how to conduct a meeting, and Brown Act requirements; 6) ~~board~~Board fiduciary responsibilities; 7) closed session and legal matters confidentiality; 8) ~~board~~Board communication and protocols; 9) ~~board~~Board ethics; and 10) participatory governance.

- E. Individual trustees are encouraged to participate, along with the ~~e~~Chancellor, in at least one conference per year that provides professional development of trustee-related knowledge and skills with an emphasis on community college issues.
- F. On an annual basis, the Chancellor will circulate and recommend a list of national, state and regional conferences for trustees to select which they will attend, in order to take advantage of discounts on early registration and travel. It is encouraged that ~~board~~Board members and the ~~e~~Chancellor attend together.
- G. The District will budget for each trustee to participate in up to two out of district conferences each year, in addition to participation/presentations at regional meetings and workshops. The District will budget for the ~~board~~Board trainings and orientations as described in this ~~board~~Board ~~policy~~Policy.
- H. At the ~~b~~Board ~~m~~Meetings following conferences, workshops and meetings, trustees are to share their written report from attendance of such conferences, meetings or workshops. The Board President may allow additional time for oral reports beyond the allotted two minutes, provided in the ~~board~~Board ~~report~~Report section of the agenda.
- I. Board members who are appointed to Board Committees are expected to participate in training related to that committee subject matter and regularly attend the scheduled meetings. They will provide reports back to the full ~~b~~Board periodically.
- J. There will be an annual ~~board~~Board retreat held ~~in the spring/summer~~ in which the ~~b~~Board will ~~do both~~conduct a self-evaluation, review and evaluate its annual goals, establish goals for the next year, and ~~have participate in~~ additional training sessions.

*References:*

*Accreditation Standard IV.C.9*

*Title 5, Sections 53200(c) and 53200(d)*

Adopted: 06-26-06      Revised: 08-26-13  
Revised: 08-27-07      Revised: 12-12-16  
Revised: 05-20-13

# BOARD POLICY

1262330

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## MEETING PROCEDURES, QUORUM, AND VOTING

### I. MEETING PROCEDURES

- A. A “meeting” means any congregation of a majority of the members of the Board at the same time and location, including teleconference location as permitted by Government Code section 54953, to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.
- B. All governing Board meetings shall begin on time and shall be guided by an agenda prepared in accordance with the Board’s Policies and posted and distributed in accordance with the Ralph M. Brown Act, the California Education Code, and other applicable laws requiring that the Board’s meetings be held in public unless a specific exception authorizes the Board to meet in closed session.
- C. The Board President shall be primarily responsible for conducting the Board’s meetings in accordance with the Board’s Policies and Administrative Regulations so that the Board is able to efficiently consider matters on the agenda and carry out the will of the Board.
- D. The Board believes that late night meetings deter public participation, can affect the Board’s decision-making ability, and can be a burden to staff. Regular Board meetings should be adjourned by 9:00 p.m. unless extended to a specific time determined by a majority of the Board present at the meeting.

### II. PRESIDING OFFICER

- A. The Board President shall preside at all meetings of the Board. In the absence, request, disability or disqualification of the President, the Vice President or the Clerk, in that order, shall preside. The act of any duly designated presiding officer shall be legal and binding.

### III. PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert’s Rules of Order, Newly Revised, shall govern the Board’s deliberations in all cases to which they are applicable and in which they are not inconsistent with ~~board~~Board policiesPolicies, ~~administrative~~Administrative regulationsRegulations, or other applicable laws.
- B. The Board, by two-thirds majority vote, may suspend the application of Robert’s Rules of Order, or specific provisions of Robert’s Rules of Order at a particular meeting, or for a specific agenda item or topic. The suspension of Robert’s Rules of Order shall only be for the duration of the meeting, or any adjourned or continued meeting where the same agenda item or topic is under consideration. Any further suspension of Robert’s Rules of Order



shall require the adoption of an appropriate Board Policy modifying the application of Robert's Rules of Order.

1. For purposes of applying and interpreting Robert's Rules of Order, each meeting of the Board, other than an adjourned regular or special meeting, shall constitute a new session.
2. The Board may adjourn any regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment.
  - a. Less than a quorum may so adjourn from time to time.
  - b. If all members are absent from any regular or adjourned regular meeting, ~~the clerk or~~ Chancellor, as secretary to the Board may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section 54956 for special meetings, unless such notice is waived as provided for special meetings.
  - c. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special or adjourned special meeting was held within 24 hours after the time of adjournment.
  - d. When a regular or adjourned regular meeting is adjourned as provided in this section, the resulting adjourned regular meeting is a regular meeting for all purposes. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be at the hour specified for regular meetings in BP-~~120-2310~~ Regular Meetings of the Board.

#### IV. VOTING

- A. A quorum of the Board shall consist of four members.
- B. The Board shall act by majority vote of all ~~of the~~ membership of the Board, except with respect to non-substantive procedural matters specified in the Board's Policies.
- C. The Board believes that when no conflict of interest requires abstention, its members have a duty to vote on issues before them. Notwithstanding the foregoing, if Board members abstain from voting on a motion, the abstention will be counted with the affirmative vote on the motion.
- D. When a member abstains as the result of an actual or potential conflict of interest, ~~his/her~~their abstention shall not be counted for purposes of determining whether a majority ~~of the membership~~ of the Board has taken action. When an abstention is required by law, the member shall comply with that laws' rules with respect to disclosure of the conflict of interest. See Government Code sections 1090, 1091 and 1091.5 as well as the Political Reform Act, Government Code section 81000 et. seq., and specifically sections 87100 and following.
- E. No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.
- F. The following actions require a two-thirds majority of all members of the Board:

1. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
2. Resolution of intention to dedicate or convey an easement;
- ~~2.3.~~Resolution authorizing and directing the execution and delivery of a deed;
- ~~3.4.~~ Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- ~~4.5.~~ Appropriation of funds from an undistributed reserve;
6. Resolution to condemn real property;
- ~~5.7.~~Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIII A of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution; and
- ~~6.8.~~ Suspension of Robert's Rules of Order.

G. The following actions require a unanimous vote of all members of the Board:

1. Resolution authorizing a sales, ~~or~~ or lease, ~~or grant~~ of District real property to the state, any county, city, or to any other school or community college district;
2. Resolution authorizing lease of District property under a lease for the production of gas.

*References:*

*Education Code Sections 15266, 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;*  
*Government Code Section 53094; and 54950 et seq.*  
*Code of Civil Procedure Section 1245.240*

# BOARD POLICY

1622720

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## COMMUNICATIONS AMONG BOARD MEMBERS

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to hear, discuss, deliberate, or take action on ~~reach a collective concurrence regarding~~ any item that is within the subject matter jurisdiction on the Board. In addition, no other person shall make serial communications to Board Members.

This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

### *References:*

*Government Code Section 54952.2*

Adopted: 08-27-07  
Revised: 09-27-10  
Reviewed: 05-21-18

Page 1 of 1

New Board Policy

# BOARD POLICY

1400 3425

SOUTH ORANGE COUNTY COMMUNITY RELATIONS GENERAL INSTITUTION  
COMMUNITY COLLEGE DISTRICT

## AMERICANS WITH DISABILITIES ACT AND THE FAIR EMPLOYMENT AND HOUSING ACT

- A. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), it is the policy of the District that no qualified individual with a disability shall be subject to discrimination on the basis of disability in any of the District's services, programs, or activities.
- B. In accordance with *Board Policy and Administrative Regulation 4015-7348 (Accommodations for Employees/Applicants With Disabilities)*, the District will not discriminate on the basis of disability in its hiring or employment practices and complies with Title I of the ADA and the California Department of Fair Employment and Housing pursuant to the Fair Employment and Housing Act (FEHA).
- C. The District will generally provide, upon request, appropriate aids and services necessary to ensure effective communication with qualified individuals with disabilities so they can participate equally in employment, District programs, services, and activities. Such aids or services to provide effective communication may include, but are not limited to, qualified sign language interpreters, captioning, documents in braille or large print, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments. The District ensures that all electronic and information technology used or purchased by the District is accessible to and usable by qualified individuals with disabilities.
- D. The District will make all reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity for employment, and to enjoy District programs, services, and activities. However, in accordance with the ADA/FEHA, the District may decline to take any action that would fundamentally alter the nature of its programs or services, or to impose an undue financial or administrative burden on the District. In such cases, the District will, whenever possible, offer an alternative accommodation, which is equally effective but will not require a fundamental alteration of its programs or activities or impose an undue financial or administrative burden on the District.
- E. Any student with a disability participating in a field trip or field study course may request an accommodation consistent with the procedures described in *Board Policy and Administrative Regulation 6125-4300 (Field Trips, Excursions, and Field Study Courses)* and *Board Policy and Administrative Regulation 5506-5140 (Accommodations for Students With Disabilities)*.
- F. Any student with a disability participating in a study abroad program may request an accommodation consistent with the procedures described in *Board Policy and Administrative Regulation 6150-4351 (Study Abroad Programs)* and *Board Policy and Administrative Regulation 5506-5140 (Accommodations for Students With Disabilities)*.

Adopted:

Page 1 of 2

AMERICANS WITH DISABILITIES ACT  
AND THE FAIR EMPLOYMENT AND HOUSING ACT

- G. Any student wishing to request a modification in any other academic policy or requirement, or an accommodation to participate in any academic program or activity, may make a request as described in *Board Policy and Administrative Regulation 5506-5140 (Accommodations for Students With Disabilities)*.
- H. Individuals who require an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in any other District program, service, or activity should contact the ADA Compliance and Leave Manager as soon as possible but no later than 48 hours before the scheduled event or activity.
- I. Any qualified individual with a disability may use a service animal in all District facilities, programs and activities, consistent with the requirements of *Board Policy and Administrative Regulation 3440 (Service Animals)*.
- J. The District will not place a surcharge on a particular qualified individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy.
- K. Any employee, student, or member of the public who believes that their rights under the ADA have been or may be violated, may seek resolution of such problems by contacting the District's Executive Director of Human Resources and/or may file a discrimination complaint pursuant to *Board Policy and Administrative Regulation 4500-3430 (Unlawful Harassment and Discrimination Prevention And Complaints)*.

References:

*The Americans with Disabilities Act of 1990 – 42 United States Code Sections 12101 et seq.;*  
*California Fair Employment and Housing Act*  
*Section 504 of the Rehabilitation Act*  
*28 Code of Federal Regulations part 35;*  
*29 C.F.R. part 1630;*  
*California Government Code section 12920 et seq.*

New Board Policy

# BOARD POLICY

2210

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## OFFICERS

- A. At the annual organizational meeting, the Board shall elect from among its members a President, Vice President, and Clerk of the Board. The terms of officers shall be for one year. The Chancellor shall serve as Secretary to the Board.
- B. The duties of the President of the Board are:
1. Preside over all meetings of the Board;
  2. Call emergency and special meetings of the Board as required by law;
  3. Consult with the Chancellor on board meeting agendas;
  4. Communicate with individual Board members about their responsibilities;
  5. Participate in the orientation process for new Board members;
  6. Ensure Board compliance with policies on board education, self-evaluation and Chancellor evaluation; and
  7. Represent the Board at official events or ensure board representation.
- C. The duties of the Vice President of the Board are to fulfill the President duties in the absence and/or request of the President.
- D. The duties of the Clerk of the Board are:
1. Fulfill the President and/or Vice President duties in the absence and/or request of the President;
  2. Read out actions taken during Closed Session for Board meetings; and
  3. Read out resolutions proposed for action during Board meetings.
- E. The duties of the Secretary to the Board are:
1. Notify members of the Board of regular, special, emergency and adjourned meetings;
  2. Prepare and post Board meeting agendas;
  3. Have prepared for adoption minutes of Board meetings;
  4. Attend all Board meetings and closed sessions, unless excused, and in such cases to assign a designee;
  5. Conduct the official correspondence of the Board;
  6. Certify as legally required all Board actions;
  7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

### *References:*

*California Education Code, Section 72000*

Adopted:

Page 1 of 1

# BOARD POLICY

36103600

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~BUSINESS~~GENERAL INSTITUTION

## AUXILIARY ORGANIZATIONS, INCLUDING FOUNDATIONS

The Board of Trustees may recognize and approve auxiliary organizations, identified in Title 5, California Code of Regulations, established for the purpose of providing to the District any and all supportive services, specialized programs, and functions for the general benefit of its colleges or the District.

The Chancellor shall establish administrative regulations necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those regulations to the Chancellor for the California Community Colleges as required by law. At a minimum, the regulations shall address the subjects required by Title 5 and Education Code.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board of Trustees' approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board of Trustees shall conduct its business in accordance with the administrative regulations adopted by the Chancellor pursuant to this policy. Notwithstanding, anything contained in the administrative regulations, any auxiliary organization recognized by the Board of Trustees shall comply with Education Code provisions regarding:

1. the composition of a board of directors and the way in which it conducts its meetings;
2. conducting an annual audit;
3. employing its work force; and,
4. expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college district or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for students with disabilities.

### *References:*

*California Education Code, Section 72670, et seq.;*  
*Title 5, California Code of Regulations, Sections 59250, et. seq.*

Adopted: 03-29-04  
Revised: 03-28-11  
Revised: 06-24-19

# BOARD POLICY

56174226

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS ACADEMIC AFFAIRS

## MULTIPLE ~~AND-OR~~ OVERLAPPING ENROLLMENTS

~~The district may not permit a student to enroll in two or more sections of the same credit course during the same term unless the length of the course is such that a student may enroll in two or more sections of the same course during the same term without being enrolled in more than one section at any given time. Students needing additional instruction in the subject matter while enrolled in a course may be referred for individualized tutoring pursuant to Title 5.~~

~~A district may not permit a student to enroll in two or more courses where the meeting times for the courses overlap.~~

The South Orange County Community College District does not allow multiple or overlapping enrollments; therefore, a student:

1. may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time, and
2. may not enroll in two or more courses where the meeting times for the courses overlap.

