



Meeting of the Board of Trustees

November 19, 2018

CALL TO ORDER: 5:00 P.M.

The closed session meeting will consist of two locations. Trustee Dave Lang will participate via teleconference pursuant to Government Code Section 54953(b).

Primary Location: Saddleback College Health Sciences/District Offices Building, Ronald Reagan Board of Trustees, Room HS 145, 28000 Marguerite Parkway, Mission Viejo, CA 92692.

Teleconferencing Location: Pursuant to Government Code Section 54953(b). This meeting will also be conducted by teleconference at the following location: 4340 Camino Madera, Sarasota, FL, 94238.

Both closed session locations will be accessible to the public. Members of the public wishing to address the Board directly from either location prior to the meeting, will be allowed to do so during the public comment portion of the meeting.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Consideration of Action on Student Matters Pursuant to Education Code Section 72122: (1) Student Expulsion
- 1.4 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (4 matters)
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).) (4 matters)
- 1.5 Conference with Labor Negotiators (Government Code Section 54957.6)

- A. Faculty Association (FA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
 - B. Classified School Employees Association (CSEA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
 - C. Police Officers Association (POA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- 1.6 Conference with Real Property Negotiators (GC Section 54956.8)
- A. Lease of Real Property:

Agency Designated Negotiator: South Orange County Community College District – Ann-Marie Gabel, CPA, Vice Chancellor, Business Services (Seller)

Lease of Property by District: Portion of Saddleback College site, 28032 Marguerite Parkway, Mission Viejo (Property) also known as ReNew at the Shops

Negotiating Parties: FPA4 Promenade, LLC

Under Negotiation: Instructions to designated negotiators will concern price and terms of payment for the ground lease of the identified property.
- 1.7 Conference with Legal Counsel (Government Code Section 54956.9)
- A. Anticipated Litigation (Government Code Section 54956.9(d)(2) and (e)(2)) (2 potential cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Barbara Jay

2.3 Pledge of Allegiance

Led by Trustee Tim Jemal

2.4 Public Comments

Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed

*at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to up to two minutes each.***

3.0 REPORTS

- 3.1 Oral Reports: **Speakers are limited to up to two minutes each.**
 - A. Board Reports
 - B. Chancellor's Report (*Written Report included*)
 - C. College Presidents' Reports (*Written Reports included*)
 - D. Associated Student Government Reports (*Written Report included*)
 - E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

- 4.1 **SOCCCD: State Legislative and Advocacy Overview**
A brief overview of legislative and advocacy efforts on the state-wide level will be presented on behalf of the district and colleges.

5.0 CONSENT CALENDAR ITEMS

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes.**
Approve minutes of a Regular Meeting held on October 29, 2018.
- 5.2 **Saddleback College: Revised Curriculum for the 2018-19 and 2019-20 Academic Years.**
Approve the proposed curriculum changes for the 2018-19 academic year at Saddleback College and the proposed curriculum changes for the 2019-20 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 **Saddleback College and Irvine Valley College: Spring 2019 Community Education Programs.**
Approve Community Education courses, presenters, and compensation for Spring 2019.
- 5.5 **Irvine Valley College: Curriculum Revisions for the 2019-2020 Academic Year.**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2019-

2020 academic year, pursuant to Title 5, Section 53200 et seq.

- 5.6 **SOCCCD: Trustees' Requests for Attending Conferences.**
Approve trustees' requests for attending conference(s)
- 5.7 **SOCCCD: Student Out of State Travel.**
Approve the college student out of state travel for the participants, date, location and costs.
- 5.8 **SOCCCD: Transfer of Budget Appropriations.**
Ratify the transfer of budget appropriations as listed.
- 5.9 **SOCCCD: Budget Amendment: Adopt Resolution No.18-34 to Amend FY 2018-2019 Adopted Budget.**
Adopt Resolution No. 18-34 to amend the budget as listed.
- 5.10 **SOCCCD: Purchase Orders and Checks.**
Ratify the purchase orders and checks as listed.
- 5.11 **SOCCCD: Contracts.**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Adopt Resolution No. 18-30, Election to Become Subject to the California Uniform Public Construction Cost Accounting Act, Delegating Authority to the Chancellor or Emergency Designee to Take Emergency Actions without Bidding and Resolution No. 18-31, Enacting Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act.**
Adopt Resolution No. 18-30, electing to become subject to the California Uniform Public Construction Cost Accounting Act, and delegating authority to the Chancellor or emergency designee to take emergency actions without bidding. Further, it is also recommended that the Board of Trustees adopt Resolution No. 18-31, authorizing the adoption of the California Uniform Public Construction Cost Accounting Act and use of the alternative bidding procedures permitted under CUPCCAA.
- 6.2 **SOCCCD: Board Policy 2100 – Delegation of Authority to the Chancellor**
Approve revisions to Board Policy 2100 – Delegation of Authority to the Chancellor as presented.
- 6.3 **SOCCCD: Acceptance of the District, Saddleback College Foundation, Irvine Valley College Foundation, and ATEP Foundation Annual Audit Reports and SOCCCD Foundation Annual Review Report for FY 2017-2018.**

Accept the District, the Saddleback College Foundation, the Irvine Valley College Foundation, and the ATEP Foundation audit reports, and the SOCCCD Foundation review report for FY 2017-2018 as presented.

- 6.4 **SOCCCD: Board of Trustees Board Policy Subcommittee.**
Approve Board Policy Subcommittee consisting of three board members to review and propose board policies.
- 6.5 **SOCCCD: Renewal of Subscription as a Service Agreement for Managed Service Provider, Red Canary, Inc.**
Approve the subscription as a service agreement with Red Canary Inc., for a five (5) year term contingent to funding, at a cost of \$152,100 per year with an option to add up to 30% additional true up subscriptions over the remainder of the four (4) year term and the cost to be prorated at per unit price of the agreement.
- 6.6 **SOCCCD: Adopt Resolution No. 18-32: Declaration of an Emergency Situation Regarding the Failure of a Cooling Tower at Irvine Valley College, ACCO Engineered Systems.**
Adopt Resolution No. 18-32, Declaration of an Emergency Situation Regarding the Failure of a Cooling Tower at Irvine Valley College and ratify the contract with ACCO Engineered Systems in the amount of \$17,653 for repairs.
- 6.7 **SOCCCD: Adopt Resolution No. 18-33, Conflict of Interest – Updated Biennial Code Review and Amendment.**
Adopt Resolution No. 18-33 and approve the revised Conflict of Interest Code, subject to the review and approval by the Orange County Board of Supervisors.
- 6.8 **SOCCCD: Board Policy Revision: BP-110 Code of Ethics–Standards of Practice, BP-120 Regular Meetings of the Board, BP-160 Personal Use of Public Resources, BP-1500 Naming of College Facilities, BP-2100.1 Delegation of Authority to the Academic Senate, BP-2100.2 Role and Scope of Authority of the Academic Senates, BP-3530 Compliance with Payment Card Industry Data Security Standards (PCI-DSS), BP-4002 Job Specifications and Authorized Positions, BP-4021 Classified Managers, BP-4077 Excused Absence (Without Loss of Pay), BP-4201.4 Reclassification of Classified Personnel, BP-5300.5 Grade Changes, BP-5607 Nonresident Student Tuition.**
Accept for review and study board policies as listed.
- 6.9 **SOCCCD: Board Policy Revision: BP-134 Decorum, BP-154 Conflict of Interest, BP-158 Political Activity, BP-1600 Public Communications, BP-2100 Delegation of Authority to the Chancellor, BP-3002 Audits, BP-3003 Fiduciary Responsibilities and Ethics, BP-3115 Conflict of Interest, BP-3207 Drivers for District-Sponsored Activities, BP-3450 Traffic and Parking Regulations, BP-3500 Claims Against the District,**

BP-4000.9 Conflict of Interest, BP-4009 Drivers for College-Sponsored Activities, BP-4211 Retirement Benefits for Administrators and Classified Management Personnel, BP-5619 Advanced Placement Examination Program.

Approve the board policies as listed.

- 6.10 **SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items.**
Ratify Academic Employee and Classified Administrator Personnel Actions.
- 6.11 **SOCCCD: Faculty Conversion to Canvas One-Time Stipends.**
Ratify Academic Employee Personnel Actions.
- 6.12 **SOCCCD: Classified Personnel Actions – Regular Items.**
Ratify Classified Employee Personnel Actions.
- 6.13 **SOCCCD: Adjustment to Y Salary Schedule (2018 - 2019).**
Approve the increase to the Y Salary Schedule for 2018 – 2019.
- 6.14 **SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items.**
Ratify Non-Bargaining Unit Employee Personnel Actions.
- 6.15 **SOCCCD: Adjustment to the Police Officers Association (POA) Salary Schedule 2018-2021.**
Approve revision to the Police Officers Association Salary Schedule, to be effective July 1, 2018.
- 6.16 **SOCCCD: Final Action in Public Session – Irvine Valley College Student Discipline.**
Pursuant to Education Code section 72122, following consideration in closed session, the Board of Trustees will take final action in public session regarding a recommendation for expulsion of a student.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Speakers.**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: Staff Response to Public Comments from Previous Board Meeting.**
None
- 7.3 **SOCCCD: Facilities Plan Status Report.**
Status of current construction projects.
- 7.4 **SOCCCD: Monthly Financial Status Report.**

The reports display the adopted budget, revised budget and transactions through October 31, 2018.

7.5 **SOCCCD: Quarterly Investment Report.**

Report for period September 30, 2018

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

Report for period ending September 30, 2018.

7.7 **SOCCCD: Pension Stabilization Trust Fund.**

Report for period ending September 30, 2018

8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

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

9.0 ADDITIONAL ITEMS

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

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: State Legislative and Advocacy Overview

ACTION: Presentation/Discussion

BACKGROUND

The South Orange County Community College District contracts with Strategic Legislative Services as its state legislative advocate and the Capitol Advocacy Partners as its federal legislative advocate. These advocates work with the Chancellor, vice-chancellors, college presidents and the Director of Public Affairs and Government Relations to assist the District and colleges in:

- Monitoring and taking positions on legislative bills, policy and budget initiatives
- Advocating for funding and economic development opportunities
- Advancing the goals and reputation of the district and colleges

STATUS

Dale Shimasaki, State Legislative Advocate from Strategic Legislative Services will present a brief overview of legislative and advocacy efforts on the state-wide level on behalf of the district and colleges.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

October 29, 2018 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

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

MINUTES OF THE BOARD OF TRUSTEES' MEETING

October 29, 2018

PRESENT

Members of the Board of Trustees:

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

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
Jim Buysse, Interim President Saddleback College
Glenn Roquemore, President Irvine Valley College

CALL TO ORDER: 4:00 P.M.

1.0 PROCEDURAL MATTERS

1.1 Call to Order

1.2 Public Comments

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

One public comment was heard in regards to a student matter listed on the closed session agenda.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Consideration of Action on Student Matters Pursuant to Education Code Section 72122: (1) student expulsion; (2) student petition to Board of Trustees**
- 1.4 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).) (3 matters)**
 - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).) (3 matters)
- 1.5 Conference with Labor Negotiators (Government Code Section 54957.6)**
 - A. Faculty Association (FA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
 - B. Classified School Employees Association (CSEA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
 - C. Police Officers Association (POA)
Agency Designated Negotiator: Dr. Cindy Vyskocil, Vice Chancellor of Human Resources
- 1.6 Conference with Real Property Negotiators (GC Section 54956.8)**
 - A. Lease of Real Property:
Agency Designated Negotiator: South Orange County Community College District – Ann-Marie Gabel, CPA, Vice Chancellor, Business Services (Seller)
Lease of Property by District: Approximately 24.4 acres of real property located at 1600, 1610, 1620 and 1630 Valencia Avenue and 1602 and 1606 Victory Road, Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP Site).
Negotiating Parties: Prospective lessees, including warehouse and distribution businesses, private educational agencies, and health care industries.
Under Negotiation: Instructions to designated negotiators will concern price and terms of payment for the ground lease of the identified Property.
- 1.7 Conference with Legal Counsel (Government Code Section 54956.9)**
 - A. Anticipated Litigation (Government Code Section 54956.9(d)(2),(1)(e)) (1 potential case)
 - B. Anticipated Litigation (Government Code Section 54956.9(d)(2) or (3).) (2 potential cases)
- 1.8 Consideration of Action on Student Matters Pursuant to Education Code Section 72122**

- A. Student Expulsion
- B. Student Petition to Board of Trustees

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

_____ No actions taken in closed session.

2.2 Invocation
Led by Trustee James Wright

2.3 Pledge of Allegiance
Led by Trustee Barbara Jay

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

One public comment regarding faculty agreement and college foundations.

3.0 REPORTS

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

A. Board Reports

B. Chancellor's Report (Written Report included)

Written Report

C. College Presidents' Reports (Written Reports included)

Saddleback College Written Report

Irvine Valley College Written Report

D. Associated Student Government Reports (Written Report included)

ASIVC Written Report

E. Board Request(s) for Reports

4.0 DISCUSSION ITEMS

None

5.0 CONSENT CALENDAR ITEMS

- 5.1 SOCCCD: Board of Trustees Meeting Minutes.
Approve minutes of a Regular Meeting held on September 24, 2018 and Special Meeting held on September 29, 2018.

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

Item 5.1
Exhibits A-B

- 5.2 Irvine Valley College: Curriculum Revisions for the 2019-2020 Academic Year.
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2019-2020 academic year, pursuant to Title 5, Section 53200 et seq.

Item 5.2
Exhibit A

- 5.3 SOCCCD: Irvine Valley College Professional Services Agreement for Interpreting Services, Amendment No. 02, Goodwill Industries of Orange County.
Approve Amendment No. 02 with Goodwill Industries of Orange County for providing interpreting services for hearing impaired students of Irvine Valley College for \$200,000 effective July 1, 2018 to June 30, 2019.

Item 5.3
Exhibits A-C

- 5.4 SOCCCD: Grant Award from the California Community College Chancellor's Office to Irvine Valley College, Veterans Resource Center Grant Program.
Approve the award from the California Community Colleges Chancellor's Office for the Veterans Resource Center Grant Program for \$200,000 effective October 1, 2018 through December 31, 2021.

Item 5.4
Exhibits A-C

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

Item 5.5
Exhibit A

- 5.6 Saddleback College: Revised Curriculum for the 2018-19 and 2019-20 Academic Years.
Approve the proposed curriculum changes for the 2018-19 and 2019-20 academic years at Saddleback College.

Item 5.6
Exhibits A-C

- 5.7 SOCCCD: Saddleback College Educational Services Agreement for Community Education Before and After School Experience, Amendment No. 01, wikiTHINK.
Approve Amendment No. 01 with wikiTHINK to provide Community Education programs for a total amount not to exceed \$110,000 for services provided from July 1, 2018 through June 30, 2020.

Item 5.7
Exhibits A-B

- 5.8 SOCCCD: Saddleback College Educational Services Agreement for Community Education, Amendment No. 01, Good Times Travel.
Approve Amendment No. 01 with Good Times Travel to provide Community Education programs at an amount not to exceed \$160,000 for services provided from July 1, 2018 through June 30, 2019.

Item 5.8
Exhibits A-B

- 5.9 SOCCCD: Student Out of State Travel.
Approve the college student out of state travel for the participants, date, location and costs.

Item 5.9
Exhibit A

- 5.10 SOCCCD: Declare Miscellaneous Furniture and Equipment as Surplus.
Approve the sale or disposal of surplus property and authorize the Executive Director of Procurement, Central Services and Risk Management to hire a private auction firm to conduct the auction, and/or donate, recycle or dispose of items.

Item 5.10
Exhibit A

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

Item 5.11
Exhibits A-C

- 5.12 SOCCCD: Budget Amendment: Adopt Resolution No.18-27 to Amend
FY 2018-2019 Adopted Budget.
Adopt Resolution No. 18-27 to amend the budget as listed.

Item 5.12
Exhibit A

- 5.13 SOCCCD: Transfer of Budget Appropriations.
Ratify the transfer of budget appropriations as listed.

Item 5.13
Exhibit A

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

Item 5.14
Exhibit A

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

Item 5.15
Exhibits A-C

- 5.16 SOCCCD: Contracts.
Ratify contracts as listed.

Item 5.16
Exhibits A-B

6.0 GENERAL ACTION ITEMS

- 6.1 SOCCCD: Board of Trustees Board Policy Subcommittee.
Approve and establish a Board Policy Subcommittee consisting of three
board members to review and propose board policies.

Item 6.1

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

- 6.2 SOCCCD: Board of Trustees Goals 2018-2019.

Approve proposed goals for the period commencing July 2018 through December 2019.

Item 6.2

On a motion made by Trustee Milchiker and seconded by Trustee Jay, this item was amended. The percentage in Goal #2 was changed from 10% to 8%. The item was approved on a 6-0 vote with Trustee Lang abstaining.

- 6.3 SOCCCD: Irvine Valley College Barranca Entrance Project, Adopt Resolution No. 18-29, Authorization of Acquisition of a Landscape Easement, Southern California Edison.
Adopt Resolution No. 18-29 to authorize acquisition of a landscape easement, from Southern California Edison for the Irvine Valley College Barranca Entrance project.

Item 6.3
Exhibit A

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

- 6.4 SOCCCD: Irvine Valley College Barranca Entrance, Grant of Easement, and Purchase and Sale Agreement, Southern California Edison.
Approve the Grant of Easement and the Purchase and Sale agreement with Southern California Edison for the Irvine Valley College Barranca Entrance project, for a contract value of \$7,200, and authorize the Chancellor and/or designee to make necessary changes to fully execute completion of the transactions.

Item 6.4
Exhibits A-B

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

- 6.5 SOCCCD: Grant Award from the California Community College Chancellor's Office to Irvine Valley College, Awards for Innovation in Higher Education.
Approve the award from the California Community Colleges Chancellor's Office for the Awards for Innovation in Higher Education grant for \$2,000,000 and authorize the Vice Chancellor of Business Services to enter into this agreement.

Item 6.5
Exhibits A-C

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

- 6.6 SOCCCD: Saddleback College Community Education License to Use Agreement, FLS International Intensive English Program.
Ratify the License to Use Agreement between Saddleback College and FLS International at a rental rate of \$10,243 per month and approve the final renewal option to extend the term for an additional one (1) year from June 20, 2018 through June 19, 2019.

Item 6.6
Exhibits A-B

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

- 6.7 SOCCCD: Saddleback College Public Relations/Advertising Consulting Services for Orange County Regional Strong Workforce Program, Amendment No. 02, Interact Communications, Inc.
Approve Interact Communications, Inc. Amendment No. 02 for Saddleback College Public Relations/Advertising Consulting Services for Orange County Strong Workforce Program in the amount of \$1,000,000 for a new contract value not to exceed \$2,190,500 and exercise the option to extend the term for an additional one year from January 1, 2019 through December 31, 2019.

Item 6.7
Exhibits A-C

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

- 6.8 Saddleback College: Access Control Project, Construction Management Services, Bernards.
Approve the Bernards agreement for Construction Management Services, for the Saddleback College Access Control project, for a not to exceed amount of \$399,968, for the period covering November 1, 2018 through December 31, 2019.

Item 6.8
Exhibits A-B

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

- 6.9 SOCCCD: Travel Contract for Study Abroad Program to Oxford, England for Saddleback College Students, American Institute for Foreign Study.
Approve the Saddleback College Study Abroad Program to Oxford, England, for March 14, 2019 to May 17, 2019, and authorize the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study for coordinating all travel agreements.

Item 6.9
Exhibits A-E

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

- 6.10 SOCCCD: Award of Contract for Consultancy Services for the Development of District and Colleges' Education Master and Strategic Plans, MIG, Inc.
Approve the award of contract to MIG, Inc. to provide Consultancy Services for the Development of District and Colleges' Education Master and Strategic Plans for a cost not to exceed \$234,675 for a contract period of November 1, 2018 through December 31, 2019.

Item 6.10
Exhibits A-B

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

- 6.11 SOCCCD: ReNew Apartments, Amendment No. 1 to the Amended and Restated Ground Lease, FPA4 Promenade, LLC.
Approve Amendment No. 1 to Amended and Restated Ground Lease and approve a motion to authorize the execution by the Chancellor and/or the Vice Chancellor of Business Services of Amendment No. 1 and any other documents necessary to carry out the terms thereof.

Item 6.11
Exhibit A

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

- 6.12 SOCCCD: Advanced Technology and Education Park – Temporary Fencing Project, Award of Bid No. 25, Amtek Construction.
Approve award of Bid No. 25, ATEP Temporary Fencing project and approve the agreement with Amtek Construction, in the amount of \$783,333.

Item 6.12
Exhibits A-B

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

- 6.13 SOCCCD: Adopt Resolution No. 18-26, Authorizing Crestron Audio Visual Equipment as the Single Source Standard for Procurement District-wide.

Adopt Resolution No. 18-26 authorizing Crestron audio visual equipment as the single source standard for procurement district-wide.

Item 6.13
Exhibit A

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

- 6.14 SOCCCD: Adopt Resolution No. 18-28, Authorizing the Purchase of Audio Visual Equipment through the Los Angeles Community College District Master Agreement 40366 with Golden Star Technology Inc. dba GST.
Adopt Resolution No. 18-28, authorizing the purchase of audio visual equipment through the Los Angeles Community College District Master Agreement 40366 with Golden Star Technology Inc. dba GST with an active term through November 1, 2021.

Item 6.14
Exhibit A

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

- 6.15 SOCCCD: Board Policy Revision: BP-100 The South Orange County Community College District, BP-104 Student Member of the Board of Trustees, BP-128 Board Agendas, BP-130 Public Participation at Board Meetings, BP-164 Board Member Compensation, BP-166 Health Benefits - Board Members, BP-4075 Health and Welfare Benefits for Former Board of Trustees, BP-168 Board Member Travel, BP-170 Board Member Absence from the State, BP-3001 Delegation of Authority, BP-3004 Public Records, BP-3005 Designation of Authorized Signatures, BP-3200 Purchasing, Contracts and Bids, BP-3220 Institutional Membership in Organizations, BP-3510 Lost Money or Property, BP-3605 Employee Travel Program, BP-4001 Institutional Code of Ethics, BP-4040 Institutional Code of Conduct, BP-4078 Industrial Accident or Illness Leave, BP-5510 Student Accident Insurance, BP-6100 Curriculum.
Approve the board policies as listed.

Item 6.15
Exhibits A-U

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

- 6.16 SOCCCD: Board Policy Revision: BP-134 Decorum, BP- 154 Conflict of Interest, BP-158 Political Activity, BP-1600 Public Communications, BP-2100 Delegation of Authority to the Chancellor, BP-3002 Audits, BP-3003 Fiduciary Responsibilities and Ethics, BP-3115 Conflict of Interest, BP-

3207 Drivers for District-Sponsored Activities, BP-3450 Traffic and Parking Regulations, BP-3500 Claims Against the District, BP-4000.9 Conflict of Interest, BP-4009 Drivers for College-Sponsored Activities, BP-4211 Retirement Benefits for Administrators and Classified Management Personnel, BP-5619 Advanced Placement Examination Program.

Accept for review and study the board policies as listed.

Item 6.16
Exhibits A-O

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

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

Ratify new personnel appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Approval for Revision to Job Description, Approval of Contract of Employment for Dean, Approval of Contract for Assistant Dean, Resignation/Retirement/Conclusion of Employment.

Item 6.17
Exhibits A-C

Vice Chancellor Vyskocil requested to remove the employment contract for Dean Harris-Caldwell in order to revise and submit on the November agenda.

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

6.18 SOCCCD: Academic 2019 – 2020 Tenure Track Hiring Authorization.
Ratify the college faculty hiring lists as shown in Exhibit A and B for the 2019-2020 academic year.

Item 6.18
Exhibits A-B

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

6.19 SOCCCD: Faculty Conversion to Canvas One-Time Stipends.
Ratify Academic Employee Personnel Actions.

Item 6.19
Exhibit A

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

- 6.20 SOCCCD: Classified Personnel Actions – Regular Items.
Ratify New Personnel Appointments, Authorization to Establish and Announce (A) Classified Position(s), Authorization to Increase/Decrease Hours Per Week and/or Months per Year on Classified Positions, Change of Status, Classified Bilingual Stipend, Additional Compensation, Out of Class Assignments for Positions that are Vacant During Recruitment for Permanent Appointments, Out of Class Assignments for Positions that are Temporarily Available Due to Leaves of Absence, Etc., Resignation/Retirement/ Conclusion of Employment.

Item 6.20
Exhibit A

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

- 6.21 SOCCCD: Non-Bargaining Unit Personnel Action – Regular Items.
Ratify Non-Bargaining Unit Employee Personnel Actions, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedule, Volunteers.

Item 6.21
Exhibits A-B

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

- 6.22 SOCCCD: Recess to Public Hearing - District Initial Proposal for Article 2 to the California School Employees Association (CSEA) Chapter 586
The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal for Article 2 to SOCCCD California School Employees Association for the purpose of negotiations, pursuant to Government Code Section 3547 (c).

Item 6.22
Exhibit A

- 6.23 SOCCCD: Final Action in Public Session – Irvine Valley College Student Discipline.
Pursuant to Education Code section 72122, following consideration in closed session, the Board of Trustees will take final action in public session regarding a recommendation for expulsion of a student.

Item 6.23

The Board voted to accept the recommendation of a Disciplinary Hearing Panel for expulsion of an Irvine Valley College student pursuant to Board Policy and Administrative Regulation 5401, and the Board hereby expelled the student, effective immediately, and directed the Chancellor or designee to notify the student of the Board action.

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

- 6.24 SOCCCD: Final Action in Public Session – Saddleback College Student Petition.
Pursuant to Education Code section 72122, following consideration in closed session, the Board of Trustees may take final action in public session regarding a student petition to the Board of Trustees.

Item 6.24

Following deliberation in closed session, the Board denied the petition of a Saddleback College student for reinstatement to the Saddleback College Associate Degree in Nursing program, and authorized the Board President to sign a written response on behalf of the Board, stating the reason for the Board's action.

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

- 6.25 SOCCCD: SOCCCD Police Officers Association (POA) - Tentative Agreements for Articles 3, 5, 6, 8, 9, and 21.
Approve the Police Officers Association Tentative Agreements between the District and POA, as ratified by POA in an election concluded October 23, 2018.

Item 6.25
Exhibits A-F

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

7.0 REPORTS

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

Item 7.1

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

Item 7.2
Exhibit A

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

Item 7.3
Exhibit A

- 7.4 SOCCCD: Monthly Financial Status Report.
The reports display the adopted budget, revised budget and transactions
through September 30, 2018.

Item 7.4
Exhibit A

- 7.5 SOCCCD: Retiree (OPEB) Trust Fund.
Report for period ending August 31, 2018.

Item 7.5
Exhibit A

- 7.6 SOCCCD: Quarterly Financial Status Report.
Report for period September 30, 2018.

Item 7.6
Exhibit A

- 7.7 SOCCCD: Basic Aid.
Report for period ending September 30, 2018.

Item 7.7
Exhibit A

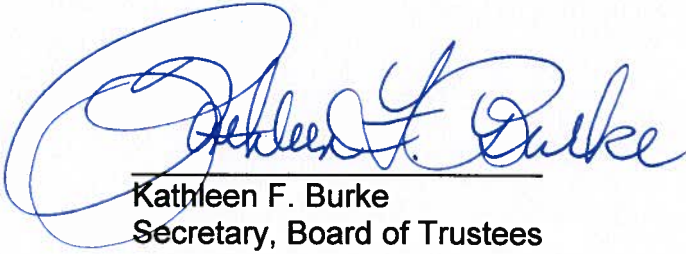
8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS

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

9.0 ADDITIONAL ITEMS

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

The meeting was adjourned at 8:10 p.m.



Kathleen F. Burke
Secretary, Board of Trustees

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College: Revised Curriculum for the 2018-19 and 2019-20 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 to the curriculum of the College for the 2018-19 and 2019-20 academic years. Exhibit A includes revised programs for academic year 2018-19. Exhibit B includes new, revised and deleted courses for academic year 2019-20; and Exhibit C includes new and revised programs for academic year 2019-20. The new, revised, and deleted curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed curriculum changes for the 2018-19 academic year at Saddleback College as listed in Exhibit A and the proposed curriculum changes for the 2019-20 academic year as listed in Exhibits B and C.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Computer Graphics
Certificate of Achievement**

This ~~program~~ is designed to prepare students for employment in the computer graphics fields. This program relies heavily on a basic understanding of graphic design and/or ~~graphic communications~~ principles as they relate to industry standards. ~~Students are encouraged to adhere to electives noted for a rounded educational experience.~~ Some of the careers that are found in the computer graphics field are: ~~computer graphics artist, prepress technician, computer animator and multimedia producer.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply fundamental graphic design and production skills
- Select and use appropriate graphic design and production software
- Demonstrate skills typically found in the **graphic design** and production field

Required Courses

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 148*	Digital Graphic Design	3
GD 149	Digital Illustration	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3

Total Units for the Certificate 24

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

**Revised
Computer Graphics
Certificate of Achievement**

This Computer Graphics Certificate of Achievement is designed to prepare students for entry-level employment in the computer graphics fields. This program relies heavily on a basic understanding of graphic design and/or computer graphics principles as they relate to industry standards. Some of the careers that are found in the computer graphics field are: animation, motion design, graphic design, multimedia design, digital image design, and responsive media design.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply fundamental graphic design and production skills
- Select and use appropriate graphic design and production software
- Demonstrate skills typically found in the computer graphics and production field

Required Core

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 149	Digital Illustration	3
GD 140	Beginning Graphic Design	3
<u>or</u>		
ART 140	Beginning Graphic Design	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 210	Motion Graphics	3
CWE 180	Co-Op-Ed Graphics	1

Total Units for the Certificate 22

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

Current
Computer Graphics
Associate in Science

~~This program~~ is designed to prepare students for employment in the computer graphics fields. This program relies heavily on a basic understanding of graphic design and/or **graphic communications** principles as they relate to industry standards. ~~Students are encouraged to adhere to electives noted for a rounded educational experience.~~ Some of the careers that are found in the computer graphics field are: ~~computer graphics artist, prepress technician, computer animator and multimedia producer.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply fundamental graphic design and production skills
- Select and use appropriate graphic design and production software
- Demonstrate skills typically found in the **graphic design** and production field

Required Courses

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 148*	Digital Graphic Design	3
GD 149	Digital Illustration	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 154*	Digital Pre-Press	3
Total Units for the Major		24

*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: GC 101, ART 140/GD 140, GD 141, GD 145.~~

Revised
Computer Graphics
Associate of Science

The Computer Graphics Associate of Science degree is designed to prepare students for entry-level employment in the computer graphics fields. This program relies heavily on a basic understanding of graphic design and/or computer graphics principles as they relate to industry standards. Some of the careers that are found in the computer graphics field are: animation, motion design, graphic design, multimedia design, digital image design, and responsive media design.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Apply fundamental graphic design and production skills
- Select and use appropriate graphic design and production software
- Demonstrate skills typically found in the computer graphics and production field

Required Core

Course ID	Title	Units
GD 144	Typography	3
GD 147	Introduction to Computer Graphics	3
GD 149	Digital Illustration	3
GD 140	Beginning Graphic Design	3
or		
ART 140	Beginning Graphic Design	3
GD 150*	Digital Animation	3
GD 151	Digital Layout and Design	3
GD 210	Motion Graphics	3
CWE 180	Co-Op-Ed Graphics	1

Total Units for the Major 22

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Fashion Merchandising
Certificate of Achievement**

The Fashion Merchandising ~~certificate emphasizes all aspects of fashion merchandising including techniques of buying and selling, distributing and marketing, and promoting fashion goods. It combines a general merchandising background with training in specialized skills in order for students to find employment in today's fashion industry.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- Produce a professional portfolio showcasing their skills. This portfolio will increase job opportunities in the field as well as promotion for those already employed.
- Successfully complete an industry internship including the completion of three individual goals/objectives as determined by themselves and an industry supervisor. Internships give students work experience desirable in job applicants.
- Create a professional resume showcasing their skills. This will increase job opportunities in the field as well as promotion for those already employed.

Required Courses

Course ID	Title	Units
FASH 31	Textiles	3
or		
BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143	Fashion Buying and Merchandising	3
or		
BUS 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147	Special Events Coordination and Promotion	3
or		
BUS 147	Special Events Coordination and Promotion	3
FASH 148	Visual Merchandising	3
or		
BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 254	Fashion in Southern California	1
FASH 145*§	Internship	1
or		
BUS 145*§	Internship	1
and		
CWE 180*†	Co-Op-Ed Fashion	1
	Select one course from each Group	8

Total Units for the Certificate 38

Group 1

BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Entrepreneurship	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		

**Revised
Fashion Merchandising
Certificate of Achievement**

The Fashion Merchandising Certificate of Achievement provides the student with a comprehensive academic foundation to pursue multiple fashion industry careers within the field of merchandising, marketing and management. Students will have opportunities to develop skills in Adobe suite, history of fashion trends, store planning and layout, event coordination, buying, selling and promoting goods, social media and e-commerce marketing. Students who complete this program will be prepared for entry level occupations such as: assistant buyer, visual merchandiser, fashion stylist, assistant merchandiser, boutique owner, retail manager, sales representative, event planner, personal shopper, and public relations assistant.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Produce a professional portfolio showcasing their skills. This portfolio will increase job opportunities in the field as well as promotion for those already employed.
- Successfully complete an industry internship including the completion of three individual goals/objectives as determined by themselves and an industry supervisor. Internships give students work experience desirable in job applicants.
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Required Core

Course ID	Title	Units
FASH 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147	Special Events Coordination and Promotion	3
FASH 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 254	Fashion in Southern California	1
FASH 145*§	Internship	1
and		
CWE 180*†	Co-Op-Ed Fashion	1
	Select one course from each Group	8

Total Units for the Certificate 38

Group 1

BUS 105	Social Media Marketing	3
BUS 109	E-Commerce Marketing	3
BUS 160	Entrepreneurship	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225«	Apparel Cart – Fashion Retailing Online with Easy Cart Shop	1

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225«	Apparel Cart – Fashion Retailing Online with Easy Cart Shop	1

Group 3

FASH 100	Sewing for Fashion Design I	3
FASH 110*	Contemporary Clothing Construction	3

Optional Lab/Studio

FASH 212	Construction Lab	1
FASH 219	Dressmaking Lab	1

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

† Recommended to be taken in last semester of program.

§ Must be taken concurrently with CWE 180.

«Take FASH 260 OR both FASH 204 and FASH 225.

Group 3

FASH 100	Sewing for Fashion Design I	3
FASH 110*	Contemporary Clothing Construction	3

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

† Recommended to be taken in last semester of program.

§ Must be taken concurrently with CWE 180.

«Take FASH 260 OR both FASH 204 and FASH 225.

Suggested coursework not required for the major: BUS 12, 103, 125, 135, 138, 150; CIMA 104; FCS 115; GD 140/ART 140, 147.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

Current
Fashion Merchandising
Associate in Science

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Required Courses

Course ID	Title	Units
FASH 31	Textiles	3
or		
BUS 31	Textiles	3
FASH 101	Introduction to Fashion Careers	3
FASH 143	Fashion Buying and Merchandising	3
or		
BUS 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147	Special Events Coordination and Promotion	3
or		
BUS 147	Special Events Coordination and Promotion	3
FASH 148	Visual Merchandising	3
or		
BUS 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 254	Fashion in Southern California	1
FASH 145*\$	Internship	1
or		
BUS 145*\$	Internship	1
and		
CWE 180*†	Co-Op-Ed Fashion	1
	Select one course from each Group	8
Total Units for the Major		38

Group 1

BUS 136	Principles of Retailing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Entrepreneurship	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225«	Apparel Cart – Fashion Retailing Online with Easy Cart Shop	1

Revised
Fashion Merchandising
Associate of Science

The Fashion Merchandising Associate of Science degree provides the student with a comprehensive academic foundation to pursue multiple fashion industry careers within the field of merchandising, marketing and management. Students will have opportunities to develop skills in Adobe suite, history of fashion trends, store planning and layout, event coordination, buying, selling and promoting goods, social media and e-commerce marketing. Students who complete this program will be prepared for entry level occupations such as: assistant buyer, visual merchandiser, fashion stylist, assistant merchandiser, boutique owner, retail manager, sales representative, event planner, personal shopper, and public relations assistant.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Produce a professional portfolio showcasing their skills. This portfolio will increase job opportunities in the field as well as promotion for those already employed.
- Successfully complete an industry internship including the completion of three individual goals/objectives as determined by themselves and an industry supervisor. Internships give students work experience desirable in job applicants.
- Create a professional resume showcasing their skills. This will increase job opportunities in the field as well as promotion for those already employed.

Required Core

Course ID	Title	Units
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FASH 143	Fashion Buying and Merchandising	3
FASH 140	Fashion Image	3
or		
FASH 141	Apparel Selection	3
FASH 144	Fashion Trends and Cultural Costumes	3
FASH 147	Special Events Coordination and Promotion	3
FASH 148	Visual Merchandising	3
FASH 150	Fashion Apparel and Professional Techniques	3
FASH 154	Fashion Illustration	3
FASH 254	Fashion in Southern California	1
FASH 145*\$	Internship	1
and		
CWE 180*†	Co-Op-Ed Fashion	1
	Select one course from each Group	8

Total Units for the Major 38

Group 1

BUS 105	Social Media Marketing	3
BUS 109	E-Commerce Marketing	3
BUS 160	Entrepreneurship	3

Group 2

FASH 260*«	The Digital Fashion Image	2
or		
FASH 204«	Understanding Apparel Principles-AIMS Certification	1
and		
FASH 225«	Apparel Cart – Fashion Retailing Online with Easy Cart Shop	1

Group 3

FASH 100	Sewing for Fashion Design I	3
FASH 110*	Contemporary Clothing Construction	3

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

Group 3

FASH 100	Sewing for Fashion Design I	3
FASH 110*	Contemporary Clothing Construction	3

Optional Lab/Studio

FASH 212	Construction Lab	1
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*Course has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 OR both FASH 204 and FASH 225.

Associate in Science Degree

~~Completion of the above courses 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: BUS ~~12~~, 103, 125, ~~136~~, ~~137~~, 138; FCS 115, ~~GC-101~~.

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180.

«Take FASH 260 OR both FASH 204 and FASH 225.

Associate of Science Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: BUS 103, 125, ~~135~~, 138, ~~150~~; CIMA 104; FCS 115; ~~GD 140/ART 140, GD 147~~.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Foods**

Certificate of Achievement

The Foods program is designed to train students for career applications in the food and hospitality industries such as with food companies, ~~food-related businesses and industries, and restaurants.~~ The program offers coursework for professional improvement, ~~and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- Complete an assessment of an individual nutritional status.
- Identify and analyze current research on a foods & nutrition topic.
- Identify and demonstrate an awareness and appreciation for ~~different cultures, traditions and food & nutrition habits impact on nutrition.~~
- Demonstrate competence in food production.

Required Courses

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 171	Sanitation and Safety	2
or		
FN 210	ServSafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 240*	Culinary Principles I	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 261†§	Internship	1
and		
CWE 180†	Co-Op Ed Foods and Nutrition	2
FN 275	Food and Beverage Operations	3
	Select from Restricted Electives	6-7

Total Units for the Certificate 33-35

Restricted Electives

FN 142*	Classical French Cuisine	2
FN 173*	Catering and Banquets	3
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2
FN 241*	Culinary Principles II	3
FN 245*	Baking Fundamentals II	2

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180 during the last semester of the program.

**Revised
Foods**

Certificate of Achievement

The Foods Certificate of Achievement program is designed to train students for career applications in the food and hospitality industries in entry level positions with food companies such as cooks and food service workers in specialty restaurant operations, food and beverage service, fast foods operations, and food service in schools, day-care centers, and senior living facilities. The program offers coursework for professional improvement. Students will be provided with the essential skills of sanitation, foundational cooking and baking, operations, and production in order to reach their career goals and to be competitive in the global marketplace.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Complete an assessment of an individual nutritional status.
- Identify and analyze current research on a foods and nutrition topic.
- Identify and demonstrate an awareness and appreciation for nutrition habits impact on well-being.
- Demonstrate competence in food production.

Required Core

Course ID	Title	Units
FN 171 ♦	Sanitation and Safety	2
or		
FN 210 ♦	ServSafe in Food Production	1
FN 246*	Pantry	3
FN 120*	<u>Sustainable</u> Meals	3
FN 110*	Food Preparation Essentials	3
FN 240*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3

Total Units for the Certificate 18-20

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

♦ Students with valid California ServSafe Certification may have this core requirement waived.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Foods
Associate in Science**

The Foods program is designed to train students for career applications in the food and hospitality industries such as ~~with food companies, food-related businesses and industries, and restaurants.~~ The program offers coursework for professional improvement, ~~and some courses can be utilized as transfer courses for students pursuing a Bachelor's degree in Family and Consumer Sciences/Home Economics with a Foods emphasis.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- Complete an assessment of an individual nutritional status.
- Identify and analyze current research on a foods & nutrition topic.
- Identify and demonstrate an awareness and appreciation for ~~different cultures, traditions and food & nutrition habits impact on nutrition.~~
- Demonstrate competence in food production.

Required Courses

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 171	Sanitation and Safety	2
or		
FN 210	ServSafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 240*	Culinary Principles I	3
FN 244*	Baking Fundamentals I	3
FN 246*	Pantry	3
FN 261†§	Internship	1
and		
CWE 180†	Co-Op-Ed Foods and Nutrition	2
FN 275	Food and Beverage Operations	3
	Select from Specialty Courses	6-7

Total Units for the Major **33-35**

Specialty Courses

FN 142*	Classical French Cuisine	2
FN 173*	Catering and Banquets	3
FN 220*	French Bistro Cuisine	2
FN 222*	Chinese Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 236*	American Regional Cuisine	2
FN 241*	Culinary Principles II	3
FN 245*	Baking Fundamentals II	2

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

†Recommended to be taken in last semester of program.

§Must be taken concurrently with CWE 180 during the last semester of the program.

Associate in Science Degree

Completion of the courses 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 **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.

**Revised
Foods
Associate of Science**

The Foods **Associate of Science** program is designed to train students for career applications in the food and hospitality industries such as **cooks and food service workers in specialty restaurant operations, food and beverage service, fast foods operations, and food service in schools, day-care centers, and senior living facilities.** The program **also** offers coursework for professional improvement. **Upon completion students achieve competencies in a variety of cooking methods, professionalism, sanitation and various cuisines.**

Program Student Learning Outcomes

Students who complete this program will be able to:

- Complete an assessment of an individual nutritional status.
- Identify and analyze current research on a foods & nutrition topic.
- Identify and demonstrate an awareness and appreciation for **nutrition habits impact on well-being.**
- Demonstrate competence in food production.