### *References:*

*Education Code, Section 70901*

*Title 5, Section 51870, 58172, 58030, 58164, 55007*



# BOARD POLICY

~~61224240~~

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~INSTRUCTION~~ ACADEMIC AFFAIRS

## ACADEMIC RENEWAL

Previously recorded substandard academic work by a student that is not reflective of a student's demonstrated ability may be alleviated through Academic Renewal. Academic Renewal permits previously recorded, substandard course work to be disregarded in the computation of grade point averages, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

The Chancellor shall establish regulations and criteria for awarding Academic Renewal.

~~Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. An administrative regulation will be established that provides for academic renewal procedures.~~

### *References:*

*Title 5, Section 55046*

Adopted: 10-26-09  
Revised: 06-17-13  
Revised: 04-25-16

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-6140 College Speakers

**ACTION:** Rescind Approval

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### **BACKGROUND**

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

### **STATUS**

At the August 31, 2020 meeting, the Board of Trustees approved revisions to Board Policy BP-6140 Speakers. The changes approved were made at the direction of the Board of Trustees after the policy came to the Board for review and study at the July 20, 2020 meeting. Since the changes requested by the Board of Trustees substantially changed the intent of the policy from what had been presented and recommended by both the Board Policy and Administrative Regulations Advisory Committee (BPARC) and Chancellor's Council, both Academic Senates have requested the rescission of these changes. The Chancellor has determined additional review of the proposed revisions to this Board Policy is needed.

The language in BP-6140 from the May 23, 2011 version will be reinstated, as shown in Exhibit A, while this additional review is conducted by BPARC. Once BPARC and Chancellor's Council recommend future changes, they will come back to the Board of Trustees for review and study and, ultimately, approval.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees rescind the approval of BP-6140 College Speakers that was granted on August 31, 2020 and reinstate the language that previously existed.

# BOARD POLICY

# 6140

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## COLLEGE SPEAKERS

It is recognized that college speakers can serve to enrich the colleges' curriculum. College speakers 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.

### *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

Page 1 of 1

**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

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### **BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

### **STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

### **RECOMMENDATION**

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

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

1. **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>
Ghaheeri, Shadi	MFA/Directing	Theatre Arts/SC	2	08/17/20
<sup>1</sup> Hernandez, Angeline	MS/Nursing	Nursing/SC	2	08/17/20
<sup>2</sup> Martinez, Nicholas	Equivalency	Nursing/SC	1	08/17/20
<sup>3</sup> Nieves, Gabriel	MA/English	English/IVC	2	08/17/20
Takahashi, Seijiro	MA/Medical Anthropology	Tutor/IVC	2	08/17/20
Tsai, Francis	Equivalency	American Sign Language/SC	2	08/17/20
Wang, Sarina	MA/Communication	Communication/IVC	2	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>
Bradley, Devon	Co-Chair, Life Sciences	\$3,415.50	08/10/20-12/16/20
Carnie, Henry	Curriculum Review Co-Leader	\$3,036.00	08/10/20-12/16/20
French, Julianna	Facilitator, Forensics 1st Half Semester	\$3,795.00	08/10/20-12/16/20
Rodriguez, Roland	Co-Chair, Life Sciences	\$3,415.50	08/10/20-12/16/20
Sim, Alec	Co-Chair, Physical Sciences	\$3,036.00	08/10/20-12/16/20
Tresler, Matthew	Chair, Music	\$4,554.00	08/10/20-12/16/20
Warner, Brent	OETF Co-Coordinator	\$7,590.00	08/20/20-12/16/20

**General Fund/IVC Month to Date:** \$ **28,842.00**

**IVC APPROVED FISCAL YEAR TO DATE:** \$ **205,862.40**

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 Amount (\$)</u>	<u>Effective Date</u>
Brooks, Taylor	Chair, Automotive Tech	\$3,795.00	08/10/20-12/16/20
Farnsworth, Robert	Co-Chair, Horticulture/Landscape Design	\$1,897.50	08/10/20-12/16/20

<sup>1</sup> Current NBU Employee, Clinical Skills Specialist, Health Science Division, Saddleback College

<sup>2</sup> Current NBU Employee, Clinical Skills Specialist, Health Science Division, Saddleback College

<sup>3</sup> Current NBU Employee, Tutor, Liberal Arts Department, Irvine Valley College

**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 Amount (\$)</u>	<u>Effective Date</u>
Hijaz, Anwar	Present Student Workshops Online	\$485.76	07/15/20-08/06/20
Inlow, Lisa	Chair, Culinary, Hospitality & Tourism	\$4,554.00	08/10/20-12/16/20
Myhren, Brett	Present Student Workshops Online	\$485.76	07/15/20-08/06/20
Smith, Maureen	Co-Chair, Geography/GIS	\$1,518.00	08/10/20-12/16/20
Stankovich, Kimberly	Chair, Communication Studies	\$3,795.00	08/10/20-12/16/20
Tabibzadeh, Kiana	OE Instructional Training	\$88.32	03/19/20-03/19/20

**General Fund/SC Month to Date:** **\$ 16,619.34**

**SC APPROVED FISCAL YEAR TO DATE:** **\$ 332,228.30**

**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 Amount (\$)</u>	<u>Effective Date</u>
Alvarez, Lisa	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Caputo, Danilo	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Cayanan, Nathan	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Chung, Phoebe	AB 705 Math Coreq Mtg	\$88.32	07/31/20-07/31/20
Coleman, Catherine	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Connors, Frances	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Galloway, Lisa	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Horikawa, Kazumi	AB 705 Math Coreq Mtg	\$88.32	07/31/20-07/31/20
Horikawa, Kazumi	AB 705 Math Coreq Mtg	\$91.46	08/11/20-08/11/20
Huggett, Danelle	WR Center Orientation Mtg	\$88.32	08/04/20-08/04/20
Mackenzie, Emalee	SWP Biotech Regional Coord.	\$6,861.36	08/10/20-12/16/20
Meyer, Kurt	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Noone, Kristin	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Noyes, Jo Ann	AB 705 Math Coreq Mtg	\$88.32	07/31/20-07/31/20
Noyes, Jo Ann	AB 705 Math Coreq Mtg	\$91.46	08/11/20-08/11/20
Ozima, Megan	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Pham, Jax	WR Center Orientation Mtg	\$88.32	08/04/20-08/04/20
Pham, Lan	Math 10+317 Coordinator	\$1,518.00	08/10/20-12/16/20
Pov, Tina	AB 705 Math Coreq Mtg	\$91.46	08/11/20-08/11/20
Romero, Amanda	Coordinator, CTE Faculty Committee	\$6,072.00	08/10/20-12/16/20
Ryals, Kay	WR Center Orientation Mtg	\$88.32	08/04/20-08/04/20
Seong, Sarah	ESL 80 Course Coordinator	\$1,457.28	08/10/20-12/16/20
Shank, Virginia	WR Center Orientation Mtg	\$88.32	08/04/20-08/04/20

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-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>Effective Date</u>
		<u>Amount (\$)</u>	
Shiring, Richard	AB 705 Math Coreq Mtg	\$88.32	07/31/20-07/31/20
Shiring, Richard	AB 705 Math Coreq Mtg	\$91.46	08/11/20-08/11/20
Stephenson, Gabrielle	AB 705 Math Coreq Mtg	\$88.32	07/31/20-07/31/20
Stephenson, Gabrielle	AB 705 Math Coreq Mtg	\$91.46	08/11/20-08/11/20
Vaught, Karen	WR Center Orientation Mtg	\$88.32	08/04/20-08/04/20
Vernazza, Daniel	WR Center Orientation Mtg	\$88.32	08/04/20-08/04/20
Weil, Alex	WR Center Orientation Mtg	\$91.46	08/11/20-08/11/20
Youssef, Mohamad	Math 8+387 Coordinator	\$1,518.00	08/10/20-12/16/20

**Categorical/Non-General Fund/IVC Month to Date: \$ 19,770.06**

**IVC APPROVED FISCAL YEAR TO DATE: \$ 137,833.50**

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>	
Bird, Chrissy	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Black, Janine	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Bogusiewicz, Kelley	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Brooks, Taylor	Chair, Automotive Tech - Additional Duties	\$1,897.50	08/10/20-12/16/20
Bulloch, David	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Bumbesti, Mircea	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Cavazzi, Bentley	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Druce, Sharon	MA Remote Learning & Labs	\$731.68	08/01/20-08/14/20
Eid, Marguerite	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Evans-Wallin, Patty	Deliver Online Ed Training SP20	\$1,854.75	04/13/20-05/20/20
Evans-Wallin, Patty	Deliver Online Ed Training SU20	\$618.24	06/08/20-07/16/20
Ferreira, Mia	Human Services Partner	\$1,371.90	08/01/20-08/14/20
Futami, Kimberly	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Gordon, Sara	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Gordon, Sara	OTAN Training	\$88.32	03/27/20-03/27/20
Grihalva, Lawrence	EMT Remote Learning & Labs	\$1,829.20	08/01/20-08/14/20
Hoggatt, Mandy	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Hoida, Bridget	Deliver Online Ed Training SU20	\$529.92	04/13/20-05/20/20
Hong, Song	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Howell, Brian	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Hu, Judy	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Hu, Judy	OTAN Training	\$88.32	03/27/20-03/27/20
Jimenez, Laura	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Kim, Robin	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Kunze-Thibeaun, Lori	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20

**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>	
Lovett, Margot	Title IX Training	\$66.24	06/11/20-06-11/20
Lu, Jianhua	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Lu, Jianhua	OTAN Training	\$88.32	03/27/20-03/27/20
Mackie, Linda	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Major, Nicole	Online Ed Training Level2 SU20	\$4,680.96	06/08/20-08/06/20
McDermott, Kim	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Moinfar, Donna	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Morain, Janice	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Myhren, Brett	Deliver Online Ed Training SU20	\$618.20	06/08/20-07/16/20
Pakula, Jennifer	Online Ed Training Level2 SU20	\$4,680.96	06/08/20-08/06/20
Pakula, Jennifer	Deliver Online Ed Training SU	\$618.24	06/08/20-07/16/20
Peterson, Eric	SEAP English PLC JR, S20	\$120.00	03/02/20-03/06/20
Pfeiler, Donna	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Pfeiler, Donna	OTAN Training	\$88.32	03/27/20-03/27/20
Raynesford, Kimberly	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Raynesford, Kimberly	OTAN Training	\$88.32	03/27/20-03/27/20
Ried, Silenia	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Sebei, Eman	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Sebei, Eman	OTAN Training	\$88.32	03/27/20-03/27/20
Signo-Jackson, Janet	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Signo-Jackson, Janet	OTAN Training	\$88.32	03/27/20-03/27/20
Sommerville, Nancy	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Sommerville, Nancy	OTAN Training	\$88.32	03/27/20-03/27/20
Tener, Andrea	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Tener, Andrea	OTAN Training	\$88.32	03/27/20-03/27/20
Tomlinson, Kristen	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20
Zaino, Rebecca	Covid Emergency Division Meeting	\$176.64	03/17/20-03/17/20

**Categorical/Non-General Fund/SC Month to Date: \$ 25,711.87**  
**SC APPROVED FISCAL YEAR TO DATE: \$ 129,700.51**

**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 (4 hrs).

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Abelson, Robert	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Ambrose, Art	DE Pedagogy Course 4hrs	\$176.62	08/03/20-08/14/20
Boettger, Susan	DE Pedagogy Course 4hrs	\$176.62	07/18/20-08/14/20
Campbell, Amanda	DE Pedagogy Course 4hrs	\$176.62	07/22/20-08/14/20



**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 (4hrs).

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Chatkupt, Terry	DE Pedagogy Course 4hrs	\$176.62	07/14/20-08/14/20
Chuagn, Rachelle	DE Pedagogy Course 4hrs	\$182.90	08/13/20-08/28/20
Connors, Frances M.	DE Pedagogy Course 4hrs	\$176.62	08/06/20-08/14/20
Danufsky, Joshua	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Ding, Yujia	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Ghuloum, Adam	DE Pedagogy Course 4hrs	\$182.90	08/23/20-08/28/20
Gulino, Mary	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Henley, Paige	DE Pedagogy Course 4hrs	\$176.62	07/27/20-08/14/20
Hsu, Shannon	DE Pedagogy Course 4hrs	\$182.90	07/16/20-08/28/20
Kesinger, Allen	DE Pedagogy Course 4hrs	\$182.90	08/28/20-08/28/20
Lin, Anthony	DE Pedagogy Course 4hrs	\$182.90	08/20/20-08/28/20
Liu, Emily	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Maldonado, Marcy	DE Pedagogy Course 4hrs	\$176.62	07/20/20-08/14/20
Martasian, Andrew	DE Pedagogy Course 4hrs	\$176.62	07/21/20-08/14/20
Milostan Egus, Kathryn	DE Pedagogy Course 4hrs	\$176.62	08/04/20-08/14/20
Ozima, Megan	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Pastrana, Ruby	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Pham, Lan	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Polydoros, Lori	DE Pedagogy Course 4hrs	\$176.62	07/29/20-08/14/20
Rastin, Shirin	DE Pedagogy Course 4hrs	\$176.62	08/11/20-08/14/20
Roberts, Katie	DE Pedagogy Course 4hrs	\$176.62	08/04/20-08/14/20
Russo, John	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Sawada, Mika	DE Pedagogy Course 4hrs	\$176.62	07/19/20-08/14/20
Serpas, Summer	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Spinella, William	DE Pedagogy Course 4hrs	\$176.62	07/16/20-08/14/20
Woodward, Wenying	DE Pedagogy Course 4hrs	\$176.62	08/04/20-08/20/20

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>	
Eldred, Stacy	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Futami, Kimberly	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Hall, Peggy	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Hong, Song	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Howell, Brian	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Hu, Judy	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Jimenez, Laura	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Kim, Robin	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20

**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>	
Mackie, Linda	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
McDermott, Kim	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
McReynolds, Brad	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Moinfar, Donna	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Morain, Janice	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20
Stickle, Taylor	Distance Education Pedagogy Training 20hrs	\$883.20	05/11/20-05/20/20

**E. WORKLOAD BANKING**

1. CHAMBERS, ELIZABETH, ID #002519, Sociology Instructor, Pos. #P0001019, School of Social & Behavioral Sciences, Irvine Valley College, is requesting a banked workload leave of 15 LHE for the Spring Semester 2021, based on 21 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2018-2021, in compliance with the Workload Banking Program.
2. MCGROGAN, MARTIN, ID #003511, Kinesiology and Health Instructor/Head Men's Soccer and Badminton Coach, Pos. #P0001523, School of Kinesiology, Health, & Athletics, Irvine Valley College, is requesting a banked workload leave of 2.5 LHE for the Fall Semester 2020, based on 15.5 banked LHE, in accordance with Article XXVIII, Academic Employee Master Agreement 2018-2021, in compliance with the Workload Banking Program.

**TO:** Board of Trustees

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

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

**ACTION:** Ratification

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**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

**RECOMMENDATION**

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

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

**A. NEW PERSONNEL APPOINTMENTS**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4000)

- a. GONZALEZ, DEYANIRA, ID #015064 is to be employed as Senior Counseling Office Assistant, Pos. #P0003469, School of Guidance and Counseling, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 119, Step 3, 40 hours per week, 12 months per year, effective September 2, 2020.
- b. WALLACE, CHERYL, ID #024020 is to be employed as Greenhouse Assistant, Pos. #P0003554, Division of Advanced Technology and Applied Sciences, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 114, Step 2, 20 hours per week, 12 months per year, effective August 19, 2020.

**B. REORGANIZATION/RECLASSIFICATION**

- a. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following positions within its organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment, from reporting to the Assistant Director of Facilities, to begin reporting to the Assistant Director of Facilities Rentals and Grounds, effective September 14, 2020.
  - a. Groundskeeper, Pos. #P0001259 (Appointed to Jose Huerta, ID #011660)
  - b. Groundskeeper, Pos. #P0002493 (Appointed to Patrick Eades, ID #011970)
  - c. Groundskeeper, Pos. #P0002793 (Vacant)
  - d. Groundskeeper, Pos. #P0002794 (Appointed to Jose Arreola, ID #001888)
  - e. Groundskeeper, Pos. #P0002796 (Appointed to Robert Collier, ID #003677)
  - f. Groundskeeper, Pos. #P0002797 (Appointed to Rafael Granados Gomez, ID #016160)
  - g. Groundskeeper, Pos. #P0003138 (Appointed to Jose Araiza, ID #013611)
  - h. Groundskeeper, Pos. #P0003907 (Appointed to Luis Silva, ID #016143)
  - i. Groundskeeper, Pos. #P0016823 (Appointed to Robert Oliveras, ID #018339)
  - j. Groundskeeper, Pos. #P0016824 (Appointed to Matthew Petersen, ID #020639)
  - k. Groundskeeper/Swimming Pool Maintenance Worker, Pos. #P0002804 (Appointed to Raul Leal, ID #001934)
  - l. Irrigation Systems Specialist, Pos. #P0010266 (Appointed to Dennis Mastrangelo, ID #016344)
  - m. Lead Groundskeeper, Pos. #P0004744 (Vacant)

**B. REORGANIZATION/RECLASSIFICATION – Continued**

- a. SADDLEBACK COLLEGE seeks authorization to change the reporting structure for the following positions within its organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment, from reporting to the Assistant Director of Facilities, to begin reporting to the Assistant Director of Facilities Rentals and Grounds, effective September 14, 2020.
- n. Lead Groundskeeper, Pos. #P0003455 (Vacant)

**C. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR FOR CLASSIFIED POSITIONS**

1. <sup>1</sup>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 3, 2020. (Position #P0003457, is appointed to Richard Wagner, ID #021809)

**D. CHANGE OF STATUS**

1. SADDLEBACK COLLEGE (SC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS  
(Information Items – Pursuant to Board Policy 4000)

<u>Name</u>	<u>Assignment</u> <u>From</u>	<u>Assignment</u> <u>To</u>	<u>Range/</u> <u>Step</u>	<u>Hours</u>	<u>Effective</u> <u>Date</u>
<sup>2</sup> Bostwick, Tamara	P0007476, Program Coordinator, Categorical	P0015053, Program Coordinator, Categorical	134/7	40	09/21/2020

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<sup>1</sup> The effective date is being corrected from August 6, 2020, as indicated on the August 31, 2020, Classified Personnel Actions/Ratifications, to August 3, 2020.

<sup>2</sup> Tamara Bostwick is moving from Irvine Valley College P0007476, to Saddleback College P0015053.

**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**

1. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Hourly Rate (\$)</u>	<u>Start/End Date</u>
Arreola, Michael	IT Systems Specialist II/SC	35.39	08/24/20-06/30/21
Braun, Benet	Accompanist/SC	27.65	08/26/20-06/30/21

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>
Aguilar, Olivia	Coaching Aide/IVC	25.00	08/18/20-06/30/21
Alsayed, Raghad	Project Specialist/DS	14.00	08/10/20-06/30/21
Dillon, Natasha	Coaching Aide/IVC	25.00	08/01/20-06/30/21
Nguyen, Jennifer	Project Specialist/IVC	15.00	07/29/20-06/30/21
Panina, Rimma	Project Specialist/SC	20.00	08/04/20-06/30/21
Phan, Libbe	Project Specialist/DS	14.00	08/13/20-06/30/21
Richards, Ryan	Coaching Aide/SC	25.00	08/17/20-06/30/21
Russell, Jonathan	Project Specialist/DS	14.00	08/13/20-06/30/21
Schultheiss, Elyssa	Project Specialist/SC	35.00	08/10/20-06/30/21
Sims, Parker	Coaching Aide/IVC	25.00	08/13/20-06/30/21
Yu, Jacqueline	Project Specialist/IVC	25.00	08/11/20-06/30/21

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>
Hardy, Jennifer	08/10/20-06/30/21

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>
Cano, Matthew	Tutor/IVC	16.00	08/11/20-06/30/21
Chang, Selene	Tutor/IVC	14.00	08/03/20-06/30/21

**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>
Chang, Serena	Tutor/IVC	14.00	08/18/20-06/30/21
Choi, Katlin	Contract Ed./SC	80.00	08/24/20-06/30/21
Davis, Sarah	Tutor/IVC	16.00	08/10/20-06/30/21
Evans, Jacob	FKCE Trainer/SC	70.00	08/04/20-06/30/21
Hannon, Karen	Interpreter IV/SC	42.00	07/01/20-06/30/21
Hernandez, Angeline	Clin. Skills Spec./SC	30.00	08/11/20-06/30/21
Johnson, Jennifer	Interpreter IV/SC	30.00	07/01/20-06/30/21
Kandel, Marlene	Captionist/SC	42.00	07/01/20-06/30/21
Kelly, Meagan	Interpreter IV/SC	42.00	07/01/20-06/30/21
Kostapapas, Eoanna	Captionist/SC	42.00	07/01/20-06/30/21
Lao, Laiyin	Tutor/IVC	16.00	08/11/20-06/30/21
Lischer, Matthew	Tutor/SC	13.50	58/11/20-06/30/21
Macias-Reza, Teresa	Tutor/IVC	16.00	08/13/20-06/30/21
Manogue, Casey	Tutor/IVC	16.00	08/17/20-06/30/21
McLinn, Torrey	Captionist/IVC	35.00	07/30/20-06/30/21
McMahon, Bryan	Clin. Skills Spec./SC	40.00	08/17/20-06/30/21
Mitchel, Melody	Clin. Skills Spec./SC	30.00	08/11/20-06/30/21
Ordaz, Angel	Clin. Skills Spec./SC	40.00	08/17/20-06/30/21
Ortiz, Margarita	Captionist/IVC	45.00	07/30/20-06/30/21
Pugh, Keith	Clin. Skills Spec./SC	40.00	08/21/20-06/30/21
Romero, Yvette	Captionist/SC	42.00	07/01/20-06/30/21
Schiff, Maureen	Interpreter V/SC	45.00	07/01/20-06/30/21
Silva, Sarah	Captionist/IVC	42.00	07/30/20-06/30/21



**TO:** Board of Trustees

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

**RE:** SOCCCD: Faculty Association (FA) Initial Proposal to District

**ACTION:** Review and Study

---

### **BACKGROUND**

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

### **STATUS**

The District has received an initial proposal from the SOCCCD Faculty Association (Exhibit A) to modify, amend, or terminate the Master Agreement and to begin negotiations. A public hearing on this proposal will be held at the October 2020 Board of Trustees meeting

### **RECOMMENDATION**

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

# **An Initial Proposal to Amend and Modify the SOCCCD *Academic Employee Master Agreement***

SOCCCD Faculty Association

**September 2020**

The *Academic Employees Master Agreement*, which specifies the duties, obligations, working conditions and compensation for all full-time and part-time faculty of the South Orange County Community College District, will expire at the end of June 2021. In preparation for negotiations to establish its replacement, pursuant to Section 3547 (a) of the California Educational Employment Relations Act, the South Orange County Community College District Faculty Association hereby notifies the Board of Trustees and the residents of the South Orange County Community College District that it proposes the following modifications to the existing *Agreement*:

## **Article VIII: Negotiation Procedures**

- Establish an earlier initiation date of negotiations for the purposes of reaching an agreement prior to the expiration date of the current contract

## **Article XIV: Assignment, Contract Year, Hours of Service, and Professional Duties**

- Modify assignment hours
- Extend compensated college service and professional development opportunities to part-time faculty

## **Article XV: Workload**

- Clarify language on small lecture assignments (contracted classes)
- Clarify language on team teaching assignments
- Clarify priority rehire eligibility (PRE) processes
- Add extra duty days for certain disciplines (e.g., forensics)
- Specify conditions for reassignment
- Increase department chair compensation
- Clarify list for department chair supplemental duties
- Adjust summer department chair stipend table

## **Article XVII: Evaluations**

- Revise student evaluation process and instrument

**Article XXI: Safety**

- Define faculty association role in developing safety protocols and procedures
- Establish safety protocols and procedures

**Article XXVII: Benefits**

- Clarify part-time health insurance process
- Increase full-time life insurance maximum
- Extend life insurance benefit to qualified part-time faculty

**Article XXIX: Leaves**

- Modify parental leave benefit

**Article XXX: Wages**

- Eliminate the part-time tutorial rate on the salary schedule and combine with the full-time classroom overload rate
- Improve faculty compensation rates
- Achieve part-time parity
- Adjust initial salary schedule placement credit
- Extend doctoral stipend to part-time faculty
- Eliminate the static steps on the full-time salary schedule

**TO:** Board of Trustees

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

**RE:** SOCCCD: District Initial Proposal to Faculty Association (FA)

**ACTION:** Review and Study

---

### **BACKGROUND**

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

### **STATUS**

In preparation for contract negotiations, the District has prepared its initial proposal, shown in Exhibit A, for Board acceptance for review and study to modify, amend, or terminate the Master Agreement and to begin negotiations.

### **RECOMMENDATION**

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

**INITIAL PROPOSAL FROM THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE FACULTY ASSOCIATION**

**SEPTEMBER 21, 2020**

The collective bargaining proposal submitted by the South Orange County Community College District are expressly pursuant to the Educational Employment Relations Act, and in particular Government Code Section 3547, and the parties' collective bargaining agreement, is intended to provide the public with notice of the topics anticipated to be the subject of collective negotiations for a successor agreement, intended to be effective from July 1, 2021, through June 30, 2024. It is the intent of the South Orange County Community College District to bargain in good faith over the proposals submitted by the respective parties.

All articles in the Collective Bargaining Agreement shall be deemed to remain unchanged unless otherwise expressly stated.

**GLOBAL**

The District intends to submit proposals that bring the appropriate dates of the agreement current, correcting grammatical and numbering errors, eliminating expired sections, and replacing outdated terms.

**ARTICLE 2  
EFFECT OF AGREEMENT**

The District intends to submit proposals to clearly define the scope of the Agreement, and to settle all matters not otherwise subject to an explicit reopener for the term of the Agreement.

**ARTICLE 4  
DEFINITIONS**

The District intends to submit proposals to add, supplement, and/or clarify common designations used throughout the Agreement.

**ARTICLE 11  
PROFESSIONAL DUES AND PAYROLL DEDUCTIONS**

The District intends to submit proposals to clarify the roles and requirements of individual unit members, the Faculty Association, and the District with respect to dues authorizations. The District also intends to submit proposal that provide clarification of the professional responsibilities of faculty.

**ARTICLE 12  
BOARD POLICIES**

The District intends to submit proposals to supplement and clarify the scope of obligations to negotiate proposed changes to District Board Policies.

**ARTICLE 14**  
**ASSIGNMENT, CONTRACT YEAR, HOURS OF SERVICE, AND PROFESSIONAL DUTIES**

The District intends to submit proposals to simplify and clarify the nature of the District's right of assignment. The District also anticipates submitting proposals to clarify the nature of faculty professional duties, including offering specific examples of duties that must be performed.

**ARTICLE 15**  
**WORKLOAD**

The District intends to submit proposals to supplement and clarify expectations relating to faculty assignments, part-time faculty rehire eligibility, instructional assignments occurring outside of the traditional Fall and Spring semesters, and faculty duty and extra-duty days. The District also intends to submit proposals relating to faculty ownership of intellectual property that are intended to align the Agreement with relevant Federal law.

**ARTICLE 17**  
**EVALUATIONS**

The District intends to submit proposals to ensure that evaluation procedures common to contract, tenured, and part-time faculty are consistently applied. The District also intends to submit proposals relating to the use and retention of student evaluation components.

**ARTICLE 18**  
**PERSONNEL FILES**

The District intends to submit proposals to align the obligations under the Agreement with the requirements imposed by the Education Code and relevant decisional law.

**ARTICLE 21**  
**SAFETY**

The District intends to submit proposals to clarify the expectations and roles of faculty in reporting and responding to conditions relating to workplace safety.

**ARTICLE 23**  
**DISCIPLINE PROCEDURES**

The District intends to submit proposals intended to clarify the application of the Education Code processes and protections as applied to faculty members.