Required Core

Course ID	Title	Units
FN 171 ♦	Sanitation and Safety	2
or		
FN 210 ♦	ServSafe in Food Production	1
FN 246*	Pantry	3
FN 120*	Sustainable Meals	3
FN 110*	Food Preparation Essentials	3
FN 240*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3

Total Units for the Major **18-20**

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

♦ **Students with valid California ServSafe Certification may have this core requirement waived.**

Associate of Science Degree

Completion of the courses 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.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Health Sciences
Associate in Arts**

The Health Sciences Associate Degree program is designed to provide students the opportunity ~~to achieve an associate degree in health sciences which may include courses required for preparation for transfer to a CSU or for employment in areas such as emergency medical technician, medical assistant, medical insurance billing and coding, nursing assistant, paramedic or phlebotomist.~~

~~Transfer Health Sciences majors should complete the general education certificate to meet general education requirements (37-39 units), either the California State University General Education (CSU-GE) requirements or the Intersegmental General Education Curriculum (IGETC).~~

~~Refer to ASSIST.org or to the catalog of the intended college of transfer. Courses selected to fulfill requirements for this area of emphasis should reflect requirements of the college or university to which the student plans to transfer. Consult with a counselor for assistance in planning a transfer program in Health Sciences.~~ This program is not the associate degree in nursing and does not meet the State Board of Registered Nursing requirements for licensure in the state of California. Students interested in achieving a degree in Nursing should see the Nursing Associate Degree.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Recognize and define the terminology of various health sciences.
- Differentiate between various health science jobs and job requirements.
- Demonstrate scientific and critical thinking skills related to the field of health science.

Select 18 Units from the following **related disciplines**:

•BIO 11*, 12*, 15*, 112*, 113
•CHEM 1A*, 108
•EMT 207* & 207C*, 210*, 219*
•HIT 200, 204*, 207*, 209*, 216*, 219*, 221*
•HLTH 1, 2, 3
•HSC 201, 217*, 222, 223*, 226*, 227*, 228, 291
•MA 211A/B, 212A/B, 213A/B, 214B, 217A*/B*/C*, 218B
•N 160*, 161, 162*, 165, 170*, 171*, 172*, 173*, 174*, 176*, 202*, 238*, 245*, 263, 264*, 265*
•PHLB 240*
•PM 220*, 230*, 240*

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

Associate in Arts 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 Arts degree. A minimum of 12 units must be completed at Saddleback College.

General Education Requirements for Associate Degrees

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

**Revised
Health Sciences
Associate of Science**

The Health Sciences Associate Degree program is designed to provide students the opportunity **to explore their interest in health, health care and related fields through a variety of classes. The program may lead to a range of general health employment opportunities in areas such as Nursing Assistant, Home Health Aide or Medical Assisting. This associate degree is an initial educational step that may support attempts to gain entry-level employment or promotion. A baccalaureate or higher degree is recommended for those considering professional careers such as Health Sciences, Health Care Management/Administration, Public Health, and other pre-professional Allied Health Programs.**

Courses identified within the "Required Core" may have limitations on enrollments depicted by an asterisk (*). It is strongly advised that students reference the course descriptions in the Saddleback College catalog or consult with a counselor for assistance in outlining an educational plan to achieve this degree.

This program is not the Associate Degree in Nursing and does not meet the State Board of Registered Nursing requirements for licensure in the State of California. Students interested in achieving a degree in Nursing should see Registered Nurse Associate in Science.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Recognize and define the terminology of various health sciences.
- Differentiate between various health science jobs and job requirements.
- Demonstrate scientific and critical thinking skills related to the field of health science.

Required Core: Select 18 Units from the following **courses**:

Course ID	Title	Units
BIO 11*	Human Anatomy	4
BIO 12*	Human Physiology	4
BIO 15*	General Microbiology	5
BIO 20	Introduction to Biology	4
BIO 113	Human Anatomy and Physiology	4
CHEM 3*	Fundamental Chemistry	4
CHEM 1A*	General Chemistry	5
CHEM 108	Introduction to General, Organic, and Biochemistry	4
EMT 207*	Emergency Medical Technician Procedures	11
And		
EMT 207C*	Emergency Medical Technician Clinical Observation	1
EMT 210*	Emergency Medical Technician Refresher Course 1.5	
EMT 219*	Paramedic Preparation	4
FN 50	Fundamentals of Nutrition	3
FN 161*	Nutrition for Health Occupations	2
HIT 100*	Health Information Science	2
HIT 109*	ICD Diagnostic Coding	3
HIT 111*	Health Information Technologies (HCIT)	3
HIT 116*	Performance Improvement in Healthcare	3
HIT 119*	Management of Resources in Healthcare	3
HIT 130*	Directed Practice	4
HLTH 1	Contemporary Health Issues	3
HLTH 2	First Aid, CPR, and Automated External Defibrillator	1.5
HLTH 3	Women's Health Issues	3
HSC 104	Medical Terminology	3
HSC 217	Cardiac Dysrhythmias	2

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

HSC 226*	Advanced Cardiac Life Support	2
HSC 227*	Pediatric Advanced Life Support	2
HSC 228	Calculations for Medication Administration	1
HSC 291	Management of Aggressive Behavior in Healthcare Settings	.50
KNEA 151	Intro to Therapy and Career Exploration of Rehabilitation	3
<u>Or</u>		
HSC 151	Intro to Therapy and Career Exploration of Rehabilitation	3
MA 206	Introduction to Medical Assisting	3
MA 211B	Physical-Examination Procedures	3
MA 212B	Medical Office Laboratory Procedures	3
MA 213B*	Medical Asepsis and Surgical Procedures	3
MA 214B	Medication Administration for Medical Assistants	3
MA 218B	Electrocardiography for the Medical Assistant	3
MLT 210	Introduction to the Clinical Laboratory Profession	1
MLT 211*	Basic Laboratory Procedures	1
N 160*	Pharmacology for Nursing	3
N 165	Lifecycle 1, Fundamentals of Aging	1.5
N 161	Lifecycle 2, Growth and Development	1.5
N 204	Beginning Nursing Concepts	2
N 212	Laboratory Values, Interpretation And Application	1.5
N 280	Nursing Careplans and Maps	1
PHLB 240	Phlebotomy	4
Total Units for the Major:		18

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

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Nutrition**

Certificate of Achievement

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. Refer to the Family and Consumer Sciences/Home Economics transfer section of the Saddleback College Catalog, as well as the catalog of the intended college of transfer.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- ~~Determine and translate nutrient needs into menus for individuals and groups across the lifespan, in diverse cultures and religions, and for different income levels.~~
- ~~Demonstrate skills in basic food safety and preparation.~~
- ~~Differentiate between various requirements for careers in nutrition.~~

Please see a counselor for assistance in planning a transfer program.

Required Courses

Course ID	Title	Units
FCS 115	Consumer Issues	3
or		
FCS 142	Life Management	3
CWE 180†	Co-Op-Ed Foods and Nutrition	2
FN 50†	Fundamentals of Nutrition	3
FN 64	Nutrition Issues and Controversies	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 164	Sports Nutrition	2
FN 171	Sanitation and Safety	2
or		
FN 210	ServSafe in Food Production	1
FN 230*	Vegetarian Cuisine	2
or		
FN 232	Techniques of Healthy Cooking	2

Total Units for the Certificate 25-26

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

† FN 50 recommended prior to CWE 180.

**Revised
Nutrition**

Certificate of Achievement

The Nutrition Certificate of Achievement 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 also offers coursework for professional improvement.

By completing the Nutrition certificate, students will be trained to relate nutrition to health, fitness and disease; to critically assess and apply research in the area of nutritional sciences; to apply current dietary guidelines and nutrition recommendations for good health; to interpret and analyze nutrition labeling; to identify the function, deficiencies, toxicities and sources of nutrients; to identify causes and solutions to obesity and eating disorders; to identify causes and prevention of foodborne illness; to identify food-based solutions to dietary inadequacies; and to compare nutritional needs throughout the life cycle.

Program Student Learning Outcomes

Students who complete this program will be able to:

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

Required Core

Course ID	Title	Units
FCS 115	Consumer Issues	3
or		
FCS 142	Life Management	3
FN 171❖	Sanitation and Safety	2
or		
FN 210❖	ServSafe in Food Production	1
FN 50†	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
CWE 180†△	Co-Op-Ed Foods and Nutrition	1
Select three courses from Restricted Electives		8-9

Total Units for the Certificate 19-22

Restricted Electives

FN 64	Nutrition Issues and Controversies	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 164	Sports Nutrition	3
FN 161*	Nutrition for Health Occupations	2
FN 169*	Lifecycle Nutrition	3
FN 120*	Sustainable Meals	3

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

† FN 50 recommended prior to CWE 180.

❖ Students with valid California ServSafe Certification may have this core requirement waived.

△ Students must complete 2 units of CO-OP-ED FOODS AND NUTRITION to earn the certificate.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2018-2019

**Current
Nutrition
Associate in Science**

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. Refer to the Family and Consumer Sciences/Home Economics transfer section of the Saddleback College Catalog, as well as the catalog of the intended college of transfer.~~

Program Student Learning Outcomes

Students who complete this program will be able to:

- ~~Determine and translate nutrient needs into menus for individuals and groups across the lifespan, in diverse cultures and religions, and for different income levels.~~
- ~~Demonstrate skills in basic food safety and preparation.~~
- ~~Differentiate between various requirements for careers in nutrition.~~

~~Please see a counselor for assistance in planning a transfer program.~~

Required Courses

Course ID	Title	Units
FCS 115	Consumer Issues	3
or		
FCS 142	Life Management	3
CWE 180†	Co-Op-Ed Foods and Nutrition	2
FN 50†	Fundamentals of Nutrition	3
FN 64	Nutrition Issues and Controversies	3
FN 110*	Food Preparation Essentials	3
FN 120*	Contemporary Meals	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 164	Sports Nutrition	2
FN 171	Sanitation and Safety	2
or		
FN 210	ServSafe in Food Production	1
FN 230*	Vegetarian Cuisine	2
or		
FN 232	Techniques of Healthy Cooking	2
Total Units for the Major		25-26

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

† FN 50 recommended prior to CWE 180.

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: BUS 125, BUS 137; FN 140, FN 171; HLTH 1; KNES 107; PSYC 33; SP 1.

**Revised
Nutrition
Associate of Science**

The Nutrition **Associate of Science degree** 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 **also** offers coursework for professional improvement.

By completing the Nutrition degree, students will be trained to relate nutrition to health, fitness and disease; to critically assess and apply research in the area of nutritional sciences; to apply current dietary guidelines and nutrition recommendations for good health; to interpret and analyze nutrition labeling; to identify the function, deficiencies, toxicities and sources of nutrients; to identify causes and solutions to obesity and eating disorders; to identify causes and prevention of foodborne illness; to identify food-based solutions to dietary inadequacies; and to compare nutritional needs throughout the life cycle.

Program Student Learning Outcomes

Students who complete this program will be able to:

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

Required Core

Course ID	Title	Units
FCS 115	Consumer Issues	3
or		
FCS 142	Life Management	3
FN 171♦	Sanitation and Safety	2
or		
FN 210♦	ServSafe in Food Production	1
FN 50†	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
CWE 180†△	Co-Op-Ed Foods and Nutrition	1
Select three courses from Restricted Electives		8-9
Total Units for the Major		19-22

Restricted Electives

FN 64	Nutrition Issues and Controversies	3
FN 160	Nutrition, Weight Management, and Eating Disorders	3
FN 164	Sports Nutrition	3
FN 161*	Nutrition for Health Occupations	2
FN 169*	Lifecycle Nutrition	3
FN 120*	Sustainable Meals	3

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

† FN 50 recommended prior to CWE 180.

♦ **Students with valid California ServSafe Certification may have this core requirement waived.**

△ **Students must complete 2 units of CO-OP-ED FOODS AND NUTRITION to earn the degree.**

Associate of Science Degree

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

General Education Requirements for Associate Degrees

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

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 1 of 7

Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				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, sch desc, moe
ATAS	ARCH 122	48030.00	ARCHITECTURAL PRACTIC	assign
ATAS	ARCH 124A	48040.00	ARCHITECTURAL DWG I	assign
ATAS	ARCH 132	48090.00	RES PLANNING & DESIGN	assign
ATAS	ARCH 136	48110.00	BASIC ARCH DESIGN II	assign
ATAS	ARCH 152	48180.00	ADV CAD DESIGN	sr
ATAS	ARCH 161	198060.10	PRINT PLANS SPEC READ	txt
ATAS	ARCH 162	198080.00	CONSTRUCTION ESTIMAT.	txt
ATAS	AUTO 220	430307.00	ALT PROP SYS-AUTO	TOP code fr 0948.00 to <u>0948.40</u>
ATAS	AUTO 231	992628.00	HEV-HYBRID ELEC TECH	TOP code fr 0948.00 to <u>0948.40</u>
ATAS	DR 120	236060.00	ENGINEERING TECH	txt

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 2 of 7

ATAS	DR 152	48180.10	ADV CAD DESIGN	sr
ATAS	DR 201	992631.00	ADV 3D PARAMETRIC	txt
ATAS	DR 202	992632.00	GEO DIMENSIONING	txt
ATAS	FASH 31	162240.05	TEXTILES	fr c/l w/BUS 31 to not <u>c/l w/BUS 31</u> , cat desc, sch desc, moe
ATAS	FASH 100	162010.05	SEW FASH DESIGN I	txt
ATAS	FASH 113	450210.00	COUTURE SEWING	assign, txt, val
ATAS	FASH 120	162170.05	TAILORING	assign, txt
ATAS	FASH 124	162210.00	WEARABLE ART	tps
ATAS	FASH 132	162250.00	DRAPING FASHION DESIG	assign, txt
ATAS	FASH 136	162260.00	APPAREL DESIGN	assign
ATAS	FASH 143	162300.05	BUYING/MERCHANDISING	fr c/l w/BUS 143 to not <u>c/l w/BUS 143</u> , cat desc, sch desc, moe, assign
ATAS	FASH 145	162320.05	INTERNSHIP	fr c/l w/BUS 145 to not <u>c/l w/BUS 145</u> , cat desc, sch desc, assign, txt
ATAS	FASH 147	162330.05	SPECIAL EVENTS	fr c/l w/BUS 147 to not <u>c/l w/BUS 147</u> , cat desc, sch desc, assign, txt
ATAS	FASH 148	428948.00	VISUAL MERCHANDISING	fr c/l w/BUS 148 to not <u>c/l w/BUS 148</u> , cat desc, sch desc, assign, txt
ATAS	FASH 211	433959.00	ADV DRESMKG/CUSTM SEW	txt
ATAS	FASH 224	992608.00	ACCESSORY DESIGN	txt
ATAS	FASH 225	992595.00	APPAREL CART	txt
ATAS	FASH 240	162625.00	DYE PROCESSES FABRICS	tps
ATAS	FASH 254	162630.00	FASHION IN SO. CA	txt
ATAS	FN 140	338030.00	CULTURAL CUISINE	ti fr CULTURAL CUISINE to <u>WORLD CUISINES</u> , cat desc, sch desc, moe
ATAS	FN 150	430030.00	INTRO TO HOSPITALITY	ti fr INTRODUCTION TO HOSPITALITY-INDUSTRY-MGMT AND SUPERVISION to <u>INTRODUCTION TO HOSPITALITY MANAGEMENT</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, pcs fr not program applicable to <u>program applicable</u>
ATAS	FN 157	430032.00	HOSPITALITY LAW/HUMAN	assign, pcs fr not program applicable to <u>program applicable</u>
ATAS	FN 171	338120.00	SANITATION AND SAFETY	cat desc, tps, lrng obj
ATAS	FN 240	429854.00	CULINARY PRINC I	crs id fr FN 240 to <u>FN 101</u> , CSU GE code fr Not Applicable to <u>Transferable as an elective--does not fit GE pattern</u> , SAM code fr D to <u>C</u> , cat desc, sch desc, tps, txt
ATAS	GC 210	450054.00	LETTERPRESS	cat desc, sch desc, assign, txt
ATAS	GD 148	429121.00	DIGITAL GRAPHIC DESGN	cat desc, assign, pcs from program applicable to <u>not program applicable</u>
ATAS	MFG 202	433716.00	INDUSTRIAL MATERIALS	cat desc, sch desc, assign
ATAS	MFG 203	433717.00	INTRO MANUFACTNG PROC	SLOs, assign

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 3 of 7

ATAS	MST 212	512372.00	SAIL,SEAMAN,BOAT SFTY	cat desc, sch desc, tps, lrng obj, assign, txt
ATAS	MST 214A	433059.00	INTER OCEAN SAILING	assign, val
ATAS	MST 214B	512410.05	ADV CRUISING	assign
ATAS	MST 215	428952.00	VESSEL COMMAND & ORGN	cat desc, sch desc, assign
ATAS	MST 218	433424.00	ELECT AIDS NAVIGATION	sr
ATAS	MST 224	433971.00	CRUISE CHANNEL ISLDS	sr
ATAS	TOUR 253	842050.00	WRLD DES-EUROPE	assign, txt
ATAS	TOUR 254	842060.00	WRLD DES-PAC,AS,AF,ME	assign, txt
ATAS	TOUR 257	842082.00	TOURS AND CRUISES	assign, txt
BS	BUS 31	162240.15	TEXTILES	dc
BS	BUS 143	162300.10	BUYING/MERCHANDISING	dc
BS	BUS 148	428948.10	VISUAL MERCHANDISING	dc
BS	BUS 145	162320.10	INTERNSHIP	dc
BS	BUS 147	162330.10	SPECIAL EVENTS	dc
BS	CIMA 223A	430472.00	QUICKBOOKS--BEGINNING	hrs fr 1.5 hrs lec/0.5 hr lab/0 hr lrng cntr , to <u>1 hr lec/1.5 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, SLOs, txt
BS	CIMA 283D	431072.00	OFF SKILLS--WINDOWS	tps, txt
BS	CIMN 100A	429849.00	WINDOWS--BEGINNING	hrs fr 1.5 hrs lec/0 hr lab/0 hr lrng cntr to <u>1 hr lec/1.5 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, moe
BS	CIMN 100B	429849.05	WINDOWS--INTERMEDIATE	hrs fr 1.5 hrs lec/0 hr lab/0 hr lrng cntr to <u>1 hr lec/1.5 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, SLOs, moe
BS	CIMN 200	192398.00	INTRO TO NETWORKING	hrs fr 3 hrs lec/0 hr lab/0 hr lrng cntr to <u>2 hrs lec/3 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, lrng obj, moe, txt
BS	CIMW 100	992719.00	WEB SITE DEVEL HTML	hrs fr 3 hrs lec/0 hr lab/0 hr lrng cntr to <u>2 hrs lec/3 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe
BS	CIMW 134	431634.00	PHOTOSHOP	hrs fr 2.5 hrs lec/1.5 hrs lab/0 hr lrng cntr to <u>2 hrs lec/3 hrs lab/0 hr lrng cntr</u> , tps, SLOs, txt
BS	CIMW 207	429605.00	SOCIAL MEDIA & WEB	sr
BS	CIMW 280	432597.00	CAPSTONE PORTFOLIO	hrs fr 1.5 hrs lec/0 hr lab/0 hr lrng cntr to <u>1 hr lec/1.5 hrs lab/0 hr lrng cntr</u> , cat desc, sch desc, tps, lrng obj, SLOs
FAMT	CTVR 113	180040.00	RADIO BROADCASTING	tps, assign
HS	N 161	386225.00	LIFECYCLE 2 GROW DEV	moe, txt
HS	SL 101	794050.00	DEAF CULTURE/HISTORY	cr id fr SL 101 to <u>SL 10</u>
LAP	TU 300	848050.15	SUPERVISED TUTORING	lrng obj, SLOs, moe
SB	ANTH 7	30100.00	NATIVE CULTURES SOCAL	dc
SB	GLST 1	692146.00	INTRO GLOBAL STUDIES	rec prep fr ENG 1A to <u>ENG 1A or ENG 1AH</u>
SB	GLST 2	692147.00	GLOBAL ISSUES	rec prep fr ENG 1A to <u>ENG 1A or ENG 1AH</u>

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 4 of 7

XE	EHEA 500	130017.00	CARDIOVASCULAR HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 501	130018.00	CARDIOVASCULAR HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 502	130019.00	CARDIOVASCULAR HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 503	130020.00	CARDIOVASCULAR HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 504	130021.00	AQUA-CARDIO HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 505	130022.00	AQUA-CARDIO HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 506	130023.00	AQUA-CARDIOVASCULAR HEALTH FOR THE OLDER ADULT (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 507	130024.00	AQUA-CARDIO HEALTH AND WELLNESS FOR THE OLDER ADULT (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 508	130025.00	BALANCE AND MOBILITY FOR HEALTH FOR THE OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 509	130026.00	BALANCE AND MOBILITY FOR HEALTH FOR THE OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 510	130027.00	BALANCE AND MOBILITY FOR HEALTH FOR THE OLDER ADULT (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 511	130028.00	BALANCE AND MOBILITY FOR HEALTH FOR THE OLDER ADULT (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 512	130029.00	BEG INDEPENDENT MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 513	130030.00	BEG INDEPENDENT MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 514	130031.00	BEG INDEPENDENT MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 5 of 7

XE	EHEA 515	130032.00	BEG INDEPENDENT MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 516	130033.00	INTERMEDIATE IND MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 517	130034.00	INTERMEDIATE IND MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 518	130035.00	INTERMEDIATE IND MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 519	130036.00	INTERMEDIATE IND MOVEMENT TECHNIQUES FOR OLDER ADULT (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 520	130037.00	MUSCULAR STRENGTH AND BODY ALIGNMENT FOR OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 521	130038.00	MUSCLE STRENGTH AND BODY ALIGNMENT FOR OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 522	130039.00	MUSCULAR STRENGTH AND BODY ALIGNMENT FOR OLDER ADULTS (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 523	130040.00	MUSCULAR STRENGTH AND BODY ALIGNMENT FOR OLDER ADULTS (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 524	130041.00	POSTURE AND FLEXIBILITY FOR OLDER ADULT HEALTH (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 525	130042.00	POSTURE AND FLEXIBILITY FOR OLDER ADULT HEALTH (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 526	130043.00	POSTURE AND FLEXIBILITY FOR OLDER ADULT HEALTH (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 527	130044.00	POSTURE AND FLEXIBILITY FOR OLDER ADULT HEALTH (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 528	130045.00	FOCUSED MOVEMENT FOR OLDER ADULT HEALTH (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 529	130046.00	FOCUSED MOVEMENT FOR OLDER ADULT HEALTH (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times
XE	EHEA 530	130047.00	FOCUSED MOVEMENT FOR OLDER ADULT HEALTH (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lng cntr, oe/oe, repeatable 99 times

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 6 of 7

XE	EHEA 531	130048.00	FOCUSED MOVEMENT FOR OLDER ADULT HEALTH (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	EHEA 532	130049.00	CONCENTRATION AND MUSCLE STRENGTH FOR OLDER ADULT (EI)	nc, 0 units/1.5 hrs lec/1.5 hrs lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	EHEA 533	130050.00	CONCENTRATION AND MUSCLE STRENGTH FOR OLDER ADULT (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	EHEA 534	130051.00	CONCENTRATION AND MUSCLE STRENGTH FOR OLDER ADULT (EI)	nc, 0 units/.75 hr lec/.75 hr lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	EHEA 535	130052.00	CONCENTRATION AND MUSCLE STRENGTH FOR OLDER ADULT (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	EHEA 536	130053.00	BRAIN HEALTH AND CONDITIONING FOR OLDER ADULTS (EI)	nc, 0 units/1 hr lec/1 hr lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	EHEA 537	130054.00	BRAIN HEALTH AND CONDITIONING FOR OLDER ADULTS (EI)	nc, 0 units/.50 hr lec/.50 hr lab/0 hr lrng cntr, oe/oe, repeatable 99 times
XE	HLTH 501	992532.10	HLTH FIT-WELLNESS-EI	dc
XE	HLTH 502	992646.00	HLTH FIT-WELLNESS-EI	dc
XE	HLTH 503	992746.00	HLTH FIT-WELLNESS-EI	dc
XE	HLTH 504	992747.00	HEALTHY AGING (EI)	dc
XE	MUS 34X	971061.10	CHORAL: BARBERSHOP-EI	crs id fr MUS 34X to <u>EMUS 512</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
XE	MUS 34X	971061.20	CHORAL: BARBERSHOP-EI	crs id fr MUS 34X to <u>EMUS 512</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, txt
XE	PHOT 41X	433691.00	DIGITAL SHOW INTER-EI	rec prep fr PHOT 40X to <u>EPHO 500</u> , cr id fr PHOT 41X to <u>EPHO 501</u> , ti fr DIGITAL SHOW PRESENTATIONS INTERMEDIATE (EI) to <u>INTERMEDIATE DIGITAL SHOW PRESENTATIONS (EI)</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val
XE	PHOT 50XB	971039.10	INT DIGITAL PHOTO-EI	rec prep fr PHOT 50XA to <u>EPHO 502</u> , cr id fr PHOT 50XB to <u>EPHO 503</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val
XE	PHOT 59XA	971043.10	BEG COLOR PRINTING-EI	rec prep fr PHOT 50XA to <u>EPHO 502</u> , cr id fr PHOT 59XA to <u>EPHO 504</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val

SADDLEBACK COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2019-2020

Exhibit B
Page 7 of 7

XE	PHOT 59XB	971045.10	ADV COLOR PRINTING-EI	rec prep fr PHOT 59XA to EPHO 504 , cr id fr PHOT 59XB to EPHO 505 , cat desc, sch desc, tps, lng obj, SLOs, moe, assign, txt, val
XE	SPAN 232X	433748.00	ADV PRAC SPANISH (EI)	rec prep fr SPAN 231X to ESPA 501 , cr id fr SPAN 232X to ESPA 502 , cat desc, sch desc, tps, lng obj, SLOs, moe, assign, txt, val

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

Current

Entrepreneurship Certificate and Degree Program

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 in 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 **with** 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 make good decisions **to ensure success**. 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.

Course ID	Title	Units
ACCT 235	Entrepreneurial Accounting	3
BUS 1	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*	Principles of Composition II	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
	Marketing and Communication Specialties	3-4.5
	Restricted Electives	3-4.5
Total		23-28
Restricted Electives:		
BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 107	Innovation and New Product Development	3
BUS 108	Social Entrepreneurship	3
BUS 111	Business Sustainability Strategies: People,	
	Planet, Profit	3
BUS 120	Business Management	3
BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	1-3
Marketing and Communication Specialties:		
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
BUS 138/CTVR 138	Advertising	3
CIMA 283 E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5

Revised

Entrepreneurship Certificate of Achievement

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:

- **Describe and discuss the major influences on small businesses and on starting and building businesses, including governmental, financial, human resource, and other considerations. Consider these influences when planning a potential new product, service, or business.**
- **Identify 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.**
- **Clearly describe the 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.**

Course ID	Title	Units
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*	Principles of Composition II	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
Total Units for the Certificate:		17-19

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

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

Associate Degree

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 that meet general education requirements. Refer to ASSIST.org and to the transfer institution's catalog for transfer requirements.~~

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

**Current
Entrepreneurship Certificate and Degree Program**

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 in 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 ~~with~~ 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 make good decisions ~~to ensure success~~. 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.

Course ID	Title	Units
ACCT 235	Entrepreneurial Accounting	3
BUS 1	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*	Principles of Composition II	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
	Marketing and Communication Specialties	3-4.5
	Restricted Electives	3-4.5
Total		23-28
Restricted Electives:		
BUS 105	Social Media Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 107	Innovation and New Product Development	3
BUS 108	Social Entrepreneurship	3
BUS 111	Business Sustainability Strategies: People, Planet, Profit	3
BUS 120	Business Management	3
BUS 223	Human Resources and Employment Law	3
BUS 237	Financing the Entrepreneurial Business	1.5
CWE 180	Cooperative Work Experience: Business	1-3

Marketing and Communication Specialties:

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
BUS 138/CTVR 138	Advertising	3
CIMA 283 E, F, G	Office Skills: Word, Excel, PowerPoint	.5, .5, .5

**Revised
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.**

Course ID	Title	Units
Required Core (17-19 Units)		
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*	Principles of Composition II	4
BUS 104*	Business Communication	3
BUS 160	Entrepreneurship	3
	Restricted Electives	3-4.5
	Marketing and Communication Specialties	3-4.5
	Total Units for the Major:	23-28

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

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

Associate Degree

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.

Restricted Electives

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

**Current
Global Business Certificate Program**

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, import/export processes and regulations, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe global business concepts, principles, and development of successful global business strategies.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of International businesses.
- 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.
- Create a plan for setting up an export or an import business.

Course ID	Title	Units
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment & Business Law	3
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
BUS 103	Business English	3
Or		
ENG 1A*	Principles of Composition I	
Or		
ENG 1AH*	Principles of Composition Honors I	4

Restricted Electives: 6 Units—Select from the following courses

BUS 102	Oral Business Communications	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 107	Innovation and New Product Development	3
BUS 108	Social Entrepreneurship	3
BUS 105	Social Media Marketing	
—Or		
BUS 109	eCommerce Marketing	3
BUS 111	Business Sustainability Strategies: People, Planet, Profit	3
BUS 120	Business Management	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3

**Revised
Global Business Certificate of
Achievement**

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, import/export processes and regulations, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe global business concepts, principles, and development of successful global business strategies.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of International businesses.
- 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.
- Create a plan for setting up an export or an import business.

Course ID	Title	Units
Required Core (specify total units 18-19)		
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment & Business Law	3
BUS 103	Business English	3
Or		
ENG 1A*	Principles of Composition I	
Or		
ENG 1AH*	Principles of Composition Honors I	4
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
Total Units for the Certificate		18-19

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

SP 20	Intercultural Communication	3
CWE 180	Cooperative Work Experience:	
	Business	1-3
	Total Units for the Certificate	24-25

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

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

Current

Global Business Associate in Science

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, import/export processes and regulations, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe global business concepts, principles, and development of successful global business strategies.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of international businesses.
- 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.
- Communicate effectively with people from various cultures in various business contexts.

Course ID	Title	Units
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment & Business Law	3
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
BUS 103	Business English	3
Or		
ENG 1A*	Principles of Composition	
Or		
ENG 1AH*	Principles of Composition Honors	4
Restricted Electives:		6
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	
Or		
BUS 109	eCommerce Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 107	Innovation and New Product Development	3
BUS 108	Social Entrepreneurship	3
BUS 111	Business Sustainability Strategies: People, Planet, Profit	3
BUS 120	Business Management	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 138/CTVR 138	Advertising	3
BUS 160	Entrepreneurship	3
SP 20	Intercultural Communication	3
CWE 180	Cooperative Work Experience: Business	1-3
Total Units for the Major		24-25

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

Revised

Global Business Associate of Science

Technology and international commerce have redefined business in a global context. The Global Business program prepares students for careers in international business and industries that deal with international trade and global markets. The program focuses on the dynamics of international organization, environments, trade, language, socioeconomic and cultural forces, political and legal issues, import/export processes and regulations, and emerging global markets. Completion of the recommended electives demonstrates global competencies in international business. Elective courses provide specialized areas of study.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Describe global business concepts, principles, and development of successful global business strategies.
- Identify the fundamentals of legal systems, and social, ethical, and political forces affecting the development and operation of international businesses.
- 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.
- Communicate effectively with people from various cultures in various business contexts.

Course ID	Title	Units
Required Core (specify total units 18-19)		
BUS 1	Introduction to Business	3
Or		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment & Business Law	3
BUS 103	Business English	3
Or		
ENG 1A*	Principles of Composition	
Or		
ENG 1AH*	Principles of Composition Honors	4
BUS 104*	Business Communication	3
BUS 150	International Business	3
BUS 260	Survey of Exporting and Importing	3
Restricted Electives:		6
Total Units for the Major:		24-25
Restricted Electives: 6 Units – Any one of the following courses		
BUS 102	Oral Business Communications	3
BUS 105	Social Media Marketing	
Or		
BUS 109	eCommerce Marketing	3
BUS 106	Legal Aspects of Entrepreneurship	2
BUS 107	Innovation and New Product Development	3
BUS 108	Social Entrepreneurship	3
BUS 111	Business Sustainability Strategies: People, Planet, Profit	3
BUS 120	Business Management	3
BUS 135	Marketing	3
BUS 137	Professional Selling Fundamentals	3
BUS 160	Entrepreneurship	3
COMM 20	Intercultural Communication	3
CWE 180	Cooperative Work Experience: Business	1-3

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

~~Associate Degree~~
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.
to the transfer institution's catalog for transfer requirements.

~~Suggested coursework not required for the major: BUS 116, 125, 136, 223.~~

*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.

SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

NEW

Associate in Arts in Global Studies for Transfer Degree

Global Studies is an interdisciplinary program designed to enhance student knowledge and understanding of global processes and their implications for societies, markets, governments, cultures, and environments around the world. The program also introduces students to the study of global issues and perspectives while providing the methodological tools and techniques necessary to analyze them at multiple (local, regional, and international) levels. An understanding of the world's social, economic, political, cultural, and natural systems and their growing interdependence will not only enable students to think globally, but prepare them to live, work, and participate in an increasingly globalized world as well. The goal of the Global Studies Program at Saddleback College is to prepare students for further work in international studies and world affairs through the study of other cultures, social, economic, and political systems, world history and geography. The program is designed to encourage students to think beyond local perspectives and to think globally. Students will learn how to relate their knowledge of a particular part of the world to be larger trends and issues that affect the international community as a whole. Students who earn an associate degree this degree transfer as Global Studies majors or into other related majors such as International Relations, Geography, or Political Science.

Students who complete the Associate in Arts in Global Studies 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:

- Learn contents and methods of global studies, across the fields of business/economics, history/politics, geography/environment, and society/culture.
- Learn skills essential to professional success, such as managing empirical information, writing syntheses, and composing oral and written papers based on evidence.
- Move beyond information and skills to achieve true professional understanding, emphasizing the interconnected character of human and environmental problems on a global scale and how multidisciplinary approaches must be used to solve them.

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.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required Courses		
GLST 1*	Introduction to Global Studies	3
GLST 2*	Global Issues	3

LIST A: Select five courses from at least four of the following areas (15 units)

Area 1: Culture and Society

ANTH 2	Cultural Anthropology	3
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Or

ANTH 2H	Honors Cultural Anthropology	3
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HIST 5	World History since 1500	3
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Area 2: Geography

GEOG 1	Physical Geography	3
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Or

GEOG 1H	Honors Physical Geography	3
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GEOG 2	Cultural Geography	3
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Or

GEOG 2H	Honors Cultural Geography	3
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GEOG 3	World Regional Geography	3
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SADDLEBACK COLLEGE
NEW AND REVISED PROGRAMS
ACADEMIC YEAR 2019-2020

Area 3: Economics

ECON 4* Principles (MICRO) 3

Or

ECON 4H* Honors Principles of Microeconomics 3

ECON 2* Principles (MACRO) 3

Or

ECON 2H* Honors Principles of Macroeconomics 3

Area 4: Politics

PS 12 Comparative Politics and Government 3

PS 14 International Relations 3

Area 5: Humanities

ENG 21A* World Literature – Ancient to 17th Century 3

ENG 21B* World Literature – 17th Century to Modern

Period 3

Total Units for the Major: 21

*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 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. James Buysse, Interim President, Saddleback College and Dr. Glenn R. Roquemore, President, Irvine Valley College*

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
2/1/2019 9:30am – 11:35am	Greg Jenks Dorothy Marie Lowry Distinguished Guest Lecture Series / SC Emeritus Institute	K. Drorit Gaines, Ph.D.	The Neuroscience of Healthy Cognitive Aging	\$250.00
2/22/2019 9:30am – 11:35am	Greg Jenks Dorothy Marie Lowry Distinguished Guest Lecture Series / SC Emeritus Institute	Sam Erman	How Empire Became Constitutional and What it Tells Us / Today's Supreme Court	\$200.00
3/8/2019 9:30am – 11:35am	Greg Jenks Dorothy Marie Lowry Distinguished Guest Lecture Series / SC Emeritus Institute	Vicki L. Ruiz	Why Latino History Matters to U.S. History	\$200.00
4/5/2019 9:30am – 11:35am	Greg Jenks Dorothy Marie Lowry Distinguished Guest Lecture Series / SC Emeritus Institute	Rev. Donald Barkley	Do the Religious Agree About God? Four Perspectives on the Existence and Nature of God	\$200.00
4/26/19 9:30am – 11:35am	Greg Jenks Dorothy Marie Lowry Distinguished Guest Lecture Series / SC Emeritus Institute	Martha Barnette	The Joy of Lex: Language and How we Use it	\$1300.00

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Spring 2019
Community Education Programs

ACTION: Approval

BACKGROUND

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

STATUS

A variety of educational and recreational events have been planned by the Saddleback College and Irvine Valley College Community Education departments for the Spring Semester 2019. Expenses for conducting these courses will be paid by income from participant fees. The Saddleback College course offerings, presenters, and compensation are outlined in Exhibit A. The Irvine Valley College course offerings, presenters, and compensation are outlined in Exhibit B.

RECOMMENDATION

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

Item Submitted By: *Dr. James Buysse, Interim President, Saddleback College, and Dr. Glenn R. Roquemore, President, Irvine Valley College*

South Orange County Community College District
SADDLEBACK COLLEGE

EXHIBIT A
1 of 7

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

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
Adult	Acrylic/Oil Painting Workshop	1/1 - 6/30	Jean Marie Christian (I)	50% Net	\$147
	Advanced Selling on eBay	1/1 - 6/30	Frances Greenspan (E)	50% Net	\$65
	Associate Certified Electronics Technician (CETa)	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Become a Live Scan Fingerprint Roller/Operator	1/1 - 6/30	livescanclasses.com (I)	40% Net	\$349
	Become A Professional Organizer	1/1 - 6/30	Nancy Miller (E)	50% Net	\$39
	Beginning and Intermediate Watercolor Workshop	1/1 - 6/30	Jean Marie Christian (I)	50% Net	\$168
	Beginning Blues Harmonica	1/1 - 6/30	David Broida (E)	50% Net	\$49
	Beginning Guitar	1/1 - 6/30	Ron Gorman (E)	60% Net	\$99
	Beginning Ukulele	1/1 - 6/30	Ron Gorman (E)	60% Net	\$100
	Blogging for Fun and Profit	1/1 - 6/30	Bob Cohen (I)	50% Net	\$39
	Botanicals Watercolor Workshop	1/1 - 6/30	Jean Marie Christian (I)	50% Net	\$168
	Calligraphy	1/1 - 6/30	Victoria Kibildis (E)	40% Net	\$185
	CBEST - California Basic Educational Skills Test	1/1 - 6/30	BTPS Testing Sandra Edwards (I)	40% Net	\$355
	Community (HOA) Leadership Training Program	1/1 - 6/30	Community Associations Institution (I)	50% Net	\$75
	Create Your Own Beautiful, Living Succulent Arrangement	1/1 - 6/30	Robert Farnsworth (E)	40% Net	\$29
	Creative Digital Portrait Photography	1/1 - 6/30	Laura Hoffman (E)	50% Net	\$168
	CTE: Dental Assisting	1/1 - 6/30	College and Career Advantage (I)	Grant	Grant
	CTE: Pharmacy Technician	1/1 - 6/30	College and Career Advantage (I)	Grant	Grant
	CTE: Surgical Technician	1/1 - 6/30	College and Career Advantage (I)	Grant	Grant
	Dance Classes for Adults	1/1 - 6/30	TBA	50% Net	\$59
	Department of Real Estate Salesperson/Broker Online License Test Prep	1/1 - 6/30	Real Estate Centre (I)	90% Net	\$90
	Discover Photography: Part 1	1/1 - 6/30	Laura Hoffman (E)	50% Net	\$135
	Discover Photography: Part 2	1/1 - 6/30	Laura Hoffman (E)	50% Net	\$168
	Drawing Workshop	1/1 - 6/30	Jean Marie Christian (I)	50% Net	\$147
	Eagles Intermediate Guitar	1/1 - 6/30	Ron Gorman (E)	60% Net	\$99
	Electricity and Electronics Fundamentals	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Eliminate Clutter in Your Home and Office	1/1 - 6/30	Nancy Miller (E)	50% Net	\$39
	Essential Oil Make and Take Series	1/1 - 6/30	Amber Cambria (E)	40% Net	\$175
	FCC General Radiotelephone Operator's License (GROL) Elements 1 and 3	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Feng Shui Tools for Better Living	1/1 - 6/30	Feng Shui Solutions (I)	50% Net	\$49
	Fiber Optics Installer	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Financial Management for Women	1/1 - 6/30	James Peters (E)	40% Net	39%
	Fingerstyle Guitar	1/1 - 6/30	Ron Gorman (E)	60% Net	\$90
	First Hand French	1/1 - 6/30	TBA	50% Net	\$85
	Five Weeks to a Beautiful Garden!	1/1 - 6/30	Robert Farnsworth (E)	40% Net	\$290
	Foreign Language Students	1/1 - 6/30	FLS International (I)	Varies	Varies
	Get to Know the US Constitution	1/1 - 6/30	Mike Pouraryan (E)	40% Net	\$69
	Hand and Wheel Ceramics	1/1 - 6/30	Adrian Sandstrom (E)	50% Net	\$150
	Hand and Wheel Ceramics	1/1 - 6/30	Don Ryan (E)	50% Net	\$150
	Having the Talk: Parent-Based Sexuality Health Education for Families	1/1 - 6/30	Jill Halbert (E)	40% Net	\$148
	Healthy Harmonica: Songs and Rhythms	1/1 - 6/30	David Broida (E)	50% Net	\$39
	HiSet Testing	1/1 - 6/30	Javier Corrales (E)	Varies	Varies
	How to Apply Design Thinking at Work and in Life	1/1 - 6/30	Jenny Woo (E)	40% Net	\$49
	How to Be a Mystery Shopper	1/1 - 6/30	Jennifer Hayes Schutza (I)	40% Net	\$49
	How To Be Published for FREE!	1/1 - 6/30	Mike Rounds (E)	50% Net	\$39
	How To Create A Website in 24 Hours for FREE!	1/1 - 6/30	Mike Rounds (E)	50% Net	\$39
	How to Monetize Your Writing Passion	1/1 - 6/30	Michael Ashley (E)	40% Net	\$49
	How To Play Piano By Ear	1/1 - 6/30	Craig Coffman (I)	50% Net	\$45
	How To Sell on eBay®	1/1 - 6/30	Frances Greenspan (E)	50% Net	\$65
	How to Sell Your Ideas and Inventions	1/1 - 6/30	Mike Rounds (E)	50% Net	\$39
	HSE Computer Technology Learning Center	1/1 - 6/30	Adult Education Instructor (E)	Grant	Grant
	HSE Math	1/1 - 6/30	Adult Education Instructor (E)	Grant	Grant
	HSE Math - Spanish	1/1 - 6/30	Adult Education Instructor (E)	Grant	Grant
	HSE Reading/Writing	1/1 - 6/30	Adult Education Instructor (E)	Grant	Grant
	HSE Reading/Writing - Spanish	1/1 - 6/30	Adult Education Instructor (E)	Grant	Grant
	HVAC - Heating Ventilation Air Conditioning	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Increase Your Income with a Home-Based Business	1/1 - 6/30	Nancy Miller (E)	50% Net	\$39
	Instant Piano for Hopelessly Busy People	1/1 - 6/30	Craig Coffman (I)	50% Net	\$45
	Intermediate Beatles Guitar	1/1 - 6/30	Ron Gorman (E)	60% Net	\$99
	Intermediate Blues Guitar	1/1 - 6/30	Ron Gorman (E)	60% Net	\$99
	Intermediate Guitar	1/1 - 6/30	Ron Gorman (E)	60% Net	\$99
	Introduction to Digital Photography: "The Camera Class"	1/1 - 6/30	Laura Hoffman (E)	50% Net	\$45
	Introduction to Wine Appreciation	1/1 - 6/30	Michelle Mooney (E)	50% Net	\$85
	Investment Boot Camp	1/1 - 6/30	Jalon O'Connell (E)	50% Net	\$39
	Investment Strategies for Growth and income	1/1 - 6/30	Charles Goffin (E)	50% Net	\$39
	iPhones®, iPads®. . . and I'm Lost®	1/1 - 6/30	Bob Cohen (I)	50% Net	\$39
	iPhones®, iPads®: Beyond the Basics	1/1 - 6/30	Bob Cohen (I)	50% Net	\$39
	Italian Supreme: A Taste of Italy	1/1 - 6/30	Conversa (I)	50% Net	\$153
	Job Seekers Workshop	1/1 - 6/30	Maryam Ghassemkhani (E)	40% Net	\$45
	Loan Signing Specialist Training	1/1 - 6/30	Masters Notary Academy (I)	\$35 PP	\$70
	Makeup 101	1/1 - 6/30	Michele Godinez (E)	50% Net	\$175
	Marketing Your Business on Facebook and Social Media Sites	1/1 - 6/30	Bob Cohen (I)	50% Net	\$49
	Master Your Investments	1/1 - 6/30	Jalon O'Connell-Morton (E)	50% Net	\$70
	Networking Security (2020)	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Notary Public Training	1/1 - 6/30	Masters Notary Academy (I)	\$35 PP	\$70
	Online No-Credit Classes	1/1 - 6/30	Education To Go (I)	\$55-\$175pp	\$94-299