**ARTICLE 25**  
**GRIEVANCE PROCEDURES**

The District intends to submit proposals intended to facilitate the informal resolution of faculty grievances at the earliest possible time. The District also intends to submit proposals to adjust grievance procedure time limitations, from the time permitted to initiate a formal grievance to the time required to adopt a binding arbitration award.

**ARTICLE 26**  
**BONDED SABBATICAL AND PROFESSIONAL DEVELOPMENT**

The District intends to submit proposals to clarify the terms of this Article and clearly align the negotiated terms to the requirements imposed by the Education Code.

**ARTICLE 28**  
**WORKLOAD BANKING**

The District intends to submit proposals to clarify and delineate parameters for participation in the program. The District also intends to modify the Agreement in recognition of the District's right to manage its fiscal obligations.

**ARTICLE 29**  
**LEAVES**

The District intends to submit proposals to modify and align various leaves with the Education Code, including paid parental leave, to ensure that the Agreement is clear and lawful.

**ARTICLE 30**  
**WAGES**

The District expects to negotiate terms related to Wages in a manner that allows the District to adopt a prudent, conservative fiscal approach while attracting and retaining qualified personnel.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Staff Response to Public Comments from the Previous Board Meeting

**ACTION:** None

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**BACKGROUND**

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

**STATUS**

A public comment response from staff was not requested during last month's board meeting.



**TO:** Board of Trustees

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

**RE:** SOCCCD: 2021 Teachers of the Year Recognition Ceremony

**ACTION:** Information

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### **BACKGROUND**

The California Department of Education (CDE) invites county offices of education, school districts, charter schools, professional organizations and private schools statewide to participate annually in the California Teachers of the Year Program. Established in 1972, the overall purpose of the California Teachers of the Year Program is to pay tribute to California's teaching force, the complexity of challenges that confront our schools, and the need to promote collaboration and teamwork to meet those challenges. In doing so, the program brings deserved recognition to the members of the teaching profession in California.

The Orange County Teachers of the Year (TOTY) program provides recognition for outstanding teachers in Orange County. The goal of the program is to bring recognition to educators and to pay tribute to individuals who provide exemplary service. The program highlights educational innovation, student learning, and the rewards of teaching. Candidates are honored at an annual recognition ceremony hosted by the program sponsors.

### **STATUS**

Due to the pandemic, the 2021 Teachers of the Year Recognition Ceremony is being rescheduled to a future date. The South Orange County Community College District will receive ten complimentary invitations for district and college representatives to honor the candidates for their outstanding efforts in promoting student success. The Orange County Department of Education has returned to its prior practice of honoring one nominee per accredited college.

The district nominees being honored at a future recognition ceremony are Emily Quinlan, Business Law Instructor from Saddleback College and Leonard Lamp, Mathematics Instructor from Irvine Valley College.

Professor Emily Quinlan, was awarded the honor of Orange County's Community College Professor of the Year for 2021. Professor Quinlan was named one of six teacher of the year finalists by the Orange County Department of Education. The five K-12 finalists are eligible to compete with the top teachers from other counties in the National Teacher of the Year program.

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

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

---

### **BACKGROUND**

At the request of the Board of Trustees, this report is prepared and submitted monthly to provide the Board with information on major capital projects underway and/or planned. Each project includes the project description, budget narrative, status, whether the project is in progress or recently completed and the current focus. Words appearing in *italics* indicate a change from the previous report. The dates appearing in **bold font** indicate that the associated phase is completed.

### **STATUS**

EXHIBIT A provides an up-to-date report on the status of major capital projects.

## FACILITIES PLAN STATUS REPORT

September 21, 2020

### CAPITAL IMPROVEMENT PLANNING

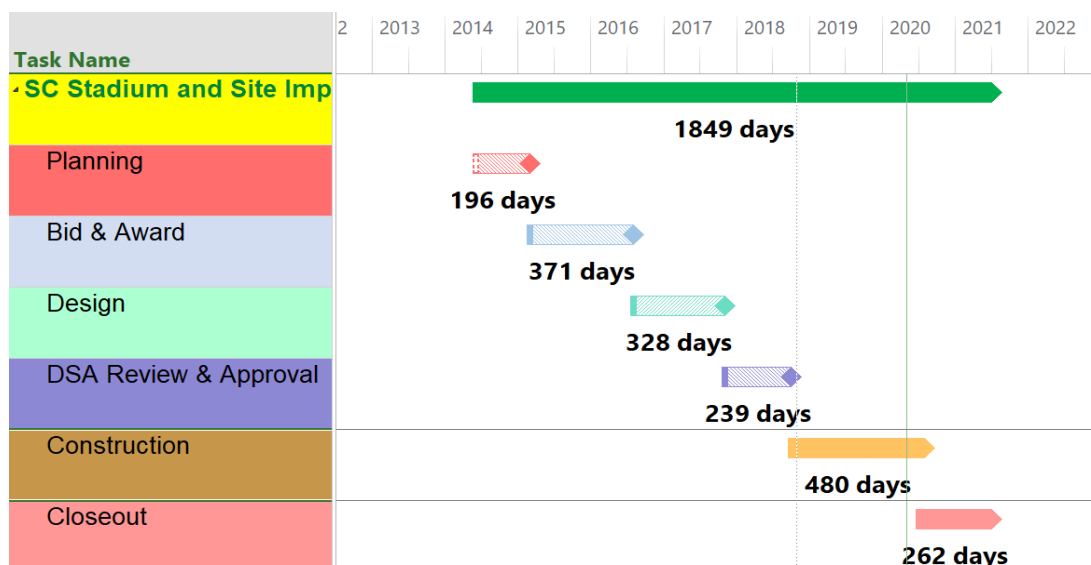
The decision to design and construct capital improvement projects begins with the Education Master and Strategic Planning (EMSP) process and continues with the Facilities Master Plans (FMP). The last EMSP cycle was completed June 2020 and the FMP cycle was completed July 2020. The 2020 EMSP and FMP reports 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, *turn-over of attic stock and close out record documents. Finalizing the Notice of Completion.*

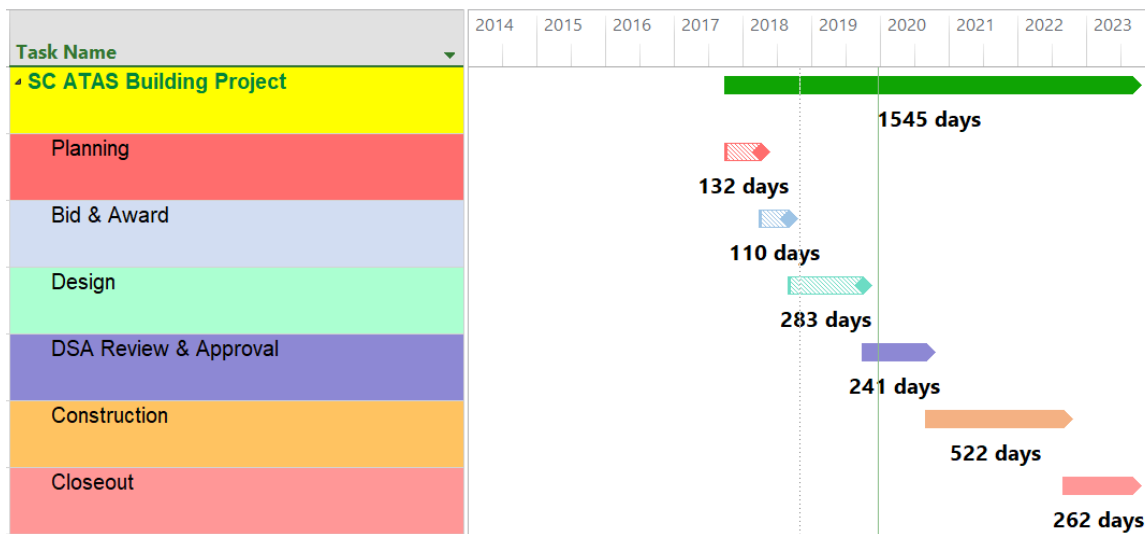
Recently Completed: *Partial punch list items, system commissioning and training. Mediation of change order requests and claims finalized.*

Focus: Monitor final completion of punch list items and DSA close out. *Obtain Board of Trustees approval for mediated amount of change order requests, claims and final settlement authorization.*

## 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.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:			
TAS Renovation	\$8,755,055	\$ (7,446,120)	\$ 1,308,935
ATAS Building	\$ 0	\$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: *The Tennis Center is substantially complete. Construction Phase for the ATAS Building & the New Connector Road & Parking Lot 5-B is approximately 3% complete.*

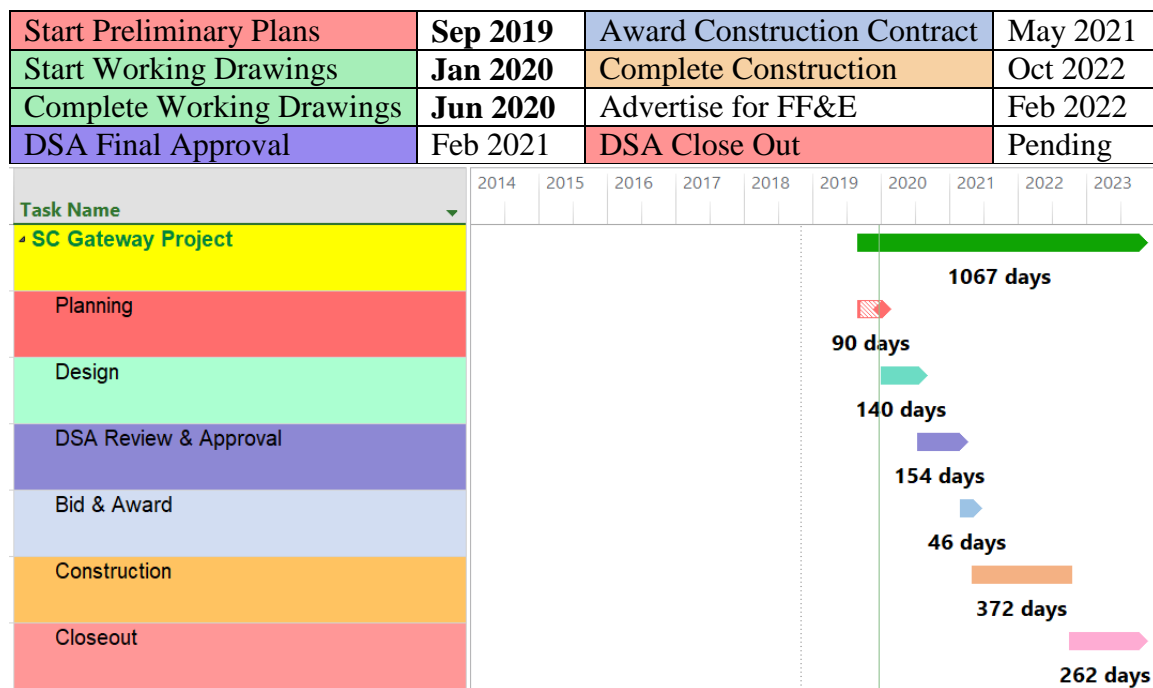
**In Progress:** The grading operation at the new ATAS Building & the New Connector Road & Parking Lot 5-B is ongoing as well as the underground utilities re-route. At the new Tennis Center, Saddleback College Athletics Department, FMO, College IT, and Campus Police are in the process of performing punch list walks and owner training sessions.

Recently Completed: At the Tennis Center, the contractor completed *installation of signage, Wireless Access Points (WAPs), security cameras, sports lighting, asphalt paving, striping, final surfacing and striping of the eight tennis courts, and the windscreens*. The architect addressed DSA back-check review comments on the baseball field safety netting system and resubmitted to DSA for final review and approval.

Focus Issue: Complete *the architectural/engineer and owner's punch list items at the new Tennis Center*. Continue the grading operation at the new ATAS Building and New Connector Road & Parking Lot 5B. Schedule one-on-one Zoom meetings with the ATAS faculty & staff to review the FF&E package for the new building and obtain DSA final sign-off on 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.



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.

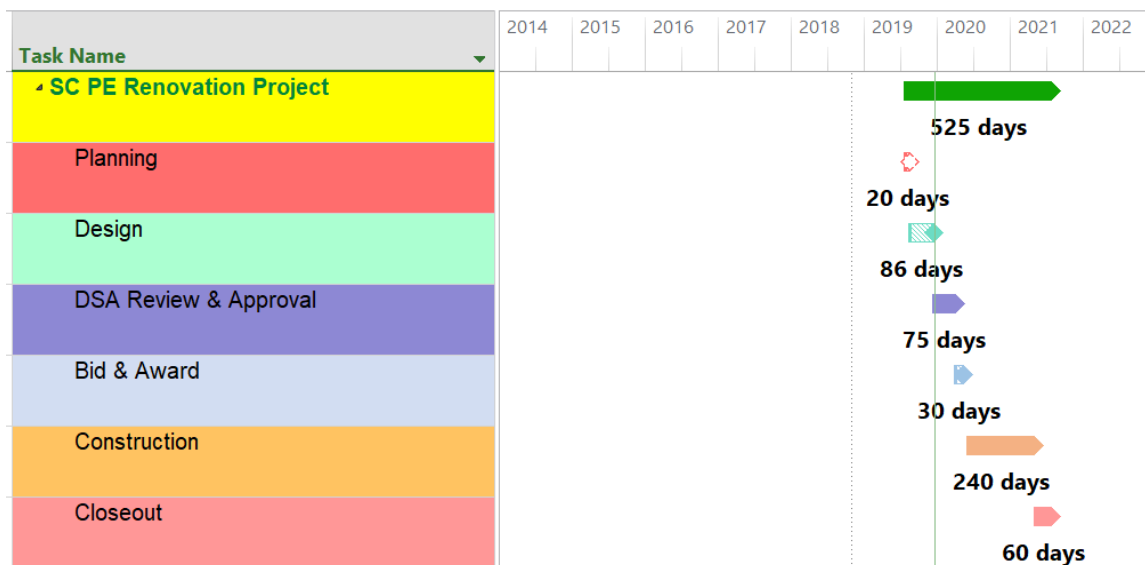
Recently Completed: *100% Construction Documents submitted to DSA for final sign-off.*