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

EXHIBIT A
2 of 7

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

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
CFK	Organic Gardening and Composting: Create a Home Vegetable Garden	1/1 - 6/30	Robert Farnsworth (E)	40% Net	\$29
	Piano Made Easy Series	1/1 - 6/30	Craig Coffman (I)	50% Net	\$75
	Pinot's Pallet Wine Tasting and Painting	1/1 - 6/30	Pinot's Pallet (I)	60%	\$145 - \$225
	Plant-Based Diets: The Why and How	1/1 - 6/30	Lori Hoolihan (E)	40% Net	\$49
	Proctoring Services	1/1 - 6/30	In-House Services (E)	PP	\$50-75
	Protect Your Property with Patents, Trademarks, and Copyrights	1/1 - 6/30	Mike Rounds (E)	50% Net	\$49
	Quilting	1/1 - 6/30	Pam Hadfield (E)	50% Net	\$150
	Residential Care Facility for the Elderly (RCFE)	1/1 - 6/30	Laura Ferral, M.H.A.(E)	50% Net	\$500
	Residential Care Facility for the Elderly (RCFE)	1/1 - 6/30	Michael Ferral, M.A., Ph.D.(E)	50% Net	\$500
	Retirement: A Phase of Life?	1/1 - 6/30	TBA	TBA	\$39
	Savvy Cyber Security	1/1 - 6/30	James Peters (E)	40% Net	\$39
	52 Essential Conversations to Have with Your Tweens and Teens	1/1 - 6/30	Jenny Woo (E)	40% Net	\$39
	Secrets of Social Media and Internet Marketing	1/1 - 6/30	Bob Cohen (I)	50% Net	\$49
	Social Security Strategies and Retirement Planning	1/1 - 6/30	Jalon O'Connell (E)	50% Net	\$70
	Sound Retirement Strategies	1/1 - 6/30	David Brown (E)	50% Net	\$39
	Speed Spanish	1/1 - 6/30	Christy Nelson (E)	50% Net	\$59
	SRT - Motorcyclist Safety Program	1/1 - 6/30	Saddleback Rider Training (I)	Varies	\$250
	Stained Glass for Beginners	1/1 - 6/30	Glass Spectrum (I)	50% Gross	\$150
	Surface Decoration: Ceramics	1/1 - 6/30	Don Ryan (E)	\$30/hr+	\$185
	Surface Decoration: Ceramics	1/1 - 6/30	Kathryn Stovall-Dennis (E)	50% Net	\$185
	Technical Formatting and Networking (2020)	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Teen Road To Safety	1/1 - 6/30	Teen Road To Safety Inc. (I)	Varies	Varies
	Travel Tours/Multi-Day Trips	1/1 - 6/30	Good Times Travel (I)	PP	PP
	UAVs (Unmanned Aerial Vehicles) Safety & Certification Training	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	Using Your Computer to Make Money	1/1 - 6/30	Nancy Miller (E)	50% Net	\$39
	Veterans Art Project	1/1 - 6/30	TBA	Varies	Varies
	What Were You Born To Do?	1/1 - 6/30	Curtis Adney (E)	50% Net	\$55
	Wireless Communications Specialist	1/1 - 6/30	Ameri-Skills (I)	PP	\$1,200 PP
	XinYi Mandarin Chinese	1/1 - 6/30	Xin Yi Language Institute (I)	50% Net	\$140
	Zumba	1/1 - 6/30	Elizabeth Lorenzo (E)	40% Net	\$49
	24	1/1 - 6/30	Chris Elliott (E)	30% Net	\$180
	24	1/1 - 6/30	Robert Johnson (E)	30% Net	\$180
	Academic Bridge	1/1 - 6/30	Academic Bridge Academy (I)	60-70% Net	\$720
	Academic Chess	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$120
	Academic Chess: Modular and Action Origami	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$120
	Academic Origami	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$120
	Academic Origami: Magic Origami	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$120
	Academic Origami: Modular in Action Origami	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$120
	Academic Origami: Paper Airplanes and Aerodynamics	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$120
	Advanced Robotics	1/1 - 6/30	Ann Berger (E)	60% Net	\$120
	Algebra for Teens - Level 1A	1/1 - 6/30	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level 1B	1/1 - 6/30	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level I	1/1 - 6/30	CFK Staff (E)	50% Net	\$99
	Algebra for Teens - Level II	1/1 - 6/30	CFK Staff (E)	50% Net	\$99
	Art	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$120
	Art Camp	1/1 - 6/30	Art Just Create It (I)	50-60% Net	\$110
	Arts and Crafts	1/1 - 6/30	Ann Berger (E)	60% Net	\$100
	Beginning Guitar & Ukulele Ensemble Class	1/1 - 6/30	Ron Gorman (E)	60% Net	\$99
	Beginning Guitar for Kids/Teens	1/1 - 6/30	Ron Gorman (E)	60% Net	\$120
	Beginning Robotics	1/1 - 6/30	Ann Berger (E)	60% Net	\$120
	Beginning Ukulele for Kids/Teens	1/1 - 6/30	Ron Gorman (E)	60% Net	\$95
	Bionerds: Animal Kingdom: Wilder Than You Think!	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bionerds: Aquatic Creatures: No Gills Required!	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bionerds: Dinosaurs: Fantastic Pre-Historic World	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bionerds: From Head to Toes	1/1 - 6/30	Bionerds (I)	60% Net	\$200
	Bionerds: Human Body: We are Super!	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bionerds: Insects: Bug Me if You Dare!	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bionerds: It's All About Life	1/1 - 6/30	Bionerds (I)	60% Net	\$128
	Bionerds: Marine Animals: Amazing Waterworld!	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bionerds: Microscopic World: What You Can't See May Surprise You!	1/1 - 6/30	Bionerds (I)	60% Net	\$136
	Bit Scouts	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Build Your Own Computer	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids, Jr.	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
	Bit Scouts: Coding for Kids, Jr: Animate with Code	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Basic Game Design	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Computer Art Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Computer Games Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Storytelling and Animation Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Storytelling Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Workshop Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Augmented Reality Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$198
	Bit Scouts: Coding for Kids: Advanced Game Design	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Animation Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Arcade Games Edition	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
	Bit Scouts: Coding for Kids: Artificial Intelligence	1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136

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South Orange County Community College District
SADDLEBACK COLLEGE

EXHIBIT A
3 of 7

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

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
Bit Scouts: Coding for Kids: Augmented Reality Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
Bit Scouts: Coding for Kids: Build Your Own Apps Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Coding for Kids: Building Your Own Role-Playing Games		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Coding for Kids: Create Role Playing Games (RPG)		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Coding for Kids: Hackathon		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Coding for Kids: Intro to Computer Science		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
Bit Scouts: Coding for Kids: Python Programming Immersive		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
Bit Scouts: Coding for Kids: Raspberry Pi		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
Bit Scouts: Coding for Kids: Software Development Immersive		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$198
Bit Scouts: Coding for Kids: Web Development Immersive		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$225
Bit Scouts: Coding I		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Disney Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Harry Potter Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Intro to Artificial Intelligence		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Learn to Code Computer Art		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$152
Bit Scouts: Learn to Code Computer Games		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$152
Bit Scouts: Nintendo Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Pixar Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Pokémon Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Python Development		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Star Wars Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Unity Game Development		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Video Game Edition		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Bit Scouts: Web Development		1/1 - 6/30	CodeCampus LLC (I)	50-60% Net	\$136
Brain Builders: Chess Club		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Crazy Contraptions		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Junkyard Challenge		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Robo Olympics		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Super Structures		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Super Stunt Vehicles		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Xtreme Catapults		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: Engineering with LEGO®: Xtreme Race Cars		1/1 - 6/30	Brain Builders (I)	60% Net	\$120
Brain Builders: STEM Lab Air Propulsion		1/1 - 6/30	Brain Builders (I)	70% Net	\$120
Brain Builders: STEM Lab: Forensics		1/1 - 6/30	Brain Builders (I)	70% Net	\$120
Brainstorm: Code Academy: 3D Game Design		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Code Academy: Android Apps & Arduino Electronics		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: Android Studio		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: App and Game Design		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: App and Game Development		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: App and Inventor Edition		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: Game Development and Design		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Code Academy: HTML & CSS		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: IT & Cyber Security		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: Kodu Game Lab		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: Python Programming		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: Scratch		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Code Academy: Scratch & Kodu Programming		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Code Academy: Tech Titans		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Code Academy: Web Development		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Engineering & Robotics: Robo Revolution		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Filmmaking		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Game Development & Minecraft Programming		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: 2D Game Dev		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: 3D Game Design		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: Code & Create		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: GameMaker: Coders and Creators		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: GameMaker: Game Development with Unity		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: GameMaker: Game Development with Unreal		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Go Think!		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering & Robotics		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: LEGO® Engineering & Robotics: Motors & Mindstorms		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: LEGO® Engineering: Evolution of Engineering		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: LEGO® Engineering: Jedi Academy		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering: Jedi's and Superheroes		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: LEGO® Engineering: Medieval Machines		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering: Modern Machines		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Engineering: Superhero City		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Robotics		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: LEGO® Robotics Academy		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: LEGO® Robotics: BattleBots		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: MakerStudio: 3D Printing		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
Brainstorm: Minecraft University		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Minecraft University: Advanced Modding		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Minecraft University: California Missions		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
Brainstorm: Minecraft University: Circuits & Electronics		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
Brainstorm: Minecraft University: Civilizations		1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140

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South Orange County Community College District
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EXHIBIT A
4 of 7

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

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	Brainstorm: Minecraft University: Dinocraft	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Minecraft University: Java Modding	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: Minecraft University: Math	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: Minecraft University: Minecraft Modding	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Minecraft University: Programming and Modding	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
	Brainstorm: Minecraft University: Python Modding	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Minecraft University: Python Temple	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Minecraft University: Revolutions	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Minecraft University: Robotics	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Minecraft University: Robotics and Redstones	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$225
	Brainstorm: Minecraft University: Robotics Programming	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: Minecraft University: Rocketry	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: STEAM Studio: 3D Printing	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM Studio: CodeFlyers Drone Developer	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM Studio: CodeFlyers Flight School	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: STEAM Studio: Engineering & Robotics	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
	Brainstorm: STEAM Studio: Rocketry	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM Studio: YouTube & Moviemaking Masters	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM University: Excellence Through Engineering	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM University: Mastering Math	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM University: Success in Science!	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: STEAM University: Teaching with Technology	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: VEX Robotics: BotSports	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: Young Einsteins: Coding and Robotics	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Young Einsteins: Rocketry	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$210
	Brainstorm: Young Einsteins: STEM Lab 2!	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab Cubed (3)!	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab Squared (2)!	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Young Einsteins: STEM Lab, Jr.	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$120
	Brainstorm: Young Einsteins: Super Scientists	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Brainstorm: Young Einsteins: Tech Academy	1/1 - 6/30	Brainstorm Studios, LLC (I)	60-70% Net	\$140
	Bricks 4 Kidz	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$180
	Bricks 4 Kidz: Amazing Animals	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Amazing Animals with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Amazing LEGO® Animals	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Amusement Park Rides	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Amusement Park Rides with LEGO® Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Construction Craze with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Energy LEGO Models	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: forces of Nature with LEGO® Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Gadgets & Gizmos with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Interesting Inventions	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Interesting Inventions with LEGO® Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Laws of Motion with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: LEGO Robotic Animals	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Mindstorm Robotics	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$185
	Bricks 4 Kidz: Minecraft with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Mining and Crafting	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Mining and Crafting 2 with LEGO® Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Motorized Air, Land, and Sea LEGO® Vehicles	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Remote Control Models with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Space Adventures	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Space Adventures with LEGO Bricks	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Spectacular LEGO® Sports	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Bricks 4 Kidz: Spectacular Sports	1/1 - 6/30	Bricks 4 Kidz (I)	50-60% Net	\$120
	Calling All Detectives: Solve the Mystery of Felix, the Missing Millionaire	1/1 - 6/30	Carrie Gray (E)	60% Net	\$120
	Camp Galileo	1/1 - 6/30	Galileo Learning, LLC (I)	TBD	\$379
	Camp Invention	1/1 - 6/30	Camp Invention (I)	85% Net	Varies
	Capture the Flag	1/1 - 6/30	Chris Elliott (E)	30% Net	\$120
	Capture the Flag	1/1 - 6/30	Robert Johnson (E)	30% Net	\$120
	Care4Yoga	1/1 - 6/30	Sahel Yoga, LLC (I)	60% Net	\$112
	Catch a Wave into First Grade	1/1 - 6/30	Carrie Gray (E)	60% Net	\$180
	Catch a Wave into Second Grade	1/1 - 6/30	Carrie Gray (E)	60% Net	\$150
	Ceramics FUNdamentals	1/1 - 6/30	Laura Haight (E)	50% Net	\$145
	Cheerleading	1/1 - 6/30	Grace + Zen (I)	50-60% Net	\$120
	Cheerleading Skills Clinics	1/1 - 6/30	College for Kids Staff (E)	Varies	\$65
	Chess Day Camp	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$139
	Cookie Parade	1/1 - 6/30	Carrie Gray (E)	60% Net	\$125
	Cooking for Kids classes	1/1 - 6/30	LIFT Enrichment (I)	50% Net	\$140
	Cooking with Science	1/1 - 6/30	Carrie Gray (E)	60% Net	\$125
	Craft-tivities	1/1 - 6/30	Carrie Gray (E)	60% Net	\$120
	Craft-tivities	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$120
	Creating with Clay	1/1 - 6/30	Art Just Create It (I)	50-60% Net	\$120
	Creative Cooks	1/1 - 6/30	Carrie Gray (E)	60% Net	\$230
	Creative Writing for Kids	1/1 - 6/30	Nicole Vega (E)	60% Net	\$99

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EXHIBIT A
5 of 7

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

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	CSI: introduction To forensic Anthropology	1/1 - 6/30	Renee Garcia (E)	50% Net	\$110
	Cut and Dissect - Level A	1/1 - 6/30	Shaun Burke (E)	\$30/hr+	\$110
	Cut and Dissect - Level B	1/1 - 6/30	Shaun Burke (E)	\$30/hr+	\$110
	Dare to Draw Anything!	1/1 - 6/30	Sarah O'Connor (E)	\$30/hr+	\$98
	Daydreamers Academy: Create Your Own Fairytale/Super Hero Movie	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$136
	Daydreamers Academy: Daydreamers Music Production Madness	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$175
	Daydreamers Academy: Jelly Time Music Workshop	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$136
	Daydreamers Academy: Movie Magic	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$136
	Daydreamers Academy: My Books Come To Life	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$175
	Daydreamers Academy: My Books' Come to Life	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$175
	Daydreamers Academy: YouTube Production Academy	1/1 - 6/30	Good for Nothing, Inc. (I)	60% Net	\$120
	Developmental Reading for Teens	1/1 - 6/30	CFK Staff (E)	\$30/hr+	\$99
	DKI Acting Academy	1/1 - 6/30	Drama Kids International (I)	60% Net	\$136
	Drama Kids International	1/1 - 6/30	Drama Kids International (I)	60% Net	\$136
	Drop-In Aftercare	1/1 - 6/30	College for Kids Staff (E)	Varies	\$10
	Early Morning Art	1/1 - 6/30	Art Just Create It (I)	50-60% Net	\$98
	Emerald Cove Day Camp	1/1 - 6/30	Emerald Cove Camp, Inc.	Varies	Varies
	English Composition for Teens	1/1 - 6/30	Tony Garcia (E)	50% Net	\$125
	Fairy Tale Feast	1/1 - 6/30	Ann Berger (E)	60% Net	\$180
	First Grade Head Start	1/1 - 6/30	Chris Saalberg (E)	60% Net	\$350
	Fit Kids	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$180
	Fit Kids: Basketball	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Cheerleading	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Dodgeball	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Field Games	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$180
	Fit Kids: Flag Football	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Hip Hop	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Kindergarten Sports	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Lacrosse	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Soccer	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	Fit Kids: Tennis	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$120
	Fit Kids: Volleyball	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$169
	Fun in the Sun	1/1 - 6/30	Dawn Trumbo (E)	30% Net	\$180
	Fun in the Sun	1/1 - 6/30	Kristi Martin (E)	30% Net	\$180
	Fun with Photoshop	1/1 - 6/30	Laura Hoffman (E)	50% Net	\$149
	Future Millionaires and Junior Entrepreneurs	1/1 - 6/30	Joshua Ballard (I)	50% Net	\$175
	Games Galore	1/1 - 6/30	Carrie Gray (E)	60% Net	\$104
	Games Galore	1/1 - 6/30	Heather Carlsen (E)	60% Net	\$104
	Games Galore	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$104
	Geometry for Teens	1/1 - 6/30	Doug Hill (E)	\$30/hr+	\$99
	Getting Excited for Kindergarten	1/1 - 6/30	Brandye Iverson (E)	60% Net	\$200
	Golf Skills Clinics Advanced	1/1 - 6/30	SCPGA (I)	60% Net	\$125
	Golf Skills Clinics Beginners	1/1 - 6/30	SCPGA (I)	60% Net	\$125
	Golf: Tee It Up With TGA/SCPGA	1/1 - 6/30	SCPGA (I)	60% Net	\$130
	Handwriting Heroes	1/1 - 6/30	Carrie Gray (E)	60% Net	\$112
	High School Algebra 1 Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	High School Algebra 2 Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	High School Geometry Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Hip Hop	1/1 - 6/30	Grace + Zen (I)	50-60% Net	\$169
	Hip Hop Dance Camp	1/1 - 6/30	Fit Kids America (I)	50-60% Net	\$112
	I Love Craft-tivities	1/1 - 6/30	Carrie Gray (E)	60% Net	\$120
	iD Tech	1/1 - 6/30	iD Tech (I)	PP	Varies
	Incrediflix	1/1 - 6/30	Incrediflix (I)	PP	\$185
	Incrediflix: Action Flix	1/1 - 6/30	Incrediflix (I)	PP	\$175
	Incrediflix: Action Movie Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Animation Flix	1/1 - 6/30	Incrediflix (I)	PP	\$185
	Incrediflix: Creature Animation Flix	1/1 - 6/30	Incrediflix (I)	PP	\$135
	Incrediflix: Filmmaking Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: GoPro Flix	1/1 - 6/30	Incrediflix (I)	PP	\$140
	Incrediflix: Green Screen Animation Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Imagination Flix	1/1 - 6/30	Incrediflix (I)	PP	\$175
	Incrediflix: Lego Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Live Action Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Minecraft Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Star Wars Live Action	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Star Wars Stop Motion Flix	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Stop Motion Experience	1/1 - 6/30	Incrediflix (I)	PP	\$125
	Incrediflix: Stop Motion Tricks and Effects	1/1 - 6/30	Incrediflix (I)	PP	\$155
	Incrediflix: Superhero Filmmaking Flix	1/1 - 6/30	Incrediflix (I)	PP	\$185
	Incrediflix: Viral Flix	1/1 - 6/30	Incrediflix (I)	60% Net	\$125
	Institute of Reading Development	1/1 - 6/30	Inst. of Reading Development (I)	PP	Varies
	Interactive Writing Workshop	1/1 - 6/30	Nancy D'Aleo-Russey (E)	\$30/hr+	\$99
	Intro to Art Journaling	1/1 - 6/30	Sarah Donawerth (E)	50-60% Net	\$75
	Intro to Mixed-Media Art	1/1 - 6/30	Sarah Donawerth (E)	50-60% Net	\$75
	Introduction to Middle School Speech and Debate	1/1 - 6/30	New England Academy (I)	60% Net	\$120
	Irish Dance	1/1 - 6/30	Liz Lightner (E)	60% Net	\$96

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

EXHIBIT A
6 of 7

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

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	Jump Start Fifth Grade	1/1 - 6/30	Ann Berger (E)	60% Net	\$180
	Jump Start First Grade	1/1 - 6/30	Kim Downing (E)	60% Net	\$150
	Jump Start First Grade	1/1 - 6/30	Avonnette Bruce Tutoring (I)	60% Net	\$125
	Jump Start Kindergarten	1/1 - 6/30	Amy Clarke (E)	30% Net	\$125
	Jump Start Kindergarten	1/1 - 6/30	Kylie Schofield (E)	30% Net	\$125
	Jump Start Kindergarten	1/1 - 6/30	Avonnette Bruce Tutoring (I)	60% Net	\$125
	Jump Start Second Grade	1/1 - 6/30	Christy Grudynski (E)	60% Net	\$150
	Jump Start Third Grade	1/1 - 6/30	Christy Grudynski (E)	60% Net	\$150
	Junior Gauchos Fun Club	1/1 - 6/30	College for Kids Staff (E)	Varies	\$80
	Keyboarding	1/1 - 6/30	Heather Carlsen (E)	60% Net	\$120
	Keyboarding	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$120
	Keyboarding on Personal Computers	1/1 - 6/30	Joyce Quade (E)	50% Net	\$126
	Kid Power	1/1 - 6/30	Mark Baines (E)	50-60% Net	\$290
	Kids Coding Classes	1/1 - 6/30	CodeSpeakLabs (I)	60% Net	\$168
	Kids Yoga and Mindfulness	1/1 - 6/30	Grace + Zen (I)	60% Net	\$120
	Kindergarten Kickoff	1/1 - 6/30	Avonnette Bruce Tutoring (I)	60% Net	\$125
	Landscapes: Whimsical to Abstract Art	1/1 - 6/30	Sarah Jaques (E)	\$30/hr+	\$98
	Learning To Dig	1/1 - 6/30	Renee Garcia (E)	50% Net	\$110
	Lil' Chef School	1/1 - 6/30	Lil' Chef School (I)	60% Net	\$120
	Lions Club	1/1 - 6/30	Andrika Bowen (E)	30% Net	\$240
	Lions Club	1/1 - 6/30	Deanna Bleidistel (E)	30% Net	\$240
	Mad Science: Chemistry Lab	1/1 - 6/30	Mad Science (I)	50-60% Net	\$215
	Mad Science: Crazy Chemworks	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Mad Science: Exploration Science	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Mad Science: Inventor's Workshop: Eureka!	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Mad Science: Molecule Mania	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Mad Science: NASA	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Mad Science: Physics Lab	1/1 - 6/30	Mad Science (I)	50-60% Net	\$215
	Mad Science: Robotics Lab	1/1 - 6/30	Mad Science (I)	50-60% Net	\$215
	Mad Science: Rocketry	1/1 - 6/30	Mad Science (I)	50-60% Net	\$215
	Mad Science: Science in Action	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Mad Science: Secret Agent Lab	1/1 - 6/30	Mad Science (I)	50-60% Net	\$215
	Mad Science: STEMulating Science	1/1 - 6/30	Mad Science (I)	50-60% Net	\$120
	Magic Origami	1/1 - 6/30	Academic Chess (I)	50-60% Net	\$139
	MainStage Kids	1/1 - 6/30	CFK Staff (E)	\$25/hr	\$395
	Manners Made Fun	1/1 - 6/30	Laura Little (E)	50% Net	\$100
	Math	1/1 - 6/30	Darren Gibson (E)	\$30/hr+	\$99
	Math 6 Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Math 6/7	1/1 - 6/30	Michael Hale (E)	60% Net	\$180
	Math 7 Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Math 7 Plus Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Math 8 Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Math Tutoring By Experienced Math Teachers	1/1 - 6/30	wikiTHINK (I)	Varies	\$269
	Mathobotix	1/1 - 6/30	Mathobotix (I)	60-70% Net	\$259
	Mathobotix: STEM Robotics Camp	1/1 - 6/30	Mathobotix (I)	60-70% Net	\$259
	Middle School Algebra 1 Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Middle School Boot Camp	1/1 - 6/30	Deanna Bleidistel (E)	30% Net	\$120
	Middle School Boot Camp	1/1 - 6/30	Stephanie Avera (E)	30% Net	\$120
	Middle School Geometry Critical Concepts	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Middle School Math Prep	1/1 - 6/30	Michael Hale (E)	60% Net	\$160
	Mini-Kindergarten	1/1 - 6/30	Lori Walker (E)	60% Net	\$325
	Modeling and Style	1/1 - 6/30	Tara Meyer (E)	50% Net	\$120
	Mommy/Daddy and Me Preschool!	1/1 - 6/30	Kris McCartney (E)	60% Net	\$250
	Mommy/Daddy and Me Preschool!	1/1 - 6/30	Patti Peviani (E)	60% Net	\$250
	Mommy/Daddy and Me Preschool!	1/1 - 6/30	Wendy Marcot (E)	60% Net	\$250
	Musical theater	1/1 - 6/30	Heather Carlsen (E)	60% Net	\$180
	Musical theater	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$180
	Natural A's	1/1 - 6/30	Curtis Adney (E)	50% Net	\$49
	Natural A's: Parent/Adult Registration	1/1 - 6/30	Curtis Adney (E)	50% Net	\$49
	Nature Explorers After-School Program	1/1 - 6/30	Environmental Nature Center (I)	60% Net	\$112
	Ocean Animals	1/1 - 6/30	Sarah O'Connor (E)	\$30/hr+	\$98
	Pen and Ink Art Magic	1/1 - 6/30	CFK Staff (E)	\$30/hr+	\$98
	Photography	1/1 - 6/30	Laura Hoffman (E)	60% Net	Varies
	Playground Games	1/1 - 6/30	Mark Baines (E)	50-60% Net	\$290
	Pre-Algebra	1/1 - 6/30	Lindsey Peck (E)	\$30/hr+	\$99
	Pre-Geometry	1/1 - 6/30	Darren Gibson (E)	\$30/hr+	\$120
	Reading Comprehension Essentials I	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Reading Comprehension Essentials II	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Reading Fun with Jr Great Books and More	1/1 - 6/30	Lori Walker (E)	60% Net	\$110
	Running Skills Clinics: Beginners	1/1 - 6/30	GrassRoots Athletics Organization (I)	50% Net	\$125
	SCPGA Golf and S.T.E.A.M. Camp	1/1 - 6/30	SCPGA (I)	60% Net	\$179
	Second Grade Common Core Camp	1/1 - 6/30	Christy Grudynski (E)	60% Net	\$180
	Second Grade Common Core Camp	1/1 - 6/30	Kim Downing (E)	60% Net	\$180
	Second Grade Head Start	1/1 - 6/30	Valerie Robbins-Meyers (E)	60% Net	\$350
	So You Want To Be A Teacher?	1/1 - 6/30	Lori Walker (E)	60% Net	\$125
	Softball Clinics	1/1 - 6/30	Nick Trani (E)	50% Net	\$169

(E) Employee

(I) Independent Contractor

South Orange County Community College District
SADDLEBACK COLLEGE

EXHIBIT A
7 of 7

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

PROGRAM	ACTIVITY TITLE	DATES	TRAINER	HONORARIA	FEE
	Spanish for Children	1/1 - 6/30	Conversa (I)	60% Net	\$145
	Spanish for Children: Levels 1 and 2	1/1 - 6/30	Conversa (I)	60% Net	\$120
	Spanish for Preschoolers	1/1 - 6/30	Conversa (I)	60% Net	\$145
	Strategic Kids: LEGO Architecture: Building Through the Ages	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$120
	Strategic Kids: LEGO Engineering: Crazy Carnival	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$112
	Strategic Kids: LEGO Simple Machines	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$112
	Strategic Kids: LEGO Storytellers	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$112
	Strategic Kids: Science of Magic	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$112
	Strategic Kids: Star Wars LEGO: Jedi Storytellers	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$112
	Strategic Kids: Strategic Magic	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$112
	Strategic Kids:LEGO Engineering: Motor Madness	1/1 - 6/30	Strategic Kids (I)	50-60% Net	\$120
	Study Strategies for Teens	1/1 - 6/30	Jason Turney (E)	\$30/hr+	\$56
	Successful Study Strategies for Kids	1/1 - 6/30	Jason Turney (E)	\$30/hr+	\$56
	Swing Dance for Kids	1/1 - 6/30	Arianna Caligiuri (E)	50% Net	\$120
	Tennis Skills Clinics	1/1 - 6/30	Nick Trani (E)	50% Net	\$149
	The Great Clay Adventure	1/1 - 6/30	Sahar Tehrani (E)	50% Net	\$39
	The Photography Club	1/1 - 6/30	Excel Education Programs (I)	60% Net	\$120
	Theatre Fun with Improvisation	1/1 - 6/30	Tara Meyer (E)	50% Net	\$120
	Third Grade Common Core Camp	1/1 - 6/30	Christy Grudynski (E)	60% Net	\$180
	Third Grade Head Start	1/1 - 6/30	Julie Hansen (E)	60% Net	\$350
	Toddler Time	1/1 - 6/30	Dawn Trumbo (E)	30% Net	\$250
	Toddler Time	1/1 - 6/30	Kristi Martin (E)	30% Net	\$250
	UCI Writing Project	1/1 - 6/30	UCI Youth Programs (I)	Varies	\$690
	Volleyball	1/1 - 6/30	Heather Carlsen (E)	60% Net	\$180
	Volleyball	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$180
	Weight Training	1/1 - 6/30	Charles Waterman (E)	60% Net	\$198
	Writing Skills Development for High School Composition	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Writing Skills Development I	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Writing Skills Development II	1/1 - 6/30	CFK Staff (E)	\$38/hr	\$169
	Yoga: Health and Wellness for Kids	1/1 - 6/30	Heather Carlsen (E)	60% Net	\$120
	Yoga: Health and Wellness for Kids	1/1 - 6/30	Tanya Bonetti (E)	60% Net	\$120
	Young Artists and Authors Studio	1/1 - 6/30	Carrie Gray (E)	60% Net	\$180
	Young Illustrators	1/1 - 6/30	CFK Staff (E)	\$30/hr+	\$98
	Young Rembrandts	1/1 - 6/30	Dustin Panian dba Young Rembrandts (I)	60% Net	\$180
	Young Rembrandts: Cartoon Drawing	1/1 - 6/30	Dustin Panian dba Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts: Cartooning	1/1 - 6/30	Dustin Panian dba Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts: Draw Amazing Things	1/1 - 6/30	Dustin Panian dba Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts: Elementary Drawing	1/1 - 6/30	Dustin Panian dba Young Rembrandts (I)	60% Net	\$120

(E) Employee

(I) Independent Contractor

<i>South Orange County Community College District</i>				
<i>IRVINE VALLEY COLLEGE</i>				
<i>COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Spring 2019</i>				
<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Art & Hobby Courses	1/14/18-5/22/18	Quayum Adbul	50% gross	\$39
Art & Hobby Courses	1/14/18-5/22/18	Diana-Sofia Estrada	50% gross	\$60
Computer Course	1/14/18-5/22/18	Vazi Okhandiar	50% gross	\$149
Educational Courses for Kids	1/14/18-5/22/18	Amanda Click	50% gross	\$99
Educational Courses for Kids	1/14/18-5/22/18	Curtis Adney	50% gross	\$59
Financial Management Workshop	1/14/18-5/22/18	Rod Kamps	50% gross	\$59
Financial Management Workshop	1/14/18-5/22/18	Ronald Gable	50% gross	\$39-\$49
Financial Management Workshop	1/14/18-5/22/18	Charla Sue Riley	50% gross	\$29
Financial Management Workshop	1/14/18-5/22/18	Gene Konstant	50% gross	\$24
Fitness Courses	1/14/18-5/22/18	JoAnna Schoon	50% gross	\$85
Ham Radio	1/14/18-5/22/18	Robert Maller	50% gross	\$60
Medical Billing Classes/Career	1/14/18-5/22/18	Kris G. Hall-Patterson	50% gross	\$150
Mystery Shopping Class	1/14/18-5/22/18	Jennifer Schutza	50% gross	\$39
Notary Classes/Career	1/14/18-5/22/18	Carrie Christensen	50% gross	\$50-\$99
Personal Enrichment Courses	1/14/18-5/22/18	LeeAnne Krusemark	50% gross	\$10-\$20
Personal Enrichment Courses	1/14/18-5/22/18	Richard Katz	50% gross	\$59
Personal Enrichment Courses	1/14/18-5/22/18	Rounds, Miller & Associates	50% gross	\$39
Piano Courses	1/14/18-5/22/18	Craig Coffman	50% gross	\$39
Voice Over Courses/Career	1/14/18-5/22/18	Alicia Midgley	50% gross	\$49

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

IVC proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of IVC for the 2019-2020 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

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

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

**Exhibit A
Page 1 of 2**

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

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

**Exhibit A
Page 2 of 2**

School	Catalog Id	Course Id	Abbreviated Course Title	Action Taken
GC	13227.00	COUN 102	Introduction to Educational and Career Exploration	ti, cat desc, sch desc, tps, lng obj, moe, assign, txt
IDEA	2255.00	ENGR 21	Introduction to Engineering and Technology	cat desc, lng obj, SLOs, assign, txt
MCSE	14800.00	MATH 327	Skills for Pre-Calculus	nc
	14802.00	MATH 357	Skills for Intermediate Algebra	nc
SBS	215.00	AJ 5	Police Community Relations	ti, cat desc, sch desc, tps, lng obj, SLOs, moe, assign, txt

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Trustees' Requests for Attending Conferences
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
ACCT National Legislative Summit Marriott Marquis Washington, D.C.	February 10-13, 2019 (4)	\$2,615	none	

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

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

FEBRUARY 10-13

2019



Schedule at a Glance

Saturday, February 9

9:00 a.m. – 11:00 p.m.	ACCT Finance and Audit Committee Meeting
9:30 a.m. – 11:30 p.m.	ACCT Member Communications and Education Committee Meeting
10:00 a.m. – 12:00 p.m.	ACCT Governance and Bylaws Committee Meeting
1:30 p.m. – 3:30 p.m.	ACCT Public Policy and Advocacy Committee Meeting
2:30 p.m. – 3:30 p.m.	ACCT Trustee Advisory Committee Meeting (by invitation)
3:30 p.m. – 5:30 p.m.	ACCT Diversity Committee Meeting

Sunday, February 10

8:30 a.m. – 11:00 a.m.	ACCT Board of Directors Meeting
9:00 a.m. – 5:00 p.m.	Registration
10:00 a.m. – 5:00 p.m.	New Trustee Academy**
11:00 a.m. – 4:00 p.m.	Advocacy Leadership Academy**
1:00 p.m. – 2:30 p.m.	AACC/ACCT Executive Committees Meeting (by invitation)
3:30 p.m. – 5:30 p.m.	State, Province and Territory Coordinators Orientation and Network Meeting
4:00 p.m. – 5:00 p.m.	Student Trustee Advisory Committee Meeting
4:00 p.m. – 5:30 p.m.	National Council of State Association Chief Executives Meeting (by invitation)
3:30 p.m. – 6:00 p.m.	ACCT Regional Nominating Committees Meeting (by invitation)

Monday, February 11

7:00 a.m. – 2:30 p.m.	Registration
8:00 a.m. – 9:45 a.m.	Opening General Sessions
10:00 a.m. – 12:00 p.m.	Roundtable Seminar for Community College Lawyers

Monday, February 11 - continued

10:00 a.m. – 11:30 a.m.	Community College Priorities Session
12:15 p.m. – 2:00 p.m.	General Session Luncheon featuring CBS News' Margaret Brennan*
2:15 p.m. – 3:30 p.m.	Policy Focus Sessions
2:15 p.m. – 3:30 p.m.	Student Session
2:30 p.m. – 3:30 p.m.	ACCT Advisory Committee of Presidents Meeting (by invitation)
3:00 p.m. – 4:00 p.m.	Asian, Pacific Islander and Native American Trustees Meeting
3:30 p.m. – 5:00 p.m.	African American Trustees Meeting
3:30 p.m. – 5:00 p.m.	Association of Latino Community College Trustees Meeting
4:00 p.m. – 5:30 p.m.	Corporate Council Roundtable Meeting (by invitation)
5:30 p.m. – 6:30 p.m.	National Capital Reception

Tuesday, February 12

7:00 a.m. – 10:00 a.m.	Registration
7:00 a.m. – 8:15 a.m.	State Breakfast Meetings (at hotel)
9:00 a.m. – 10:00 a.m.	General Session
Morning and Afternoon	Visits to House, Senate, and Executive Branch Offices
3:00 p.m. – 4:30 p.m.	Congressional Forum (on Capitol Hill)
7:00 p.m. – 9:00 p.m.	Capital Awards and Entertainment Banquet *

Wednesday, February 13

8:30 a.m. – 10:30 a.m.	General Session Breakfast *
Morning and Afternoon	Visits to House, Senate, and Executive Branch Offices

All meetings take place at the Marriott Marquis Hotel unless otherwise noted

*Tickets Required

**Advanced Registration Required

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Student Out of State Travel

ACTION: Approval

BACKGROUND

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

STATUS

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

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

RECOMMENDATION

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

Out of State Student Travel
November 19, 2018
Board of Trustees Meeting

Student Group Travel

Name of Group/Club, Description of Trip, Location	Trip Dates Inclusive, to/from	No. of students	No. of faculty	Total Cost	Funding Source(s)	College
IVC Instrumental Music – Wind Symphony College Band Directors National Association Intercollegiate Band Arizona State University, Tempe, AZ	February 19-24, 2019	4	1	\$8,874	Students - \$400 ASG - \$7,000 IVC Foundation - \$1,474	IVC

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Transfer of Budget Appropriations

ACTION: Ratification

BACKGROUND

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

STATUS

For the reporting period ending October 31, 2018 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as listed.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period ended October 31, 2018

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$70,052	
2000	Classified Salaries		\$133,742
3000	Fringe Benefits	\$12,257	
4000	Books and Supplies		\$112,624
5000	Other Operating Expenses & Services		\$183,524
6000	Capital Outlay		\$32,541
7500	Student Financial Aid	\$684,816	
7600	Other Payments to Students		\$304,694
Total Transfers - General Fund		<u>\$767,125</u>	<u>\$767,125</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$5,000
5000	Other Operating Expenses & Services	\$217,755	
6000	Capital Outlay		\$212,755
Total Transfers - Capital Outlay Fund		<u>\$217,755</u>	<u>\$217,755</u>

Self-Insurance Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$20,000
7900	Contingency	\$20,000	
Total Transfers - Self-Insurance Fund		<u>\$20,000</u>	<u>\$20,000</u>

Associated Student Government - Saddleback College

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies	\$8,030	
5000	Other Operating Expenses & Services		\$5,530
6000	Capital Outlay		\$2,500
Total Transfers - Associated Student Gov't. - SC		<u>\$8,030</u>	<u>\$8,030</u>

Associated Student Government - Irvine Valley College

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$250
5000	Other Operating Expenses & Services	\$250	
Total Transfers - Associated Student Gov't. - IVC		\$250	\$250
Total Transfers		\$1,013,160	\$1,013,160

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 18-34 to Amend FY 2018-2019 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2018-2019 Adopted Budget.

General Fund

SWP 17-18 Automotive NC3 Program SC	\$47,320
SWP 17-18 Medical Lab Tech Expansion Program SC	\$57,200
SWP 17-18 Business - General Support Program SC	(\$112,008)
2017-18 Full Time Student Success IVC	(\$501,000)
HR Training District Services	\$80,000
SWP 17-18 CTE College Marketing SC	\$104,000
2018-19 WIOA Adult Ed ABE, ELA, EI Civics Prog SC	\$328,700
SWP 17-18 Across All Business- Gen Support Prog SC	\$491,865
SWP 17-18 Career Enhancement Program SC	\$163,326
Campus Veterans Resource Center IVC	\$200,000
Total Increase to the General Fund	<u>\$859,403</u>

Total Budget Amendment	<u>\$859,403</u>
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RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 18-34 to amend the FY 2018-2019 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION NO. 18-34

November 19, 2018

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$859,403 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2018-2019 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8100	Federal Revenue	\$328,700
8600	State Revenue	\$450,703
8900	Other Financing Sources	\$80,000
		<u>\$859,403</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$18,000
2000	Classified Salaries	\$300,798
3000	Fringe Benefits	\$42,380
4000	Books and Supplies	\$101,005
5000	Other Operating Expenses & Services	\$640,676
6000	Capital Outlay	\$257,544
7500	Student Financial Aid	(\$501,000)
		<u>\$859,403</u>

Total Budget Amendment	<u>\$859,403</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2018-2019

GENERAL FUND

RESOLUTION NO. 18-34

November 19, 2018

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Kathleen F. Burke, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$859,403 duly and regularly adopted by the said Board at a regular meeting thereof held on November 19, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 20th day of November, 2018.

Kathleen F. Burke
Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: [SOCCCD: Purchase Orders and Checks]

ACTION: Ratification

BACKGROUND

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

STATUS

Purchase orders \$5,000 and above amounting to \$352,144.31 and an additional 223 purchase orders below \$5,000 amounting to \$138,228.37 for a combined total of \$490,372.68 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B).