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. 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	<b>Jul 2019</b>	Award Construction Contract	<b>Jul 2020</b>
Start Working Drawings	<b>Aug 2019</b>	Complete Construction	Apr 2021
Complete Working Drawings	<b>Dec 2019</b>	Advertise for Equipment	Nov 2020
DSA Final Approval	<b>Apr 2020</b>	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: Project is approximately 5% complete.*

**In Progress:** *Demolition, underground plumbing piping, and electrical roughing.*

**Recently Completed:** *Hazardous material abatement.*

**Focus:** *Procurement of air handlers and structural steel.*

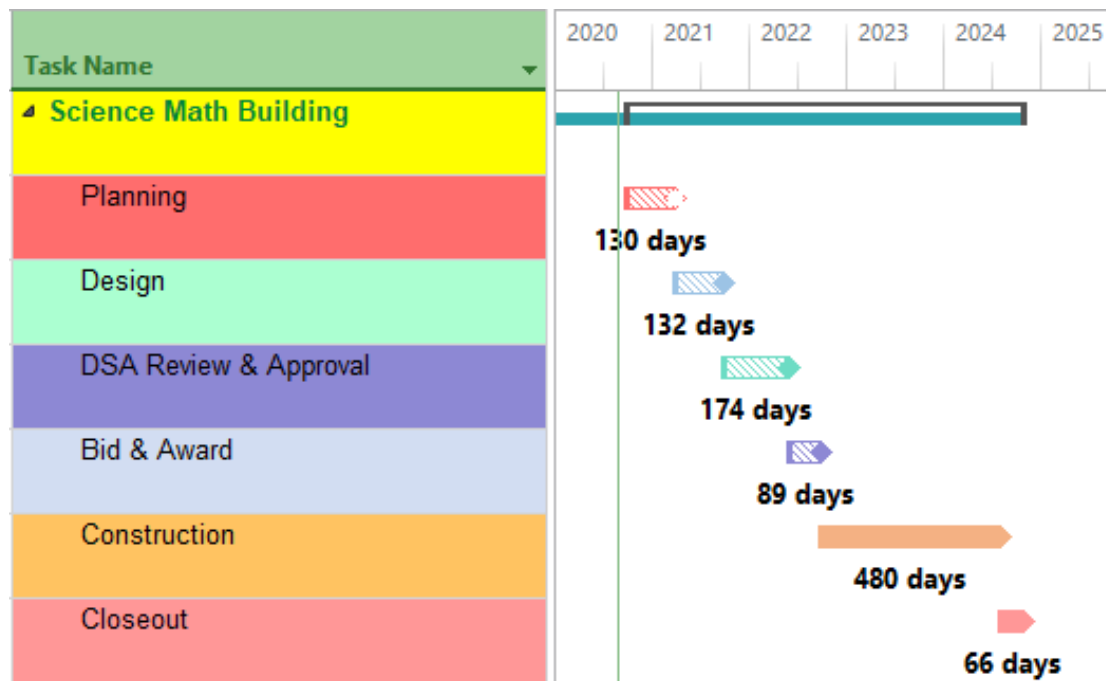
## 5. Science Math Building

**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). *This project was moved from the draft 2021-22 spending plan, to the current 2020-21 spending plan in the amendment of SB 115, as part of the Governor's effort to help stimulate California's economy. If the*



*Governor signs SB 115 as anticipated, the Chancellor's Office will likely release the Preliminary Plan funds so the District can commence with the project in October 2020 (the Governor has until the end of September to sign the 2020-21 trailer bill). The table below reflects the potential change in schedule.*

Start Preliminary Plans	Oct 2020	Award Construction Contract	Oct 2022
Start Working Drawings	Apr 2021	Complete Construction	Aug 2024
Complete Working Drawings	Oct 2021	Advertise for Equipment	Jul 2023
DSA Final Approval	Jun 2022	DSA Close Out	Oct 2024



Budget Narrative: Budget reflects Board action on 4/27/2020. On April 27, 2020, the Board approved \$4,300,000.

	Original	Revision	Total
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: Programming Phase: Preliminary planning.

In Progress: RFQ&P process to hire project architect.

Recently Completed: Staff issued RFQ&P for architectural services.

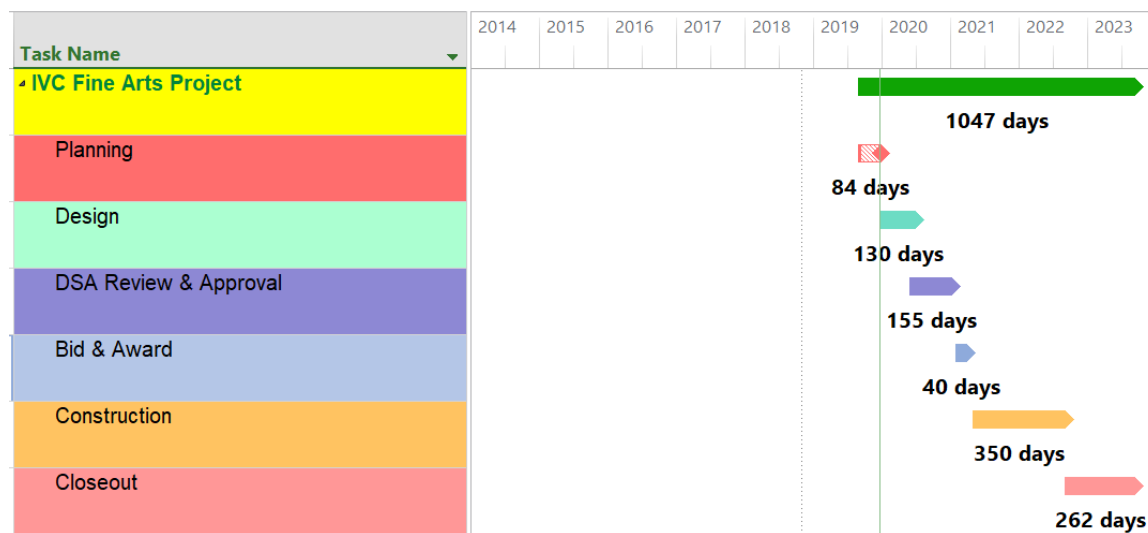
Focus: Complete the hiring process for the project architect and present recommendation to the Board of Trustees in October. Complete procurement process to hire a Geotechnical Engineer and Land Surveyor.

## 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.

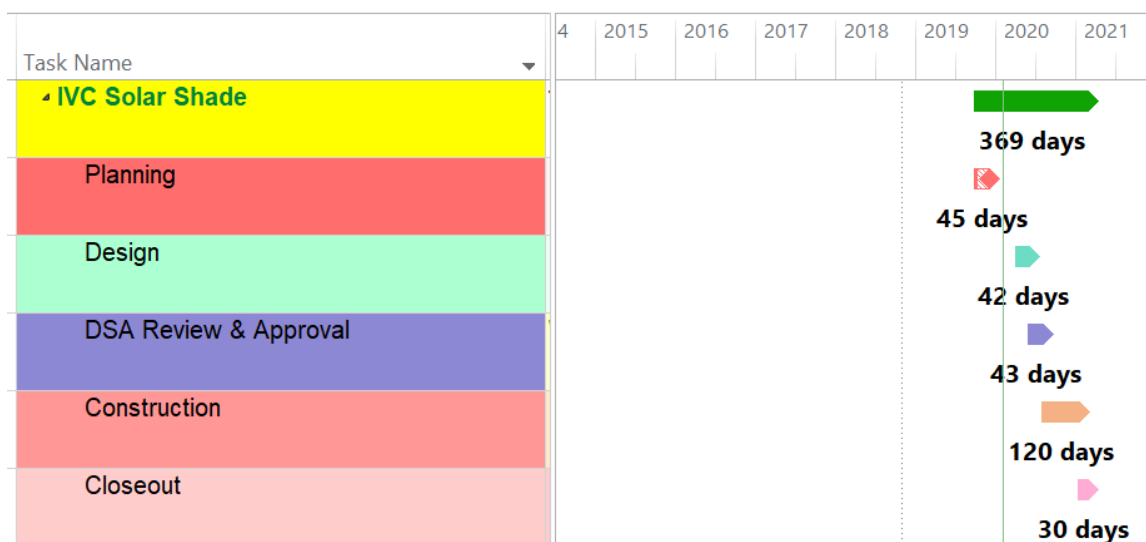
Recently Completed: DSA indicates completion of initial access compliance plan check review.

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	<b>Jun 2020</b>	Begin construction	Nov 2020
Start Working Drawings	<b>Aug 2020</b>	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 50% Design Documents.*

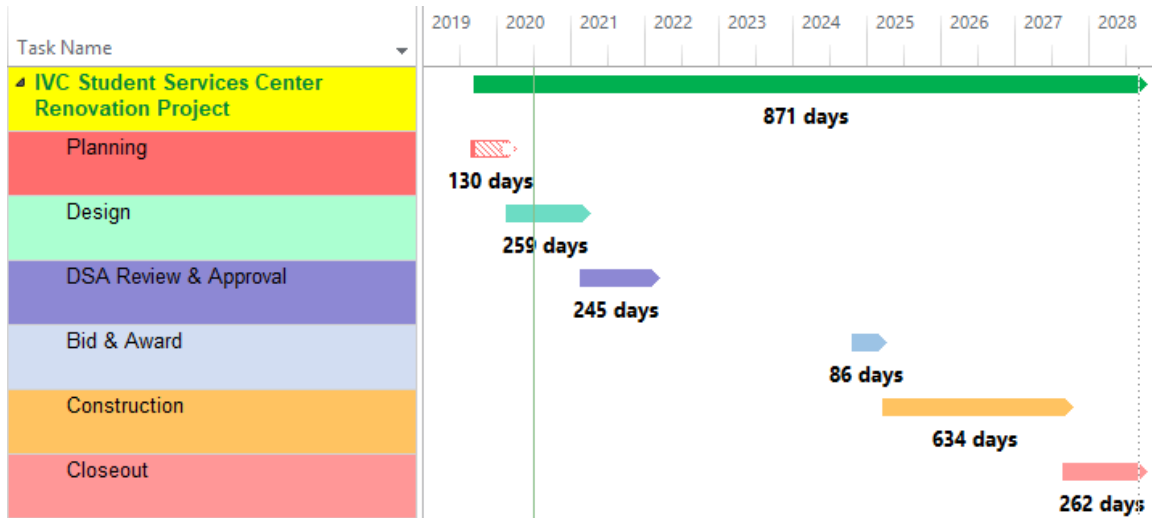
Recently Completed: *Verified location of interconnection to campus electrical grid and capacity of existing electrical substation.*

Focus: *Complete review of solar shade canopy and new electrical equipment locations and proposed photovoltaic conduit routing.*

### 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.

Start Preliminary Plans	Sep 2019	Award Construction Contract	Feb 2025
Start Working Drawings	Oct 2020	Complete Construction	Apr 2027
Complete Working Drawings	Mar 2021	Advertise for Equipment	Aug 2026
DSA Final Approval	Feb 2022	DSA Close Out	Pending



**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.

	Original	Revision	Total
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:** Building interior design, plaza design, and mechanical design.

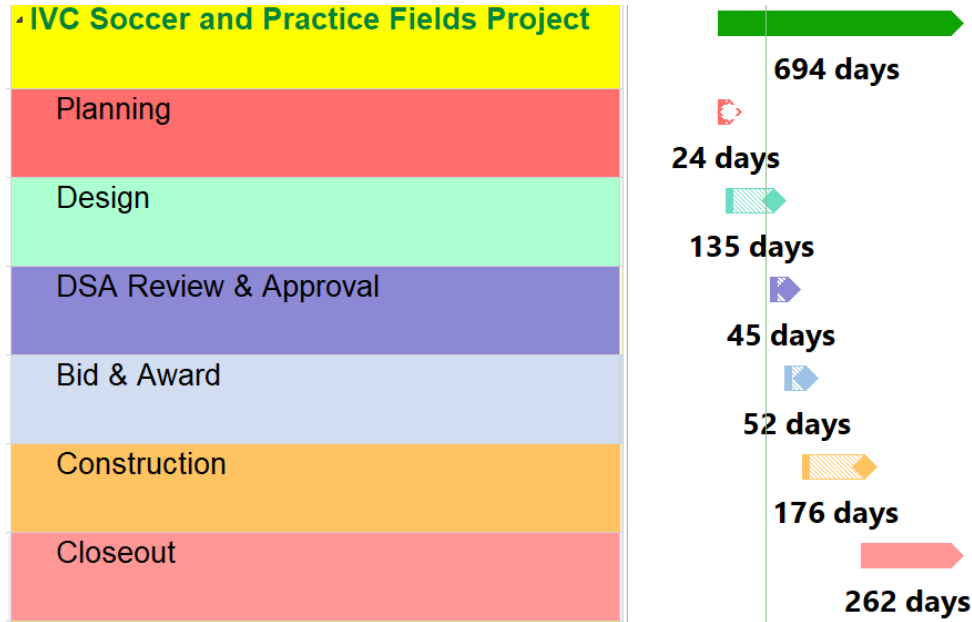
**Recently Completed:** Building floor plans set and initial quad design completed.

**Focus:** Develop design. Settle on building exterior elevations and canopy 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.

Start Preliminary Plans	Feb 2020	Award Construction Contract	Jan 2021
Start Working Drawings	May 2020	Complete Construction	Sep 2021
Complete Working Drawings	Sep 2020	Advertise for Equipment	Jan 2021
DSA Final Approval	Nov 2020	DSA Close Out	Pending



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>
Project Budget:	\$5,900,000		\$10,175,000
District Funding Commitment:	\$ 175,000	\$10,000,000	\$10,175,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 175,000	\$10,000,000	\$10,175,000

Status: Construction Documents Phase.

In Progress: Construction Drawings.