The district processed 913 checks in the amount of \$7,075,264.10 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)

October 8, 2018 through October 24, 2018

<u>PO #</u>	<u>Supplier</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>
P188636	Albertsons	SC	Grocery Cards for SC Student Equity Program	14,012.50
P188736	BSN Sports	IVC	Tennis Supplies	5,841.81
P188847	Capitol Scientific	SC	Supplies for New Lab & Hands On Training	5,765.04
P188709	CDW Government	District	Server for Network Security Project	24,389.21
P188873	CDW Government	IVC	Dance Room Equipment	29,533.07
P188858	CDW Government	IVC	ELO Touchscreens for SSC Kiosk	11,556.84
P188669	Community Playthings	SC	Supplies for Child Development Center	8,448.68
P188810	Division of the State Architect	SC	Marquee Sign Renovation Project DSA Plan Review Fee	7,556.00
P188827	EBSCO Subscription Services	SC	Renewal of Library Periodicals FY 18-19	7,776.85
P188845	Fisher Scientific Company	SC	Diagnostics Workstation for Medical Lab Tech Students	5,328.24
P188834	GST	SC	Hitachi Projectors	12,876.02
P188749	Knorr Systems	SC	Pool Supplies	9,716.02
P188750	Livescribe	SC	Smartpens for Disabled Students Programs & Services	5,061.47
P188685	Saddleback Bookstore	SC	Bookstore for Health Resources Services Administration Grant	26,247.17
P188778	Snap-On Industrial	SC	Torque Certification Kit for Automotive Technology	76,821.74
P188747	South Orange County Economic Coalition	SC	Membership FY 18-19	5,000.00
P188784	Veritiv Operating Co, formerly Unisource	SC	Custodial Supplies	47,955.87
P188716	Veritiv Operating Co, formerly Unisource	SC	Custodial Supplies	32,638.66
P188686	Verizon Wireless	District	Verizon MiFi Charges	6,000.00
P188785	W. W. Grainger	SC	Plumbing Supplies	9,619.12
Total Purchase Orders \$5,000 and above				352,144.31
223 Purchase Orders Under \$5,000				138,228.37
Total Purchase Orders				490,372.68



South Orange County Community College District

Purchase Order Ratification (Amount)

October 8, 2018 through October 24, 2018

<u>PO #</u>	<u>Supplier</u>	<u>Location</u>	<u>Description</u>	<u>Amount</u>
P188778	Snap-On Industrial	SC	Torque Certification Kit for Automotive Technology	76,821.74
P188784	Veritiv Operating Co, formerly Unisource	SC	Custodial Supplies	47,955.87
P188716	Veritiv Operating Co, formerly Unisource	SC	Custodial Supplies	32,638.66
P188873	CDW Government	IVC	Dance Room Equipment	29,533.07
P188685	Saddleback Bookstore	SC	Bookstore for Health Resouces Services Administration Grant	26,247.17
P188709	CDW Government	District	Server for Network Security Project	24,389.21
P188636	Albertsons	SC	Grocery Cards for SC Student Equity Program	14,012.50
P188834	GST	SC	Hitachi Projectors	12,876.02
P188858	CDW Government	IVC	ELO Touchscreens for SSC Kiosk	11,556.84
P188749	Knorr Systems	SC	Pool Supplies	9,716.02
P188785	W. W. Grainger	SC	Plumbing Supplies	9,619.12
P188669	Community Playthings	SC	Supplies for Child Development Center	8,448.68
P188827	EBSCO Subscription Services	SC	Renewal of Library Periodicals FY 18-19	7,776.85
P188810	Division of the State Architect	SC	Marquee Sign Renovation Project DSA Plan Review Fee	7,556.00
P188686	Verizon Wireless	District	Verizon MiFi Charges	6,000.00
P188736	BSN Sports	IVC	Tennis Supplies	5,841.81
P188847	Capitol Scientific	SC	Supplies for New Lab & Hands On Training	5,765.04
P188845	Fisher Scientific Company	SC	Diagnostics Workstation for Medical Lab Tech Students	5,328.24
P188750	Livescribe	SC	Smartpens for Disabled Students Programs & Services	5,061.47
P188747	South Orange County Economic Coalition	SC	Membership FY 18-19	5,000.00
Total Purchase Orders \$5,000 and above				352,144.31
223 Purchase Orders Under \$5,000				138,228.37
Total Purchase Orders				490,372.68



South Orange County Community College District

Check Ratification

October 8, 2018 through October 24, 2018

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	785	5,125,695.05
07 IVC Community Education	4	6,685.84
09 SC Community Education	16	220,307.96
12 Child Development	4	103,723.56
40 Capital Outlay	56	948,740.16
68 Self Insurance	2	2,705.68
71 Retiree Benefit	2	518,667.60
95 SC Associated Student Government	7	78,959.15
96 IVC Associated Student Government	37	69,779.10
Total	913	7,075,264.10

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Contracts

ACTION: Ratification

BACKGROUND

On March 28, 2016, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$90,200 for equipment, supplies and maintenance projects.

STATUS

From September 22, 2018 through October 12, 2018, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved a total of 81 total contracts, following review by legal counsel, when appropriate.

Contract summaries are as follows:

EXHIBIT	# OF CONTRACTS	CONTRACT AMOUNT	TOTAL
A	29	\$5,000-\$100,000	\$554,700.63
B	6	Zero \$	\$0.00
N/A	46	Under \$5,000	\$76,230.50
TOTAL	81		\$630,931.13

RECOMMENDATION

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



September 22, 2018 through October 12, 2018
Contracts with Values between \$5,000 and \$100,000
Board Date: 11/19/18

CONTRACTOR NAME**CONTRACT AMOUNT**

<u>Ninyo & Moore Geotechnical and Environmental Sciences Consultant</u> Environmental Survey Services Agreement - To provide geotechnical inspection consulting services for the Health Center-Concession and New Parking Lot Phase 1A Project from 9/1/2018 to 9/15/2019. District Services	\$84,330.00
<u>Interact Communications</u> Professional Services Agreement - To provide website development for career education programs from 10/1/2018 through 12/31/2018. Irvine Valley College	\$60,000.00
<u>CDW-G, LLC</u> Software License Agreement – Renewal of Citrix NetScaler license for load balancing appliances that will provide redundancy for critical services, from 9/26/2018 to 9/25/2019. Irvine Valley College	\$38,800.00
<u>Laguna Ballet, Inc.</u> Professional Services Agreement (Amend No. 1) – To modify payment schedule at no cost for the performances of The Nutcracker from 9/30/2018 to 12/16/2018. Saddleback College	\$35,000.00
<u>NDNA Monitoring & Consulting, LLC</u> Native American Construction Monitoring Services Agreement - To provide Native American soil excavation monitoring and consulting services for the Saddleback College Athletic Stadium and Site Improvement Project from 9/20/2018 to 12/19/2018. District Services	\$30,000.00
<u>BKF Engineers</u> Land Survey Services Agreement - To provide land survey services for ATEP Site Development Project from 9/11/2018 to 12/10/2018. District Services	\$29,500.00
<u>Digital Architecture</u> Software License Agreement – Annual renewal of Acalog Academic Catalog Management System from 11/20/2018 to 11/19/2019. Irvine Valley College/Saddleback College	\$29,165.00

<u>BPI Inspection Services</u> DSA Inspection Services Agreement (Amend No. 1) – To increase contract value by \$11,200 for additional DSA inspection services for the B300 Exterior Improvement Project from current agreement value of \$17,640 and extend term by additional four months to 1/30/2019. Irvine Valley College	\$28,840.00
<u>BPI Inspection Services</u> DSA Inspection Services Agreement (Amend No. 1) – To increase contract value by \$11,200 for additional DSA inspection services for the Performing Arts Center Defects Project from current agreement value of \$17,640 and extend term by additional four months to 1/30/2019. Irvine Valley College	\$28,840.00
<u>Orange County Education and Research Institute</u> Independent Contractor Agreement – To provide advertising space in the Workforce Indicator Report from 10/1/2018 to 10/31/2018. Irvine Valley College/Saddleback College	\$23,500.00
<u>Orange County Superintendent of Schools</u> Independent Contractor Agreement – To provide project management services for the ocMaker Challenge offered through the Regional Strong Workforce Program from 10/1/2018 to 12/31/2018. Saddleback College	\$15,000.00
<u>PPL, Inc.</u> Professional Services Agreement – To provide candidate reference check services for the Saddleback College President position from 9/25/2018 to 11/5/2018. District Services	\$15,000.00
<u>Eberhard Equipment</u> Field Services Agreement – To provide rental services for various construction equipment from 8/15/2018 to 7/30/2019. Irvine Valley College	\$14,999.00
<u>Haitbrink Asphalt Paving, Inc.</u> Field Services Agreement – To provide annual maintenance and repair services for asphalt and concrete from 9/1/2018 to 6/30/2019. Saddleback College	\$14,999.00
<u>T and D Communications, Inc.</u> Field Services Agreement – To provide various data line and cabling services from 7/1/2018 to 6/30/2019. Irvine Valley College	\$14,999.00
<u>Industrial Technical Services</u> Field Services Agreement – To provide annual maintenance and repair services of HVAC from 7/31/2018 to 6/30/2019. Saddleback College	\$14,700.00

<u>Lafayette Park Hotel</u> Facility Use Agreement – To provide a location for the California Community Colleges Real Estate Education Center Conference from 4/25/2019 to 4/26/2019. Saddleback College	\$12,000.00
<u>The Portofino Hotel and Marina</u> Facility Use Agreement (Amend No. 1) – To increase contract value by \$2,500 for the California Community Colleges Real Estate Education Center Conference from current agreement value of \$8,000 through 9/28/2018. Saddleback College	\$10,500.00
<u>Blue Tiger, Inc.</u> Professional Services Agreement – To provide staff development workshops for South Orange County Regional Consortia for Adult Education programs from 1/2/2019 to 11/1/2019. Saddleback College	\$10,000.00
<u>Vital Link</u> Professional Services Agreement – To provide professional development workshops for Orange County Advanced Manufacturing and Engineering Instructors for community colleges, high schools and ROP from 10/15/2018 to 12/31/2019. Saddleback College	\$10,000.00
<u>Classics Alive Artists</u> Independent Contractor Agreement – To provide musicians for various productions by the Music department from 9/28/2018 through 6/30/2019. Irvine Valley College	\$8,000.00
<u>WSP USA, Inc.</u> Labor Compliance Services Agreement – To provide labor compliance services for the PE200 Gym Bleachers Project from 12/4/2017 to 12/3/2019. Saddleback College	\$7,610.00
<u>Beard Investigative Services, LLC</u> Independent Contractor Agreement – To provide background investigative services for campus Police department from 9/12/2018 to 6/30/2019. Saddleback College	\$7,200.00
<u>Dassault Systems America Corp.</u> Software License Agreement – To provide CATIA design software used in the Advanced Manufacturing department, from 10/2/2018 to 10/1/2019. Saddleback College	\$7,105.00
<u>Geary Floors, Inc.</u> Field Services Agreement – To provide annual cleaning and finishing services of PE200 gym floor from 10/5/2018 to 6/30/2019. Saddleback College	\$7,000.00

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

<u>Cheqroom NV</u> Software License Agreement – Annual renewal of Cheqroom Academic, an audio/visual equipment reservation and checkout system, from 9/26/2018 to 9/25/2020. Irvine Valley College	\$6,578.00
<u>Public Economics, Inc.</u> Consulting Agreement – To provide consulting services regarding pass-through payments, residual distributions and asset liquidation revenues from former redevelopment agencies from 8/13/2018 to 6/30/2023. District Services	\$6,000.00
<u>Paton Group</u> Field Services Agreement – To provide annual maintenance and certification of 3D printer from 10/1/2018 to 9/30/2019. Saddleback College	\$5,035.63
<u>Campus Concerts</u> Independent Contractor Agreement – To provide musicians for various choral performances from 9/28/2018 to 6/30/2019. Irvine Valley College	\$5,000.00
<u>Commercial Door of Orange County, Inc.</u> Field Services Agreement – To perform annual maintenance and repair of commercial doors from 10/5/2018 to 6/30/2019. Saddleback College	\$5,000.00

September 22, 2018 through October 12, 2018
Contracts with Values of \$0
Board Date: 11/19/2018

<u>CONTRACTOR NAME</u>	<u>CONTRACT AMOUNT</u>
<u>Casta del Sol HOA and Powerstone Property Management</u> Facility Use Agreement – To provide a location for Emeritus classes from 1/14/2019 to 5/22/2019. Saddleback College	\$0.00
<u>City of Dana Point</u> Facility Use Agreement – To provide a location for Emeritus classes from 8/20/2018 to 8/18/2019. Saddleback College	\$0.00
<u>City of Laguna Hills</u> Facility Use Application & Permit – To provide a location for the Emeritus Institute Choir Concert performance on 12/18/2018. Saddleback College	\$0.00
<u>Niguel Shores Community Association</u> Facility Use Agreement – To provide a location for Emeritus classes from 8/20/2018 to 8/20/2019. Saddleback College	\$0.00
<u>Ragin Cajun on Wheels</u> Catering Services Agreement – To provide catering services for an IDEA/ATEP event on 10/15/2018. Irvine Valley College	\$0.00
<u>State of California Franchise Tax Board</u> Intent to Participate – To participate in the Interagency Intercept Collection Program for past due citations fees from 10/1/2018 to 12/31/2019. Irvine Valley College	\$0.00

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adopt Resolution No. 18-30, Election to Become Subject to the California Uniform Public Construction Cost Accounting Act, Delegating Authority to the Chancellor or Emergency Designee to Take Emergency Actions without Bidding and Resolution No. 18-31, Enacting Informal Bidding Procedures Under the California Uniform Public Construction Cost Accounting Act

ACTION: Approval

BACKGROUND

Currently, when contracting for construction of public works and maintenance projects, the District is subject to Public Contract Code §20651, which requires the District to advertise the availability of a public works project for bidding, engage in a bidding process, and action of the Board of Trustees to complete the procurement process for a public works project that exceeds \$15,000 or maintenance projects exceeding \$90,200. These procedures are time-consuming, costly, and do not proactively support the ongoing repair, construction and maintenance needs of the district. These procedures are particularly prohibitive and restrictive, especially when alternative bidding procedures are available and widely used.

STATUS

By adopting the California Uniform Public Construction Cost Accounting Act (CUPCCAA) and implementing the public works accounting procedures promulgated by the Uniform Public Construction Accounting Commission (Commission), the District is authorized to procure public works contracts by the alternative bidding procedures permitted under CUPCCAA. Significant benefits accrue to the District by adopting CUPCCAA and utilizing the alternative bidding procedures authorized under CUPCCAA. The time for completing procurements of projects valued up to \$200,000 will be shortened by the informal quote or informal bidding procedures. Essential requirements, including Labor Code compliance, bonds, insurance and other similar requirements are not affected by adopting CUPCCAA. Adoption of CUPCCAA and use of the alternative bidding procedures permitted under CUPCCAA will not result in any different accounting procedures for recording contractor costs than the current existing District accounting procedure. In addition, CUPCCAA incorporates provisions establishing additional flexibility and alternative procurement procedures when no bids are received or in the event of emergencies. The Orange County Department of Education has reviewed the resolutions and has given its approval. Supplemental information will be presented by Sherman Wong with the Public Agency Law Group and is shown in EXHIBITS A and B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 18-30 (EXHIBIT C), electing to become subject to the California Uniform Public Construction Cost Accounting Act, and delegating authority to the Chancellor or emergency designee to take emergency actions without bidding. Further, it is also recommended that the Board of Trustees adopt Resolution No. 18-31 (EXHIBIT D), authorizing the adoption of the California Uniform Public Construction Cost Accounting Act and use of the alternative bidding procedures permitted under CUPCCAA.

CUPCCAA Accounting Procedures

Accounting of Contractor Costs

By electing to become subject to CUPCCAA, the District is required to adopt procedures established by the Commission to account for direct and indirect costs to complete public works projects bid pursuant to the alternative bidding procedures authorized by CUPCCAA. The procedures established by the Commission for public works completed by a contractor to the District are similar to existing accounting procedures utilized by the District for projects bid under Public Contract Code §20651. The Commission requires that costs for projects bid under the alternative bidding procedures permitted under CUPCCAA “shall be accounted for in a manner similar to a direct purchase of materials and supplies. Contracts or purchase orders should be coded with the appropriate project code and the subcontract [contractor] costs recorded onto the project tracking system in a timely manner.” Adopting CUPCCAA will not require additional or different accounting procedures.

District Staff Completed Maintenance Work Not Subject to CUPCCAA Accounting Requirements

CUPCCAA applies only to “public works” (construction, re-construction, alteration, renovation, improvement, demolition and repair work) and excludes “maintenance” work (routine, recurring and usual work to preserve or protect facilities for intended purposes, painting and landscape maintenance). With the exclusion of “maintenance” definition of “public works” under CUPCCAA, when District employees complete “maintenance” work, the personnel time and costs of labor, materials and supervision of District performed maintenance work are not subject to accounting requirements of CUPCCAA. Although maintenance is excluded from the CUPCCAA definition of “public works” CUPCCAA expressly authorizes the District to utilize CUPCCAA alternative bidding procedures for maintenance work. Public Contract Code §22003 provides that upon adopting CUPCCAA, the District “may utilize the [alternative] bidding procedures” authorized by CUPCCAA “when contracting for ‘maintenance work’ as defined in Section 22002, or when contracting for any other work which does not fall within the definition of ‘public project.’”

Alternative Bidding Procedures

Project Dollar Value and Alternative Bidding Procedures

The alternative bidding procedures permitted upon adopting CUPCCAA are based on the new dollar value of projects as of January 1, 2019, as summarized below:

Project Value	Alternative Bidding Procedure
Less than \$60,000	Three informally obtained quotes
Between \$60,000 and \$200,000	Informal Bidding Procedures
More than \$200,000	Formal Bidding Procedures

Less Than \$60,000 Projects

CUPCCAA authorizes the District to procure public works contracts valued at \$60,000 or less through an informal quote process. To ensure competitive pricing and to provide opportunities for bidders to complete work for the District, whenever possible, District staff will endeavor to obtain at least three (3) quotes and award to the qualified and capable contractor submitting the lowest priced quote.

Informally Bid Public Works Projects Valued Between \$60,000 and \$200,000

Projects valued between \$60,000 and \$200,000 can be bid by CUPCCAA informal bidding procedures.

The informal bidding procedures require the District to annually establish a list of qualified bidders for categories of work determined by the District. When a project suitable for the informal bidding procedures is developed, all qualified bidders for the trade or craft required to complete the project are informally notified of the availability of a project for informal bidding. To expedite these projects, the bidding period can be as short as 10 days after informal notice of the bidding opportunity. Pursuant to CUPCCAA, the Informal Bidding Resolutions delegate authority to award an informally bid contract, subject to subsequent Board approval or ratification.

Bid bonds, performance bonds, and payment bonds will be required of all contractors bidding or performing on an informally bid contract. Contractors and subcontractors for informally bid projects are subject to all laws and regulations relating to the payment of prevailing wage rates, contractor licensing and other employment requirements for public works projects.

Formally Bid Public Works Projects Valued at \$200,000 or More

Projects valued at \$200,000 or more can be bid under the formal bidding procedures established by CUPCCAA. The formal bidding procedures are similar to the bidding procedures under Public Contract Code §20651 insofar as advertisement of the bid opportunity is required and action of the Board is required to award a formally bid contract under CUPCCAA. There are minor differences in scope and timing of the advertising requirements for a formally bid project under CUPCCAA and bidding under Public Contract Code §20651. Under Section 20651, the District is required to advertise availability of a project for bidding in a newspaper of general circulation once a week for two weeks. Under CUPCCAA, the District is required to advertise the bidding opportunity in a newspaper and a construction trade journal. The newspaper advertisement must be at least 14 days in advance of the bid opening and the trade journal advertisement must be at least 15 days in advance of the bid opening.

Additional Bidding Procedures

In addition to establishing the three alternative bidding procedures described above, CUPCCAA incorporates provisions establishing additional flexibility and alternative procurement procedures when no bids are received or in the event of emergencies.

No Bids; Negotiated Contract

If the informal or formal bidding procedures authorized by CUPCCAA result in no bids being received, CUPCCAA (Public Contract Code §22038(c)) authorizes the District to procure a public works contract by negotiation. This authority is unique to CUPCCAA; where no bids are received, the authority to procure the work without further engaging in a bidding/proposal process considerably reduces time and costs to complete the affected project.

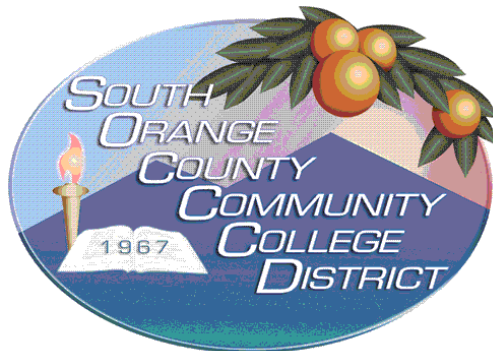
Emergencies and Repair/Replacement Procurement Without Bidding; Delegation of Authority

By adopting CUPCCAA, the District can complete emergency procurements without a bidding/proposal process under Public Contract Code §§22050. Section 22050 authorizes the District to procure goods and services for repairs/replacements required by an emergency circumstance without a bidding process upon 4/5 vote of the Board. The authority under Public Contract Code §22050 is similar to authority of the District to procure without bidding in emergency circumstances under Public Contract Code §20659, but the authority under Section 22050 does not require unanimous Board action or approval of the County Office of Education. Moreover, the emergency actions under Section 20659 do not expressly include the authority to delegate authority to declare an emergency. The following summarizes the differences between emergency procedures under CUPCCAA and Public Contract Code §20659:

Action	Public Contract Code §20659	Public Contract Code §22050
Emergency Declaration	Unanimous Board vote	4/5 Board Vote
Emergency Procurement	After District approval	Upon Board Emergency Declaration
Delegation of Authority for Emergency Declaration and/or Emergency Procurement	Not addressed	Expressly authorized

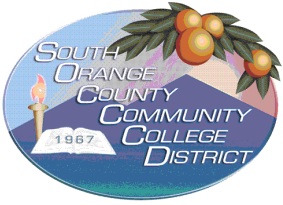
Alternative Bidding Procedures California Uniform Public Construction Cost Accounting Act (CUPCCAA)

**South Orange County Community College District
Board of Trustees Meeting
November 19, 2018**



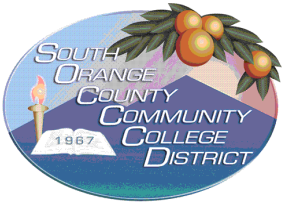
Sherman Wong
Attorney, Public Agency Law Firm

Priya Jerome
Executive Director of Procurement,
Central Services and Risk Management



What is CUPCCAA?

- Authority to complete public works projects and maintenance projects by alternative bidding procedures
- Alternative bidding procedures based on project dollar value (AB 2249, January 1, 2019)
 - Less than \$60,000; per SOCCCD AR3200 “at least three quotes must be obtained unless special circumstances exist”
 - Between \$60,000 and \$200,000; informal bidding procedures
 - Greater than \$200,000; formal bidding procedures
- Implementing CUPCCAA does not require additional accounting processes



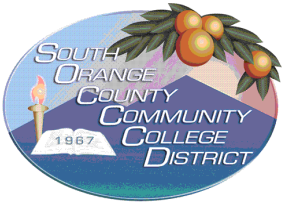
Projects Subject to CUPCCAA

- **Public Projects**

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work
- Painting or repainting

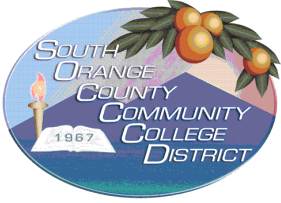
- **Maintenance**

- A public agency which has, by resolution, elected to become subject to the uniform construction cost accounting procedures ...**may utilize the bidding procedures set forth in Article 3 (commencing with Section 22030) when contracting for “maintenance work,” as defined in Section 22002, or when contracting for any other work which does not fall within the definition of “public project,” as defined in Section 22002**
 - Routine, recurring, and usual work for the preservation or protection of facilities
 - Minor repainting
 - Resurfacing of streets and highways at less than one inch
 - Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems



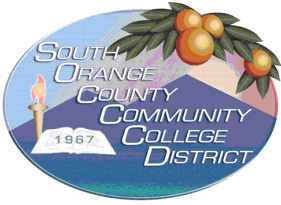
District Staff Completed Maintenance Work and CUPCCAA

- No CUPCCAA accounting requirements for labor/materials used to complete maintenance work performed by District staff
- Current practices for District staff completed maintenance work are not affected by adopting CUPCCAA; District staff can continue completing current routine maintenance work without additional accounting requirements after adopting CUPCCAA



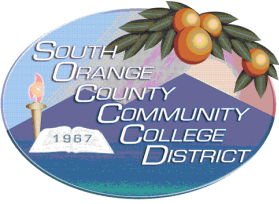
Other Public Contracts Requirements Not Affected

- Labor/Employment
 - DIR Registration
 - Prevailing wage rates; Certified Payroll Records
 - Apprenticeship standards, where applicable
 - Limits on hours/days of work
- Bonds/Insurance
 - Bid Bonds, Payment Bonds and Performance Bonds are required for all Projects exceeding \$25,000
 - District imposed insurance requirement
- DSA
 - DSA approval, where applicable
 - DSA Project Inspector
 - DSA materials tests and inspection
- Contractor/Subcontractor Insurance



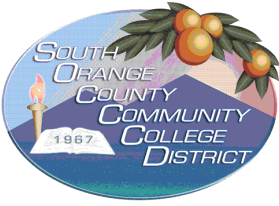
No Bids Submitted; CUPCCAA Authority to Negotiate Contract without Bidding

- Public Contract Code §22038(c)
 - Applicable to projects bid under CUPCCAA informal bidding or CUPCCAA formal bidding procedures
 - If no bids received, District authorized to have project completed by “negotiated contract without further complying with this article”
 - The District will utilize the above provision to negotiate contracts only under extraordinary circumstances



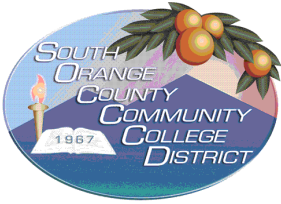
CUPCCAA & Emergency Procurement Without Bidding

- Public Contract Code §20654 Emergency Procurement
 - Board unanimous vote declaring emergency
 - OCDOE superintendent approval required for District to complete emergency procurement without bidding
- Public Contract Code §22050 CUPCCAA Emergency Procurement
 - Board 4/5 vote declaring emergency
 - Delegation of emergency procurements to District staff
 - Authority to procure “necessary equipment, services and supplies” for emergency without bidding



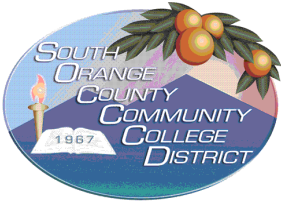
CUPCCAA Process for Less than \$60K Projects

- Develop project requirements; scope, materials, etc.
- Obtain at least three informal quotes/proposals
- Review informal quotes, determine lowest priced quote, verify contractor capability (insurance, valid California State License Board Contractors' License, DIR Registration)
- Prepare contract for project, submit contract for Board ratification



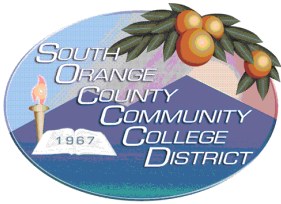
CUPCCAA Informal Bidding Procedures (\$60K - \$200K)

- District Contractor List for “bidders, identified according to categories of work”
- District notice to all “qualified bidders” for category of work being bid
- District to augment CUPCCAA minimum contractor qualifications with project-by-project qualifications requirements
- Minimum 10 calendar-day bidding period
- District notice: (i) project description; (ii) how bidders obtain additional project information; and (iii) date/time/place for bid submittal
- Authority of District staff to award informally bid contract, subject to subsequent Board ratification



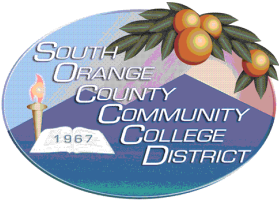
CUPCCAA Formal Bidding Procedures (Project Value Exceeds \$200K)

- Develop plans/specifications and bid documents
- Place newspaper ad and trade journal bid notice
- Open bids; Review bids to determine: responsiveness, bidder responsibility and lowest price
- Board action to approve and award contract



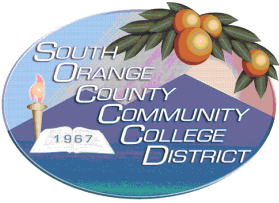
Community College CUPCCAA Districts

- Antelope Valley Community College District
- Butte-Glenn Community College District
- Cabrillo Community College District
- Cerritos Community College District
- Chabot-Las Positas Community College District
- Chaffey Community College District
- Citrus Community College District
- Compton Community College District
- Contra Costa Community College District
- Desert Community College District
- Foothill-De Anza Community College District
- Gavilan Joint Community College District
- Hartnell Community College District
- Kern Community College District
- Lake Tahoe Community College District
- Lassen Community College District
- Long Beach Community College District
- Los Angeles Community College District
- Marin Community College District
- Mendocino-Lake Community College District
- Merced Community College District
- Mira Costa Community College District
- Monterey Peninsula Community College District
- Mt. San Antonio Community College District
- Mt. San Jacinto Community College District
- Napa Valley Community College District
- North Orange County Community College District
- Ohlone Community College District
- Palo Verde Community College District
- Palomar Community College District
- Pasadena Area Community College District
- Rancho Santiago Community College District
- Redwoods Community College District
- Rio Hondo Community College District
- Riverside Community College District
- San Bernardino Community College District
- San Diego Community College District
- San Joaquin Delta Community College District
- San Luis Obispo County Community College District
- San Mateo County Community College District
- Santa Barbara Community College District
- Santa Clarita Community College District
- Sequoias Community College District
- Shasta-Tehama-Trinity Joint Community College District
- Sierra Joint Community College District
- Siskiyou Joint Community College District
- Sonoma County Junior College District
- State Center Community College District
- Ventura County Community College District
- West Hills Community College District
- West Kern Community College District
- West Valley Mission Community College District



Adopting CUPCCAA

- Board Actions
 - Resolution 18-30 adopting CUPCCAA and authorizing Chancellor to declare emergency under CUPCCAA emergency provisions
 - Resolution 18-31 establishing District Informal Bidding procedures under CUPCCAA
- Notice to State Controller



Next Steps

- CUPCCAA Projects Valued Up To \$60,000
 - Develop standard quotation forms
 - Develop standard project contract documents
 - Implement January 2019
- CUPCCAA Informal Bidding
 - Develop informal bidding bid proposal forms and contract documents; develop standard bidder qualifications requirements
 - Establish bidder categories for District Qualified Contractors List
 - Implement January 2019
- District Projects
 - Shared consultative selection of electronic bidding portal services such as PlanetBids/BidSync/FedBid
 - Seamlessly integrate CUPCCAA into the electronic bidding portal services
 - Implement January 2019

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 18-30**

ELECTION TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT; DELEGATION OF AUTHORITY TO CHANCELLOR OR EMERGENCY DESIGNEE TO TAKE EMERGENCY ACTIONS WITHOUT BIDDING

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054 Stats. 1983, which added Chapter 2 commencing with §22000 to Part 3 of Division 2 of the Public Contract Code, existing law did not provide for uniform cost accounting standards for construction work performed or contracted by local public agencies.

WHEREAS, pursuant to Public Contract Code §§22000 et seq., the Uniform Public Construction Cost Accounting Act, ("the Act") uniform public construction cost accounting standards are to be promulgated.

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects.

WHEREAS, South Orange County Community College District ("District") is a "public agency" as that term is used and defined in Public Contract Code §22002(a).

WHEREAS, the Act, at Public Contract Code §22050(b) authorizes the Board to delegate authority to the District's Chancellor to repair or replace a public facility and take other directly related and immediate action required by an emergency, including the procurement of necessary equipment, services and/or supplies for such purposes without giving notice for bids.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the South Orange County Community College District hereby elects under Public Contract Code §22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.

FURTHER RESOLVED, that the Chancellor or such District employee designated by the Chancellor is authorized to notify the State Controller forthwith of this election.

FURTHER RESOLVED, pursuant to Public Contract Code §22050, the Board delegates authority to the District's Chancellor pursuant to Public Contract Code §22050(b) to repair or replace a public facility and take other directly related and immediate action required by an emergency, including the procurement of necessary equipment, services and/or supplies for such purposes without giving notice for bids ("Emergency Action").

FURTHER RESOLVED, the Chancellor may delegate the authority to take Emergency Action to a District employee ("Emergency Designee"). Emergency Actions taken by the Chancellor or Emergency Designee pursuant to the foregoing is subject to the following Resolution.

FURTHER RESOLVED, the Chancellor or Emergency Designee shall report to the Board at the next regularly scheduled meeting of the Board following an Emergency Action of the Chancellor or Emergency Designee, reasons why the emergency will not permit delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

FURTHER RESOLVED, the Board shall review the Emergency Action taken by the Chancellor or Emergency Designee at each regularly scheduled meeting of the Board, to determine, by a four-fifths vote,

that there is a need to continue the Emergency Action, unless prior to such action of the Board, the Chancellor or Emergency Designee has terminated the Emergency Action.

PASSED AND ADOPTED by the Governing Board of the South Orange County Community College District in Mission Viejo, California, this 19th day of November, 2018 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTIONS: _____

Chairperson of the Board of Trustees

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 18-31**

**RESOLUTION ENACTING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM
PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

WHEREAS, the District has adopted the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act (the "Act") set forth at California Public Contract Code §§22000 et seq.

WHEREAS, pursuant to the Act, if a public agency adopts the uniform public construction cost accounting procedures, such public agency may, in its discretion, adopt and implement the alternative bidding procedures and certain informal bidding procedures as set forth in the Act commencing at California Public Contract Code §§22030 et seq.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the South Orange County Community College District hereby adopt the following informal bidding procedures under the Act:

INFORMAL BID PROCEDURES

Public projects, including maintenance, as authorized by the Act, of One Hundred Seventy-Five Thousand Dollars (\$175,000) or less may be let to contract by informal bidding procedures as set forth in §§22032 et seq., of the California Public Contract Code and these Resolutions. The foregoing dollar limit for the informal bidding procedures herein shall be adjusted without further action of the Governing Board if: (i) the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act; or (ii) the Legislature amends the threshold dollar limits for informal bidding under Public Contract Code §22032. As of January 1, 2018, the threshold will be increased from \$175,000 to \$200,000.

LIST OF CONTRACTORS

A list of contractors shall be developed and maintained in accordance with the provisions of §22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Cost Accounting Commission. The list shall set forth the different categories of trade work that each listed contractor is qualified to perform on behalf of the District.

NOTICE INVITING INFORMAL BIDS

Where a public project is to be informally bid under the Act, a notice inviting informal bids (which shall describe the project in general terms and how to obtain more detailed information about the project) shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed or emailed to all contractors for the category of work to be bid as shown on the District's Qualified Contractors List.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code §22036. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:
 - a. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting informal bids shall be sent to the construction trade journals specified by the Commission and such other contractors and trade journals as the District may determine; and
 - b. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

All mailing of notices to the contractors and/or trade journals described above shall be completed not less than ten (10) calendar days prior to the date that the bids are due.

AWARD OF INFORMALLY BID CONTRACTS

The District will award contracts bid pursuant to this Informal Bidding Resolution in accordance with the policies set forth herein.

The District's Chancellor or designee is authorized, without further action or authorization of the Governing Board of the District to award contracts bid pursuant to the informal bidding procedures adopted by this Resolution to the bidder submitting the lowest priced responsive bid proposal in the amount of \$175,000 or less (Public Contract Code Section 22034(e) allows the governing body of the public agency to delegate the authority to award informal contracts). The foregoing dollar limits shall be deemed amended without further action of the District's Governing Board if (i) the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act; or (ii) the Legislature amends the threshold dollar limits for informal bidding under Public Contract Code §22032. As of January 1, 2019, the threshold will be increased from \$175,000 to \$200,000.

Notwithstanding the authority conferred onto the District's Chancellor or designee, informally bid contracts awarded pursuant to such authority shall be submitted for information and ratification to the Governing Board on the Governing Board's consent agenda.

If the lowest priced responsive bid proposal submitted for an informally bid public project exceeds \$175,000, but does not exceed \$187,500, the District's Governing Board may nevertheless award the contract to the bidder submitting the lowest priced responsive bid proposal if the Governing Board by at least 4/5th vote determines that the cost estimate was reasonable. The foregoing dollar limits shall be deemed adjusted if: (i) the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act; or (ii) the Legislature amends the threshold dollar limits for informal bidding under Public Contract Code §22032. As of January 1, 2018, the threshold will be increased from \$187,500 to \$212,500.

EFFECTIVE DATE

This Resolution shall be effective and be in force as of the date of enactment.

PASSED AND ADOPTED by the Governing Board of the South Orange Community College District in Mission Viejo, California, this 19th day of November, 2018 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTIONS: _____

Chairperson of the Board of Trustees

CUPCCAA Accounting Procedures

Accounting of Contractor Costs

By electing to become subject to CUPCCAA, the District is required to adopt procedures established by the Commission to account for direct and indirect costs to complete public works projects bid pursuant to the alternative bidding procedures authorized by CUPCCAA. The procedures established by the Commission for public works completed by a contractor to the District are similar to existing accounting procedures utilized by the District for projects bid under Public Contract Code §20651. The Commission requires that costs for projects bid under the alternative bidding procedures permitted under CUPCCAA “shall be accounted for in a manner similar to a direct purchase of materials and supplies. Contracts or purchase orders should be coded with the appropriate project code and the subcontract [contractor] costs recorded onto the project tracking system in a timely manner.” Adopting CUPCCAA will not require additional or different accounting procedures.

District Staff Completed Maintenance Work Not Subject to CUPCCAA Accounting Requirements

CUPCCAA applies only to “public works” (construction, re-construction, alteration, renovation, improvement, demolition and repair work) and excludes “maintenance” work (routine, recurring and usual work to preserve or protect facilities for intended purposes, painting and landscape maintenance). With the exclusion of “maintenance” definition of “public works” under CUPCCAA, when District employees complete “maintenance” work, the personnel time and costs of labor, materials and supervision of District performed maintenance work are not subject to accounting requirements of CUPCCAA. Although maintenance is excluded from the CUPCCAA definition of “public works” CUPCCAA expressly authorizes the District to utilize CUPCCAA alternative bidding procedures for maintenance work. Public Contract Code §22003 provides that upon adopting CUPCCAA, the District “may utilize the [alternative] bidding procedures” authorized by CUPCCAA “when contracting for ‘maintenance work’ as defined in Section 22002, or when contracting for any other work which does not fall within the definition of ‘public project.’”

Alternative Bidding Procedures

Project Dollar Value and Alternative Bidding Procedures

The alternative bidding procedures permitted upon adopting CUPCCAA are based on the new dollar value of projects as of January 1, 2019, as summarized below:

Project Value	Alternative Bidding Procedure
Less than \$60,000	Three informally obtained quotes
Between \$60,000 and \$200,000	Informal Bidding Procedures
More than \$200,000	Formal Bidding Procedures

Less Than \$60,000 Projects

CUPCCAA authorizes the District to procure public works contracts valued at \$60,000 or less through an informal quote process. To ensure competitive pricing and to provide opportunities for bidders to complete work for the District, whenever possible, District staff will endeavor to obtain at least three (3) quotes and award to the qualified and capable contractor submitting the lowest priced quote.

Informally Bid Public Works Projects Valued Between \$60,000 and \$200,000

Projects valued between \$60,000 and \$200,000 can be bid by CUPCCAA informal bidding procedures.

The informal bidding procedures require the District to annually establish a list of qualified bidders for categories of work determined by the District. When a project suitable for the informal bidding procedures is developed, all qualified bidders for the trade or craft required to complete the project are informally notified of the availability of a project for informal bidding. To expedite these projects, the bidding period can be as short as 10 days after informal notice of the bidding opportunity. Pursuant to CUPCCAA, the Informal Bidding Resolutions delegate authority to award an informally bid contract, subject to subsequent Board approval or ratification.

Bid bonds, performance bonds, and payment bonds will be required of all contractors bidding or performing on an informally bid contract. Contractors and subcontractors for informally bid projects are subject to all laws and regulations relating to the payment of prevailing wage rates, contractor licensing and other employment requirements for public works projects.

Formally Bid Public Works Projects Valued at \$200,000 or More

Projects valued at \$200,000 or more can be bid under the formal bidding procedures established by CUPCCAA. The formal bidding procedures are similar to the bidding procedures under Public Contract Code §20651 insofar as advertisement of the bid opportunity is required and action of the Board is required to award a formally bid contract under CUPCCAA. There are minor differences in scope and timing of the advertising requirements for a formally bid project under CUPCCAA and bidding under Public Contract Code §20651. Under Section 20651, the District is required to advertise availability of a project for bidding in a newspaper of general circulation once a week for two weeks. Under CUPCCAA, the District is required to advertise the bidding opportunity in a newspaper and a construction trade journal. The newspaper advertisement must be at least 14 days in advance of the bid opening and the trade journal advertisement must be at least 15 days in advance of the bid opening.

Additional Bidding Procedures

In addition to establishing the three alternative bidding procedures described above, CUPCCAA incorporates provisions establishing additional flexibility and alternative procurement procedures when no bids are received or in the event of emergencies.

No Bids; Negotiated Contract

If the informal or formal bidding procedures authorized by CUPCCAA result in no bids being received, CUPCCAA (Public Contract Code §22038(c)) authorizes the District to procure a public works contract by negotiation. This authority is unique to CUPCCAA; where no bids are received, the authority to procure the work without further engaging in a bidding/proposal process considerably reduces time and costs to complete the affected project.

Emergencies and Repair/Replacement Procurement Without Bidding; Delegation of Authority

By adopting CUPCCAA, the District can complete emergency procurements without a bidding/proposal process under Public Contract Code §§22050. Section 22050 authorizes the District to procure goods and services for repairs/replacements required by an emergency circumstance without a bidding process upon 4/5 vote of the Board. The authority under Public Contract Code §22050 is similar to authority of the District to procure without bidding in emergency circumstances under Public Contract Code §20659, but the authority under Section 22050 does not require unanimous Board action or approval of the County Office of Education. Moreover, the emergency actions under Section 20659 do not expressly include the authority to delegate authority to declare an emergency. The following summarizes the differences between emergency procedures under CUPCCAA and Public Contract Code §20659:

Action	Public Contract Code §20659	Public Contract Code §22050
Emergency Declaration	Unanimous Board vote	4/5 Board Vote
Emergency Procurement	After District approval	Upon Board Emergency Declaration
Delegation of Authority for Emergency Declaration and/or Emergency Procurement	Not addressed	Expressly authorized

Alternative Bidding Procedures California Uniform Public Construction Cost Accounting Act (CUPCCAA)

**South Orange County Community College District
Board of Trustees Meeting
November 19, 2018**



Sherman Wong
Attorney, Public Agency Law Firm

Priya Jerome
Executive Director of Procurement,
Central Services and Risk Management



What is CUPCCAA?

- Authority to complete public works projects and maintenance projects by alternative bidding procedures
- Alternative bidding procedures based on project dollar value (AB 2249, January 1, 2019)
 - Less than \$60,000; per SOCCCD AR3200 “at least three quotes must be obtained unless special circumstances exist”
 - Between \$60,000 and \$200,000; informal bidding procedures
 - Greater than \$200,000; formal bidding procedures
- Implementing CUPCCAA does not require additional accounting processes



Projects Subject to CUPCCAA

- **Public Projects**
 - Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work
 - Painting or repainting
- **Maintenance**
 - A public agency which has, by resolution, elected to become subject to the uniform construction cost accounting procedures ...may utilize the bidding procedures set forth in Article 3 (commencing with Section 22030) when contracting for “maintenance work,” as defined in Section 22002, or when contracting for any other work which does not fall within the definition of “public project,” as defined in Section 22002
 - Routine, recurring, and usual work for the preservation or protection of facilities
 - Minor repainting
 - Resurfacing of streets and highways at less than one inch
 - Landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems



District Staff Completed Maintenance Work and CUPCCAA

- No CUPCCAA accounting requirements for labor/materials used to complete maintenance work performed by District staff
- Current practices for District staff completed maintenance work are not affected by adopting CUPCCAA; District staff can continue completing current routine maintenance work without additional accounting requirements after adopting CUPCCAA



Other Public Contracts Requirements Not Affected

- Labor/Employment
 - DIR Registration
 - Prevailing wage rates; Certified Payroll Records
 - Apprenticeship standards, where applicable
 - Limits on hours/days of work
- Bonds/Insurance
 - Bid Bonds, Payment Bonds and Performance Bonds are required for all Projects exceeding \$25,000
 - District imposed insurance requirement
- DSA
 - DSA approval, where applicable
 - DSA Project Inspector
 - DSA materials tests and inspection
- Contractor/Subcontractor Insurance



No Bids Submitted; CUPCCAA Authority to Negotiate Contract without Bidding

- Public Contract Code §22038(c)
 - Applicable to projects bid under CUPCCAA informal bidding or CUPCCAA formal bidding procedures
 - If no bids received, District authorized to have project completed by “negotiated contract without further complying with this article”
 - The District will utilize the above provision to negotiate contracts only under extraordinary circumstances



CUPCCAA & Emergency Procurement Without Bidding

- Public Contract Code §20654 Emergency Procurement
 - Board unanimous vote declaring emergency
 - OCDOE superintendent approval required for District to complete emergency procurement without bidding
- Public Contract Code §22050 CUPCCAA Emergency Procurement
 - Board 4/5 vote declaring emergency
 - Delegation of emergency procurements to District staff
 - Authority to procure “necessary equipment, services and supplies” for emergency without bidding



CUPCCAA Process for Less than \$60K Projects

- Develop project requirements; scope, materials, etc.
- Obtain at least three informal quotes/proposals
- Review informal quotes, determine lowest priced quote, verify contractor capability (insurance, valid California State License Board Contractors' License, DIR Registration)
- Prepare contract for project, submit contract for Board ratification



CUPCCAA Informal Bidding Procedures (\$60K - \$200K)

- District Contractor List for “bidders, identified according to categories of work”
- District notice to all “qualified bidders” for category of work being bid
- District to augment CUPCCAA minimum contractor qualifications with project-by-project qualifications requirements
- Minimum 10 calendar-day bidding period
- District notice: (i) project description; (ii) how bidders obtain additional project information; and (iii) date/time/place for bid submittal
- Authority of District staff to award informally bid contract, subject to subsequent Board ratification



CUPCCAA Formal Bidding Procedures (Project Value Exceeds \$200K)

- Develop plans/specifications and bid documents
- Place newspaper ad and trade journal bid notice
- Open bids; Review bids to determine: responsiveness, bidder responsibility and lowest price
- Board action to approve and award contract



Community College CUPCCAA Districts

• Antelope Valley Community College District •	Monterey Peninsula Community College District	Sequoias Community College District
• Butte-Glenn Community College District	• Mt. San Antonio Community College District	• Shasta-Tehama-Trinity Joint Community College District
• Cabrillo Community College District	• Mt. San Jacinto Community College District	• Sierra Joint Community College District
• Cerritos Community College District	• Napa Valley Community College District	• Siskiyou Joint Community College District
• Chabot-Las Positas Community College District	• North Orange County Community College District	• Sonoma County Junior College District
• Chaffey Community College District	• Ohlone Community College District	• State Center Community College District
• Citrus Community College District	• Palo Verde Community College District	• Ventura County Community College District
• Compton Community College District	• Palomar Community College District	• West Hills Community College District
• Contra Costa Community College District	• Pasadena Area Community College District	• West Kern Community College District
• Desert Community College District	• Rancho Santiago Community College District	• West Valley Mission Community College District
• Foothill-De Anza Community College District	• Redwoods Community College District	
• Gavilan Joint Community College District	• Rio Hondo Community College District	
• Hartnell Community College District	• Riverside Community College District	
• Kern Community College District	• San Bernardino Community College District	
• Lake Tahoe Community College District	• San Diego Community College District	
• Lassen Community College District	• San Joaquin Delta Community College District	
• Long Beach Community College District	• San Luis Obispo County Community College District	
• Los Angeles Community College District	• San Mateo County Community College District	
• Marin Community College District	• Santa Barbara Community College District	
• Mendocino-Lake Community College District	• Santa Clarita Community College District	
• Merced Community College District		
• Mira Costa Community College District		



Adopting CUPCCAA

- Board Actions
 - Resolution 18-30 adopting CUPCCAA and authorizing Chancellor to declare emergency under CUPCCAA emergency provisions
 - Resolution 18-31 establishing District Informal Bidding procedures under CUPCCAA
- Notice to State Controller



Next Steps

- CUPCCAA Projects Valued Up To \$60,000
 - Develop standard quotation forms
 - Develop standard project contract documents
 - Implement January 2019
- CUPCCAA Informal Bidding
 - Develop informal bidding bid proposal forms and contract documents; develop standard bidder qualifications requirements
 - Establish bidder categories for District Qualified Contractors List
 - Implement January 2019
- District Projects
 - Shared consultative selection of electronic bidding portal services such as PlanetBids/BidSync/FedBid
 - Seamlessly integrate CUPCCAA into the electronic bidding portal services
 - Implement January 2019

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 18-30**

ELECTION TO BECOME SUBJECT TO THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT; DELEGATION OF AUTHORITY TO CHANCELLOR OR EMERGENCY DESIGNEE TO TAKE EMERGENCY ACTIONS WITHOUT BIDDING

WHEREAS, prior to the passage of Assembly Bill No. 1666, Chapter 1054 Stats. 1983, which added Chapter 2 commencing with §22000 to Part 3 of Division 2 of the Public Contract Code, existing law did not provide for uniform cost accounting standards for construction work performed or contracted by local public agencies.

WHEREAS, pursuant to Public Contract Code §§22000 et seq., the Uniform Public Construction Cost Accounting Act, ("the Act") uniform public construction cost accounting standards are to be promulgated.

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects.

WHEREAS, South Orange County Community College District ("District") is a "public agency" as that term is used and defined in Public Contract Code §22002(a).

WHEREAS, the Act, at Public Contract Code §22050(b) authorizes the Board to delegate authority to the District's Chancellor to repair or replace a public facility and take other directly related and immediate action required by an emergency, including the procurement of necessary equipment, services and/or supplies for such purposes without giving notice for bids.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the South Orange County Community College District hereby elects under Public Contract Code §22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended.

FURTHER RESOLVED, that the Chancellor or such District employee designated by the Chancellor is authorized to notify the State Controller forthwith of this election.

FURTHER RESOLVED, pursuant to Public Contract Code §22050, the Board delegates authority to the District's Chancellor pursuant to Public Contract Code §22050(b) to repair or replace a public facility and take other directly related and immediate action required by an emergency, including the procurement of necessary equipment, services and/or supplies for such purposes without giving notice for bids ("Emergency Action").

FURTHER RESOLVED, the Chancellor may delegate the authority to take Emergency Action to a District employee ("Emergency Designee"). Emergency Actions taken by the Chancellor or Emergency Designee pursuant to the foregoing is subject to the following Resolution.

FURTHER RESOLVED, the Chancellor or Emergency Designee shall report to the Board at the next regularly scheduled meeting of the Board following an Emergency Action of the Chancellor or Emergency Designee, reasons why the emergency will not permit delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency.

FURTHER RESOLVED, the Board shall review the Emergency Action taken by the Chancellor or Emergency Designee at each regularly scheduled meeting of the Board, to determine, by a four-fifths vote,

that there is a need to continue the Emergency Action, unless prior to such action of the Board, the Chancellor or Emergency Designee has terminated the Emergency Action.

PASSED AND ADOPTED by the Governing Board of the South Orange County Community College District in Mission Viejo, California, this 19th day of November, 2018 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTIONS: _____

Chairperson of the Board of Trustees

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
RESOLUTION NO. 18-31**

**RESOLUTION ENACTING INFORMAL BIDDING PROCEDURES UNDER THE UNIFORM
PUBLIC CONSTRUCTION COST ACCOUNTING ACT**

WHEREAS, the District has adopted the uniform public construction cost accounting procedures set forth in the Uniform Public Construction Cost Accounting Act (the "Act") set forth at California Public Contract Code §§22000 et seq.

WHEREAS, pursuant to the Act, if a public agency adopts the uniform public construction cost accounting procedures, such public agency may, in its discretion, adopt and implement the alternative bidding procedures and certain informal bidding procedures as set forth in the Act commencing at California Public Contract Code §§22030 et seq.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the South Orange County Community College District hereby adopt the following informal bidding procedures under the Act:

INFORMAL BID PROCEDURES

Public projects, including maintenance, as authorized by the Act, of One Hundred Seventy-Five Thousand Dollars (\$175,000) or less may be let to contract by informal bidding procedures as set forth in §§22032 et seq., of the California Public Contract Code and these Resolutions. The foregoing dollar limit for the informal bidding procedures herein shall be adjusted without further action of the Governing Board if: (i) the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act; or (ii) the Legislature amends the threshold dollar limits for informal bidding under Public Contract Code §22032. As of January 1, 2018, the threshold will be increased from \$175,000 to \$200,000.

LIST OF CONTRACTORS

A list of contractors shall be developed and maintained in accordance with the provisions of §22034 of the California Public Contract Code and criteria promulgated from time to time by the California Uniform Cost Accounting Commission. The list shall set forth the different categories of trade work that each listed contractor is qualified to perform on behalf of the District.

NOTICE INVITING INFORMAL BIDS

Where a public project is to be informally bid under the Act, a notice inviting informal bids (which shall describe the project in general terms and how to obtain more detailed information about the project) shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed or emailed to all contractors for the category of work to be bid as shown on the District's Qualified Contractors List.
2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Public Contract Code §22036. Additional contractors and/or construction trade journals may be notified at the discretion of the department/agency soliciting bids, provided however:
 - a. If there is no list of qualified contractors maintained by the District for the particular category of work to be performed, the notice inviting informal bids shall be sent to the construction trade journals specified by the Commission and such other contractors and trade journals as the District may determine; and
 - b. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

All mailing of notices to the contractors and/or trade journals described above shall be completed not less than ten (10) calendar days prior to the date that the bids are due.

AWARD OF INFORMALLY BID CONTRACTS

The District will award contracts bid pursuant to this Informal Bidding Resolution in accordance with the policies set forth herein.

The District's Chancellor or designee is authorized, without further action or authorization of the Governing Board of the District to award contracts bid pursuant to the informal bidding procedures adopted by this Resolution to the bidder submitting the lowest priced responsive bid proposal in the amount of \$175,000 or less (Public Contract Code Section 22034(e) allows the governing body of the public agency to delegate the authority to award informal contracts). The foregoing dollar limits shall be deemed amended without further action of the District's Governing Board if (i) the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act; or (ii) the Legislature amends the threshold dollar limits for informal bidding under Public Contract Code §22032. As of January 1, 2019, the threshold will be increased from \$175,000 to \$200,000.

Notwithstanding the authority conferred onto the District's Chancellor or designee, informally bid contracts awarded pursuant to such authority shall be submitted for information and ratification to the Governing Board on the Governing Board's consent agenda.

If the lowest priced responsive bid proposal submitted for an informally bid public project exceeds \$175,000, but does not exceed \$187,500, the District's Governing Board may nevertheless award the contract to the bidder submitting the lowest priced responsive bid proposal if the Governing Board by at least 4/5th vote determines that the cost estimate was reasonable. The foregoing dollar limits shall be deemed adjusted if: (i) the State Controller under Public Contract Code §22020 adjusts the monetary limits for bidding contracts under the informal bidding procedures of the Act; or (ii) the Legislature amends the threshold dollar limits for informal bidding under Public Contract Code §22032. As of January 1, 2018, the threshold will be increased from \$187,500 to \$212,500.

EFFECTIVE DATE

This Resolution shall be effective and be in force as of the date of enactment.

PASSED AND ADOPTED by the Governing Board of the South Orange Community College District in Mission Viejo, California, this 19th day of November, 2018 by the following vote:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTIONS: _____

Chairperson of the Board of Trustees

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-2100 Delegation of Authority to the Chancellor

ACTION: Approval

BACKGROUND

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

Board Policy 2100 – Delegation of Authority to the Chancellor was presented to the Chancellor's Council on October 18, 2018 for review and recommendation to the Chancellor. Subsequently, it was brought to the Board of Trustees on October 29, 2018 for review and study.

The new language to the board policy was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

STATUS

Upon the Board of Trustees authorizing the adoption of the California Uniform Public Construction Cost Accounting Act (CUPCCAA), language to Board Policy 2100 – Delegation of Authority to the Chancellor (EXHIBIT A) will be updated to reflect the contract threshold of \$200,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revisions to Board Policy 2100 – Delegation of Authority to the Chancellor as presented.

BOARD POLICY

2100

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

DELEGATION OF AUTHORITY TO THE CHANCELLOR

The Chancellor is the Chief Executive Officer of the District and supervises the college presidents, vice chancellors, ~~associate vice chancellor~~, and the staff and operation of District Services. The Chancellor is responsible for the implementation of the District Educational and Facilities Master Plans, Board Policies and Regulations, and provides primary leadership in setting and communicating expectations of educational excellence and integrity throughout the District and assures support for the effective operation of the colleges. The Chancellor acts as the liaison between the colleges and the governing board, and provides for the fair distribution of resources, control of expenditures, strategic institutional development, District-wide strategic planning, accreditation, and the long term financial stability of the District and the colleges.

The Board of Trustees has the ultimate responsibility for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The Board of Trustees is responsible for selecting and evaluating the Chancellor.

In compliance with the provisions of the Education Code, the Board delegates full responsibility and authority to the Chancellor to implement and administer board policies and conduct the business of the ~~D~~District and educational programs without interference, and holds the Chancellor accountable for the operation of the District. The Chancellor is responsible for hiring and evaluating the college presidents and vice chancellors. The Chancellor delegates full responsibility and authority to the presidents to administer the colleges without interference and holds the presidents accountable for the operation of the colleges as outlined in Board Policy 2101.

In accordance with the provisions of the California Education Code, the Board of Trustees specifically authorizes the Chancellor to perform, but is not limited to, the following functions:

1. To hire academic and classified employees for the ~~D~~District, subject to ratification by the Board.
2. To authorize and direct employees of the ~~D~~District to incur travel expenses, including but not limited to mileage to conduct ~~D~~District business, including conference travel, within the limits and budget requirements.
3. To sign applications and delegate responsibility for BP-3005 Designation of Authorized Signatures for funds and contracts (under \$~~100~~200,000) for the ~~D~~District, subject to ratification by the Board, as noted in ~~board~~ Board Policy. In emergency situations, the Chancellor, Vice Chancellor of Business Services, or Chancellor's designee, may sign contracts over \$~~100~~200,000, subject to ratification. The \$200,000 threshold will be increased upon amendments to California Public Contract Code Section 22000 for public works contracts subject to the California Uniform Public Construction Cost Accounting Act (CUPCCAA).

Adopted:	08-24-82	Revised:	11-19-02
Revised:	03-07-88	Revised:	10-24-11
Revised:	04-26-99	Revised:	03-28-16

4. ~~The Board hereby delegates to the Chancellor or his or her designee the authority to~~To accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the ~~board~~ Board when accepted in writing by the Chancellor, or ~~his or her~~ designee. If the resignation does not specify an effective date, the Chancellor, or ~~his or her~~ designee shall fix an effective date for the resignation, which shall be within 60 days. When accepted by the Chancellor, or ~~his or her~~ designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting.
5. To establish and maintain the District's purchasing procedure, according to Public Contract Code and other legal requirements.
6. To partake in legislative actions or retain consultants to partake in legislative actions on behalf of the District. Legislative actions include, but are not limited to, supporting or opposing legislative matters; and drafting, introducing, considering, or testifying on legislative matters.

Reference:

Accreditation Standards IV. B; B.1.a; B.1.c B.1.b; B.1.c: B.1.j; B.2; B.3; B.3.a; B.3.b; B.3.c; B.3.d; B.3.e; B.3.f

~~Board Policy 2101, Delegation of Authority to the College President~~

~~Administrative Regulation 4216, Resignations~~

California Education Code, Section 70902, 87032, 81655, 87730, 88201, 81641, 87484

California Public Contract Code, Sections 20650

~~Board Policy 3200 Contracts~~

Adopted:	08-24-82	Revised:	11-19-02
Revised:	03-07-88	Revised:	10-24-11
Revised:	04-26-99	Revised:	03-28-16

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Acceptance of the District, Saddleback College Foundation, Irvine Valley College Foundation, and ATEP Foundation Annual Audit Reports and SOCCCD Foundation Annual Review Report for FY 2017-2018

ACTION: Review and Accept

BACKGROUND

California Education Code Section 84040 requires that an annual audit of all District funds be made by a Certified Public Accountant or a Public Accountant licensed by the State Board of Accountancy. Title 5, California Code of Regulations, Section 59104, further requires that the governing board of each community college district review the annual audit at a regularly scheduled public meeting.

STATUS

The Board of Trustees employed the firm of CliftonLarsonAllen, LLP, to conduct an audit of the District (EXHIBIT A), the Saddleback College Foundation (EXHIBIT B), the Irvine Valley College Foundation (EXHIBIT C), and the ATEP Foundation (EXHIBIT D), and a review of the SOCCCD Foundation (EXHIBIT E) for FY 2017-2018. The general purpose financial statements with accompanying reports have been completed and are being submitted to the college Foundation Boards, as well as to the members of the Board of Trustees.

The auditors issued an unmodified opinion for the FY 2017-2018 District financial statements with no financial findings and two findings related to Federal awards. The District has developed corrective action plans to address the deficiencies noted.

The Saddleback College, Irvine Valley College and ATEP Foundations are considered component units of the District and are included through discrete presentation in the District's audit report. The SOCCCD Foundation was not included as a component unit since only a review was performed. The Audit Committee as well as foundation directors and staff had the opportunity to meet with the auditors before the final version of the reports were printed.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the District, the Saddleback College Foundation, the Irvine Valley College Foundation, and the ATEP Foundation audit reports, and the SOCCCD Foundation review report for FY 2017-2018 as presented.

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

**REPORT ON AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTARY INFORMATION
INCLUDING REPORTS ON COMPLIANCE
June 30, 2018**

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TABLE OF CONTENTS
June 30, 2018

INDEPENDENT AUDITOR'S REPORT

MANAGEMENT'S DISCUSSION AND ANALYSIS..... i

BASIC FINANCIAL STATEMENTS1

Statement of Net Position2

Statement of Revenues, Expenses and Changes in Net Position4

Statement of Cash Flows5

Statement of Fiduciary Net Position7

Statement of Changes in Fiduciary Net Position8

Statement of Plan Net Position9

Statement of Changes in Plan Net Position10

NOTES TO THE FINANCIAL STATEMENTS.....11

REQUIRED SUPPLEMENTARY INFORMATION42

Schedule of the District's Proportionate Share of the Net Pension Liability43

Schedule of District Pension Contributions44

Schedule of Changes in the Net OPEB Liability and Related Ratios45

Schedule of Postemployment Healthcare Benefits Employer Contributions46

Schedule of Postemployment Healthcare Benefits Money-Weighted Rate of
Return on Plan Assets47

Notes to the Required Supplementary Information48

SUPPLEMENTARY INFORMATION.....50

History and Organization51

Schedule of Expenditures of Federal Awards52

Schedule of State Financial Assistance - Grants54

Schedule of Workload Measures for State General Apportionment Annual
(Actual) Attendance55

Reconciliation of Annual Financial and Budget Report with Audited Financial
Statements56

Reconciliation of 50 Percent Law Calculation58

Education Protection Account Expenditure Report59

Schedule of Financial Trends and Analysis60

Notes to the Supplementary Information61

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TABLE OF CONTENTS
June 30, 2018

OTHER INDEPENDENT AUDITOR'S REPORTS	63
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	64
Independent Auditor's Report on Compliance for Each Major Federal Program; and Report on Internal Control Over Compliance Required by the Uniform Guidance	66
Independent Auditor's Report on State Compliance	69
FINDINGS AND QUESTIONED COSTS	71
Schedule of Findings and Questioned Costs – Summary of Auditor Results.....	72
Schedule of Findings and Questioned Costs – Related to the Financial Statements	73
Schedule of Findings and Questioned Costs – Related to Federal Awards	74
Schedule of Findings and Questioned Costs – Related to State Awards	78
Schedule of Prior Year Findings and Questioned Costs Related to Financial Statements, Federal, or State Awards	79



INDEPENDENT AUDITOR'S REPORT

Board of Trustees
South Orange County Community College District
Mission Viejo, California

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities, the fiduciary activities and the aggregate discretely presented component units of the South Orange County Community College District (the District) as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, the fiduciary activities, and the aggregate discretely presented component units, of the South Orange County Community College District as of June 30, 2018, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, required supplementary information schedules as listed in the aforementioned table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

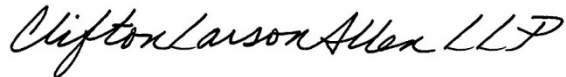
Our audit was conducted for the purpose of forming an opinion on the District's financial statements as a whole. The supplementary information, including the schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The supplementary section, including the schedule of expenditures of federal awards, is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the

supplementary section, including the schedule of expenditures of federal awards, is fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 18, 2018 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP

Glendora, California

October 18, 2018

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

INTRODUCTION TO THE BASIC FINANCIAL STATEMENTS

The South Orange County Community College District serves over 40,000 students who attend Saddleback College in Mission Viejo, Irvine Valley College in Irvine, and the Advanced Technology & Education Park (ATEP) in Tustin. Due to the prudent management and conservative fiscal policies, our District is prepared for challenging budget times by maintaining reserves, retiring debt, fully funding the retiree health benefit liability, and implementing efficiencies throughout all operations. Strategic planning, investments in technology and increasing online services to students ensure we can meet the current and growing demands of transfer to four-year colleges, workforce training, career technical preparation, and basic skills. Over 3,000 employees in the South Orange County Community College District are committed to providing the best educational foundation possible for our students with respect for taxpayers. We invite you to learn more about us and our services to students and the community at www.socccd.edu.

ACCOUNTING STANDARDS

In June 1999, the Governmental Accounting Standards' Board (GASB) released Statement No. 34, "Basic Financial Statement and Management's Discussion and Analysis for State and Local Governments," which changed the reporting format for annual financial statements. In November 1999, GASB released Statement No. 35, "Basic Financial Statement and Management's Discussion and Analysis for Public Colleges and Universities," which applies these reporting standards to public colleges and universities. The South Orange County Community College District continues to present its financial statements in this reporting format.

The following management's discussion and analysis provides an overview of the financial position and activities of the South Orange County Community College District's Financial Report for the year ended June 30, 2018. The report includes three basic financial statements that provide information on the District as a whole:

The Statement of Net Position
The Statement of Revenues, Expenses and Changes in Net Position
The Statement of Cash Flows

Each of these statements will be reviewed and significant events discussed. The previous year's financial information is also provided for comparison.

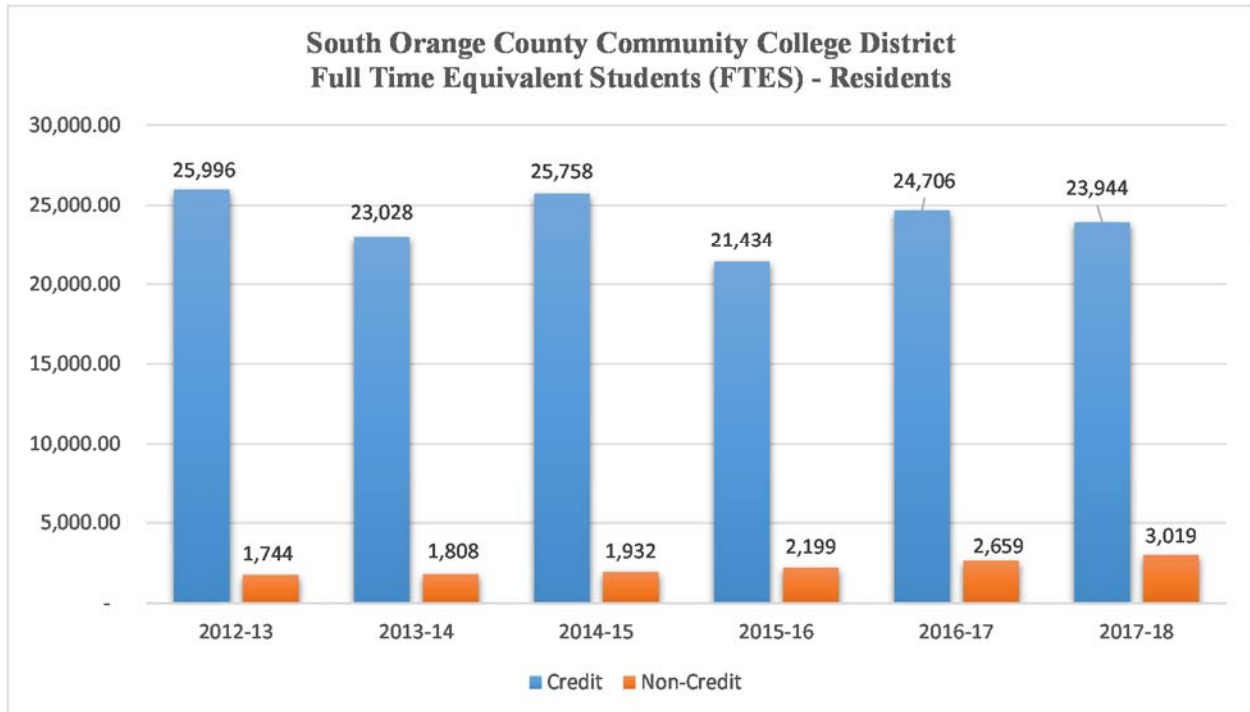
FINANCIAL AND ENROLLMENT HIGHLIGHTS

The District ended the year with a strong fund balance. The ability to maintain a prudent reserve of 7.5% affords cash flow stability for the District without external borrowing. Property taxes

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

continue to provide a reliable revenue source that allows the District some protection from state budget cuts and forced workload reductions.

Reported resident enrollments at the colleges decreased slightly in fiscal year 2017-2018 by 1.5% from the prior year. This is primarily the result of a reduction in class offerings to improve productivity. A history of reported resident student enrollments is provided below.



Non-resident enrollment decreased by 4% in fiscal year 2017-18. In fiscal year 2016-17 the District reported 1,752 FTES and in fiscal year 2017-18 it decreased to 1,674 FTES.

STATEMENT OF NET POSITION

The Statement of Net Position presents information on the District's assets, deferred outflows of resources, liabilities, deferred inflows of resources and net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the District is improving or deteriorating.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

	<u>2018</u>	<u>2017</u>	<u>Net Change</u>
Assets			
Current assets	\$ 427,122,770	\$ 378,793,738	\$ 48,329,032
Non-current assets	<u>390,494,427</u>	<u>371,272,610</u>	<u>19,221,817</u>
Total Assets	<u>817,617,197</u>	<u>750,066,348</u>	<u>67,550,849</u>
 Deferred Outflows of Resources	 <u>63,782,101</u>	 <u>41,275,283</u>	 <u>22,506,818</u>
 Liabilities			
Current liabilities	67,283,786	52,753,129	14,530,657
Non-current liabilities	<u>224,614,804</u>	<u>193,199,443</u>	<u>31,415,361</u>
Total Liabilities	<u>291,898,590</u>	<u>245,952,572</u>	<u>45,946,018</u>
 Deferred Inflows of Resources	 <u>17,426,629</u>	 <u>10,572,054</u>	 <u>6,854,575</u>
 Net Position			
Net investment in capital assets	384,476,461	367,017,057	17,459,404
Restricted	68,467,051	84,613,006	(16,145,955)
Unrestricted	<u>119,130,567</u>	<u>83,186,942</u>	<u>35,943,625</u>
Total Net Position	<u><u>\$ 572,074,079</u></u>	<u><u>\$ 534,817,005</u></u>	<u><u>\$ 37,257,074</u></u>

Assets

Total Assets increased approximately \$68 million, a percentage increase of 9%. The major changes affecting total assets are listed below:

- Current assets increased approximately \$48 million. This was due primarily to an increase in cash for property tax revenues and an increase in the value of the District's investments in the OPEB Retiree Health Benefit Liability Trust.
- Non-current assets increased \$19 million over the prior year primarily due to increases in capital assets and construction in progress for projects such as the Irvine Valley College ATEP building, ATEP Infrastructure project, and the Saddleback College Stadium.

Liabilities

Total liabilities increased by approximately \$46 million; an increase of 19%. The major changes affecting total liabilities are listed on the following page:

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

- Current liabilities increased approximately \$14.5 million. Accounts payable increased approximately \$5.4 million for capital outlay projects. Deferred revenue increased by approximately \$8.8 million for state categorical programs for Physical Plant funds, Adult Education and Strong Workforce funding.
- Non-current liabilities increased by \$31.4 million as a result of an increase of \$32.7 million in the Net Pension Liability, a decrease of \$1.9 million for the Early Retirement Incentive program, and a \$381 thousand increase in compensated absences as described in Note 11.

Deferred Outflows/Deferred Inflows of Resources

In addition to assets, the District will report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the District will report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources (revenue) until that time.

Pursuant to GASB Statement No. 68, *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27*, the District recognized deferred outflows and inflows of resources related to pensions in the District-wide financial statements. Refer to Note 9 for the District's deferred outflows and inflows of resources related to pensions.

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET POSITION

The Statement of Revenues, Expenses and Changes in Net Position present information showing how the District's net position changed during the most recent fiscal year. All changes in net position are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will result in cash flows in future fiscal periods, such as revenues pertaining to receivables and expenses pertaining to earned, but unused, compensated balances.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

Operating Revenues	2018	2017*	\$ Change	% Change
Student tuition and fees	\$ 50,928,734	\$ 50,193,958	\$ 734,776	1.46%
Less: scholarship discount & allowance	(12,557,394)	(10,898,064)	(1,659,330)	15.23%
Net tuition & fees	38,371,340	39,295,894	(924,554)	-2.35%
Grants and contracts, noncapital:				
Federal	2,277,346	2,955,543	(678,197)	-22.95%
State	27,834,639	25,945,264	1,889,375	7.28%
Local	2,799,122	1,797,062	1,002,060	55.76%
Subtotal	32,911,107	30,697,869	2,213,238	7.21%
Total Operating Revenues	71,282,447	69,993,763	1,288,684	1.84%
Operating Expenses				
Salaries	144,591,564	144,218,652	372,912	0.26%
Benefits	76,865,240	66,596,602	10,268,638	15.42%
Supplies, materials, & other operating expenses	30,571,415	37,357,365	(6,785,950)	-18.16%
Financial aid	27,418,161	28,960,083	(1,541,922)	-5.32%
Utilities	4,447,023	4,607,626	(160,603)	-3.49%
Depreciation	23,672,801	18,372,925	5,299,876	28.85%
Total Operating Expenses	307,566,204	300,113,253	7,452,951	2.48%
Operating Loss	(236,283,757)	(230,119,490)	(6,164,267)	2.68%
Non-operating Revenues (Expenses)				
State apportionment, non-capital	5,715,886	6,994,156	(1,278,270)	-18.28%
Local property taxes	211,200,521	196,566,594	14,633,927	7.44%
Federal grants and contracts, noncapital	23,083,397	25,210,852	(2,127,455)	-8.44%
State taxes & other revenues	14,794,120	13,788,727	1,005,393	7.29%
Investment income(loss) - noncapital	1,798,977	1,809,172	(10,195)	-0.56%
Total Non-operating Revenues (Expenses)	256,592,901	244,369,501	12,223,400	5%
Income Before Other Revenues and Losses	20,309,144	14,250,011	6,059,133	42.52%
Other Revenues, Expenses, Gains and Losses				
State apportionments, capital	1,872,838	25,212	1,847,626	7328.36%
Local revenues, grants and gifts, capital	12,469,026	10,793,101	1,675,925	15.53%
Interest and investment income, capital	2,851,900	1,788,389	1,063,511	59.47%
Loss on disposal of equipment	(245,834)	-	(245,834)	-
Total Other Revenues, Expenses, Gains and Losses	16,947,930	12,606,702	4,341,228	34.44%
Change in Net Position	37,257,074	26,856,713	10,400,361	38.73%
Net Position - Beginning	534,817,005	499,875,468	34,941,537	6.99%
Cumulative effect of change in accounting principles	-	8,084,824	-	-
Net Position - Beginning	534,817,005	507,960,292	26,856,713	5.29%
Net Position - Ending	\$ 572,074,079	\$ 534,817,005	\$ 37,257,074	6.97%

* Amounts have been reclassified to conform to current year reporting

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

Operating Revenues

Total Operating Revenues increased by approximately \$1.3 million, an increase of 2%.

- Net tuition and fees experienced a decrease of \$924 thousand, approximately 2%. Fee revenue increased by \$735 thousand primarily as a result of a higher non-resident tuition rate. Scholarship discounts and allowances increased by \$1.7 million from increased demand in state Promise Grant fee waivers.
- Non capital grants and contracts increased \$2.2 million, an increase of 7%. Factors contributing to this include an \$500 thousand decrease for the completed federal TAACCCT grant, and a \$1.9 million increase in state grants such as Strong Workforce and Student Success, and \$1 million increase in local funds from higher rents and sales.

Operating Expenses

Total Operating Expenses increased by 2.5%, approximately \$7.5 million. Items of significance affecting the changes include:

- Salaries and benefits increased by approximately \$10.6 million, an increase of 5%. Salaries increased slightly by \$373 thousand (0.3%). Benefits increased by \$10.3 million or 15.4% due to higher pension contribution rates, retirement incentives, and higher benefit premiums.
- Supplies, materials and other operating expenses decreased by \$6.7 million, a decrease of 18%. The decrease was primarily from lower capital outlay related costs for projects.
- Financial aid decreased by \$1.5 million due to reduced enrollments.
- Depreciation increased by \$5.3 million (29%) due to new buildings and other capital assets coming on-line in the last 2 years.

Non-Operating Revenues (Expenses)

Non-Operating Revenues increased by \$12 million, 5%, primarily due to the net effect of the following:

- Non-capital State apportionment decreased by \$1.2 million, a 18% decrease. This is mostly due to state prior year funding corrections.
- The 7% increase of \$14.6 million in local property tax reflects the moderate growth trend of the local property tax base.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

- Non-capital Federal grants and contracts decreased by \$2.1 million, 8%, primarily due to a reduction in disbursements of student financial aid.
- State taxes and other revenues increased \$1 million, 7%, due to increased state resources for the state teachers' pension plan.

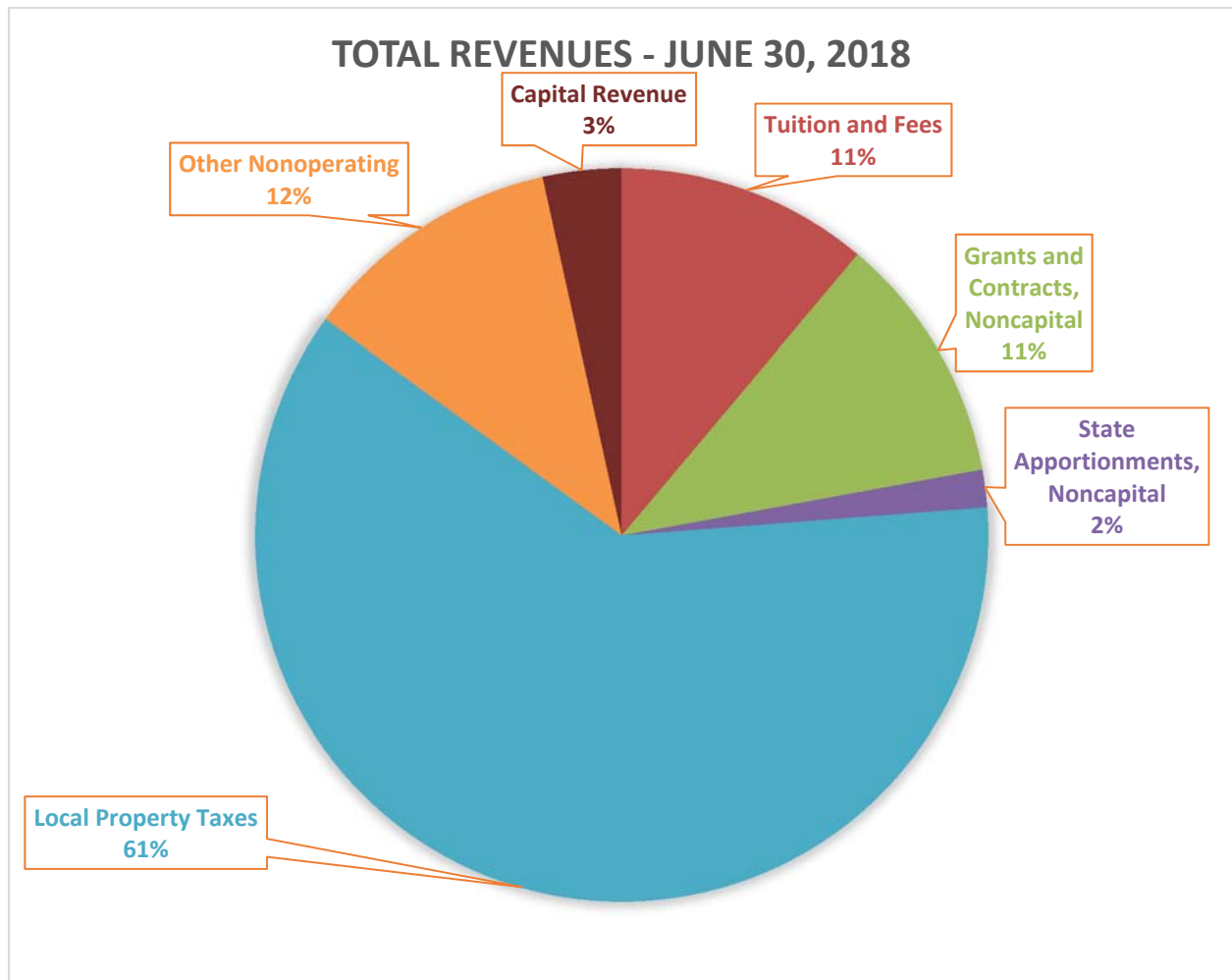
Capital contributions

Capital contributions increased by 34%, approximately \$4.3 million.

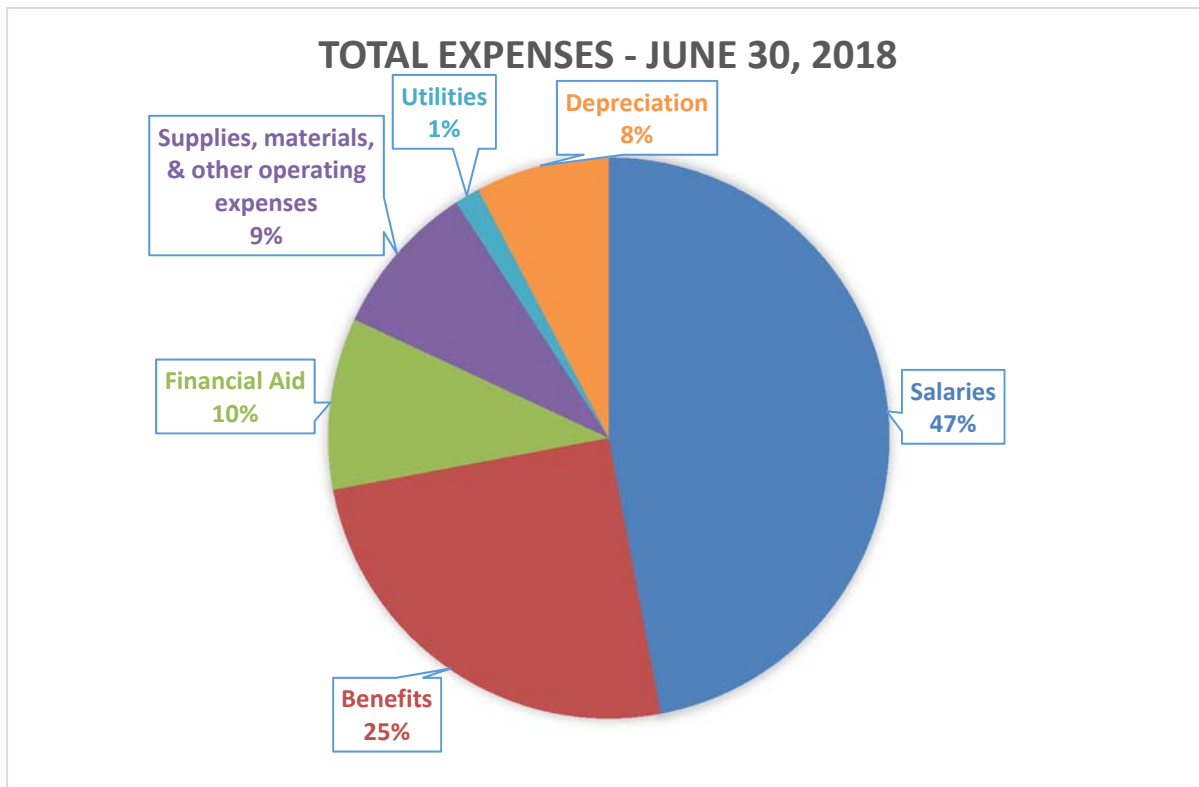
- State apportionments for capital increased \$1.8 million due to the receipt of funds for Proposition 39 energy efficiency projects.
- Local revenues for capital increased by \$1.7 million due to additional property tax funds from the prior redevelopment agencies.
- Interest and investment income for capital increased \$1 million, 59%, due to improved return rates and larger cash balances in the capital outlay fund.

The following two pie charts depict the breakdown and percentages of the major components in Total Revenues and Total Expenses as of June 30, 2018.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**



District's Fiduciary Responsibility

The District is the trustee, or fiduciary, for certain amounts held on behalf of students, clubs, and donors for student loans and scholarships. The District's fiduciary activities are reported in a separate statement of fiduciary net position. These activities are excluded from the District's other financial statements because these assets cannot be used to finance operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of June 30, 2018, the District had approximately \$384 million invested in net capital assets. Total capital assets of \$592.7 million consist of land, construction in progress, buildings and improvements, vehicles, data processing equipment, and other office equipment. These assets have accumulated depreciation of \$208.2 million. In fiscal year 2017-2018, there were net capital asset additions in the amount of \$40 million and net depreciation expense of \$23.7 million.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

Note 5 to the financial statements provides additional information on capital assets. A comparison of capital assets net of depreciation is summarized below:

	<u>2018</u>	<u>2017</u>	<u>Net Change</u>
Land, Artwork and construction in progress	\$ 125,094,529	\$ 95,000,623	\$ 30,093,906
Buildings and equipment	467,604,568	456,740,788	10,863,780
Accumulated depreciation	<u>(208,222,636)</u>	<u>(184,724,354)</u>	<u>(23,498,282)</u>
Total Capital Assets	<u>\$ 384,476,461</u>	<u>\$ 367,017,057</u>	<u>\$ 17,459,404</u>

Debt

At June 30, 2018, the District had \$227.2 million in debt, an increase of \$31.5 million. The major portion of the increase is related to the net pension liability. Note 11 provides additional information on long-term liabilities. A comparison is summarized below:

	<u>2018</u>	<u>2017</u>	<u>Net Change</u>
Compensated absences	\$ 5,532,981	\$ 5,151,875	\$ 381,106
Claims liability	554,637	459,777	94,860
Early retirement incentive	7,420,610	9,275,763	(1,855,153)
Proportionate Share of Medicare Premiums	185,111	-	185,111
Net pension liability	<u>213,524,507</u>	<u>180,807,787</u>	<u>32,716,720</u>
Total Long-Term Liabilities	<u>\$ 227,217,846</u>	<u>\$ 195,695,202</u>	<u>\$ 31,522,644</u>

ECONOMIC OUTLOOK AND FACTORS AFFECTING NEXT YEAR'S BUDGET

The fiscal year 2018-2019 state budget for community colleges established a new funding formula that incorporates funding for student enrollments (base allocation), low income students (supplemental allocation), and completion metrics (student success incentive allocation). The funding included a 2.71% cost of living adjustment (COLA), \$151.3 million base allocation increase, 1% for growth funding statewide, and \$58.7 million for hold-harmless funds all tied to implementation of the new funding formula. The District's calculated growth rate is 0.5%, although the colleges are not expected to grow above current funding levels.