Recently Completed: *Design Development.*

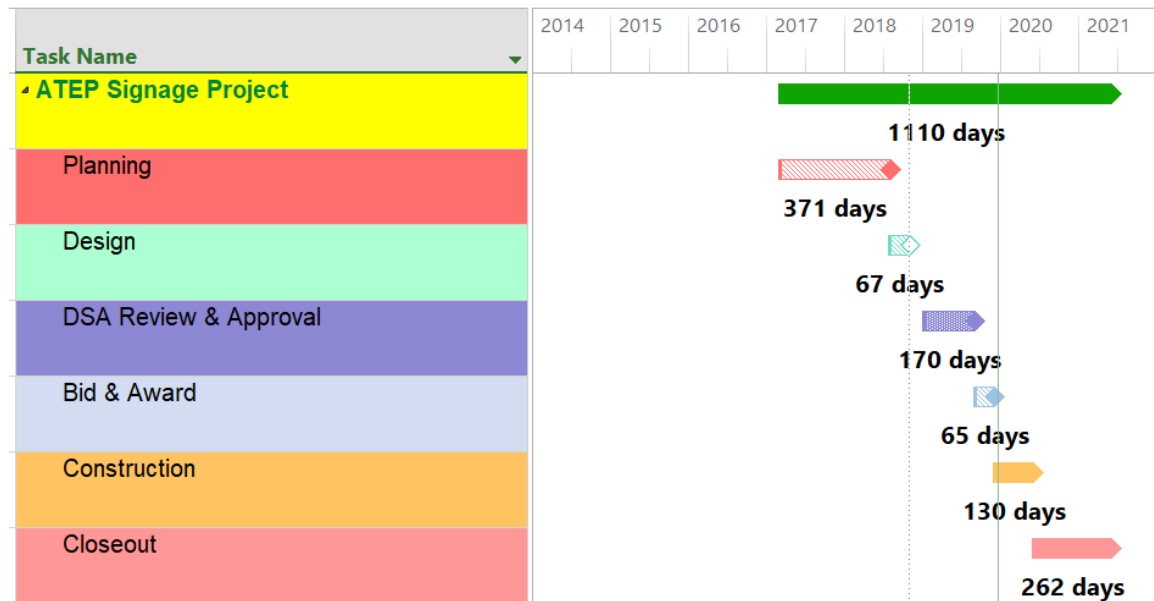
Focus: *Complete Working Drawings and submit to DSA for plan review. Complete equipment purchase requirements plan.*

## 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	Sep 2020
Complete Working Drawings	Apr 2019	Advertise for FF&E	N/A
DSA Final Approval	Aug 2019	DSA Close Out	Nov 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 98% complete.

In Progress: Final electrical terminations, programing & punch list.

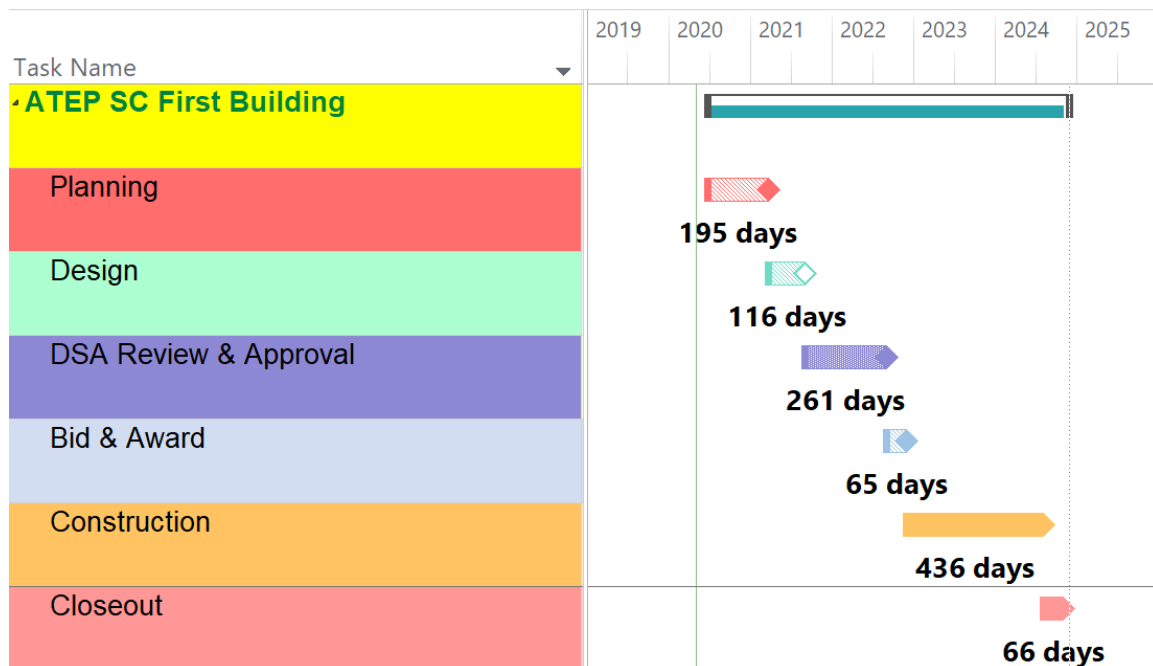
Recently Completed: Installation of all finish materials.

Focus: Final electrical terminations, quality control, *punch list*, 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.

	Original	Revision	Total
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: Initial utility survey and determining best location for building on site. Coordination of space with IDEA building.



Recently Completed: *Second, third and fourth programming meetings.*

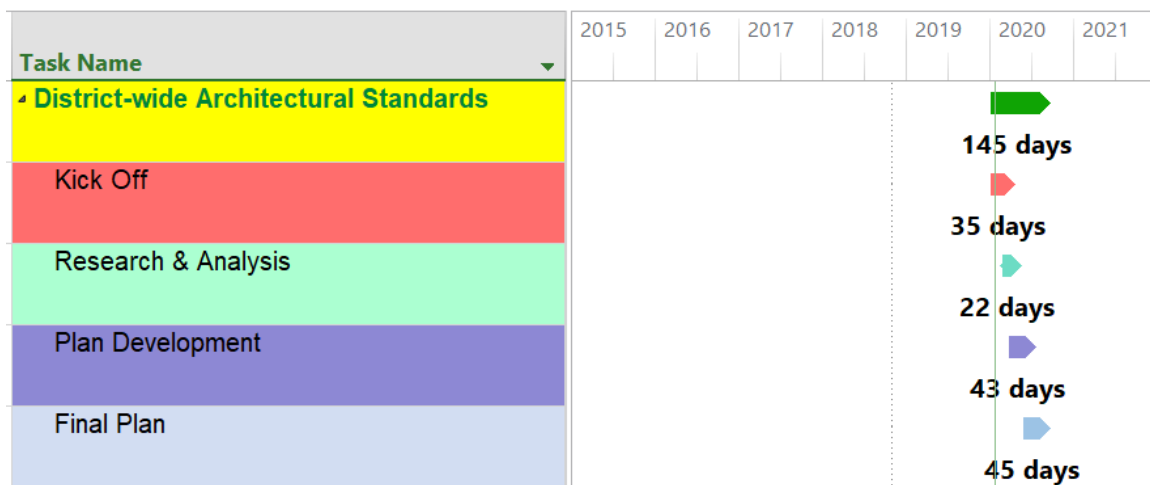
Focus: *Develop space utilization requirements and program needs. Site building on property.*

## 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.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$1,500,000	\$ 0	\$1,500,000
District Funding Commitment:	\$1,500,000	\$ 0	\$1,500,000
Anticipated State Match:	N/A	N/A	N/A
Basic Aid Allocation:	\$1,500,000	\$ 0	\$1,500,000

Status: Research and Analysis Phase.

In Progress: Landscape design standards for both colleges and development of Storm Water Mitigation Plans.

Recently Completed: *Comprehensive walk of Saddleback College to address what is and is not working for Facilities as it relates to landscape design on recent projects and impact on amount of maintenance required.*

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

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**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 August 31, 2020 is provided in EXHIBIT A.

### CARES Act Funds as of August 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	
<b>Total Amount Awarded</b>	<b>\$ 2,242,905</b>	<b>\$ 2,148,052</b>	<b>\$ 4,390,957</b>
Number of Students Eligible	4,263	4,036	8,299
Number of Grant Recipients	3,381	3,278	6,659
Student Grant Amount	\$ 500	\$ 500	
<b>Total Amount of Grants Distributed</b>	<b>\$ 1,690,500</b>	<b>\$ 1,639,000</b>	<b>\$ 3,329,500</b>
<b>Amount Remaining to Distribute</b>	<b>\$ 552,405</b>	<b>\$ 509,052</b>	<b>\$ 1,061,457</b>

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	
<b>Total Amount Awarded</b>	<b>\$ 2,242,905</b>	<b>\$ 2,148,051</b>	<b>\$ 4,390,956</b>
Expenses:			
Salaries	\$ 43,354	\$ 263,779	\$ 307,133
Benefits	\$ 19,103	\$ 88,455	\$ 107,558
Supplies	\$ 91,869	\$ 20,601	\$ 112,470
Services	\$ 337,913	\$ 641,220	\$ 979,133
Equipment	\$ 560,270	\$ 1,104,496	\$ 1,664,766
Student Grants	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ 1,052,509</b>	<b>\$ 2,118,551</b>	<b>\$ 3,171,060</b>
<b>Amount Remaining</b>	<b>\$ 1,190,396</b>	<b>\$ 29,500</b>	<b>\$ 1,219,896</b>

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	
<b>Total Amount Awarded</b>	<b>\$ 18,480</b>	<b>\$ 316,264</b>	<b>\$ 334,744</b>
Lost Revenue:			
Parking	\$ -	\$ -	\$ -
Child Development Center	\$ -	\$ -	\$ -
Community Education	\$ 11,373	\$ -	\$ 11,373
<b>Total Lost Revenue</b>	<b>\$ 11,373</b>	<b>\$ -</b>	<b>\$ 11,373</b>
Expenses:			
Supplies	\$ -	\$ 579	\$ 579
Services	\$ -	\$ 3,517	\$ 3,517
Equipment	\$ -	\$ 4,779	\$ 4,779
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 8,875</b>	<b>\$ 8,875</b>
<b>Amount Remaining</b>	<b>\$ 7,107</b>	<b>\$ 307,389</b>	<b>\$ 314,496</b>

**TO:** Board of Trustees

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

**RE:** SOCCCD: COVID-19 Response Block Grant Monthly Summary

**ACTION:** Information

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### **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 August 31, 2020 is provided in EXHIBIT A.

## COVID-19 Response Block Grant as of August 31, 2020

Federal				
Grant Period 3/1/2020-12/31/2020				
	District Services	Irvine Valley College	Saddleback College	SOCCCD Total
<b>Total Amount Awarded</b>	<b>\$ 121,131</b>	<b>\$ 461,844</b>	<b>\$ 713,930</b>	<b>\$ 1,296,905</b>
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	\$ 7,004	\$ 41,181
<b>Total Expenses</b>	<b>\$ 34,044</b>	<b>\$ 461,844</b>	<b>\$ 692,833</b>	<b>\$ 1,188,721</b>
<b>Amount Remaining</b>	<b>\$ 87,087</b>	<b>\$ -</b>	<b>\$ 21,097</b>	<b>\$ 108,184</b>

State			
Grant Period 3/1/2020-6/30/2022			
	Irvine Valley College	Saddleback College	SOCCCD Total
<b>Total Amount Awarded</b>	<b>\$ 625,325</b>	<b>\$ 966,643</b>	<b>\$ 1,591,968</b>
Expenses:			
Salaries	\$ -	\$ 30,175	\$ 30,175
Benefits	\$ -	\$ 3,401	\$ 3,401
Supplies	\$ -	\$ -	\$ -
Services	\$ -	\$ 439,624	\$ 439,624
Equipment	\$ -	\$ -	\$ -
<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 473,200</b>	<b>\$ 473,200</b>
<b>Amount Remaining</b>	<b>\$ 625,325</b>	<b>\$ 493,443</b>	<b>\$ 1,118,768</b>

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** SOCCCD: Retiree (OPEB) Trust Fund  
**ACTION:** Information

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### **BACKGROUND**

In April 2008, the Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

### **STATUS**

This report is for the period ending July 31, 2020 (EXHIBIT A).

For July, the portfolio was composed of 45.4% common stocks (domestic and international) and 54.6% fixed funds (bonds). The portfolio's performance increased 3.89%, ending with a fair market value of \$134,216,327 and an annualized return of 5.85% since inception.