Since the District does not receive general apportionment funds from the state, and in order to have time to evaluate the impact of the new funding formula, COLA was funded to the colleges using the prior allocation model with property tax revenues. The new funding formula will be incorporated into a new District funding model for the fiscal year 2019-2020 budget

The District has been identified as a "locally funded" district since 1999-2000, meaning its primary source of revenue comes from local property taxes, not state apportionment. The fiscal

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

year 2018-2019 adopted budget assumes an increase in property tax revenue of 3% over fiscal year 2017-2018 actual receipts. This assumption is based on prior years' history and conservative estimations provided by the county auditor/controller's office. Property tax receipts have been a stable revenue source with moderate growth in recent years. The District continues to experience sufficient revenue to maintain funding of the colleges and allow for future capital projects. Excess funds over what would be received from the state funding formula are used to pay for long-term debt, one-time expenditures, and capital outlay needs.

The state budget continues to provide increased funding for student services including funds for veteran's services, guided pathways, and California college promise programs. Funds were also provided for facility scheduled maintenance, instructional equipment and increased full-time faculty.

The most recent actuarial study was completed for the Districts other post-employment benefits (OPEB) liability in January 2018. Based on a discount rate of 6%, the actuarial accrued surplus is approximately \$6 million. The District has budgeted sufficient funds to meet the actuarially determined contribution for fiscal year 2018-2019. The next actuarial study is scheduled to be completed in January 2019.

In 2015, the legislature approved increases in the employer STRS contribution rate through fiscal year 2020-2021 in order to address the large unfunded liability. For fiscal year 2018-2019, the rate increased from 14.43% to 16.28%. Projected rate increases for PERS are also expected to be significant in the coming years. For fiscal year 2018-2019, the PERS rate increased from 15.531% to 18.062%. The District created a Pension Stability Trust to pre-fund the increased costs anticipated through fiscal year 2021-2022.

REQUEST FOR INFORMATION

The financial report is designed to provide a general overview of the District's finances. Questions concerning this report or requests for additional financial information should be addressed to the South Orange County Community College District, Office of the Executive Director of Fiscal Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692-3635.

BASIC FINANCIAL STATEMENTS

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF NET POSITION
June 30, 2018**

	Primary Government	Component Units
<u>Assets</u>		
Current Assets:		
Cash and cash equivalents	\$ 350,484,382	\$ 488,732
Investments	62,667,950	610,637
Accounts receivable, net	10,047,747	69,652
Inventory	30,206	-
Prepaid expenses	3,458,940	53,826
Due from component units	413,167	-
Due from fiduciary funds	20,378	-
Total Current Assets	<u>427,122,770</u>	<u>1,222,847</u>
Non-Current Assets:		
Contributions Receivable, net of discount	-	920,559
OPEB asset	6,017,966	-
Investments, at fair value	-	11,992,273
Capital assets, net of accumulated depreciation	<u>384,476,461</u>	<u>-</u>
Total Non-Current Assets	<u>390,494,427</u>	<u>12,912,832</u>
Total Assets	<u>817,617,197</u>	<u>14,135,679</u>
<u>Deferred Outflows of Resources</u>		
Deferred outflows - pension	<u>63,782,101</u>	<u>-</u>
Total Deferred Outflows of Resources	<u>63,782,101</u>	<u>-</u>
Total Assets and Deferred Outflows of Resources	<u>\$ 881,399,298</u>	<u>\$ 14,135,679</u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF NET POSITION
June 30, 2018**

	Primary Government	Component Units
<u>Liabilities</u>		
Current Liabilities:		
Accounts payable	\$ 17,888,555	\$ 53,385
Accrued liabilities	9,193,263	-
Unearned revenue	37,598,926	116
Due to primary government	-	413,167
Current portion of long term liabilities	2,603,042	-
Total Current Liabilities	67,283,786	466,668
Non-Current Liabilities:		
Non-current portion of long term liabilities	224,614,804	-
Total Non-Current Liabilities	224,614,804	-
Total Liabilities	291,898,590	466,668
<u>Deferred Inflows of Resources</u>		
Deferred inflows - OPEB	5,816,981	-
Deferred inflows - pensions	11,609,648	-
Total Deferred Inflow of Resources	17,426,629	-
<u>Net Position</u>		
Net investment in capital assets	384,476,461	-
Restricted for:		
Capital projects	56,473,424	-
Scholarship and loans	1,928	6,378,283
Other special purposes	8,942,324	-
Restricted - nonexpendable	3,049,375	-
Permanently Restricted	-	5,298,171
Unrestricted	119,130,567	1,992,557
Total Net Position	572,074,079	13,669,011
Total Liabilities, Deferred Inflows of Resources and Net Position	<u>\$ 881,399,298</u>	<u>\$ 14,135,679</u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
For the Fiscal Year Ended June 30, 2018**

	Primary Government	Component Units
Operating Revenues		
Tuition and fees (gross)	\$ 50,928,734	\$ -
Less: Scholarship discounts and allowances	(12,557,394)	-
Net tuition and fees	38,371,340	-
Grants and contracts, non-capital:		
Federal	2,277,346	-
State	27,834,639	-
Local	2,799,122	4,798,370
Total Operating Revenues	<u>71,282,447</u>	<u>4,798,370</u>
Operating Expenses		
Salaries	144,591,564	899,473
Employee benefits	76,865,240	176,255
Supplies, materials, and other operating expenses and services	30,571,415	3,151,464
Financial aid	27,418,161	-
Utilities	4,447,023	-
Depreciation	23,672,801	-
Total Operating Expenses	<u>307,566,204</u>	<u>4,227,192</u>
Operating Income (Loss)	<u>(236,283,757)</u>	<u>571,178</u>
Non-Operating Revenues (Expenses)		
State apportionments, non-capital	5,715,886	-
Local property taxes	211,200,521	-
Federal grants and contracts, non-capital	23,083,397	-
States taxes and other revenue	14,794,120	-
Interest and investment income, non-capital	1,798,977	646,857
Total Non-Operating Revenues (Expenses)	<u>256,592,901</u>	<u>646,857</u>
Income Before Other Revenues, Expenses, Gains and Losses	<u>20,309,144</u>	<u>1,218,035</u>
Other Revenues, Expenses, Gains and (Losses)		
State apportionments, capital	1,872,838	-
Loss on disposal of equipment	(245,834)	-
Interest and investment income, capital	2,851,900	-
Local revenues, grants and gifts, capital	12,469,026	-
Total Other Revenues, Expenses, Gains and Losses	<u>16,947,930</u>	<u>-</u>
Changes in Net Position	37,257,074	1,218,035
Net Position, Beginning of Year	<u>534,817,005</u>	<u>12,450,976</u>
Net Position, End of Year	<u>\$ 572,074,079</u>	<u>\$ 13,669,011</u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF CASH FLOWS
For the Fiscal Year Ended June 30, 2018**

	Primary Government	Component Units
Cash Flows From Operating Activities		
Tuition and fees	\$ 41,223,214	\$ -
Federal grants and contracts	2,341,027	-
State grants and contracts	33,474,639	-
Local grants and contracts	2,757,199	3,358,599
Sales	-	300,060
Payments to suppliers	(35,144,635)	(1,461,667)
Payments to/on-behalf of employees	(207,208,885)	(679,120)
Payments to/on-behalf of students	(27,371,432)	(960,684)
Other miscellaneous payments	(335,365)	-
Net cash used by operating activities	<u>(190,264,238)</u>	<u>557,188</u>
Cash Flows From Non-Capital Financing Activities		
State apportionments and receipts	5,715,886	-
Property taxes	211,278,399	-
Grants and gifts for other than capital purposes	37,877,517	-
State tax and other revenues	<u>12,469,026</u>	<u>-</u>
Net cash provided by non-capital financing activities	<u>267,340,828</u>	<u>-</u>
Cash Flows From Capital and Related Financing Activities		
State apportionment for capital purposes	1,872,838	-
Local revenue, grants and gifts for capital purposes	91,834	-
Net purchases of capital assets	<u>(36,971,612)</u>	<u>-</u>
Net cash used by capital and related financing activities	<u>(35,006,940)</u>	<u>-</u>
Cash Flows from Investing Activities		
Interest on investments	4,650,877	210,096
Proceeds from sale of investments	-	(3,965,892)
Purchase of investments	<u>(9,681,588)</u>	<u>3,293,439</u>
Net cash used by investing activities	<u>(5,030,711)</u>	<u>(462,357)</u>
Net Change in Cash and Cash Equivalents	37,038,939	94,831
Cash Balance - Beginning of Year	<u>313,445,443</u>	<u>393,901</u>
Cash Balance - End of Year	<u>\$ 350,484,382</u>	<u>\$ 488,732</u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF CASH FLOWS
For the Fiscal Year Ended June 30, 2018**

**RECONCILIATION OF OPERATING INCOME (LOSS) TO
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES**

	Primary Government	Component units
Cash Used by Operating Activities		
Operating income (loss)	\$ (236,283,757)	\$ 571,178
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:		
Depreciation expense	23,672,801	-
Changes in assets and liabilities:		
Receivables, net	(585,432)	(35,189)
Inventory	13,663	-
Prepaid expense	(1,118,282)	(9,193)
Due from component units and fiduciary funds	3,668	-
Deferred outflows of current year pensions	(22,506,818)	-
Accounts payable	1,025,151	135,064
Accrued liabilities	139,931	(104,788)
Net pension liabilities	32,716,720	-
Unearned revenue	8,760,031	116
Compensated absences	(366,782)	-
OPEB asset	(1,762,413)	-
Estimated liability for open claims and IBNR's	1,027,859	-
Supplemental employee retirement plan	(1,855,153)	-
Deferred inflows of pension plans and OPEB	6,854,575	-
Net cash used by operating activities	<u>\$ (190,264,238)</u>	<u>\$ 557,188</u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF FIDUCIARY NET POSITION
June 30, 2018**

	Associated Student Government Trust Funds
<u>Assets</u>	
Cash and cash equivalents	\$ 203,212
Investments	80,338
Prepaid expense	6,025
Accounts receivable	237,943
Total Assets	\$ 527,518
<u>Liabilities</u>	
Accounts payable	\$ 9,282
Due to District	20,378
Deferred revenue	82,809
Funds held in trust	79,435
Total Liabilities	191,904
<u>Net Position</u>	
Unrestricted	335,614
Total Net Position	335,614
Total Liabilities and Net Position	\$ 527,518

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
For the Fiscal Year Ended June 30, 2018**

	Associated Student Government Trust Funds
Additions	
Sales and other local revenues	\$ 931,657
Interest income	1,131
Total Additions	<u>932,788</u>
Deductions	
Salaries	95,116
Benefits	41,508
Supplies and materials	65,906
Other operating expenses and services	516,256
Capital outlay	24,865
Student financial aid	143,780
Total Deductions	<u>887,431</u>
Net Changes in Net Position	45,357
Net Position, Beginning of Year	<u>290,257</u>
Net Position, End of Year	<u><u>\$ 335,614</u></u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF PLAN NET POSITION
June 30, 2018**

	Retiree Health Benefit (OPEB) Trust
<u>Assets</u>	
Investments	\$ 116,478,409
Total Assets	\$ 116,478,409
<u>Liabilities</u>	
Accounts payable	\$ 48,489
Total Liabilities	48,489
<u>Net Position</u>	
Restricted - nonspendable	116,429,920
Total Net Position	116,429,920
Total Liabilities and Net Position	\$ 116,478,409

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**STATEMENT OF CHANGES IN PLAN NET POSITION
For the Fiscal Year Ended June 30, 2018**

	Retiree Health Benefit (OPEB) Trust
Additions	
Interest income	\$ 6,789,058
Other local revenue	<u>4,610,000</u>
Total Additions	<u>11,399,058</u>
Deductions	
Benefits	4,644,463
Other operating expenses and services	<u>388,559</u>
Total Deductions	<u>5,033,022</u>
Net Changes in Net Position	6,366,036
Net Position, Beginning of Year	<u>110,063,884</u>
Net Position, End of Year	<u><u>\$ 116,429,920</u></u>

See accompanying notes to the financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity

South Orange County Community College District (District) is the level of government primarily accountable for activities related to public education. The governing authority consists of elected officials who, together, constitute the Board of Trustees.

The District considered its financial and operational relationships with potential component units under the reporting entity definition of Governmental Accounting Standards Board (GASB). The basic, but not the only, criterion for including another organization in the District's reporting entity for financial reports is the ability of the District's elected officials to exercise oversight responsibility over such agencies. Oversight responsibility implies that one entity is dependent on another and a financial benefit or burden relationship is present and that the dependent unit should be reported as part of the other.

Oversight responsibility is derived from the District's power and includes, but is not limited to: financial interdependency; selection of governing authority; designation of management; ability to significantly influence operations; and accountability for fiscal matters.

Due to the nature and significance of their relationship with the District, including ongoing financial support of the District or its other component units, certain organizations warrant inclusion as part of the financial reporting entity. A legally separate, tax-exempt organization should be reported as a component unit of the District if all of the following criteria are met:

- The economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the District, its component units, or its constituents.
- The District, or its component units, is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization.
- The economic resources received or held by an individual organization that the District, or its component units, is entitled to, or has the ability to otherwise access, are significant to the District.

Based upon the application of the criteria listed above, the Facilities Corporation 2011 of the South Orange County Community College District (Corporation) would be included in the District's reporting entity as a blended component unit. The Corporation had no activity for the fiscal year 2017-18; the Corporation has been dissolved in fiscal year 2018-19.

Based upon the application of the criteria listed above, the following potential component units have been included in the District's reporting entity:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

South Orange County Community College District Foundation, Advanced Technology and Education Park Foundation, Saddleback College Foundation, and Irvine Valley College Foundation: The Foundations are separate not-for-profit corporations formed to promote and assist the educational programs of the District. The Board of Governors are appointed independent of any District Board of Trustee's elections. The Board is responsible for their own accounting and finance related activities; however, the District's governing board has fiscal responsibility over the Foundations. The financial activities of the Foundations, excluding the South Orange County Community College District Foundation, have been discretely presented; the management has deemed the South Orange County Community College District Foundation to not be a component unit as defined by GASB. Separate financial statements for the Foundations may be obtained through the District.

Retiree Health Benefit OPEB Trust (the Trust): The Trust is an irrevocable governmental trust pursuant to Section 115 of the Internal Revenue Code for the purpose of funding certain post-employment benefits other than pensions. The Trust Board of Authority comprised of the Vice Chancellor of Business Services, Vice Chancellor of Human Resources and Employer/Employee Relations, District Executive Director of Fiscal Services/Comptroller, Vice President of Administrative Services, Saddleback College, and the Vice President of Administrative Services, Irvine Valley College, provide oversight over Trust investment and plan administration. As such, the District acts as the fiduciary of the Trust. Separate financial statements are not prepared for the Trust.

Pension Stabilization Trust (the PST): The PST was established to help California public entities stabilize the funding of their pension benefit liabilities by creating a secure vehicle to hold assets pending their contribution to a pension plan in satisfaction of their funding obligation. The PST is an irrevocable governmental trust intended to qualify as a trust arrangement that is tax exempt under applicable guidance and procedures under Section 115 of the Internal Revenue Code. The PST is administered by Benefit Trust Company as directed by the Board of Authority, of which, the District appoints one member. Because the District is the sole beneficiary of the PST, the fund does not meet the definition of a fiduciary activity, thus, the PST is reported as a blended component unit. Separate financial statements are not prepared for the PST.

Financial Statement Presentation

The accompanying financial statements have been prepared in conformity with generally accepted accounting principles as prescribed by the GASB. The financial statement presentation required by GASB provides a comprehensive, entity-wide perspective of the District's financial activities. The entity-wide perspective replaces the fund-group perspective previously required. Fiduciary activities, with the exception of the Student Financial Aid Fund and the Retiree Benefits Fund, are excluded from the basic financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

Basis of accounting refers to when revenues and expenditures or expenses are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of measurement made, regardless of the measurement focus applied.

For financial reporting purposes, the District is considered a special-purpose government engaged in business-type activities. Accordingly, the District's basic financial statements have been presented using the economic resources measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. All significant intra-agency transactions have been eliminated.

The statements of plan net position and changes in plan net position of the Retiree Health Benefit (OPEB) Trust is prepared using the accrual basis of accounting. Employer contributions to the plan are recognized when due and the employer has made a formal commitment to provide the contributions. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan.

For internal accounting purposes, the budgetary and financial accounts of the District have been recorded and maintained in accordance with the Chancellor's Office of the California Community College's *Budget and Accounting Manual*.

To ensure compliance with the California Education Code, the financial resources of the District are divided into separate funds for which separate accounts are maintained for recording cash, other resources and all related liabilities, obligations and equities.

By state law, the District's Governing Board must approve a budget no later than September 15. A public hearing must be conducted to receive comments prior to adoption. The District's Governing Board satisfied these requirements. Budgets for all governmental funds were adopted on a basis consistent with generally accepted accounting principles (GAAP).

These budgets are revised by the District's Governing Board during the year to give consideration to unanticipated income and expenditures. Formal budgetary integration was employed as a management control device during the year for all budgeted funds. Expenditures cannot legally exceed appropriations by major object account.

Cash and Cash Equivalents

The District's cash and cash equivalents, are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. Cash in the County Treasury is recorded at cost, which approximates fair value, in accordance with the requirements of GASB.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Investments

Investments in governmental funds, the fiduciary fund and the OPEB Trust Fund are reported at fair value, which is determined by the most recent bid and asking price as obtained from dealers that make markets in such securities.

Accounts Receivable

Accounts receivable consists primarily of amounts due from the Federal government, state and local governments, or private sources, in connection with reimbursement of allowable expenditures made pursuant to the District's grants and contracts. Material receivables are considered fully collectible.

Bad debts are accounted for by the direct write-off method for student receivables, which is not materially different from the allowance method.

Inventories

Inventories are presented at the lower of cost or market on an average basis and are expensed when used. Inventory consists of expendable instructional, custodial, health and other supplies held for consumption.

Prepaid Expenses

Payments made to vendors for goods or services that will benefit periods beyond June 30, 2018, are recorded as prepaid items using the consumption method. A current asset for the prepaid amount is recorded at the time of the purchase and an expenditure/expense is reported in the year in which goods or services are consumed.

Capital Assets

Capital assets are recorded at cost at the date of acquisition. Donated capital assets are recorded at their acquisition value at the date of donation. For equipment, the District's capitalization policy includes all items with a unit cost of \$5,000 or more and an estimated useful life of greater than one year. Buildings as well as renovations to buildings, infrastructure, and land improvements with a unit cost of \$150,000 or more and that significantly increase the value or extend the useful life of the structure are capitalized.

The cost of normal maintenance and repairs that does not add to the value of the asset or materially extend the asset's life is recorded as an operating expense in the year in which the expense was incurred. Depreciation is computed using the straight-line method with a half-year convention over the estimated useful lives of the assets, generally 50 years for buildings, 10

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

years for building and land improvements, 8 years for equipment and vehicles and 3 years for technology.

Deferred Outflows of Resources

Deferred outflows of resources represent a consumption of net position by the District that is applicable to a future reporting period. The deferred outflows of resources related to pensions resulted from District contributions to employee pension plans subsequent to the measurement date of the actuarial valuations for the pension plans and the effects of actuarially-determined changes to the pension plan. These amounts are deferred and amortized as detailed in Note 9 and Note 10 to the financial statements.

Accounts Payable and Accrued Liabilities

Accounts payable consists of amounts due to vendors for goods and services received prior to June 30. Accrued liabilities consist of salaries and benefits payable and load banking.

Unearned Revenue

Cash received for Federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Unearned revenue is recorded to the extent cash received on specific projects and programs exceeds qualified expenditures. Unearned revenue also includes summer enrollment fees received but not earned.

Compensated Absences

Accumulated unpaid employee vacation benefits are recognized as a liability in the statement of net position when incurred.

The District has accrued a liability for the amounts attributable to load banking hours within accrued liabilities. Load banking hours consist of hours worked by instructors in excess of a full-time load for which they may carryover for future paid time off.

Sick leave benefits are accumulated without limit for each employee. The employees do not gain a vested right to accumulated sick leave; therefore, accumulated employee sick leave benefits are not recognized as a liability of the District. The District's policy is to record sick leave as an operating expense in the period taken; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

Net Pension Liability

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

California State Teachers' Retirement System (CalSTRS) and the California Public Employees' Retirement System (CalPERS) plan for schools (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalSTRS and CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Member contributions are recognized in the period in which they are earned. Investments are reported at fair value.

Deferred Inflows of Resources

Deferred Inflows – OPEB: The deferred inflows of resources related to OPEB benefits results from the difference between the estimated and actual return on OPEB plan investments, changes in assumptions, and the difference between expected and actual experience. These amounts are deferred and amortized as detailed in Note 10 to the financial statements

Deferred Inflows – Pensions: Deferred inflows of resources represent an acquisition of net assets by the District that is applicable to a future reporting period. The deferred inflows of resources results from the effects of actuarially-determined changes to the pension plan. These amounts are deferred and amortized as detailed in Note 9 to the financial statements.

Net Position

Net Investment in Capital Assets: This represents the District's total investment in capital assets, net of outstanding debt obligations related to those capital assets. To the extent debt has been incurred but not yet expended for capital assets, such amounts are not included as a component of invested in capital assets, net of related debt.

Restricted Net Position – Expendable: Restricted expendable net position includes resources in which the District is legally or contractually obligated to spend resources in accordance with restrictions imposed by external third parties or by enabling legislation adopted by the District. The District first applies restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

Restricted Net Position – Nonexpendable: Nonexpendable restricted net position consists of endowment and similar type funds in which donors or other outside sources have stipulated, as a condition of the gift instrument, that the principal is to be maintained inviolate and in perpetuity, and invested for the purpose of producing present and future income, which may either be expended or added to principal.

Unrestricted Net Position: Unrestricted net position represents resources available to be used for transactions relating to the general operations of the District, and may be used at the discretion of the governing board, as designated, to meet current expenses for specific future purposes.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

State Apportionments

The District does not receive state apportionments for the base calculation because it receives more than sufficient revenues from enrollment fees and property taxes. The excess property taxes above the base revenue calculations is referred to as basic aid funding.

The District does receive state apportionments for categorical programs. These allocations are based on various financial and statistical information from the current and previous years. The District also receives funding from the State for education protection account based on FTES and full-time faculty.

Property Taxes

Secured property taxes attach as an enforceable lien on property as of January 1. Taxes are payable in two installments on November 1 and February 1 and become delinquent on December 10 and April 10, respectively. Unsecured property taxes are payable in one installment on or before August 31 and become delinquent after August 31.

The District reports real and personal property tax on an accrual basis. A receivable has been accrued in these financial statements to reflect the amount of property taxes receivable as of June 30, 2018.

Classification of Revenues

The District has classified its revenues as either operating or nonoperating revenues according to the following criteria:

Operating Revenues: Operating revenues include activities that have the characteristics of exchange transactions, such as student fees, net of scholarship discounts and allowances, and Federal and most state and local grants and contracts.

Nonoperating Revenues: Nonoperating revenues include activities that have the characteristics of nonexchange transactions, such as State apportionments, taxes, and other revenue sources that are defined as nonoperating revenues by GASB.

Scholarship Discounts and Allowances

Student tuition and fee revenues, and certain other revenues from students, are reported gross of scholarship discounts and allowances in the statement of revenues, expenses, and changes in net assets. Scholarship discounts and allowances are the difference between the stated charge for goods and services provided by the District, and the amount that is paid by students and/or third parties making payments on the students' behalf. Certain governmental grants, and other Federal, state or nongovernmental programs are recorded as operating revenues in the District's financial statements. To the extent that revenues from such programs are used to satisfy tuition and fees and other student charges, the District has recorded a scholarship discount and allowance.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Classification of Revenues – Proprietary Funds

Proprietary funds distinguish operating revenues from non-operating revenues. Operating revenues include activities that have the characteristics of exchange transactions, such as food service sales, Federal and most State and local grants and contracts, and self-insurance premiums. Non-operating revenues include activities that have the characteristics of non-exchange transactions that are defined as non-operating revenues by GASB.

Postemployment Benefits Other Than Pensions (OPEB).

For purposes of measuring the District's OPEB liability related to the Medicare Premium Payment (MPP) Program (and CERBT Plan), deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the MPP Program and additions to/deductions from the MPP Program (and CERBT) fiduciary net position have been determined on the same basis as they are reported by the MPP Program (and CERBT). For this purpose, the MPP Program (and CERBT) recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

Estimates

The preparation of the financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results may differ from those estimates.

NOTE 2: DEPOSITS AND INVESTMENTS

Deposits - Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. The District does not have a deposit policy for custodial risk. As of June 30, 2018, \$8,364,243 of the District's bank balance of \$8,616,619 was exposed to credit risk as uninsured and uncollateralized.

Cash in County Treasury

In accordance with the *Budget and Accounting Manual*, the District maintains substantially all of its cash in the Orange County Treasury as part of the common investment pool. At June 30, 2018

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 2: DEPOSITS AND INVESTMENTS

total Cash in County is \$341,001,386. The District is considered an involuntary participant in the investment pool. These pooled funds are recorded at amortized cost which approximates fair value. Fair value of the pooled investments at June 30, 2018 is measured at 99.58% of amortized cost. The District's investments in the fund are considered to be highly liquid and reflected in the financial statements as cash and cash equivalents in the statement of net position.

The County is authorized to deposit cash and invest excess funds by California Government Code Sections 53534, 53601, 53635 and 53648. The County is restricted to invest time deposits, U.S. government securities, state registered warrants, notes or bonds, State Treasurer's investment pool, bankers' acceptances, commercial paper, negotiable certificates of deposit, and repurchase or reverse repurchase agreements. The funds maintained by the County are either secured by federal depository insurance or are collateralized. The County investment pool is not required to be rated. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The county investment pool is not registered as an investment company with the Securities and Exchange Commission (SEC) nor is it an SEC Rule 2a7-like pool. California Government Code statutes and the County Board of Supervisors set forth the various investment policies that the County Treasurer follow. The method used to determine the value of the participant's equity withdrawn is based on the book value, which is amortized cost, of the participant's percentage participation on the date of such withdrawals.

The pool sponsor's annual financial report may be obtained from the Auditor-Controller County of Orange, 12 Civic Center Plaza, Room 200, Santa Ana, CA 92702.

Investments

Policies

Under provisions of California Government Code Sections 16430, 53601 and 53602 (and District Board Policy Section 3102), the District may invest in the types of investments shown herein. The District did not violate any provisions of the California Government Code or District Board policy during the year ended June 30, 2018.

- State of California Local Agency Investment Fund (LAIF)
- County Treasurer's Investment Pools
- U.S. Treasury notes, bonds, bills or certificates of indebtedness
- U.S. Government Agency guaranteed instruments
- Fully insured or collateralized certificates of deposit
- Fully insured and collateralized credit union accounts

The District maintains investments with the State of California Local Agency Investment Fund (LAIF) amounting to \$26,690,168 as of June 30, 2018. LAIF pools these funds with other

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 2: DEPOSITS AND INVESTMENTS

governmental agencies and invests in various investment vehicles. LAIF uses amortized cost and current value methods to value the portfolio. Regulatory oversight is provided by the State Pooled Money Investment Board and the Local Investment Advisory Board. LAIF is not subject to categorization to indicate the level of custodial credit risk assumed by the District at year end.

Investments with fiscal agent are held in the California Public Entity Pension Stabilization Trust (the PST). The PST was established to help California public entities stabilize the funding of their pension benefit liabilities by creating a secure vehicle to hold assets pending their contribution to a pension plan in satisfaction of their funding obligation. The PST is intended to qualify as a trust arrangement that is tax exempt under applicable guidance and procedures under Section 115 of the Internal Revenue Code.

Investments and investments with fiscal agent for the governmental funds at June 30, 2018 are presented below. Fiduciary investments of \$80,338 are invested with LAIF.

Investment	Maturities	Fair Value	Standard & Poor's Rating
Mutual Funds - Fixed Income	Not applicable	\$ 35,977,782	Not Rated
LAIF	Not applicable	26,690,168	Not Rated
Total		<u>\$ 62,667,950</u>	

Investment Valuation

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. Investments' fair value measurements at June 30, 2018 are presented below:

Investment	Costs	Fair Value Measurements Using		
		Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Mutual Funds - Fixed Income	\$ 35,977,782	\$ 35,977,782	\$ -	\$ -
Total	<u>\$ 35,977,782</u>	<u>\$ 35,977,782</u>	<u>\$ -</u>	<u>\$ -</u>

LAIF is reported at amortized cost and is not required to be classified above.

Interest Rate Risk

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment the greater the sensitivity of its fair value to changes in market interest rates. The District does not have a formal investment

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 2: DEPOSITS AND INVESTMENTS

policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk

Credit risk is the risk that one insurer of an investment will not fulfill its obligations. This is measured by assignment of a rating by a nationally recognized rating organization. U.S. government securities or obligations explicitly guaranteed by the U.S. government are not considered to have credit risk exposure. The District follows Government Code to reduce exposure to investment credit risk. Information about the District's investment ratings is provided above.

Concentration of Credit Risk

The District places no limit on the amount that may be invested in any one issuer. The District did not have any holdings in one issuer in excess of 5%.

Custodial Credit Risk

Custodial Credit Risk is the risk that, in the event of the failure of the counterparty, the District will not be able to recover the value of its investments that are in possession of an outside party. The District does not have a policy limiting the amount of securities that can be held by counterparties.

NOTE 3: ACCOUNTS RECEIVABLE

Accounts receivable as of June 30, 2018 consists of the following:

<u>Accounts Receivable</u>	<u>June 30, 2018</u>
Federal and state	\$ 5,185,085
Property tax	3,182,302
Miscellaneous	1,680,360
Total accounts receivable	<u>\$ 10,047,747</u>

NOTE 4: INTERFUND TRANSACTIONS

Interfund transfers consist of operating transfers from funds receiving resources to funds through which the resources are to be expended. Interfund receivables and payables result when the interfund transfer is transacted after the close of the fiscal year. Interfund activity within the government funds has been eliminated in the basic financial statements.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 5: CAPITAL ASSETS AND DEPRECIATION

The following provides a summary of changes in capital assets for the year ended June 30, 2018:

	Balance July 1, 2017	Additions	Retirements	Balance June 30, 2018
Capital assets not being depreciated:				
Land	\$ 42,262,154	\$ -	\$ -	\$ 42,262,154
Artwork	-	37,100	-	37,100
Construction in progress	52,738,469	39,060,137	9,003,331	82,795,275
Total capital assets not being depreciated	95,000,623	39,097,237	9,003,331	125,094,529
Capital assets being depreciated:				
Site improvements	110,908,422	578,793	1,335,100	110,152,115
Buildings	300,201,940	6,097,225	-	306,299,165
Equipment	45,630,426	5,943,215	420,353	51,153,288
Total capital assets being depreciated	456,740,788	12,619,233	1,755,453	467,604,568
Less accumulated depreciation for:				
Site improvements	(77,048,649)	(5,802,168)	-	(82,850,817)
Buildings	(82,769,433)	(9,304,901)	-	(92,074,334)
Equipment	(24,906,272)	(8,565,732)	(174,519)	(33,297,485)
Total accumulated depreciation	(184,724,354)	(23,672,801)	(174,519)	(208,222,636)
Depreciable assets, net	272,016,434	(11,053,568)	1,580,934	259,381,932
Governmental activities capital assets, net	\$ 367,017,057	\$ 28,043,669	\$ 10,584,265	\$ 384,476,461

NOTE 6: LEASES

The District has entered into various operating leases for land, buildings, and equipment with lease terms in excess of one year. None of these agreements contain purchase options. Future minimum lease payments under these agreements are as follows:

Year Ending June 30,	Lease Payment
2019	\$ 174,298
2020	180,398
2021	83,984
Total	\$ 438,680

Current year expenditures for operating leases is approximately \$162,700. The District will receive no sublease rental nor pay any contingent rentals for this equipment.

The District also receives \$2.7 million annually as rent for the land that the Promenade Apartments is located on. This agreement expires on September 1, 2075.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 7: RENTAL INCOME

The District holds a ground lease on a 23-acre site improved with a 400-unit apartment complex built in 1987 that is located adjacent to Saddleback College. The original term of the ground lease ran through September 2040. In July 2016, the District negotiated an amendment and restatement of the ground lease providing funds for renovations and improvements to the property, and extending the lease term from September 2040 to September 2075. Annual lease payments shall be adjusted annually based upon the percentage change for the preceding calendar year as contained in the “Consumer Price Index for All Urban Consumers Los Angeles-Anaheim-Riverside Areas”, published by the United States Department of Labor, Bureau of Labor Statistics, provided however, that there shall be a minimum increase of three percent over the preceding annual rent and not more than six percent over such preceding year. Minimum annual lease receipts for the next five years and afterward are as follows:

Year Ending June 30,	Lease Income
2019	\$ 2,807,509
2020	2,891,734
2021	2,978,486
2022	3,067,840
2023	3,159,876
2024-2027	17,279,495
2028-2032	20,031,671
2033-2037	23,222,197
2038-2042	26,920,890
2043-2047	31,208,690
2048-2052	36,179,426
2053-2057	41,941,870
2058-2062	48,622,123
2063-2067	56,366,366
2068-2072	65,344,067
2073-2075	28,964,397
Total	<u>\$ 410,986,637</u>

NOTE 8: SUPPLEMENTAL EMPLOYEE RETIREMENT PLAN

The District has a Supplemental Employee Retirement Plan for classified, faculty and management employees. The accumulated future liability for the District at June 30, 2018 is \$7,420,610.

In November 2016, the Board of Trustees approved the implementation of the District’s Supplemental Employee Retirement Plan for classified, faculty, and management employees.

A total of 116 employees, 63 classified, 30 faculty and 23 management employees participate in the plan. The total cost to the District is approximately \$9.25 million. The District will pay benefits of \$1.855 million annually through 2022. The liability has been reflected in these financial statements as a long term liability.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Academic employees are members of the California State Teachers' Retirement System (CalSTRS) and classified employees are members of the California Public Employees' Retirement System (CalPERS).

As of June 30, 2018, the District's proportionate share of the net pension liabilities, pension expense, and deferred inflows of resources and deferred outflows of resources for each of the retirement plans is as follows:

	Proportionate Share of Net Pension Liability	Deferred Outflows of Resources	Proportionate Share of Deferred Inflows of Resources	Proportionate Share of Pension Expense
Pension Plan				
CalSTRS - STRP	\$ 119,299,200	\$ 33,733,298	\$ 10,500,261	\$ 10,870,147
CalPERS - Schools Pool Plan	94,225,307	30,048,803	1,109,387	17,888,077
Total	<u>\$ 213,524,507</u>	<u>\$ 63,782,101</u>	<u>\$ 11,609,648</u>	<u>\$ 28,758,224</u>

The details of each plan are as follows:

California State Teachers' Retirement System (CalSTRS)

Plan Description

The District contributes to the State Teachers' Retirement Plan (STRP) administered by the California State Teachers' Retirement System (CalSTRS). STRP is a cost-sharing multiple-employer public employee retirement system defined benefit pension plan. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law.

Benefits Provided

The STRP provides retirement, disability and survivor benefits to beneficiaries. Benefits are based on members' final compensation, age and years of service credit. Members hired on or before December 31, 2012, with five years of credited service are eligible for the normal retirement benefit at age 60. Members hired on or after January 1, 2013, with five years of credited service are eligible for the normal retirement benefit at age 62. The normal retirement benefit is equal to 2.0 percent of final compensation for each year of credited service. The STRP is comprised of four programs: Defined Benefit Program, Defined Benefit Supplement Program, Cash Balance Benefit Program and Replacement Benefits Program. The STRP holds assets for the exclusive purpose of providing benefits to members and beneficiaries of these programs. CalSTRS also uses plan assets to defray reasonable expenses of administering the STRP. Although CalSTRS is the administrator of the STRP, the state is the sponsor of the STRP and

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

obligor of the trust. In addition, the state is both an employer and nonemployer contributing entity to the STRP.

The District contributes to the STRP Defined Benefit Program and STRP Defined Benefit Supplement Program, thus disclosures are not included for the other plans.

The STRP provisions and benefits in effect at June 30, 2018, are summarized as follows:

Provisions and Benefits	CalSTRS-STRP Defined Benefit Program and Supplement Program	
	On or Before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 60	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	60	62
Monthly benefits as a percentage of eligible compensation	2.0%-2.4%	2.0%-2.4%
Required employee contribution rate	10.25%	9.205%
Required employer contribution rate	14.43%	14.43%
Required state contribution rate	9.328%	9.328%

Contributions

Required member, District and State of California contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. The contributions rates are expressed as a level percentage of payroll using the entry age normal actuarial method. The contribution rates for each plan for the year ended June 30, 2018 are presented above and the total District contributions were \$10,603,030.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the District reported a liability for its proportionate share of the net pension liability that reflected a reduction for state pension support provided to the District. The amount recognized as its proportionate share of the net pension liability, the related state support, and the total portion of the net pension liability associated with the District were as shown herein.

	Balance
	June 30, 2018
Proportionate Share of Net Pension Liability	
District proportionate share of net pension liability	\$ 119,299,200
State's proportionate share of the net pension liability associated with the District	70,576,974
Total	<u>\$ 189,876,174</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

The net pension liability was measured as of June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts and the State, actuarially determined. At June 30, 2017, the District's proportion was 0.1290%.

For the year ended June 30, 2018, the District recognized pension expense of \$10,870,147 and revenue of \$6,296,493 for support provided by the state. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the sources herein.

	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension Deferred Outflows and Inflows of Resources		
Pension contributions subsequent to measurement date	\$ 10,603,030	\$ -
Difference between expected and actual experience	441,180	2,080,770
Changes in assumptions	22,101,570	-
Changes in proportion	587,518	5,242,221
Net differences between projected and actual earnings on plan investments	-	3,177,270
Total	<u>\$ 33,733,298</u>	<u>\$ 10,500,261</u>

The deferred outflows of resources resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. The remaining amounts will be recognized to pension expense as shown herein.

Year Ending June 30,	Amortization
2019	\$ (487,250)
2020	4,152,880
2021	2,442,340
2022	(668,710)
2023	3,542,800
2024	3,647,947
Total	<u>\$ 12,630,007</u>

Actuarial Methods and Assumptions

Total pension liability for STRP was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016 used the following methods and assumptions, applied to all prior periods included in the measurement:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

Actuarial Methods and Assumptions

Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Experience Study	July 1, 2010 through June 30, 2015
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.10%
Investment Rate of Return	7.10%
Consumer Price Inflation	2.75%
Wage Growth	3.50%

CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among its members. The projection scale was set equal to 110 percent of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant and adopted by the CalSTRS Board in February 2017. The assumed asset allocation is based on board policy for target asset allocation in effect on February 2017, the date the current experience study was approved by the board. Best estimates of 20-year geometric real rates of return and the assumed asset allocation for each major asset class used as input to develop the actuarial investment rate of return are summarized in the table shown herein.

Asset Class	Assumed Asset Allocation	Long-term Expected Real Rate of Return
Global equity	47%	6.30%
Private equity	13%	9.30%
Real estate	13%	5.20%
Absolute return/risk mitigating strategies	9%	2.90%
Inflation sensitive	4%	3.80%
Fixed income	12%	0.30%
Cash/liquidity	2%	-1.00%

Discount Rate

The discount rate used to measure the total pension liability was 7.10%. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

earnings were calculated using the long-term assumed investment rate of return (7.10%) and assuming that contributions, benefit payments, and administrative expense occurred midyear. Based on these assumptions, the STRP's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount rate	Net Pension Liability
1% decrease (6.10%)	\$ 175,169,100
Current discount rate (7.10%)	119,299,200
1% increase (8.10%)	73,956,990

Changes of Assumptions

During the fiscal year of the measurement date of June 30, 2017, CalSTRS completed an experience study for the period starting July 1, 2010 and ending June 30, 2015. The experience study was adopted by the CalSTRS Board in February 2017. As a result of the study, certain assumptions used in determining the net pension liability of the STRP changed, including the discount rate, price inflation, wage growth, mortality assumptions and the mortality tables used in the actuarial valuation of the net pension liability. The changes to the assumptions as a result of the experience study are shown herein.

Assumptions:	As of June 30, 2017	As of June 30, 2016
Investment Rate of Return	7.10%	7.60%
Consumer Price of Return	2.75%	3.00%
Wage Growth	3.50%	3.75%

Plan Fiduciary Net Position

Detailed information about the STRP's plan fiduciary net position is available in a separate comprehensive annual financial report for CalSTRS. Copies of the CalSTRS annual financial report may be obtained from CalSTRS, 7667 Folsom Boulevard, Sacramento, CA 95826.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

California Public Employees' Retirement System (CalPERS)

Plan Description

Qualified employees are eligible to participate in the Schools Pool Plan under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments, and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of service credit, a benefit factor, and the member's final compensation. Members hired on or before December 31, 2012, with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. Members hired on or after January 1, 2013, with five years of total service are eligible to retire at age 52 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 5 years of service. The Basic Death Benefit is paid to any member's beneficiary if the member dies while actively employed. An employee's eligible survivor may receive the 1957 Survivor Benefit if the member dies while actively employed, is at least age 50 (or 52 for members hired on or after January 1, 2013), and has at least 5 years of credited service. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The CalPERS provisions and benefits in effect at June 30, 2018, are summarized as follows:

Provisions and Benefits	CalPERS-Schools Pool Plan	
	On or Before December 31, 2012	On or after January 1, 2013
Hire date		
Benefit formula	2% at 55	2% at 62
Benefit vesting schedule	5 years of service	5 years of service
Benefit payments	Monthly for life	Monthly for life
Retirement age	50	52
Monthly benefits as a percentage of eligible compensation	1.1%-2.5%	1.0%-2.5%
Required employee contribution rate	7.000%	6.000%
Required employer contribution rate	15.531%	15.531%

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

shall be effective on the July 1 following notice of a change in the rate. Total plan contributions are determined through the CalPERS annual actuarial valuation process. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. The contribution rates are expressed as percentage of annual payroll. The contribution rates for each plan for the year ended June 30, 2018 are as presented above and the total District contributions were \$7,728,887.

Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions

As of June 30, 2018, the District reported net pension liabilities for its proportionate share of the CalPERS net pension liability totaling \$94,225,307. The net pension liability was measured as of June 30, 2017. The total pension liability for CalPERS was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016 and rolling forward the total pension liability to June 30, 2017. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating school districts, actuarially determined. At June 30, 2017 the District's proportion was 0.39474%.

For the year ended June 30, 2018, the District recognized pension expense of \$17,888,077. At June 30, 2018, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
<u>Pension Deferred Outflows and Inflows of Resources</u>		
Pension contributions subsequent to measurement date	\$ 7,728,887	\$ -
Difference between expected and actual experience	3,375,704	-
Changes of assumptions	13,763,088	1,109,387
Changes in proportion	1,921,573	-
Net differences between projected and actual earnings on plan investments	3,259,551	-
Total	<u>\$ 30,048,803</u>	<u>\$ 1,109,387</u>

The deferred outflows of resources resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2018. The remaining amounts will be recognized to pension expense as follows:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

Year Ending June 30,	Amortization
2019	\$ 6,105,543
2020	9,928,965
2021	6,960,951
2022	(1,784,930)
Total	<u>\$ 21,210,529</u>

Actuarial Methods and Assumptions

Total pension liability for the Schools Pool Plan was determined by applying update procedures to a financial reporting actuarial valuation as of June 30, 2016, and rolling forward the total pension liability to June 30, 2017. The financial reporting actuarial valuation as of June 30, 2016 used the following methods and assumptions, applied to all prior periods included in the measurement:

Actuarial Methods and Assumptions	
Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Experience Study	July 1, 1997 through June 30, 2011
Actuarial Cost Method	Entry Age Normal
Discount Rate	7.15%
Investment Rate of Return	7.50%
Consumer Price Inflation	2.75%
Wage Growth	Varies by entry age and service

Mortality assumptions are based on mortality rates resulting from the most recent CalPERS experience study adopted by the CalPERS Board. For purposes of the post-retirement mortality rates, those revised rates include 20 years of mortality improvements using Scale BB published by the Society of Actuaries.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses. The target allocation and best estimates of arithmetic real rates of return for each major asset class are summarized in the table herein.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 9: EMPLOYEE RETIREMENT PLANS

Asset Class	Assumed Asset	Long-term Expected Real
	Allocation	Rate of Return
Global equity	47%	5.38%
Fixed Income	19%	2.27%
Private equity	12%	6.63%
Real estate	11%	5.13%
Infrastructure and Forestland	3%	5.39%
Inflation assets	6%	1.39%
Liquidity	2%	-0.90%

Discount Rate

The discount rate used to measure the total pension liability was 7.15% and reflects the long-term expected rate of return for the Schools Pool Plan net of investment expenses and without reduction for administrative expenses. The projection of cash flows used to determine the discount rate assumed the contributions from plan members and employers will be made at statutory contribution rates. Based on these assumptions, the Schools Pool Plan fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine total pension liability.

The following presents the District's proportionate share of the net pension liability calculated using the current discount rate as well as what the net pension liability would be if it were calculated using a discount rate that is one percent lower or higher than the current rate:

Discount rate	Net Pension Liability
1% decrease (6.15%)	\$ 138,638,622
Current discount rate (7.15%)	94,225,307
1% increase (8.15%)	57,383,233

Changes of Assumptions

During the fiscal year of the measurement date of June 30, 2017, the financial reporting discount rate for the Schools Pool Plan was lowered from 7.65% to 7.15%. Deferred outflows of resources for changes of assumptions represents the unamortized portion of this assumption change.

Plan Fiduciary Net Position

Detailed information about CalPERS Schools Pool Plan fiduciary net position is available in a separate comprehensive annual financial report. Copies of the CalPERS annual financial report may be obtained from the CalPERS Executive Office, 400 P Street, Sacramento, CA 95814.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS

Plan Description and Eligibility

The District administers a single-employer defined benefit healthcare plan (the Retiree Health Plan). The plan provides health, dental and vision benefits to eligible retirees and their dependents in accordance with provisions established through negotiations between the District and the bargaining unions representing employees. Benefit provisions are renegotiated each three-year bargaining period. The District reports the financial activity of the plan as a trust fund.

The District currently provides retiree and dependent health benefits to eligible academic, classified, classified leadership and administrators until retirees reach age 65. Eligibility requirements vary by employee classification. All participants must have a minimum service of 10 years and minimum required hours of 75% FTE. In addition, classified employees must be at least 60 years of age; and classified leadership, administrators and academic employees must retire under PERS or STRS. The District also pays for retiree only Medicare supplemental coverage for academic, classified leadership and administrative retirees beyond age 65.

Participant Type:	Number of Participants
Inactive participants currently receiving benefits	340
Inactive participants entitled to but not yet receiving benefit payments	-
Active employees	947
Total	1,287

Funding Policy

The contribution requirements are established and may be amended by the District. The required contribution is based on projected pay-as-you-go financing requirements, with an annual adjustment to fully fund the actuarially required contribution. The District currently funds 100% of the pay-as-you-go premiums for covered employees. For the year ended June 30, 2018, the District contributed \$12,133,909 to the plan including the implicit rate subsidy.

Net OPEB Liability (Asset)

The following table shows the components of the net OPEB liability (asset) of the District:

	Balance June 30, 2018
Total OPEB liability	\$ 110,209,323
Plan fiduciary net position	116,227,289
District's net OPEB liability (asset)	\$ (6,017,966)

Plan fiduciary net position as a percentage of the total OPEB liability (asset) 105%

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS

The deferred inflows of resources related to OPEB resulting from the net differences between projected and actual earnings on the plan investments is amortized over a five year period on a straight-line basis. One-fifth is recognized in pension expense during the measurement period and the remaining amount is deferred and will be amortized over the remaining four-year period.

At June 30, 2018, the District reported a deferred inflow of \$5,816,981 for the difference between projected and actual earnings on the plan investments. This amount will be amortized to offset pension expense as follows:

Year Ending June 30,	Amortization
2019	\$ (1,454,245)
2020	(1,454,245)
2021	(1,454,245)
2022	(1,454,246)
Total	<u>\$ (5,816,981)</u>

Investments

The Plan's policy for allocation of invested assets is established and may be amended by the Retirement Board of Authority through a majority vote. It is the policy of the Board to pursue an investment strategy that reduces risk through the prudent diversification of the portfolio across a broad selection of specific asset classes. Assets held in the Plan may be invested in accordance with California Government Code Sections 53600 through 53622. The investment policy has a long-term focus. It discourages both major shifts of asset class allocations over a short time span and, except for liquidity purposes, the use of cash equivalents. The Retirement Board of Authority has established a target net return of 6%. There is no established asset allocation policy.

At June 30, 2018, all Plan investments were in mutual funds. The Plan held no investments in any one organization that represented 5% or more of fiduciary net position.

For the year ended June 30, 2018, the annual money-weighted rate of return on investments, net of investment expense, was not available.

Investment Valuation

Investments are measured at fair value on a recurring basis. Recurring fair value measurements are those that GASB require or permit in the statement of net position at the end of each reporting period. Fair value measurements are categorized based on the valuation inputs used to measure an asset's fair value: Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs. The Plan's investments' fair value measurements at June 30, 2018 are presented on the following page:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS

Fair Value Measurements Using				
Investment	Costs	Level 1 Inputs	Level 2 Inputs	Level 3 Inputs
Mutual Fund - Fixed Income	\$ 58,357,232	\$ 58,357,232	\$ -	\$ -
Mutual Fund - Domestic Equity	42,245,692	42,245,692	-	-
Mutual Fund - International Equity	10,488,437	10,488,437	-	-
Mutual Fund - Real Estate	5,387,048	5,387,048	-	-
Total	<u>\$ 116,478,409</u>	<u>\$ 116,478,409</u>	<u>\$ -</u>	<u>\$ -</u>

Actuarial Methods and Assumptions

The District's net OPEB liability (asset) was measured as of June 30, 2018, and the total OPEB liability (asset) used to calculate the net OPEB liability was determined by an actuarial valuation as of December 31, 2017. Liabilities in this report were calculated as of the valuation date and rolled forward to the measurement date using standard actuarial roll-forward techniques.

The total OPEB liability was determined by an actuarial valuation as of December 31, 2017, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Methods and Assumptions

Valuation date	December 31, 2017
Measurement date	June 30, 2018
Inflation	2.75%
Salary increases	3.00%
Investment rate of return	6%
Healthcare trend rate	6% decreasing to 4% in 2023

Mortality rates were based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations.

The long-term expected rate of return on Plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of December 31, 2017 (see the discussion of the Plan's investment policy) are as follows:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS

Asset Class	Asset Allocation	Long-term Expected Real Rate of Return
Fixed income	48%	1.75%
Domestic equities	32%	4.25%
International equities	13%	5.25%
Real estate	7%	4.50%
Cash/liquidity	0%	0.00%

The discount rate used to measure the total OPEB liability was 6.0 percent. Based on the District's funding practice to fund at least the actuarially determined contribution including the normal cost for all future actives, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current Plan members. Therefore, the long-term expected rate of return on Plan investments was applied to all periods of projected benefit payments to determine the total OPEB liability.

Since the most recent valuation, the following changes have been made:

- The healthcare trend rate changed from 6.5% to 6.0%

Changes in the Net OPEB Liability (Asset)

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (Asset) (a) - (b)
Balances at December 31, 2016	\$ 104,725,415	\$ 96,106,489	\$ 8,618,926
Changes for the year:			
Service cost	4,353,892	-	4,353,892
Interest	6,387,047	-	6,387,047
Employer contributions	-	12,133,909	(12,133,909)
Net investment income	-	13,243,922	(13,243,922)
Benefit payments	(5,257,031)	(5,257,031)	-
Administrative expenses	-	-	-
Net changes	5,483,908	20,120,800	(14,636,892)
Balances at December 31, 2017	\$ 110,209,323	\$ 116,227,289	\$ (6,017,966)

The following presents the District's net OPEB liability calculated using the discount rate of 6.0 percent, as well as what the net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (5.0 percent) or 1-percentage-point higher (7.0 percent) than the current rate:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 10: POST EMPLOYMENT HEALTHCARE BENEFITS

Discount rate	Net OPEB Liability (Asset)
1% decrease (5.0%)	\$ 7,393,618
Current discount rate (6.0%)	(6,017,966)
1% increase (7.0%)	(17,275,552)

The following presents the District's net OPEB liability calculated using the current healthcare cost trend rate of 6.0 percent decreasing to 4.0 percent, as well as what the net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (5.5 percent decreasing to 3.0 percent) or 1-percentage-point higher (7.5 percent decreasing to 5.0 percent) than the current rate:

Healthcare trend rate	Net OPEB Liability (Asset)
1% decrease (5.0% decreasing to 3.0%)	\$ (18,666,633)
Current healthcare trend rate (6.0 % decreasing to 4.0%)	(6,017,966)
1% increase (7.0% decreasing to 5.0%)	9,409,681

OPEB Expense

For the year ended June 30, 2018, the District recognized OPEB expense of \$7,579,394.

NOTE 11: LONG-TERM DEBT

A schedule of changes in long-term debt for the year ended June 30, 2018 is shown below.

	Balance July 1, 2017	Additions	Reductions	Balance June 30, 2018	Amount Due in One Year
Compensated absences	\$ 5,151,875	\$ 381,106	\$ -	\$ 5,532,981	\$ 747,889
Claims liability	459,777	94,860	-	554,637	-
Early retirement incentive	9,275,763		1,855,153	7,420,610	1,855,153
Proportionate Share of Medicare Premiums	-	185,111	-	185,111	-
Net pension liability	180,807,787	32,716,720	-	213,524,507	-
Total	<u>\$ 195,695,202</u>	<u>\$ 33,377,797</u>	<u>\$ 1,855,153</u>	<u>\$ 227,217,846</u>	<u>\$ 2,603,042</u>

Liabilities are liquidated by the General Fund for governmental activities, including compensated absences, net pension liability, medical premium payment program and supplemental employee retirement plan.

The District participates in the Medicare Premium Payment (MPP) Program of the California State Teachers' Retirement Plan (the STRP). The District's proportionate share of the liability is 0.044%. As the plan activity and the District's proportionate share of the total OPEB liability is

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 11: LONG-TERM DEBT

not significant, additional disclosures regarding the plan are not included in these financial statements.

NOTE 12: JOINT POWERS AGREEMENTS

The District participates in five joint powers agreement (JPA) entities, the Statewide Association of Community Colleges (SWACC), the Schools Association for Excess Risk (SAFER), the Protected Insurance Programs for Schools (PIPS), the Self-Insured Schools of California (SISC), and the Alameda County School Insurance Group (ACSIG). The relationships between the District and the JPAs are such that neither JPA is a component unit of the District for financial reporting purposes.

SWACC provides liability and property insurance for its member colleges. SWACC's membership consists of two joint power authority (JPA) members (which represent 19 districts) and 31 individual member districts for a total of 50 community college districts. A full Board of Directors comprised of one representative from each member governs SWACC. Each Board Member is allocated a number of votes determined by a weighted system that is based on the lottery full-time equivalent students (FTES) of each member. The Board elects from its members a President, Vice-President, Secretary and Treasurer. Each member shares surpluses and deficits proportionately to its participation in SWACC

SAFER arranges for and provides a self-funded or additional insurance for excess liability fund for members, elected alternates, and two ex-officio members. The board controls the operations of SAFER, including selection of management and approval of operating budgets, independent of any influence by the members beyond their representation on the board. Each member pays an annual contribution based upon that calculated by SAFER's board of directors and shares surpluses and deficits proportionately to its participation in SAFER.

PIPS provides workers' compensation reinsurance protection to its membership for public schools and community colleges throughout California. SISC, Self-Insured Schools of California, is a Joint Powers Agreement administered by the Kern County Superintendent of Schools Office. SISC's focus is on pooling resources to provide schools with a more stable long term health insurance solution rather than purchasing from commercial carriers. South Orange County College District has been a member since August 2003.

South Orange County Community College District's dental and vision coverage is administered through ACSIG, Alameda County School Insurance Group, which the District joined in July 2003. The program offers both a fixed rate as well as a self-funded option for individual school districts or school JPAs throughout California. There are presently over 300 school districts covering 70,000 employees participating in the program. The large size of the group allows ACSIG to enjoy a very low administration rate with Delta Dental which results in reduced costs for all members.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 12: JOINT POWERS AGREEMENTS

Condensed financial information for the year ended June 30, 2018 is as follows:

	SWACC	SAFER	PIPS	SISC	ACSIG
	6/30/2018	6/30/17	6/30/17	9/30/17	6/30/17
JPA Condensed Financial Information	(Audited)	(Audited)	(Audited)	(Audited)	(Audited)
Total assets	\$ 52,332,118	\$ 25,967,058	\$ 129,260,118	\$ 540,842,328	\$ 42,634,178
Total liabilities	34,316,883	25,277,081	111,815,654	173,862,442	27,029,314
Fund balance	18,015,235	689,977	17,444,464	366,979,886	15,604,864
Total revenues	22,350,383	55,169,347	300,784,657	2,089,274,509	158,185,377
Total expenditures	29,435,155	56,889,019	296,996,362	1,984,882,354	150,309,757

NOTE 13: FUNCTIONAL EXPENSE

Operating expenses are reported by natural classification in the statement of revenues, expenses and change in net position. A schedule of expenses by function is shown below:

Functional Expense	Instructional Salaries and Benefits	Non-Instructional Salaries and Benefits	Supplies, materials, and other operating expenses and services	Financial Aid	Depreciation	Total
Instructional activities	\$ 101,253,033	\$ 6,938,331	\$ 1,822,005	\$ -	\$ -	\$ 110,013,369
Academic support	1,333,111	16,664,516	300,439			18,298,066
Student services		30,769,936	425,159			31,195,095
Operation and maintenance of plant		11,651,807	2,033,111			13,684,918
Instructional support services		38,105,600	3,199,895			41,305,495
Community services and economic development	492	4,852,344	423,885			5,276,721
Ancillary services and auxiliary operations		6,487,509	434,398			6,921,907
Physical property and related acquisitions		3,400,125	9,666,153			13,066,278
Transfers, student aid and other outgo			16,713,393	27,418,161		44,131,554
Depreciation expense	-	-	-	-	23,672,801	23,672,801
Total	\$ 102,586,636	\$ 118,870,168	\$ 35,018,438	\$ 27,418,161	\$ 23,672,801	\$ 307,566,204

NOTE 14: SELF-INSURANCE

The District is exposed to various risks of loss related to torts, damage to and destruction of assets; errors and omissions; injuries to employees; natural disasters; and medical claims. The District is self-insured for coverage up to a maximum of \$50,000 for each general liability claim and \$5,000 for each property damage claim. In 1995, the District became fully insured for workers' compensation benefits. The ending claims liabilities balance for workers' compensation at June 30, 2018, represents estimated liabilities incurred prior to 1995, both reported and unreported, which are actuarially determined. The District participates in JPAs to provide excess insurance coverage above the self-insured retention level for workers' compensation and property and liability claims. Settled claims have not exceeded the coverage provided by the JPA in any of the past three fiscal years.

At June 30, 2018, the District accrued the claims liability in accordance with GASB standards which requires that a liability for claims be reported if information prior to the issuance of the

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

NOTE 14: SELF-INSURANCE

financial statements indicates that it is probable that a liability has been incurred at the date of the financial statements and the amount of the loss can be reasonably estimated. The present value of the liability, estimated at \$554,637, is included in long term debt.

Changes in the reported liability are shown herein:

Reported Liability	Beginning Fiscal Year Liability	Current Year Claims and Changes in Estimates	Claim Payments	Ending Fiscal Year Liability
Worker's compensation	\$ -			\$ -
Property and liability	459,777	463,591	368,731	554,637

NOTE 15: COMMITMENTS AND CONTINGENCIES

Litigation

The District is involved in various claims and legal actions arising in the ordinary course of business. In the opinion of management, the ultimate disposition of these matters will not have a material adverse effect on the District's financial statements.

State and Federal Allowances, Awards, and Grants

The District has received state and Federal funds for specific purposes that are subject to review and audit by the grantor agencies. Although such audits could generate expenditure disallowances under terms of the grants, it is believed that any required reimbursement will not be material.

Purchase Commitments

As of June 30, 2018, the District was committed under various capital expenditure purchase agreements for construction and modernization projects totaling approximately \$56.4 million. Projects will be funded through state funds and general funds.

**NOTE 16: GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
ISSUED, NOT YET EFFECTIVE**

The Governmental Accounting Standards Board (GASB) has issued pronouncements prior to June 30, 2018, that have effective dates that may impact future financial presentations; however, the impact of the implementation of each of the statements below to the District's financial statements has not been assessed at this time.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

**NOTE 16: GOVERNMENTAL ACCOUNTING STANDARDS BOARD STATEMENTS
ISSUED, NOT YET EFFECTIVE**

Statement No. 83 – *Certain Asset Retirement Obligations*

This statement addresses accounting and financial reporting for certain asset retirement obligations when a legally enforceable liability is associated with the retirement of a tangible capital asset. The statement establishes criteria for determining the timing and pattern of recognition of a liability and a corresponding deferred outflow of resources. The statement is effective for the fiscal year 2018-19.

Statement No. 84 – *Fiduciary Activities*

The objective of the statement is to improve guidance regarding the recognition of fiduciary activities for accounting and financial reporting purposes by establishing criteria for identifying fiduciary activities of all state and local governments. The statement is effective for the fiscal year 2019-20.

Statement No. 87 – *Leases*

The objective of the statement is to improve the accounting and financial reporting for leases by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases. Inflows of resources or outflows of resources will be recognized based on the payment provisions of the contract. The statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The statement is effective for the fiscal year 2020-21.

Statement No. 90 – *Majority Equity Interests – an amendment of GASB Statements No. 14 and No. 61*

The statement modifies previous guidance for reporting a majority equity interest in a legally separate organization and provides guidance for reporting a component unit if 100 percent equity interest is acquired in that component unit. The statement is effective for the fiscal year 2018-19.

REQUIRED SUPPLEMENTARY INFORMATION

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF THE DISTRICT'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY
For the Fiscal Year Ended June 30, 2018**

California State Teachers' Retirement System - State Teachers' Retirement Plan	2015	2016	2017	2018
District's proportion of the net pension liability (assets)	0.1220%	0.1290%	0.1300%	0.1290%
District's proportionate share of the net pension liability (asset)	\$ 71,293,140	\$ 86,772,244	\$ 105,145,300	\$ 119,299,200
State's proportionate share of the net pension liability (asset) associated with the District	<u>43,375,206</u>	<u>45,892,828</u>	<u>59,866,156</u>	<u>70,576,974</u>
Total	<u>\$ 114,668,346</u>	<u>\$ 132,665,072</u>	<u>\$ 165,011,456</u>	<u>\$ 189,876,174</u>
District's covered payroll	\$ 63,923,000	\$ 59,388,000	\$ 66,927,000	\$ 75,351,000
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	111.53%	146.11%	157.10%	158.32%
Plan fiduciary net position as a percentage of the total pension liability	76.50%	76.50%	70.04%	69.46%
California Public Employees' Retirement System - Schools Pool Plan	2015	2016	2017	2018
District's proportion of the net pension liability (assets)	0.3780%	0.3770%	0.3831%	0.3947%
District's proportionate share of the net pension liability (asset)	<u>\$ 42,912,204</u>	<u>\$ 55,573,249</u>	<u>\$ 75,662,487</u>	<u>\$ 94,225,307</u>
District's covered payroll	\$ 42,707,000	\$ 41,766,000	\$ 45,786,000	\$ 50,140,000
District's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	100.48%	133.06%	165.25%	187.92%
Plan fiduciary net position as a percentage of the total pension liability	83.40%	83.40%	73.90%	71.87%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

The amounts for covered payroll are reported as of the previous fiscal year to align with the measurement date of the net pension liability.

See the accompanying notes to the required supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF DISTRICT PENSION CONTRIBUTIONS
For the Fiscal Year Ended June 30, 2018**

<u>California State Teachers' Retirement System - State Teachers' Retirement Plan</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>
Contractually required contribution	\$ 8,300,583	\$ 7,181,247	\$ 9,479,208	\$ 10,603,030
Contributions in relation to the contractually required contribution	<u>8,300,583</u>	<u>7,181,247</u>	<u>9,479,208</u>	<u>10,603,030</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 59,388,000	\$ 66,927,000	\$ 75,351,000	\$ 73,766,000
Contributions as a percentage of covered payroll	13.98%	10.73%	12.58%	14.37%
 <u>California Public Employees' Retirement System - Schools Pool Plan</u>	 <u>2015</u>	 <u>2016</u>	 <u>2017</u>	 <u>2018</u>
Contractually required contribution	\$ 4,916,269	\$ 5,424,269	\$ 6,963,468	\$ 7,728,887
Contributions in relation to the contractually required contribution	<u>4,916,269</u>	<u>5,424,269</u>	<u>6,963,468</u>	<u>7,728,887</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
District's covered payroll	\$ 41,766,000	\$ 45,786,000	\$ 50,140,000	\$ 49,764,000
Contributions as a percentage of covered payroll	11.77%	11.85%	13.89%	15.53%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See the accompanying notes to the required supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF CHANGES IN THE NET OPEB LIABILITY AND RELATED RATIOS
For the Fiscal Year Ended June 30, 2018**

	As of June 2017	As of December 2017
Total OPEB Liability		
Service Cost	\$ 4,353,903	\$ 4,353,892
Interest	6,099,713	6,387,047
Benefit Payments	(4,239,872)	(5,257,031)
Net Change in Total OPEB Liability	6,213,744	5,483,908
Total OPEB Liability - beginning	99,594,587	104,725,415
Total OPEB Liability - ending (a)	<u>\$ 105,808,331</u>	<u>\$ 110,209,323</u>
Plan Fiduciary Net Position		
Contributions - Employer	\$ 11,116,750	\$ 12,133,909
Net Investment Income	10,662,951	13,243,922
Benefit Payments	(4,239,872)	(5,257,031)
Administrative Expense	(327,398)	-
Net Change in Plan Fiduciary Net Position	17,212,431	20,120,800
Plan Fiduciary Net Position - beginning	92,851,453	96,106,489
Plan Fiduciary Net Position - ending (b)	<u>\$ 110,063,884</u>	<u>\$ 116,227,289</u>
Net OPEB Liability (Asset) - ending (a) - (b)	<u>\$ (4,255,553)</u>	<u>\$ (6,017,966)</u>
Plan Fiduciary Net Position as a Percentage of the Total OPEB Liability	104.02%	105.46%
Covered-employee payroll	\$ 89,360,000	\$ 91,216,000
Net OPEB liability (asset) as a percentage of covered-employee payroll	-4.76%	-6.60%

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See the accompanying notes to the required supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS
EMPLOYER CONTRIBUTIONS
For the Fiscal Year Ended June 30, 2018**

	As of December 2017
OPEB Contributions	
Actuarially Determined Contribution (ADC)	\$ 4,594,742
Contributions in relation to the ADC	<u>12,133,909</u>
Contribution deficiency (excess)	<u>\$ (7,539,167)</u>
District's covered-employee payroll	\$ 91,216,000
Contributions as a percentage of covered-employee payroll	13.30%

See the accompanying notes to the required supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF POSTEMPLOYMENT HEALTHCARE BENEFITS
MONEY-WEIGHTED RATE OF RETURN ON PLAN ASSETS
For the Fiscal Year Ended June 30, 2018**

<u>Year</u>	<u>Annual money-weighted rate of return, net of investment expense</u>
2017	NA
2018	NA

Note: Accounting standards require presentation of 10 years of information. However, the information in this schedule is not required to be presented retroactively. Years will be added to this schedule as future data becomes available.

See the accompanying notes to the required supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Fiscal Year Ended June 30, 2018**

NOTE 1: PURPOSE OF SCHEDULES

Schedules of District's Proportionate Share of the Net Pension Liability – CalSTRS-STRP and CalPERS-Schools Pool Plan

The schedule presents information on the District's proportionate share of the net pension liability, the plans' fiduciary net position and, when applicable, the State's proportionate share of the net pension liability associated with the District. In the future, as data becomes available, 10 years of information will be presented.

Schedules of District Contributions – CalSTRS-STRP and CalPERS-Schools Pool Plan

The schedule presents information on the District's required contribution, the amounts actually contributed and any excess or deficiency related to the required contribution. In the future, as data becomes available, 10 years of information will be presented.

Schedule of Changes in the Net OPEB Liability and Related Ratios

The schedule is intended to show trends about the changes in the District's actuarially determined liability for postemployment benefits other than pensions.

Benefit changes – None

Changes of Assumptions - The initial healthcare trend rate changed from 6.5% to 6.0%

Schedule of Postemployment Healthcare Benefits Employer Contributions

The schedule is intended to show trends about the amounts contributed in relation to the actuarially determined contribution.

Actuarially determined contribution rates are calculated as of January 1, 18 months prior to the end of the fiscal year in which contributions are reported.

Methods of assumptions used to determine contribution rates are:

Actuarial Cost Method	Entry age normal
Inflation	2.75%
Salary Increases	3%
Investment Rate of Return	6.0%
Health Care Trend Rate	6.0% decreasing to 4.0% in 2023

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE REQUIRED SUPPLEMENTARY INFORMATION
For the Fiscal Year Ended June 30, 2018**

NOTE 1: PURPOSE OF SCHEDULES

Mortality rates were based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations.

Schedule of Postemployment Healthcare Benefits Money-Weighted Rate of Return on Plan Assets

The schedule is intended to show trends about the rate of return on plan assets.

SUPPLEMENTARY INFORMATION

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**HISTORY AND ORGANIZATION
For the Fiscal Year Ended June 30, 2018**

The Board of Trustees and the District Administrators for the fiscal year ended June 30, 2018 were as follows:

BOARD OF TRUSTEES

Member	Office	Term Expires
Mr. Timothy Jemal	President	2020
Ms. Marcia Milchiker	Vice President	2018
Mr. T.J. Prendergast, III	Clerk	2018
Mr. David B. Lang	Member	2020
Dr. James R. Wright	Member	2020
Ms. Barbara J. Jay	Member	2020
Ms. Terri Whitt	Member	2018
Ms. Evelyn Hoang	Student Member	2019

DISTRICT ADMINISTRATORS

Ms. Ann- Marie Gabel	Interim Chancellor*
Dr. James Buysse	Interim President, Saddleback College
Dr. Glenn R. Roquemore	President, Irvine Valley College
Ms. Kim McCord	Acting Vice Chancellor, Business Services
Dr. Robert S. Bramucci	Vice Chancellor, Technology and Learning Services
Dr. Cindy Vyskocil	Vice Chancellor, Human Resources

*Effective July 1, 2018, Dr. Kathleen F. Burke became Chancellor and Ms. Ann-Marie Gabel resumed as Vice Chancellor of Business Services.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2018**

Program Name	Federal Catalog Number	Pass-Through Entity Identifying Number	Total Program Expenditures
United States Department of Education			
Direct:			
Student Financial Aid Cluster:			
Federal Work Study	84.033	(1)	\$ 356,811
Pell Grant	84.063	(1)	20,162,330
Financial Aid Administrative Allowance	84.007	(1)	52,587
Federal Direct Student Loans	84.268	(1)	2,476,733
Supplemental Education Opportunity Grant	84.007	(1)	411,386
Subtotal: Student Financial Aid			<u>23,459,847</u>
Asian American and Native Pacific Islander Serving Institutions Program (AANAPISI)			
	84.031	(1)	<u>313,583</u>
Pass-Through Program From California Department of Education:			
Vocational Technical Education Act (VTEA):			
Tech Prep VTEA	84.048	(1)	779,193
Title I-C VTEA	84.048	(1)	82,743
Subtotal: VTEA			<u>861,936</u>
WIOA- Adult Education and Family Literacy Act			<u>177,748</u>
Total: United States Department of Education			<u>24,813,114</u>
United States Department of Health and Human Services			
Direct:			
HRSA Behavioral Health	93.243	(1)	80,486
Pass-Through Program From California Department of Education:			
Temporary Assistance for Needy Families (TANF)	93.558	6780-111-0001	86,894
Total: United States Department of Health and Human Services			<u>167,380</u>
United States Department of Labor			
Direct:			
Trade Adjustment Assistance Community College and Career Training	17.282	(1)	144,614
Total: United States Department of Labor			<u>144,614</u>

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Fiscal Year Ended June 30, 2018**

Program Name	Pass-Through		Total Program Expenditures
	Federal Catalog Number	Entity Identifying Number	
National Science Foundation (NSF)			
Direct:			
NSF Photonics Planning	47.076	(1)	18,481
NSF STEM Core Initiative	47.076	(1)	<u>138,592</u>
Subtotal: NSF Direct Program			<u>157,073</u>
Passed through the Center for Occupational Research and Development:			
Op-Tec: The National Center for Optics and Photonics Education	47.076	(1)	7,444
Passed through the University of California, Irvine:			
NSF iUse	47.076	(1)	<u>71,118</u>
Subtotal: NSF Passed Through			<u>78,562</u>
Total: NSF			<u>235,635</u>
Total Federal Programs			<u>\$ 25,360,743</u>

(1) Pass-Through Entity Identifying Number not readily available or not applicable

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

SCHEDULE OF STATE FINANCIAL ASSISTANCE - GRANTS
For the Fiscal Year Ended June 30, 2018

Program Name	Program Revenues						Total Program Expenditures
	Cash Received	Prior Year Unearned Revenue	Accounts Receivable	Unearned Revenue	Accounts Payable	Total	
State Categorical Aid Programs:							
Adult Education Block Grant (AEBG)	\$ 3,035,754	\$ 2,840,577	\$ -	\$ 3,622,378	\$ -	\$ 2,253,953	\$ 2,253,953
Adult Education AEBG Fiscal Agent	4,579,171	378,466		57,439		4,900,198	4,900,198
Adult Education Block Grant - Data	-	337,080		32,345		304,735	304,735
Basic Skills	702,069	330,042		642,253		389,858	389,858
Board Financial Assistance Program - Student Financial Aid Administration (BFAP - SFAA)	860,078					860,078	860,078
CalWORKS	444,871					444,871	444,871
Cooperative Agencies Resources for Education (CARE)	131,110		10,000			141,110	141,110
Disabled Student Program and Services (DSPS)	2,992,451					2,992,451	2,992,451
Equal Employment Opportunity Extended Opportunities Program and Services (EOPS)	50,000	52,831		93,521		9,310	9,310
Foster and Kinship Care Education	1,621,994					1,621,994	1,621,994
Full Time Student Success Grant	179,533		39,147			218,680	218,680
Physical Plant and Instructional Equipment	927,305					927,305	927,305
Strong Workforce Local Allocation	1,681,749	6,156,078		6,430,318		1,407,509	1,407,509
Student Success - (Equity)	3,060,856	2,131,300		3,886,917		1,305,239	1,305,239
Student Success and Support Program (SSSP)	1,903,275	872,607		1,089,489		1,686,393	1,686,393
- Credit	7,170,672	956,908		2,379,164		5,748,416	5,748,416
Student Success and Support Program (SSSP)							
- Non-Credit	272,034			43,556		228,478	228,478
Veteran Resource Center	130,863			130,863		-	-
Other State Awards:							
Orange County Career Pathways Partnership (OCCPP)	311,367	456	55,972			367,795	367,795
Common Assessment Initiative	68,850		38,205			107,055	107,055
Teacher Preparation Pipeline/STEM/CTE	42,628					42,628	42,628
Basic Skills Student Outcome Transformation			996,986			996,986	996,986
Pre-Apprenticeship			346,008			346,008	346,008
CTE Data Unlocked Initiative		86,151		46,815		39,336	39,336
Real Estate Education Center	66,489		27,511			94,000	94,000
Deputy Sector Navigator - Energy (Efficiency) & Utilities	60,000		14,972			74,972	74,972
Zero Textbook Cost Degree	21,000	3,555				24,555	24,555
Maker Space	37,220					37,220	37,220
Alternative and Renewable Fuel and Vehicle Technology			111,809			111,809	111,809
Deputy Sector Navigator - Energy, Construction			189,622			189,622	189,622
Enrollment Growth			268,000			268,000	268,000
Child Development Training Consortium	29,825				175	29,650	29,650
Career Technical Education Management	10,000					10,000	10,000
FKCE - CSEC	7,800		5,200			13,000	13,000
Leadership Seed Grant	5,000					5,000	5,000
Education Futures Project	-	-	6,385	-	-	6,385	6,385
Total State Categorical Aid Programs	\$ 30,403,964	\$ 14,146,051	\$ 2,109,817	\$ 18,455,058	\$ 175	\$ 28,204,599	\$ 28,204,599

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF WORKLOAD MEASURES FOR STATE GENERAL
APPORTIONMENT ANNUAL (ACTUAL) ATTENDANCE
For the Fiscal Year Ended June 30, 2018**

Categories	Reported Data Factored	Audit Adjustments	Revised Data Factored
A. Summer Intersession (Summer 2017 only)			
1. Noncredit ¹	414.69	-	414.69
2. Credit ¹	3,321.77	-	3,321.77
B. Summer Intersession (Summer 2018- Prior to July 1, 2018)			
1. Noncredit ¹	0.52	-	0.52
2. Credit ¹	15.46	-	15.46
C. Primary Terms (Exclusive of Summer Intersession)			
1. Census Procedure Courses			
(a) Weekly Census Contact Hours	13,837.66	-	13,837.66
(b) Daily Census Contact Hours	875.75	-	875.75
2. Actual Hours of Attendance Procedure Courses			
(a) Noncredit ¹	2,599.67	-	2,599.67
(b) Credit ¹	1,050.87	-	1,050.87
3. Independent Study/Work Experience			
(a) Weekly Census Contact Hours	2,556.47	-	2,556.47
(b) Daily Census Contact Hours	2,285.66	-	2,285.66
(c) Noncredit Independent Study/Distance Education Courses	4.27	-	4.27
D. Total FTES	26,962.79	-	26,962.79
Supplemental Information (subset of above information)			
E. In-service Training Courses (FTES)	-	-	-
H. Basic Skills courses and Immigrant Education			
(a) Noncredit ¹	1,234.84	-	1,234.84
(b) Credit ¹	1,540.55	-	1,540.55
<u>CCFS 320 Addendum</u>			
CDCP Noncredit FTES	977.03	-	977.03
Centers FTES			
(a) Noncredit ¹	-	-	-
(b) Credit ¹	-	-	-

¹Including Career Development and College Preparation (CDCP) FTES

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

The audit resulted in no adjustments to the fund balances reported on the June 30, 2018 Annual Financial and Budget Report (CCFS-311) based upon governmental accounting principles. In accordance with Governmental Accounting Standards Board Statements No. 34 and No. 35, the financial statements have been prepared under the full accrual basis of accounting which requires that revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. Additional entries were made to comply with the governmental reporting requirements. These entries are not considered audit adjustments for purposes of this reconciliation.

A reconciliation between the fund balances reported on the June 30, 2018 Annual Financial and Budget Report (CCFS-311), based upon the modified accrual basis of accounting, and total net position recorded on the full accrual basis of accounting is shown below and on the following page:

Unrestricted Fund Balance	\$ 61,168,571
Restricted Fund Balance	9,531,509
Capital Outlay Funds Balance	250,368,787
Self Insurance Fund Balance	3,185,478
Retiree Benefit Fund Balance	1,387,556
Pension Stability Trust Fund Balance	34,914,596
All Other Funds	<u>583,003</u>
 Total fund balances as reported on the Annual Financial and Budget Report (CCFS-311)	 <u>\$ 361,139,500</u>

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET
REPORT WITH AUDITED FINANCIAL STATEMENTS
For the Fiscal Year Ended June 30, 2018**

Total fund balances as reported on the Annual Financial and Budget Report (CCFS-311)	\$ 361,139,500
Capital assets used for governmental activities are not financial resources and therefore are not reported as assets in governmental funds. Capital assets, net of accumulated depreciation are added to total net assets.	384,476,461
Deferred outflows associated with pension costs result from pension contributions made during the fiscal year and from actuarially determined adjustments. These amounts will be recognized as a reduction of the net pension liability or amortized to pension expense, as applicable, in subsequent periods.	63,782,101
Compensated absences and load banking are not due and payable in the current period and therefore are not reported in the governmental funds. The short term portion of compensated absences and load banking of \$747,889 is already recorded in the General Fund.	(4,785,092)
The supplemental employee retirement plan is not due and payable in the current period and therefore are not reported in the governmental funds.	(7,420,610)
The liability of employers and nonemployers contributing to employees for benefits provided through a defined benefit pension plan is recorded as net pension liabilities. The proportionate share of the STRS Medicare Premium Program is also recorded as a liability.	(213,709,618)
Deferred inflows associated with pension costs and OPEB represent an acquisition of net assets by the District that is applicable to a future reporting period. The deferred inflows of resources results from the difference between the expended and actual experience, the difference in proportion and changes in assumptions. These amounts are deferred and amortized.	(17,426,629)
Amounts reserved for other post employment retirement plans in excess of annual required contributions is reported in total net position in the governmental funds. These amounts are recognized as assets which will apply against future required contributions.	<u>6,017,966</u>
Total net position	<u>\$ 572,074,079</u>

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**RECONCILIATION OF 50 PERCENT LAW CALCULATION
For the Fiscal Year Ended June 30, 2018**

		Activity (ECSA) ECS 84362 A Instructional Salary Cost AC 0100-5900 & AC 6110			Activity (ECSB) ECS 84362 B Total CEE AC 0100-6799		
Object/TOI Codes		Reported Data	Audit Adjustments	Revised Data	Reported Data	Audit Adjustments	Revised Data
<u>Academic Salaries</u>							
Instructional Salaries - Contract or Regular	1100	34,963,038		34,963,038	34,963,038		34,963,038
Instructional Salaries - Other	1300	30,149,698		30,149,698	30,149,698		30,149,698
Total Instructional Salaries		65,112,736	-	65,112,736	65,112,736	-	65,112,736
Non-Instructional Salaries - Contract or Regular	1200			-	11,465,420		11,465,420
Non-Instructional Salaries - Other	1400			-	4,288,417		4,288,417
Total Non-Instructional Salaries		-	-	-	15,753,837	-	15,753,837
Total Academic Salaries		65,112,736	-	65,112,736	80,866,573	-	80,866,573
<u>Classified Salaries</u>							
Non-Instructional Salaries - Regular Status	2100			-	31,485,498		31,485,498
Non-Instructional Salaries - Other	2300			-	2,156,404		2,156,404
Total Non-Instructional Salaries		-	-	-	33,641,902	-	33,641,902
Instructional Aides - Regular Status	2200	3,462,429		3,462,429	3,462,429		3,462,429
Instructional Aides - Other	2400	1,264,952		1,264,952	1,264,952		1,264,952
Total Instructional Aides		4,727,381	-	4,727,381	4,727,381		4,727,381
Total Classified Salaries		4,727,381	-	4,727,381	38,369,283	-	38,369,283
Employee Benefits	3000	25,908,271		25,908,271	49,991,387		49,991,387
Supplies and Materials	4000			-	1,942,182		1,942,182
Other Operating Expenses	5000	817,942		817,942	14,641,380		14,641,380
Equipment Replacement	6420			-			-
Total Expenditures Prior to Exclusions		96,566,330	-	96,566,330	185,810,805	-	185,810,805
<u>Exclusions</u>							
<u>Activities to Exclude</u>							
Instructional Staff-Retirees' Benefits & Retirement Incentives	5900	463,942		463,942	463,942		463,942
Student Health Services Above Amount Collected	6441			-	51,698		51,698
Student Transportation	6491			-	448,634		448,634
Non-instructional Staff-Retirees' Benefits & Retirement Incentives	6740			-	1,497,026		1,497,026
<u>Objects to Exclude</u>							
Rents and Leases	5060			-	361,085		361,085
Lottery Expenditures							
Academic Salaries	1000			-	164,665		164,665
Classified Salaries	2000			-	198,277		198,277
Employee Benefits	3000			-	93,023		93,023
Software	4100			-			-
Books, Magazines, & Periodicals	4200			-			-
Instructional Supplies & Materials	4300			-			-
Noninstructional, Supplies & Materials	4400			-			-
Other Operating Expenses and Services	5000			-	3,755,400		3,755,400
Capital Outlay	6000			-			-
Library Books	6300			-			-
Equipment - Additional	6410			-			-
Equipment - Replacement	6420			-			-
Other Outgo	7000			-			-
Total Exclusions		463,942	-	463,942	7,033,750	-	7,033,750
Total for ECS 84362, 50% Law		96,102,388	-	96,102,388	178,777,055	-	178,777,055
Percent of CEE (Instructional Salary Cost/Total CEE)		53.76%	0%	53.76%	100%	0%	100%
50% of Current Expense of Education					89,388,528	-	89,388,528

See the accompanying notes to the supplementary information.

Activity Classification	Object Code				Unrestricted
EPA Proceeds:	8630				\$ 2,696,279
Activity Classification	Object Code	Salaries and Benefits (1000-3000)	Operating Expenses (4000-5000)	Capital Outlay (6000)	Total
Instructional Activities	0100-5900	\$ 2,692,473	\$ -	\$ -	\$ 2,692,473
Other Support Activities (list below)	6XXX	3,806	-	-	3,806
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
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		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Total Expenditures for EPA*		\$ 2,696,279	\$ -	\$ -	2,696,279
Revenue less Expenditures					
*Total Expenditures for EPA may not include Administrator Salaries and Benefits or other administrative costs.					