August 13, 2020

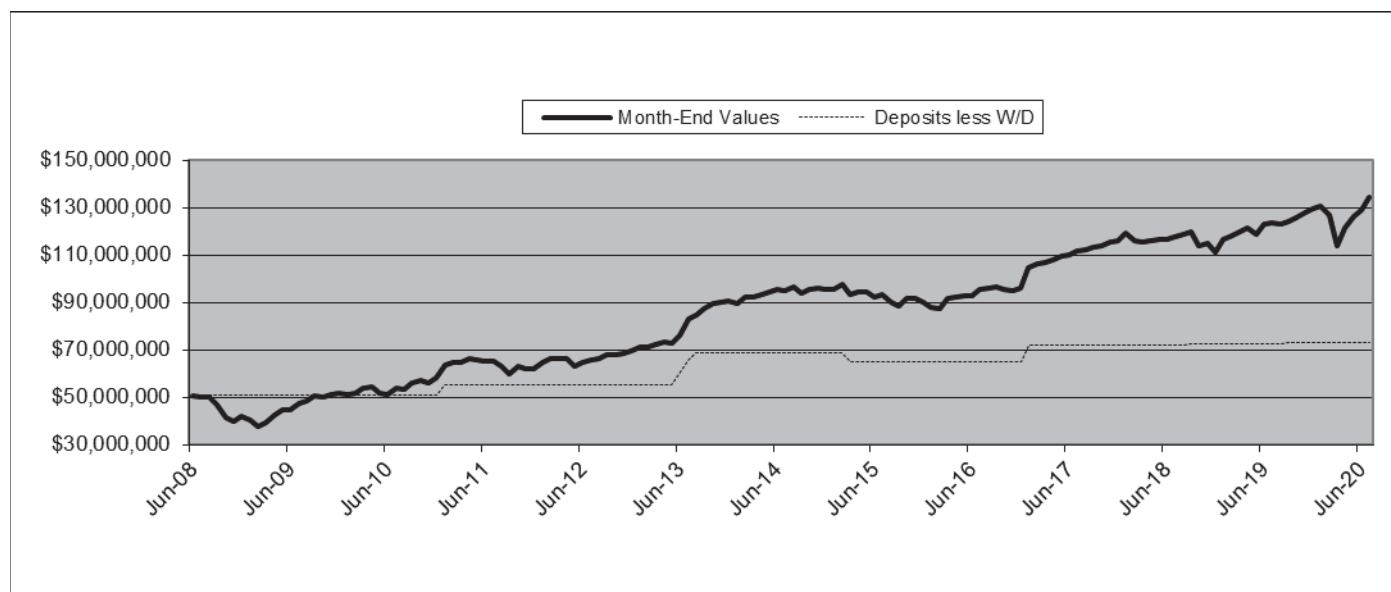
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

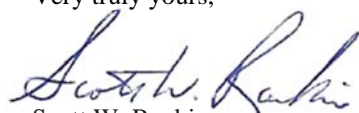
With a fair market value on July 31st of \$134,216,327.34 your portfolio's performance was up 3.89% for the month and up 5.85% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (45.4%) and fixed income funds (54.6%). It was designed to be invested over a long time frame. Total deposits in the amount of \$77,214,430.38 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>July 2020</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	3.89%	3.70%	5.85% annualized return
S&P 500	5.64%	2.37%	10.40% (Domestic Stocks)
MSCI EAFE	2.33%	-9.28%	2.19% (International stocks)
Barclays Aggregate	1.49%	7.72%	4.58% (Domestic Bonds)
Barclays Global	3.19%	6.27%	3.22% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President

**Scott Rankin**

Digitally signed by Scott Rankin  
Date: 2020.08.13 14:44:58  
-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
June-20	\$ 484,735	\$ 73,214,430	\$ 129,192,912
July-20	\$ -	\$ 73,214,430	\$ 134,216,327
	<b>\$ 73,214,430</b>		

**TO:** Board of Trustees

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

**RE:** Reports from Administration and Governance Groups

**ACTION:** None

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Reports by the following individuals 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



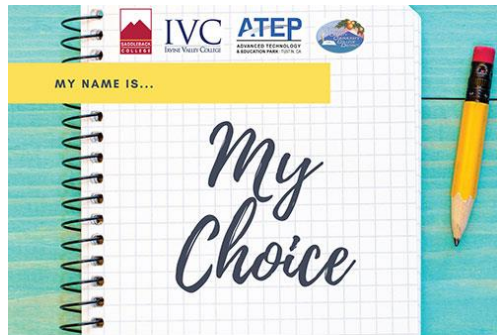
**DATE:** September 7, 2020  
**TO:** Members of the Board of Trustees  
**FROM:** Chancellor Kathleen F. Burke, Ed.D.  
**SUBJECT:** District Services Report for September 21, 2020 Board of Trustees Meeting

### Your Vote Your Voice



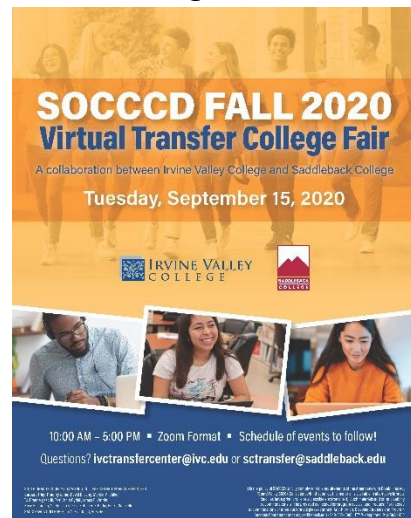
Assembly Bill 963 authored by Assembly Member Cottie Petrie Norris was passed and signed by the Governor last year to help higher education institutions promote the importance of registering to vote and voting in elections to students. Since its passage, the District and Colleges have implemented a number of initiatives to increase voter education and civic engagement. Starting in the first week of September, a social media campaign will start from the SOCCCD accounts including from my Chancellor Twitter account through Election Day. Please follow, share, and comment to increase the level of engagement. I will also include in my future reports and updates, the progress of the colleges and their activities as it relates to AB 963.

### First Name Campaign



During the August Board meeting, Dr. Cindy Vyskocil and Letitia Clark made a presentation about the progress of equity and inclusion efforts within SOCCCD, including the First Name Program and Campaign. Unfortunately, the video did not have sound during the zoom presentation, so for your reference and viewing, please find the link to the full video below. The video features students throughout SOCCCD and describes how the program is to be implemented and will impact the culture of inclusiveness on both campuses. Video link: <https://youtu.be/DEz2KuDptio>

### SOCCCD College Transfer Fair



Irvine Valley College and Saddleback College co-hosted a virtual College Fair on Tuesday, September 15 via Zoom to provide students with the opportunity to learn about transferring to four-year universities and engage with university reps via one-on-one chats. The fair was represented by various CSUs, UCs, California private colleges/universities, HBCUs, and out-of-state and international universities. For a list of participating campuses, please visit:

<https://www.saddleback.edu/SOCCCDF2020VTF>



**TO:** Kathleen F. Burke, EdD, Chancellor, and Members of the Board of Trustees

**FROM:** John C. Hernandez, PhD, President

**DATE:** September 10, 2020

**SUBJECT:** **President's Report for the September 21, 2020 Board of Trustees Meeting**

## **Irvine Valley College Welcomes New Vice President for Student Services**



On August 24, Irvine Valley College (IVC) officially welcomed its new Vice President for Student Services (VPSS), Dr. Martha McDonald. Dr. McDonald is bilingual in Spanish and English, is a veteran of the United States Marine Corps, and possesses a doctorate in educational leadership from California State University, Fullerton, as well as a Master of Arts in counseling and a bachelor's degree in psychology from Chapman University. Dr. McDonald was the first in her family to attend college. Prior to IVC, Dr. McDonald served as the Vice President of

Student Services at Citrus College. Prior to that role, she served as the Interim Executive Dean and Dean of Students at Citrus College. As the Vice President of Student Services, Dr. McDonald was a member of the Superintendent/President's Cabinet and was responsible for providing leadership for and direction to the division of Student Services, which was comprised of four major divisions: Campus Safety, Counseling Programs and Services, Enrollment Services, and Student Affairs. She began her career in education within the California community college system working as an adjunct counselor and instructor at Fullerton College.

## **Director of Student Life and Equity Invited to Present at ASHE Conference**

Director of Student Life and Equity Amrik Johal has been invited to present his research at the Association for the Study of Higher Education (ASHE) conference this November. His research employs Critical Race Theory (CRT) as a theoretical framework and methodological tool to explore how racial identity plays a role in the socio-academic experiences of college students. A qualitative study, it will serve as a building block in the dissertation phase of his PhD work in the Higher Education and Organizational Change (HEOC) program at UCLA.

## **Student Life Hosts Fall 2020 Leadership Retreat**

The Associated Students of Irvine Valley College (ASIVC) participated in their Fall 2020 Leadership Retreat virtually on Thursday, August 13. All 15 elected ASIVC student leaders attended the retreat, which was facilitated by ASIVC Advisor/Director of Student Life and Equity Amrik Johal. The goals of the retreat were to build team cohesion, cover important parliamentary procedure protocols, foster a culture of collaboration and teamwork, strategize activities and engagement for the 2020-2021 school year, and engage in leadership development and personal growth activities. Each student leader learned about the California Brown Act and Robert's Rules of Order, with the purpose of instituting parliamentary procedures into their legislative meetings. ASIVC student leaders began their weekly legislative meetings during the first week of classes. Under the leadership of ASIVC President Brianna Ross, the group looks forward to representing the voices and diverse experiences of the students of Irvine Valley College.

### **Office of Student Life Hosts Virtual Engagement Fair to Kick Off the Fall Semester**



On Tuesday, August 25, the Office of Student Life held their Fall 2020 Virtual Engagement Fair. The purpose was to provide students with opportunities to be involved and engaged during the virtual environment, learn about ASIVC and how to be involved, learn the support services available to them, as well as to provide connection among students both new and returning. ASIVC President Brianna

Ross and Director of Student Life and Equity Amrik Johal co-facilitated the event, for which more than 150 students registered to learn how to get involved in student government and clubs, co-curricular programs, Athletics, Honors, and Student Equity Programs, as well as how to access student support services during the virtual environment. ASIVC student leaders were able to connect and engage with students, with presentations by Vice President Alexis Nguyen, Senator Zainab Hussain, and Senator Farnoush Nasouri. Speakers included SOCCCD Student Trustee Ethan Manafi; Interim Program Manager of Student Equity Erin Pollard; Dean of Kinesiology, Health and Athletics Keith Shackleford; Professor of Communication Studies Eddie Tiongson; Senior Administrative Assistant Teresa Slaughter Chevalier; and Student Development Office Assistant Zoraida Quiroz. A special thank you to the Student Life staff for their support in ensuring this event's success and the Marketing and Creative Services team for marketing the event through a variety of media.

### **Promise Program Hosts Its Annual Orientation for Incoming Freshmen**

On Tuesday, August 11, the Irvine Valley Promise program hosted its annual orientation for incoming freshmen, with nearly 400 student attendees. The Promise orientation, which took place virtually this year, welcomed first-time freshmen by providing them with information on program benefits, ongoing requirements, and the various support services available to them. The new group of Lasers received a welcome address from President Hernandez, who wished them well on their new journey. Promise co-chairs Amrik Johal and Ken Lira; Counselors Kathryn Urell, Paige Crossland, and Eric Garcia; Dean of Counseling Dr. Elizabeth Cipres; and Title IX Investigator/Manager Anne Chua provided each student with tools, strategies, and support for being successful at IVC and beyond. A special thank you to Student Services Specialist Denice Perez, and Instructional Technologist Tim VanNorman for their support in ensuring the program was successful. The Irvine Valley Promise program's third cohort will receive a range of benefits including paid enrollment fees, a bookstore voucher, and other resources to ensure their success at IVC.

### **Foundation Planned Giving Program to Be Revived**

The IVC Foundation is reinvigorating its planned giving program. Its website went live in July and can be found at <https://ivc.giftlegacy.com/>. The focus for this renewed effort will initially be on bequests and IRA rollover gifts. The Foundation already has received their first bequest intention form, which promises a gift of \$50,000 when the bequest is realized. Over the next few months, the Foundation will actively market the program through direct mail, in their quarterly newsletter, and during meetings. While these efforts will be widespread, they will focus on the Foundation's top prospects, which are those donors who have a long and consistent giving history along with those who have the highest cumulative giving totals. Additionally, special attention will be paid to retired faculty and staff. When it is safe, a luncheon will be held to introduce these individuals to Dr. Hernandez and IVC's planned giving program. The financial impact of these gifts will not be realized immediately, as the donor(s) must pass away before the funds can be received. The IVC Foundation is focusing time and effort on these gifts, as nine percent of all philanthropic dollars come through bequests.

### **Technology Services Provides Laptops to IVC Students and Team Members Amid COVID Crisis**

Technology Services has been busily acquiring laptops for students, faculty, staff, and management for the past two months. The Technology Services team was able to purchase and receive 700 Chromebooks, 300 laptops for students, and over 200 laptops for faculty and staff. During the month of August, Technology Services built an application process and began checking out laptops to students. Since the beginning of the fall semester, Technology Services has provided over 200 laptops to students working through the application process and are slated to check out even more in the coming week, with over 375 total applications to date and more coming in!

Over the summer, Technology Services was successful in virtualizing all their most highly utilized computer labs for IVC students. Students now have access to Engineering, Math, Computer Science, AESL, Accounting, and Digital Media Arts (DMA) software 24/7 in a remote capability in support of instruction.

### **IVC Continues to Support Students Remotely**

The Irvine Valley College campus began the Fall 2020 semester closed to the public but continues to support its students remotely. The Office of Student Equity is currently offering to assist in the purchase of textbooks for students who have a documented financial need. The Dream Scholars Program is providing free virtual legal consultations for students on issues of immigration and citizenship. Students who are experiencing economic hardship or who have additional educational expenses due to COVID-19 may be eligible to apply for the CARES ACT through the Financial Aid department. Grants range anywhere from \$100 to \$500 per student per term. In addition to this, if students are experiencing food insecurity, they can contact the Food Resource Center for a \$50 Albertsons e-gift card while supplies last.

Finally, the Health and Wellness Center is available to assist students with their medical needs. Telehealth visits with medical providers via phone or video are offered to currently registered students. Full medical services include exams, prescriptions, and Zoom meetings to discuss medical concerns. Mental health therapists are also available to students who are in need due to isolation, depression, anxiety, or anything else they may wish to discuss.

### **Irvine Valley College invited to participate in NASA MUREP INCLUDES 2020 Planning Grant Awardees**

On Monday, August 24, NASA announced the NASA MUREP INCLUDES planning grants awarding. The grant includes a partnership with Cal State San Bernardino and has been awarded to develop a proposal for a multi-million-dollar NSF INCLUDES award. The main deliverable of this planning grant will be a concept paper which will specifically address the multi-year goals and objectives of the NASA MUREP INCLUDES program, specifically addressing how to inspire future generations of engineers through NASA-related STEM engagement; building partnerships among MSI community colleges, MSI 4-year universities, non-profits, industry and local, state and federal government entities; employing evidence-based recruitment strategies to attract and retain underrepresented minority groups (URM) groups in to engineering careers; establishing a constellation of mentors to provide sustained mentoring of engineering students; creating unique engineering pathways based on experiential learning on two- and four-year campuses that promotes STEM self-efficacy; and increasing minority female student (MFS) enrollment in STEM. Professor Alec Sims and Grants Analyst, Rachel Manders will work alongside representatives from Victor Valley College, Riverside Community College, California State University San Bernardino, and California State Polytechnic State University Pomona. All are minority serving institutions, serving low income and first-generation student populations. Other members of the team will include representatives from the Community College Association of Mathematics and Engineering Science Achievement (MESA) Directors, the Cobblestone Applied Research and Evaluation, Inc, and the NASA-Armstrong Flight Research Center.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:

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**Men's Basketball Releases Spring 2021 Schedule**

The Athletics Department has released the Men's Basketball Spring 2021 schedule. The schedule was released following the California Community College Athletic Association's implementation of its Contingency Plan in July, providing a return to intercollegiate athletics for the 2020-21 academic year. The Contingency Plan paves the way for other IVC sports to begin in the spring, including women's basketball, men's and women's soccer, and men's and women's volleyball, provided it is safe to do so considering COVID-19.

Respectfully Submitted,

A handwritten signature in black ink that reads "John C. Hernandez". The signature is written in a cursive, flowing style.

John C. Hernandez, PhD  
President



# SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

TO: Members of the Board of Trustees  
Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Report for September 21, 2020 Board of Trustees Meeting

## **Saddleback Awarded Hispanic Serving Institution Grant**

On September 3, Saddleback College was awarded the U.S. Department of Education Developing Hispanic Serving Institutions Program grant for full funding: \$600,000/year for five years, or \$3 million - the maximum award. Nationally, there were fewer than 100 colleges selected for the 2020 award year. The project title is "Closing the Gap: Ensuring Student Equity in Access and Achievement."

The percentage of LatinX students at Saddleback College has doubled from 13% in 2001 to 26% in 2018. This rapid change has given the college cause to re-examine how best to serve its students of differing ethnic and economic backgrounds, and to ensure that all students receive a quality education and achieve their educational goals. This project will focus its efforts to serve the LatinX and low-income student populations, and work to close equity gaps in retention, achievement, and completion rates compared to the rates of White and Asian students.

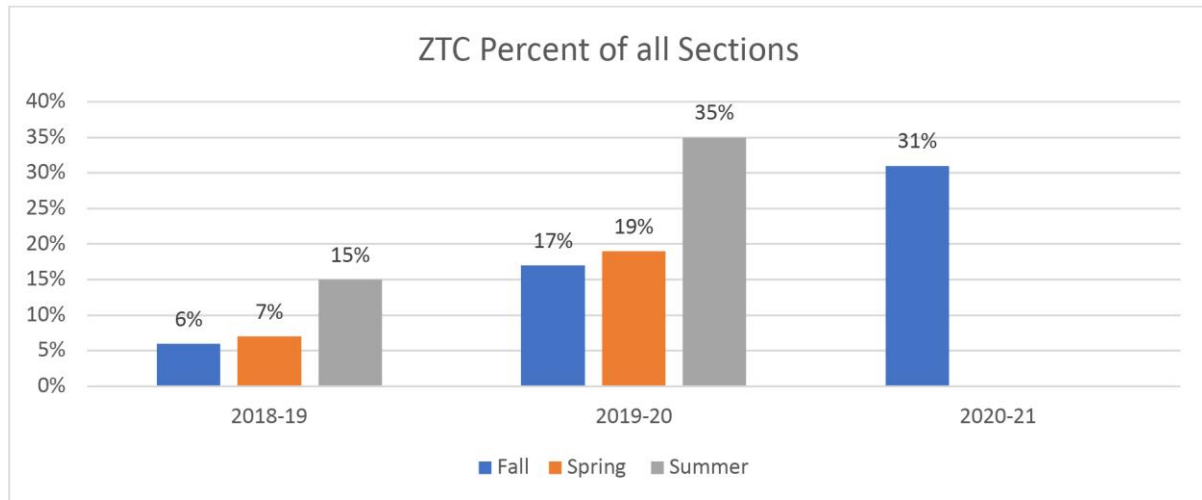
The goals identified for this project are informed by data and research and based upon a comprehensive analysis of the college's strengths and weaknesses. They reflect a realistic assessment of the current state of the college and the changes to the college culture and practices that must be embraced and implemented to affect change:

1. Reduce or eliminate the achievement gap by expanding access to student support in all learning environments: online, face to face, and hybrid.
2. Provide comprehensive and equity-minded math and English support to increase the number of students who complete transfer level math and English within their first year.
3. Address issues of equity in 'System Navigation'. Provide clear and accessible enrollment and program maps to all incoming students to help them achieve their completion goals in the shortest possible time.
4. Integrate Instruction and Student Support Services across and within each academic pathway to help students stay on the path to completion.
5. Expand knowledge of and access to financial aid resources, including FAFSA completion and financial literacy.
6. Support technology that proves effective in improving student outcomes.

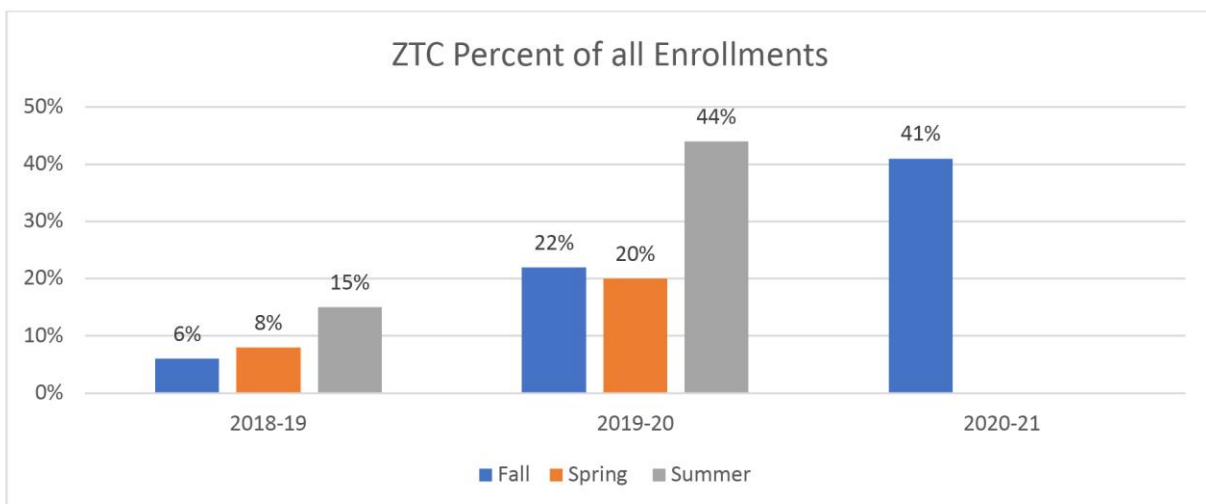


### Saddleback Sees Significant Increase in Zero Textbook Cost Classes

In just two years, Saddleback realized a huge increase in Zero Textbook Cost (ZTC) class sections – from 6% in 2018 to 31% currently. This equates to 678 sections and 26,815 enrollments. Estimating that textbook costs are \$200 per student per class, our faculty who have adopted ZTC classes have saved students \$5,363,000 this semester.



ZTC enrollments have also increased, with 41% of our enrollments in these courses, compared to 6% only two years ago.



ZTC is one of the oldest, most studied, and most efficacious initiatives to close equity gaps in student achievement. It boosts success for all students, disproportionately so for low-socioeconomic status students and students of color. ZTC closes equity gaps and lifts all boats.

Congratulations and thank you to the faculty who supported transitioning to ZTC classes, and to our ZTC advocates and facilitators: Dean Marina Aminy, ZTC Workgroup Chairs Jennifer Pakula and Nicole Major, Librarians Carolyn Seaman and Alicia Zach, Administrative Assistant Laura Harris, and Data Researcher Jared Lessard.

### **Major Facilities Update: Some Dust Ahead!**

This is an exciting time on campus, despite the quiet. Major construction projects have been completed, others are underway and a new one just went on to the schedule!

The stadium and tennis center projects have been completed. The old tennis courts have been demolished in order to begin construction of our new Advanced Technology Applied Science building and adjacent “loop” road. Next year, we will begin construction on our new Gateway building, partially funded by the State.

We are excited to announce that another project made it onto the State list, and State funding for the design phase was included in the recently released Omnibus budget. Design of the new building, a smaller replacement for the current Math & Science building, will begin this year; and construction is slated to start in 2022. So we will build three new major buildings on campus in the next few years.

In concert, architects have started work on the design of our new Saddleback@ATEP building, intended to support Alternative Fuel & Autonomous Vehicle Technology, Logistics & Supply Chain Management, and Culinary & Hospitality—with a restaurant open to the public. We will likely begin construction of that building in Tustin in 2022.

With completion of the stadium and tennis center this year and four others buildings slated to begin construction in 2020, 2021 and 2022, we will be transforming the appearance and reach of our campus with six new major projects being completed by 2024.

### **New Legislation for Adult Education Students**

The Adult Education program is implementing California Senate Bill 554, which beginning in January, will give High School Equivalency students in the Adult Education program the opportunity to enroll in up to 11 free units per semester while they work to earn their High School Equivalency Certificate. The Adult Education program is working with Counseling on specific pathways for these students.

### **Saddleback Selected for California Guided Pathways Project Phase Two**

Saddleback was one of 43 colleges invited to participate in Phase Two of the California Guided Pathways Project, which runs from this fall through fall 2023.

To participate, the college agrees to the following:

1. The College President will oversee the work with support from a designated high-level cabinet officer who will serve as the primary institutional contact person for work relating to the project;
2. Commit to significant institution-wide change involving guided pathways at scale for all credit students. Pathways design and implementation will involve curriculum and program mapping aligned to university transfer programs and the labor market; reconfiguration of basic skills education as an accelerated and contextualized onramp to programs of study; ongoing advising and monitoring of student progress; integrated academic support and student services; holistic supports for students including student financial stability and non-cognitive services; integrated approaches to active/experiential learning in every program of study; and alignment of co-curricular learning in each interest area and program of study.

3. Ensure that each design and implementation task includes a strong focus on equity, both intentionally designing equitable student experiences and explicitly addressing structural racism and other factors that perpetuate inequities.
4. Plan and implement college-wide engagement in guided pathways design and implementation and professional development.
5. Use and review guided pathways momentum metrics depicting student connection, early momentum, and completion.
6. Participation of a minimum five-person team for six, two-day virtual institutes.

### **Saddleback Students Ride Free on OCTA Bus**

Saddleback students can now ride free on the OC Bus, thanks to a partnership between Associated Student Government and the Orange County Transit Authority. Students get free rides on all OC Bus local fixed routes, whether it's to campus, work, or the beach - wherever and whenever they want in Orange County.

To get started, students download the OC Bus app on their mobile device and create an account with the Saddleback email address. Their pass will then appear in the "My Ticket" section of the app. For students who don't have a smartphone, they can contact the Student Development office for assistance.

The OC Bus app pass will renew each semester after a student enrolls at the college.. All full-time, part-time, and non-credit students are eligible.

The first year of the three-year pilot program is funded by the Low Carbon Transit Operations Program, a component of the Cap-and-Trade Program. Program fees for the second and third years will be paid for by Associated Student Government.

### **President's Book Club Focuses on Themes Related to the Black Lives Matter Movement**

Employees and students have been invited to participate in the President's Book Club to discuss Ibram X. Kendi's "How to Be an Anti-racist." More than 250 books were distributed at an on-campus drive-through on September 3 and 11.

The discussions will commence in reading groups of about 10 participants each on Friday, September 25 from 10:00 am to 11:30 am.

### **Over 40,000 Masks Distributed on First Day of Distribution**

Saddleback was the recipient of 1.2 million masks by the State Chancellor's Office to help promote healthy practices during the pandemic. Employees and CARES Grant recipient students were invited to pick up a box of 50 masks in a campus drive-through distribution on August 27. More than 40,000 surgical masks were distributed, and more dates will be announced.

### **Career Center Offers Virtual Workshops**

The Career Center is offering virtual workshops throughout the fall semester on a number of topics, including resume building, interviewing tips, and finding a career that fits with your personality.

The 21st Century Skills Workshop Series is also being offered with topics on the 10 employability skills needed to succeed, including digital fluency, communication, and resilience.

For a full list of virtual workshops visit [www.saddleback.edu/career/events](http://www.saddleback.edu/career/events).

**CTVR Instructor Wins Science Communication Award**

Susan Valot, associate faculty in the Cinema/Television/Radio program, was named a winner of the Humboldt Foundation's Communications Lab. Valot teaches CTVR 100, audio production, and also has a career in radio news.

Communications Lab is a program of the Alexander von Humboldt Foundation and International Journalists' Programmes in Berlin. This year, 10 journalists and 10 scientists were invited to work together to improve science communication, specifically related to Covid-19. Valot was teamed with a virologist from Argentina, and together, they created a multimedia, choose-your-own-adventure projects for high school students to explore career paths in science. Valot's project was selected as a winning entry.

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

Every year, California experiences destructive fires throughout the state, and with each successive year, the fires are becoming more and more catastrophic. Currently, our courageous firefighters and First Responders are fighting the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> most destructive fires in the state's history.

In such crisis such as these, CSEA members have always been willing to support their fellow union sisters and brothers. We are a union full of compassion that helps each other during their greatest hour of need. So far, CSEA has assisted thirty eight (38) members who have had to evacuate their homes because of wildfires burning throughout California. So far, more than 650 people generously donated in response to the fires, giving nearly \$18,000. As the fires continue, so do more donations from our union members to help other union members.

Besides the fact that the fires cause huge destruction, the massive smoke (from over two dozen of them) have created real health problems for some who are very vulnerable because of possible respiratory issues. Fires can release poisonous spores in the atmosphere; which when inhaled, may cause severe ailments, such as a condition called Valley Fever. Valley Fever is a fungal infection caused by poisonous organisms. There are fungi species which cause negative health conditions. These fungi are commonly found in soil in specific regions. Blazing fires can release the poisonous fungi. I was personally affected by the 2006 Malibu fires, which still causes some challenges for me to this day.

I am grateful that CSEA is able to negotiate excellent health benefits, so that people like me can get proper care to overcome some health challenges to obtain and maintain good health

Even during the global pandemic, CSEA never puts itself on 'pause' when it comes to assisting our members in every way humanly possible. Whether it is at the bargaining table or reaching deep down from their hearts, CSEA continues to be a model entity with a support system available every day; but especially for our members in severe need

Scott Ferguson Greene, CSEA, President - 2020