-59-

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS
For the Fiscal Year Ended June 30, 2018**

	<u>2019 (Budget)</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>
Total revenues	\$ 328,021,366	\$ 302,618,006	\$ 282,233,521	\$ 272,457,984
Total expenditures	288,170,698	230,584,690	221,183,049	201,789,323
Total other uses	<u>69,544,801</u>	<u>66,992,972</u>	<u>54,731,550</u>	<u>66,317,806</u>
Change in fund balance	<u>(29,694,133)</u>	<u>5,040,344</u>	<u>6,318,922</u>	<u>4,350,855</u>
Ending fund balance	<u>\$ 41,005,947</u>	<u>\$ 70,700,080</u>	<u>\$ 65,659,736</u>	<u>\$ 59,340,814</u>
Available reserve	<u>\$ 41,005,947</u>	<u>\$ 45,281,055</u>	<u>\$ 38,623,055</u>	<u>\$ 34,987,994</u>
Available reserve %	14.23%	19.64%	17.46%	17.34%
Full-time equivalent students	<u>28,276</u>	<u>26,963</u>	<u>27,365</u>	<u>23,633</u>
Total long term debt	<u>\$ 224,614,804</u>	<u>\$ 227,217,846</u>	<u>\$ 195,695,202</u>	<u>\$ 146,543,979</u>

IMPORTANT NOTES:

Available reserve balance is the amount designated for general reserve and any other remaining undesignated amounts in the General Fund. The 2019 budget reserve balance was estimated using the budgeted contingency reserve balances less other 2018 amounts reserved.

The 2019 budget is the Plan and Budget adopted by the Board of Trustees on August, 27, 2018

The California Community College Chancellor's Office has provided guidelines that recommend an ending fund balance of 3% of unrestricted expenditures as a minimum with a prudent ending fund balance being 5% of unrestricted expenditures. In addition, the District's Board policy requires a 7.5% unrestricted ending fund balance.

Long-term debt is reported for the District as a whole and includes debt related to all funds.

Fiscal year 2016 was audited by another firm.

See the accompanying notes to the supplementary information.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE SUPPLEMENTARY INFORMATION
For the Fiscal Year Ended June 30, 2018**

NOTE 1: PURPOSE OF SCHEDULES

Schedule of Expenditures of Federal Awards

Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the District under programs of the federal governmental for the year ended June 30, 2018. The information in this Schedule is presented in accordance with the requirements of the Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of operations of the District, it is not intended to and does not present the financial position, changes in net assets, or cash flows of the District.

Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the full accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The District did not use the 10-percent de minimis indirect cost rate as allowed under the Uniform Guidance.

Schedule of State Financial Assistance – Grants

The Schedule of State Financial Assistance was prepared on the full accrual basis of accounting.

Schedule of Workload Measures for State General Apportionment Annual (Actual) Attendance

The Schedule of Workload Measures for State General Apportionment represents the basis of apportionment of the District's annual source of funding.

Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule reports any audit adjustments made to the fund balances reported on the June 30, 2018 Annual Financial and Budget Report (CCFS- 311). This schedule is prepared to show a reconciliation between the governmental fund balances reported on the June 30, 2018 Annual Financial and Budget Report (CCFS- 311), based upon the modified accrual basis of accounting, and total net position recorded on the full accrual basis of accounting.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**NOTES TO THE SUPPLEMENTARY INFORMATION
For the Fiscal Year Ended June 30, 2018**

NOTE 1: PURPOSE OF SCHEDULES

Reconciliation of 50 Percent Law Calculation

This schedule reports any audit adjustments made to the 50 percent law calculation (Education Code Section 84362).

Education Protection Account Expenditure Report

This schedule reports how funds received from the passage of Proposition 55 Education Protection Act were expended.

Schedule of General Fund Financial Trends and Analysis

This schedule is prepared to show financial trends of the General Fund over the past three fiscal years as well as the current year budget. This schedule is intended to identify if the District faces potential fiscal problems and if they have met the recommended available reserve percentages.

OTHER INDEPENDENT AUDITOR'S REPORT



CliftonLarsonAllen LLP
CLAconnect.com

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL
OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE
WITH GOVERNMENT AUDITING STANDARDS**

Board of Trustees
South Orange County Community College District
Mission Viejo, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the basic financial statements of South Orange County Community College District (the District), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated October 18, 2018.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP
Glendora, California
October 18, 2018



CliftonLarsonAllen LLP
CLAconnect.com

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE
FOR EACH MAJOR FEDERAL PROGRAM; AND REPORT
ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED
BY THE UNIFORM GUIDANCE**

Board of Trustees
South Orange County Community College District
Mission Viejo, California

Report on Compliance for Each Major Federal Program

We have audited South Orange County Community College District's (the District) compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2018. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2018.

Other Matters

The results of our auditing procedures disclosed instances of noncompliance, which are required to be reported in accordance with the Uniform Guidance and which are described in the accompanying schedule of findings and questioned costs as items 2018-001 and 2018-002. Our opinion on each major federal program is not modified with respect to these matters.

The District's response to the noncompliance findings identified in our audit is described in the accompanying corrective action plan. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance, for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

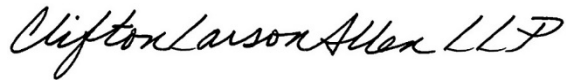
Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did

not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify certain deficiencies in internal control over compliance, described in the accompanying schedule of findings and questioned costs as items 2018-001 and 2018-002, that we consider to be significant deficiencies.

The Districts' response to the internal control over compliance findings identified in our audit is described in the accompanying corrective action plan. The District's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP
Glendora, California
October 18, 2018



CliftonLarsonAllen LLP
CLAAconnect.com

INDEPENDENT AUDITOR'S REPORT ON STATE COMPLIANCE

Board of Trustees
South Orange County Community College District
Mission Viejo, California

We have audited the South Orange County Community College District's (the District) compliance with the types of compliance requirements described in the *2017-18 Contracted District Audit Manual*, published by the California Community Colleges Chancellor's Office for the year ended June 30, 2018. The District's state compliance requirements are identified in the table provided.

Management's Responsibility

Management is responsible for compliance with the state laws and regulations as identified below.

Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance based on our audit of the types of compliance requirements referred to below.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the *2017-18 Contracted District Audit Manual*, published by the California Community Colleges Chancellor's Office. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the specific areas listed below has occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion on state compliance. However, our audit does not provide a legal determination of the District's compliance.

Compliance Requirements Tested

In connection with the audit referred to above, we selected and tested transactions and records to determine the District's compliance with the laws and regulations applicable to the following items:

<u>Section</u>	<u>Description</u>	<u>Procedures Performed</u>
421	Salaries of Classroom Instructors (50 Percent Law)	Yes
423	Apportionment for Instructional Service Agreements/Contracts	Yes
424	State General Apportionment Funding System	Yes
425	Residency Determination for Credit Courses	Yes
426	Students Actively Enrolled	Yes
427	Dual Enrollment (CCAP and Non-CCAP)	Yes
428	Student Equity	Yes
429	Student Success and Support Program (SSSP)	Yes
430	Scheduled Maintenance Program	Yes
431	Gann Limit Calculation	Yes
435	Open Enrollment	Yes
439	Proposition 39 Clean Energy Funds	Yes
440	Intersession Extension Program	Not applicable
444	Apprenticeship Related and Supplemental Instruction (RSI) Funds	Not applicable
475	Disabled Student Programs and Services (DSPS)	Yes
479	To Be Arranged Hours (TBA)	Yes
490	Proposition 1D and 51 State Bond Funded Projects	Not applicable
491	Education Protection Account Funds	Yes

Opinion on State Compliance

In our opinion, the District complied with the laws and regulations of the state programs referred to above in all material respects for the year ended June 30, 2018.

Purpose of this Report

The purpose of this report on state compliance is solely to describe the results of testing based on the requirements of the *2017-18 Contracted District Audit Manual*. Accordingly, this report is not suitable for any other purpose.



CliftonLarsonAllen LLP
Glendora, California
October 18, 2018

FINDINGS AND QUESTIONED COSTS

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
SUMMARY OF AUDITOR RESULTS
June 30, 2018**

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with GAAP:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified? Yes X No

Significant deficiency(ies) identified? Yes X None Reported

Noncompliance material to financial statements noted? Yes X No

Federal Awards

Internal control over major federal awards:

Material weakness(es) identified? Yes X No

Significant deficiency(ies) identified? X Yes None Reported

Type of auditor’s report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? X Yes No

Identification of Major Federal Programs:

<u>CFDA Number(s)</u>	<u>Name of Federal Program or Cluster</u>
84.007, 84.033, 84.063, and 84.268	Student Financial Aid Cluster
84.048	Career and Technical Education- Basic Grants to States

Dollar threshold used to distinguish between type A and type B programs: \$760,822

Auditee qualified as low-risk auditee? X Yes No

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO THE FINANCIAL STATEMENTS
June 30, 2018**

There were no findings and questioned costs related to financial statements for June 30, 2018.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO FEDERAL AWARDS
June 30, 2018**

FEDERAL AWARDS FINDINGS

Finding 2018-001: Special Tests and Provisions: Borrower Data Transmission and Reconciliation (Direct Loan)

Federal agency: Department of Education

Federal program title: Student Financial Aid Cluster

CFDA Numbers: 84.268 – Federal Direct Student Loans

Award Period: July 1, 2017 through June 30, 2018

Type of Finding:

Significant Deficiency in Internal Control over Compliance and Material Non Compliance.

Criteria:

Institutions must report all loan disbursements and submit required records to the Direct Loan Servicing System (DLSS) via the COD within 15 days of disbursement (OMB No. 1845-0021). Each month, the COD provides institutions with a School Account Statement (SAS) data file which consists of a Cash Summary, Cash Detail, and (optional at the request of the District) Loan Detail records. The District is required to reconcile these files to the institution's financial records.

In addition, 2 CFR 200.303 requires nonfederal entities to, among other things, establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. Effective internal controls should include establishing procedures to ensure student enrollment status changes are accurately and timely reported to the NSLDS.

Condition:

We were unable to obtain evidence that the District is performing the required reconciliations.

Context:

The District disbursed \$2,476,733 in Federal Direct Students loans during the fiscal year.

Questioned Costs:

None

Cause:

The District's internal control process did not ensure it retained evidence the reconciliations were completed.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO FEDERAL AWARDS
June 30, 2018**

Possible Asserted Effect:

There could be unreconciled differences with DLSS.

Repeat Finding:

This was not a finding in the prior year.

Recommendation:

We recommend additional training for personnel to review the DLSS requirements.

Views of responsible officials and planned corrective actions:

Both colleges, within the South Orange County Community College District, Irvine Valley College and Saddleback College understand the importance and the requirement to properly reconcile all Title IV, HEA FSA Program funds. Throughout the 2017-2018 academic award year both colleges reconciled each program, including our Direct Loan programs, as required at minimum every 30 days, typically at the time of each disbursement. However, we did not properly save and maintain documentation of the reconciliation process throughout the award year. To ensure our Direct Loan reconciliation process is properly documented moving forward, both Financial Aid Directors and District staff, based on guidelines provided by our auditors, have established procedures to sign-off as evidence that the reconciliation process occurred within each respective office and to maintain appropriate documentation.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO FEDERAL AWARDS
June 30, 2018**

FINDING 2018-002 – Special Tests and Provisions – Return of Funds on Behalf of the Students: Significant Deficiency in Internal Controls

Federal agency: Department of Education
Federal program title: Student Financial Aid Cluster
CFDA Numbers: Various
Award Period: July 1, 2017 through June 30, 2018

Type of Finding:

Significant Deficiency in Internal Control over Compliance and Material Non Compliance

Criteria:

The institutional portion of unearned aid is to be returned to the appropriate Title IV, HEA program or Federal Family Education Loan (“FFEL”) lender no later than 45 days after the date of the institution’s determination that the student withdrew (34 CFR Section 668.173 (b)).

Condition / Context:

We selected a sample of 40 students who had received Federal aid and had withdrawn from courses offered by the District during the 2017-2018 fiscal year.

During our testing we noted that the District did not return 7 out of 40 (18% of the students tested) in a timely manner.

Cause:

The District's process in place did not result in the return of the payments in a timely basis. However the refund calculation was performed timely.

Effect:

For the cases identified, the District properly returned the funds to Title IV, however the funds were not returned in a timely manner.

Identification of repeat finding:

Not a repeat finding

Recommendation:

Implement controls to ensure the Title IV funds are returned in a timely manner.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO FEDERAL AWARDS
June 30, 2018**

Views of responsible officials and planned corrective actions:

Both colleges, within the South Orange County Community College District, Irvine Valley College and Saddleback College understand the importance and the requirement to ensure district liability is returned to the Department within 45 days from our Date of Determination for all Return to Title IV calculations. While both colleges have policies and procedures in place to ensure the calculations are done timely, our procedures did not account for staff outside of the Financial Aid Office who go out on unexpected medical leave. Both colleges have implemented revised procedures to ensure that when requests for return of funds are sent, that these requests include multiple people within a respective area and are followed up on if not returned within 21 days of our date of determination. This will ensure that all responsible departments are consistently reminded of the 45 day requirement and if someone is unexpectedly out on leave, there are multiple people included in the process to send reminders when needed.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
RELATED TO STATE AWARDS
June 30, 2018**

STATE COMPLIANCE FINDINGS

There were no findings and questioned costs related to state awards for the year ended June 30, 2018.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS
RELATED TO FINANCIAL STATEMENTS, FEDERAL OR STATE AWARDS
June 30, 2018**

There were no findings and questioned costs related to the basic financial statements, federal awards or state awards for the prior year.

SADDLEBACK COLLEGE FOUNDATION

AUDITED FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

And

Independent Auditors' Report

SADDLEBACK COLLEGE FOUNDATION
TABLE OF CONTENTS

June 30, 2018

INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS.....	3
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Cash Flows	5
Statement of Functional Expense.....	6
Notes to the Financial Statements.....	7



CliftonLarsonAllen LLP
CLAconnect.com

INDEPENDENT AUDITORS' REPORT

Board of Governors
Saddleback College Foundation
28000 Marguerite Parkway
Mission Viejo, CA 92692

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Saddleback College Foundation (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no

Board of Governors
Saddleback College Foundation

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position of the Saddleback College Foundation as of June 30, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink that reads "CliftonLarsonAllen LLP". The signature is written in a cursive, flowing style.

CliftonLarsonAllen LLP
Glendora, California
October 29, 2018

SADDLEBACK COLLEGE FOUNDATION

STATEMENT OF FINANCIAL POSITION
June 30, 2018

Assets

Current Assets:

Cash and cash equivalents	\$ 309,036
Accounts receivable	12,559
Contributions receivable - Current Portion	4,000
Investments, at fair value	583,147
Prepays	50,581

Total Current Assets	959,323
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Non-Current Assets:

Contributions receivable, net of discount	920,559
Investments, at fair value	7,980,357
Investments with FCCC	936,808

Total Non-Current Assets	9,837,724
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Total Assets	\$ 10,797,047
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Liabilities and Net Assets

Current Liabilities:

Accounts payable	\$ 21,603
Accrued liabilities	198,870

Total Current Liabilities	220,473
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Net Assets:

Unrestricted	1,603,005
Temporarily restricted	5,120,142
Permanently restricted	3,853,427

Total Net Assets	10,576,574
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Total Liabilities and Net Assets	\$ 10,797,047
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See the accompanying notes to the financial statements

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support and Revenue				
Support				
Contributions	\$ 710,106	\$ 642,852	\$ 212,817	\$ 1,565,775
Special events income - fundraisers	122,499	129,727	-	252,226
Sales and commissions	59,053	179,864	-	238,917
In-kind donations	51,607	-	-	51,607
Donated services	431,473	-	-	431,473
Donated professional fees	9,000	-	-	9,000
Total Support	<u>1,383,738</u>	<u>952,443</u>	<u>212,817</u>	<u>2,548,998</u>
Other income, gains and losses				
Rental income	-	5,800	-	5,800
Investment income	34,762	113,462	-	148,224
Realized gain (loss) on investments	142,165	523,710	-	665,875
Unrealized gain (loss) on investments	(66,589)	(245,301)	-	(311,890)
Change in value of FCCC investments	-	14,594	-	14,594
Other income	117,422	118,090	-	235,512
Total Other Income, Gains, and Losses	<u>227,760</u>	<u>530,355</u>	<u>-</u>	<u>758,115</u>
Total revenues before net assets released from restrictions	1,611,498	1,482,798	212,817	3,307,113
Net assets released from restrictions	<u>1,453,231</u>	<u>(1,453,231)</u>	<u>-</u>	<u>-</u>
Total Support and Revenue	<u>3,064,729</u>	<u>29,567</u>	<u>212,817</u>	<u>3,307,113</u>
Operating Expenses				
Program services	1,901,689			1,901,689
Supporting services				
Management and general	223,912			223,912
Fundraising	334,956			334,956
Total Expenses	<u>2,460,557</u>	<u>-</u>	<u>-</u>	<u>2,460,557</u>
Change in net assets	<u>604,172</u>	<u>29,567</u>	<u>212,817</u>	<u>846,556</u>
Net Assets				
Beginning of year	<u>998,833</u>	<u>5,090,575</u>	<u>3,640,610</u>	<u>9,730,018</u>
End of year	<u>\$ 1,603,005</u>	<u>\$ 5,120,142</u>	<u>\$ 3,853,427</u>	<u>\$ 10,576,574</u>

See the accompanying notes to the financial statements

STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2018

Cash flows from operating activities	
Contributions and special events	\$ 1,826,001
Sales and commissions	240,967
Investment income	148,224
Other income	241,312
Payments to/on behalf of employees	(655,343)
Payments to suppliers	(947,867)
Payments to/on behalf of students	(514,781)
Net cash provided by operating activities	<u>338,513</u>
Cash flows from investing activities	
Purchase of investments	(4,865,481)
Proceeds from sale of investment	4,743,623
Net cash used by investing activities	<u>(121,858)</u>
Net increase in cash and cash equivalents	216,655
Cash and cash equivalents, beginning of year	<u>92,381</u>
Cash and cash equivalents, end of year	<u><u>\$ 309,036</u></u>
Reconciliation of change in net assets to cash provided by operating activities	
Change in net assets	\$ 846,556
Adjustment to reconcile change in net assets to cash provided by operating activities	
Realized and unrealized loss on investments	(368,579)
Change in assets - (increase)/decrease:	
Accounts receivable	2,050
Contributions receivable	8,000
Prepays	(13,814)
Change in liabilities - increase/(decrease):	
Accounts payable	2,321
Accrued liabilities	(138,021)
Net cash provided by operating activities	<u><u>\$ 338,513</u></u>

See the accompanying notes to the financial statements

SADDLEBACK COLLEGE FOUNDATION

STATEMENT OF FUNCTIONAL EXPENSE
For the Year Ended June 30, 2018

	Program Services	Management & General	Fundraising	Total
Salaries and benefits	\$ 407,024	\$ 65,200	\$ 45,098	\$ 517,322
Scholarships and grants	514,781	-	-	514,781
Donated services	254,545	107,007	69,921	431,473
Donated professional fees	9,000	-	-	9,000
In-kind donations	51,607	-	-	51,607
Investment management fees	-	36,201	-	36,201
Supplies and printing	22,879	-	-	22,879
Conference and meetings	16,662	1,674	-	18,336
Dues and membership	8,516	-	-	8,516
Equipment	36,492	-	-	36,492
Contract services	136,602	12,737	-	149,339
Special events	-	-	219,937	219,937
Program expenses	301,717	-	-	301,717
Other expenses	141,864	1,093	-	142,957
Total	\$ 1,901,689	\$ 223,912	\$ 334,956	\$ 2,460,557

See the accompanying notes to the financial statements

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

NOTE 1: ORGANIZATION

Organization and Nature of Activities

Saddleback College Foundation (the Foundation) is a California, nonprofit public benefit corporation founded on December 5, 2003, for the purpose of receiving contributions to further the educational purposes of Saddleback College which is part of the South Orange Community College District (the District). The principal sources of revenue for the Foundation include donor contributions and investment related income.

Financial Statement Presentation and Basis of Accounting

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Governors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

Fair Value Measurements

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. The fair value of investments in partnerships and real estate held as investments is estimated using private valuations of the securities or properties held. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1: ORGANIZATION

Public Support and Revenue

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

Donated Assets, Services, and Facilities

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1: ORGANIZATION

US GAAP requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2018, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking accounts. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2018, the Foundation did not have any cash balances held in financial institutions in excess of Federal depository insurance coverage. For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

Investments

Investments in marketable securities with readily determinable fair values are presented at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

Functional Allocation of Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

NOTE 2: RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2018 consist of amounts restricted for use in providing scholarships and other program services to Saddleback College.

Permanently restricted net assets are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 3: DONATED SERVICES

During the year, many individuals donate significant amounts of time and services to the Foundation to advance the programs and objectives of the Foundation. Donated services and professional fees are reflected in the accompanying statements when the criteria for recognition have been met and are recorded at fair value. Donated services include the value of Foundation services paid for salaries and benefits and professional fees paid by the District.

NOTE 4: CONTRIBUTIONS RECEIVABLE

Unconditional pledges at June 30, 2018 consist of the following:

Receivable - less than one year	\$ 4,000
Receivable - one to five years	20,000
Receivable - more than five years	1,588,840
Gross unconditional pledges	1,612,840
Less discount	(688,281)
Net pledges receivable	\$ 924,559

Contributions receivable have been discounted at a rate of 6%.

NOTE 5: INVESTMENTS

Investments are recorded at cost at date of acquisition or fair value at date of donation. The cost and fair value of investments at June 30, 2018 are as follows:

Investments	Cost	Fair Value	Level 1	Level 2	Level 3
Stocks	\$ 1,225,730	\$ 1,314,260	\$ 1,314,260	\$ -	\$ -
Equity and fixed income funds	1,306,416	1,898,833	1,898,833	-	-
Mutual funds	3,439,248	3,333,174	3,333,174	-	-
Money Market	583,147	583,147	583,147	-	-
Alternative investments	1,626,943	1,434,090	-	750,798	683,292
	<u>\$ 8,181,484</u>	<u>\$ 8,563,504</u>	<u>\$ 7,129,414</u>	<u>\$ 750,798</u>	<u>\$ 683,292</u>

Levels 1 through 3 have been assigned to the fair value measurements of investments. The fair value level of measurement is determined as follows:

Level 1 – quoted prices in an active market for identical assets.

Level 2 – quoted prices for similar assets and market-corroborated inputs.

Level 3 – the organization’s own assumptions about market participation, including assumptions about risk, developed based on the best information available in the circumstances.

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 5: INVESTMENTS

The following schedule summarizes the investment return and its classification in the statement of activities for the years ended June 30:

Interest and dividends	\$ 148,224
Realized gain on investments, net	665,875
Unrealized loss on investments, net	(311,890)
Total Investment Income	<u>\$ 502,209</u>

The fair value of the Foundation's investments in certain hedge funds have been reported using the net asset value as reported by the management of the respective alternative investment. Therefore, the amounts reported by the alternative investment fund are classified as Level 3.

The table below presents information about recurring fair value measurements that use significant unobservable inputs (level 3 measurements):

	<u>Hedge Funds</u>
Balance at July 1, 2017	\$ 949,923
Total gains or losses for the period	(266,631)
Purchases and sales	
Purchases	-
Sales	-
Transfer to level 1	-
Balance at June 30, 2018	<u>\$ 683,292</u>
Gains and losses for the period included in the change in unrestricted net assets	\$ -
Change in unrealized gains and losses for the period included in the change in net assets, for assets held at the end of the reporting period	(266,631)
Total gains (losses) for the period	<u>\$ (266,631)</u>

NOTE 6: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

The Foundation has entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (CCCSE) through the Foundation for California Community Colleges (FCCC). The FCCC has an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the CCCSE's assets.

The Foundation has transferred a total of \$803,440 to the FCCC. These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2018 the fair value of this investment was \$936,808, which consisted of cash of \$46,840, equity securities of \$646,397 and fixed income instruments of \$243,570 measured at quoted prices in active markets for identical assets

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 6: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

(Level 1). Net investment income of \$57,494 was recognized during the year ended June 30, 2018. Fund distributions from investment returns for the year ended June 30, 2018 were \$42,900. These distributions were not recognized as a decrease in contributions for the year ended June 30, 2018.

Changes in FCCC net assets for the fiscal year June 30, 2018:

	Temporarily Restricted	Permanently Restricted	Total
Investments with FCCC, beginning of year	\$ 118,774	\$ 803,440	\$ 922,214
Investment return:			
Investment income, net of expenses	15,139	-	15,139
Net appreciation (realized and unrealized)	42,355	-	42,355
Total investment return	57,494	-	57,494
Other changes:			
Distributions	(42,900)	-	(42,900)
Total other changes	(42,900)	-	(42,900)
Change in value, FCCC investment	14,594	-	14,594
Investments with FCCC, end of year	\$ 133,368	\$ 803,440	\$ 936,808

The CCCSE was set up to provide matching scholarship funds for California community colleges. The CCCSE was formed through a \$50 million matching commitment from the Osher Foundation and a lead contribution of \$25 million. The CCCSE began to distribute scholarship funding from the initial \$25 million gift to each participating community college in the 2009-10 year. The allocation is based on each college's full time equivalent students (FTES) and each scholarship will be valued at \$1,100 for a school year. The Foundation received \$81,400 from the Osher Foundation during the year ended June 30, 2018 for scholarships.

NOTE 7: GIFT ANNUITIES

The Foundation is a named beneficiary of charitable gift annuities administered by the Community College League of California. The Foundation is entitled to the remaining funds in the annuities designated by the donors at the end of the donors' lifetime. The balance of annuity investments at June 30, 2018, is \$37,985. The receivable is measured at fair market value as this approximates the estimate of discounted future cash flows. The receivable balance is \$39,862 as of June 30, 2018.

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 8: ENDOWMENTS

The Foundation's endowment consists of approximately 79 individual funds established for a variety of purposes. Its endowment includes donor-restricted endowment funds. As required by US GAAP, net assets associated with endowment funds, including funds designated by the Board of Governors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the funds
- (2) The purposes of the Foundation and the donor-restricted endowment funds
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the Foundation
- (7) The investment policies of the Foundation

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 8: ENDOWMENTS

Changes in donor-restricted endowment net assets for the fiscal year June 30, 2018:

	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 636,987	\$ 3,640,610	\$ 4,277,597
Contributions	221,461	212,817	434,278
Investment return:			
Investment income, net of expenses	14,594		14,594
Net appreciation (realized and unrealized)	158,393	-	158,393
Total investment return	172,987	-	172,987
Other changes:			
Distributions	(133,117)	-	(133,117)
Total other changes	(133,117)	-	(133,117)
Endowment net assets, end of year	<u>\$ 898,318</u>	<u>\$ 3,853,427</u>	<u>\$ 4,751,745</u>

Funds with deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA required the Foundation to retain as a fund of perpetual duration. These deficiencies result from unfavorable market fluctuations that occurred shortly after the investment of new permanently restricted contributions and continued appropriation for certain programs that are deemed prudent by the Board of Governors. In accordance with GAAP, there are no funds with deficiencies of this nature that are reported in unrestricted net assets as of June 30, 2018.

Return objectives and risk parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Governors, the endowment assets are invested in a manner that is intended to maintain a permanent portfolio with sufficient protection to ensure the continuing ability of the Foundation to meet its changing needs and obligation and to provide the best possible return on investment. The Foundation expects its endowment funds, measured over a full market cycle or spending rate of ten years, to achieve returns in excess of the rate of inflation plus spending over the investment horizon in order to preserve purchasing power of fund assets. Actual returns in any given year may vary from this amount.

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 8: ENDOWMENTS

Strategies employed for achieving objectives

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on quality-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending policy and how the investment objectives relate to spending policy

The Foundation has a policy to annually designate a base spending rate on the principle of the endowment fund. In setting the base spending rate, the Foundation considers the rate of increase in the Consumer Price Index, the average annual investment return, and the operating cost rate for the previous calendar year. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

NOTE 9: NET ASSETS RELEASED FROM RESTRICTIONS

Net assets of \$1,453,231 were released from temporary donor restrictions during the fiscal year 2017-18. The Foundation met donor imposed restrictions by incurring qualified expenses.

NOTE 10: RELATED PARTIES

To assist the Foundation in carrying out its purpose, the South Orange County Community College District (the District) provides administrative services to the Foundation. The District pays salaries and benefits of the executive director and the senior accounting specialist. In addition, working space for employees who perform administrative services for the Foundation is provided by the District at no charge. The donated services and professional fees for the fiscal year 2017-18 were valued at \$431,473 and \$9,000, respectively. These amounts have been reflected in the financial statements as donated services and facilities revenues and expenses.

NOTE 11: CONTINGENCIES

The Foundation may be subject to various claims, legal proceedings, and investigations covering a wide range of matters that arise in the ordinary course of business. In the opinion of management all such matters are adequately covered by insurance or by accruals, and if not so covered, are without merit or are of such kind, or involve such amounts, as would not have a

SADDLEBACK COLLEGE FOUNDATION

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 11: CONTINGENCIES

significant effect on the financial position or results of operations of the Foundation if disposed of unfavorably.

NOTE 12: SUBSEQUENT EVENTS

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 29, 2018 which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

IRVINE VALLEY COLLEGE FOUNDATION

AUDITED FINANCIAL STATEMENTS

For the Year Ended June 30, 2018

And

Independent Auditors' Report

TABLE OF CONTENTS

June 30, 2018

INDEPENDENT AUDITORS' REPORT	1
FINANCIAL STATEMENTS.....	3
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Cash Flows	5
Statement of Functional Expense.....	6
Notes to the Financial Statements	7



INDEPENDENT AUDITORS' REPORT

Board of Governors
Irvine Valley College Foundation
5500 Irvine Center Drive
Irvine, CA 92618

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Irvine Valley College Foundation (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position of the Irvine Valley College Foundation as of June 30, 2018, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP
Glendora, California
October 29, 2018

IRVINE VALLEY COLLEGE FOUNDATION

EXHIBIT C
Page 5 of 17

STATEMENT OF FINANCIAL POSITION
June 30, 2018

Assets

Current Assets:

Cash and cash equivalents	\$ 179,696
Accounts receivable	53,093
Investments, at fair value	2,677,203
Prepays	<u>3,245</u>
Total Current Assets	<u>2,913,237</u>

Non-Current Assets:

Investments with FCCC	<u>425,395</u>
Total Non-Current Assets	<u>425,395</u>
Total Assets	<u><u>\$ 3,338,632</u></u>

Liabilities and Net Assets

Current Liabilities:

Accounts payable	\$ 212,846
Accrued liabilities	33,233
Deferred revenue	<u>116</u>
Total Current Liabilities	<u>246,195</u>

Net Assets:

Unrestricted	389,552
Temporarily restricted	1,258,141
Permanently restricted	<u>1,444,744</u>
Total Net Assets	<u>3,092,437</u>
Total Liabilities and Net Assets	<u><u>\$ 3,338,632</u></u>

See the accompanying notes to the financial statements.

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2018

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Support and Revenue				
Support				
Contributions	\$ 11,033	\$ 1,105,048	\$ 121,013	\$ 1,237,094
Special events income - fundraisers	74,836	3,200	-	78,036
Sales and commissions	38,513	20,464	-	58,977
In-kind donations	20,630	-	-	20,630
Donated services	606,558	-	-	606,558
Donated professional fees	6,000	-	-	6,000
Total Support	<u>757,570</u>	<u>1,128,712</u>	<u>121,013</u>	<u>2,007,295</u>
Other income, gains and losses				
Investment income	31,120	30,752	-	61,872
Realized gain (loss) on investments	74,053	97,445	-	171,498
Unrealized gain (loss) on investments	(43,921)	(65,717)	-	(109,638)
Change in value of FCCC investments	-	6,322	-	6,322
Other income	-	765	-	765
Total Other Income, Gains, and Losses	<u>61,252</u>	<u>69,567</u>	<u>-</u>	<u>130,819</u>
Total revenues before net assets released from restrictions	818,822	1,198,279	121,013	2,138,114
Net assets released from restrictions	<u>1,086,630</u>	<u>(1,086,630)</u>	<u>-</u>	<u>-</u>
Total Support and Revenue	<u>1,905,452</u>	<u>111,649</u>	<u>121,013</u>	<u>2,138,114</u>
Operating Expenses				
Program services	1,447,176	-	-	1,447,176
Supporting services				
Management and general	147,506	-	-	147,506
Fundraising	159,484	-	-	159,484
Total Expenses	<u>1,754,166</u>	<u>-</u>	<u>-</u>	<u>1,754,166</u>
Change in net assets	<u>151,286</u>	<u>111,649</u>	<u>121,013</u>	<u>383,948</u>
Net Assets				
Beginning of year	<u>238,266</u>	<u>1,146,492</u>	<u>1,323,731</u>	<u>2,708,489</u>
End of year	<u>\$ 389,552</u>	<u>\$ 1,258,141</u>	<u>\$ 1,444,744</u>	<u>\$ 3,092,437</u>

See the accompanying notes to the financial statements.

STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2018

Cash flows from operating activities	
Contributions and special events	\$ 1,290,521
Sales and commissions	59,093
Investment income	61,872
Other income	765
Payments to/on behalf of District employees	(23,777)
Payments to suppliers	(501,331)
Payments to/on behalf of students	(445,903)
Net cash provided by operating activities	<u>441,240</u>
Cash flows from investing activities	
Purchase of investments	(3,844,034)
Proceeds from sale of investment	<u>3,293,439</u>
Net cash used by investing activities	<u>(550,595)</u>
Net decrease in cash and cash equivalents	(109,355)
Cash and cash equivalents, beginning of year	<u>289,051</u>
Cash and cash equivalents, end of year	<u><u>\$ 179,696</u></u>
Reconciliation of change in net assets to cash provided by operating activities	
Change in net assets	\$ 383,948
Adjustment to reconcile change in net assets to cash provided by operating activities	
Realized and unrealized loss on investments	(68,182)
Change in assets - (increase)/decrease:	
Accounts receivable	(45,239)
Prepays	4,621
Change in liabilities - increase/(decrease):	
Accounts payable	132,743
Accrued liabilities	33,233
Deferred revenue	<u>116</u>
Net cash provided by operating activities	<u><u>\$ 441,240</u></u>

See the accompanying notes to the financial statements.

STATEMENT OF FUNCTIONAL EXPENSE
For the Year Ended June 30, 2018

	Program Services	Management & General	Fundraising	Total
Salaries and benefits	\$ 56,272	\$ -	\$ 738	\$ 57,010
Scholarships and grants	445,153	750	-	445,903
Donated services	379,084	117,452	110,022	606,558
Donated professional fees	-	6,000	-	6,000
Investment management fees	8,200	3,280	-	11,480
Supplies and printing	2,334	799	509	3,642
Conference and meetings	218,100	1,196	-	219,296
Dues and membership	4,055	2,175	-	6,230
Equipment	209,827	-	-	209,827
Contract services	29,698	3,707	-	33,405
Special events	-	-	42,577	42,577
Program expenses	72,367	-	-	72,367
Other expenses	22,086	12,147	5,638	39,871
Total	<u>\$ 1,447,176</u>	<u>\$ 147,506</u>	<u>\$ 159,484</u>	<u>\$ 1,754,166</u>

See the accompanying notes to the financial statements.

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 1: ORGANIZATION****Organization and Nature of Activities**

Irvine Valley College Foundation (the Foundation) is a California, nonprofit public benefit corporation founded on November 24, 2003, for the purpose of receiving contributions to further the educational purposes of Irvine Valley College (IVC) which is part of the South Orange County Community College District (the District). The principal sources of revenue for the Foundation include donor contributions and investment related income.

Financial Statement Presentation and Basis of Accounting

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Governors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

Fair Value Measurements

The fair value of equity and debt securities with readily determinable fair values approximates their respective quoted market prices. Because of the inherent uncertainty of valuation methods, those estimated values might differ significantly from those used had a market existed. All other financial instruments' fair values approximate their carrying amounts due to the short maturities of these instruments.

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 1: ORGANIZATION****Public Support and Revenue**

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

Donated Assets, Services, and Facilities

The Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code. It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

United States Generally Accepted Accounting Principles (US GAAP) requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 1: ORGANIZATION**

examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2018, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

Cash and Cash Equivalents

Cash and cash equivalents consist of cash held in checking accounts. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. The Foundation occasionally maintains cash balances in excess of the insured amounts, and has not incurred losses. For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

Investments

Investments in marketable securities with readily determinable fair values are presented at their fair values in the statements of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in unrestricted net assets if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

Functional Allocation of Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

NOTE 2: RESTRICTED NET ASSETS

Temporarily restricted net assets at June 30, 2018 consist of amounts restricted for use in providing scholarships and other program services to IVC.

Permanently restricted net assets are restricted for investment in perpetuity, which represents the Foundation's endowment funds.

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 3: DONATED SERVICES**

Throughout the year, many individuals throughout the District donate significant amounts of time to advance the programs and objectives of the Foundation. Donated services and professional fees are reflected in the accompanying statements when the criteria for recognition have been met and are recorded at fair value. Donated services and professional fees include the value of Foundation services paid for salaries and benefits and professional fees paid by District.

NOTE 4: INVESTMENTS

Investments are recorded at cost at date of acquisition or fair value at date of donation. The cost and fair value of investments as of June 30, 2018 are as follows:

Investments	Cost	Fair Value	Level 1	Level 2	Level 3
Money Market	\$ 27,490	\$ 27,490	\$ 27,490	\$ -	\$ -
Equity and fixed income funds	-	425,395	425,395	-	-
Mutual funds	2,662,511	2,649,713	2,238,497	411,217	-
	<u>\$ 2,690,001</u>	<u>\$ 3,102,598</u>	<u>\$ 2,691,382</u>	<u>\$ 411,217</u>	<u>\$ -</u>

Levels 1 through 3 have been assigned to the fair value measurements of investments. The fair value level of measurement is determined as follows:

Level 1 – quoted prices in an active market for identical assets.

Level 2 – quoted prices for similar assets and market-corroborated inputs.

Level 3 – the organization’s own assumptions about market participation, including assumptions about risk, developed based on the best information available in the circumstances. The Foundation has no Level 3 investments.

The following schedule summarizes the investment return and its classification in the statement of activities for the year ended June 30, 2018:

Interest and dividends, net	\$ 61,872
Realized gain on investments, net	171,498
Unrealized loss on investments, net	<u>(109,638)</u>
Total Investment Income	<u>\$ 123,732</u>

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

NOTE 5: INVESTMENT WITH FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES (FCCC)

In 2010, the Foundation entered into a partnership arrangement with the California Community Colleges Scholarship Endowment (CCCSE) through the Foundation for California Community Colleges (FCCC). The FCCC has an investment advisory committee charged with the responsibility for directing and monitoring the investment management of the CCCSE's assets.

Since the agreement's inception, the Foundation has transferred a total of \$370,759 to the FCCC. These funds are invested in a pooled investment fund held by the FCCC. At June 30, 2018 the fair value of this investment was \$425,395, which consisted of cash of \$21,270, equity securities of \$293,522 and fixed income instruments of \$110,603 measured at quoted prices in active markets for identical assets (Level 1). Net investment income of \$26,122 was recognized during the year ended June 30, 2018. Fund distributions from investment returns for the year ended June 30, 2018 were \$19,800.

Changes in FCCC net assets for the fiscal year June 30, 2018:

	Temporarily Restricted	Permanently Restricted	Total
Investments with FCCC, beginning of year	\$ 48,314	\$ 370,759	\$ 419,073
Investment return:			
Investment income, net of expenses	6,876	-	6,876
Net appreciation (realized and unrealized)	19,246	-	19,246
Total investment return	26,122	-	26,122
Other changes:			
Distributions	(19,800)	-	(19,800)
Total other changes	(19,800)	-	(19,800)
Change in value, FCCC investment	6,322	-	6,322
Investments with FCCC, end of year	\$ 54,636	\$ 370,759	\$ 425,395

The CCCSE was established to provide matching scholarships funds for California community colleges. The CCCSE was formed through a \$50 million matching commitment from the Osher Foundation and a lead contribution of \$25 million. The CCCSE began to distribute scholarship funding from the initial \$25 million gift to each participating community college in the 2009-10 year. The allocation is based on each college's full time equivalent students (FTES) and each scholarship is valued at \$1,100 for a school year. The Foundation received distribution and matching funds from the Osher Foundation totaling \$39,600 to meet the required 5% minimum payout for scholarships.

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 6: ENDOWMENTS**

The Foundation's endowment consists of approximately 39 individual funds established for a variety of purposes. Its endowment includes donor-restricted endowment funds. As required by US GAAP, net assets associated with endowment funds, including funds designated by the Board of Governors to function as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

Interpretation of Relevant Law

The Board of Governors of the Foundation has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Foundation classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the Foundation in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Foundation considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the funds
- (2) The purposes of the Foundation and the donor-restricted endowment funds
- (3) General economic conditions
- (4) The possible effect of inflation and deflation
- (5) The expected total return from income and the appreciation of investments
- (6) Other resources of the Foundation
- (7) The investment policies of the Foundation

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 6: ENDOWMENTS**

Changes in donor-restricted endowment net assets for the fiscal year June 30, 2018:

	Temporarily Restricted	Permanently Restricted	Total
Endowment net assets, beginning of year	\$ 165,516	\$ 1,323,731	\$ 1,489,247
Contributions	88,071	121,013	209,084
Investment return:			
Investment income, net of expenses	23,073		23,073
Net appreciation (realized and unrealized)	35,915	-	35,915
Total investment return	58,988	-	58,988
Other changes:			
Distributions	(56,914)	-	(56,914)
Total other changes	(56,914)	-	(56,914)
Endowment net assets, end of year	\$ 255,661	\$ 1,444,744	\$ 1,700,405

Funds with deficiencies

From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA required the Foundation to retain as a fund of perpetual duration. These deficiencies result from unfavorable market fluctuations that occurred shortly after the investment of new permanently restricted contributions and continued appropriation for certain programs that are deemed prudent by the Board of Governors. In accordance with GAAP, there are no funds with deficiencies of this nature that are reported in unrestricted net assets as of June 30, 2018.

Return objectives and risk parameters

The Foundation has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Since the purpose of endowments is to provide scholarships and other benefits in perpetuity, endowment funds are invested with a long term perspective. The policy is to protect the principal, over the long term, and yet maximize the investment earnings so as to maximize the benefit provided by the endowment. The Foundation expects its endowment funds, over time, to provide an average rate of return of approximately 5 percent annually. Actual returns in any given year may vary from this amount.

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018**NOTE 6: ENDOWMENTS****Strategies employed for achieving objectives**

To satisfy its long-term rate-of-return objectives, the Foundation relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Foundation targets a diversified asset allocation that places a greater emphasis on quality-based investments to achieve its long-term return objectives within prudent risk constraints.

Spending policy and how the investment objectives relate to spending policy

The Foundation has a policy of appropriating for distribution each year 3 percent of the endowment fund's average fair value over the prior 12 quarters for the fiscal year in which the distribution is planned. In establishing this policy, the Foundation considered the long-term expected return on its endowment. Accordingly, over the long term, the Foundation expects the current spending policy to allow its endowment to grow at an average of 2% annually.

Spending is reviewed annually and allocations are determined to allow continued growth. This is consistent with the Foundation's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

NOTE 7: NET ASSETS RELEASED FROM RESTRICTIONS

Net assets of \$1,086,630 were released from temporary donor restrictions during the year ended June 30, 2018. The Foundation met donor imposed restrictions by incurring qualified expenses.

NOTE 8: RELATED PARTIES

To assist the Foundation in carrying out its purpose, the District provides administrative services to the Foundation. The District pays salaries and benefits of Foundation directors and staff. Additionally, the District pays professional fees for services rendered on behalf of the Foundation. The donated services and professional fees for the year ended June 30, 2018 were valued at \$606,559 and \$6,000, respectively. These amounts have been reflected in the financial statements as donated services and professional fees revenues and expenses.

NOTE 9: CONTINGENCIES

The Foundation may become a party to litigation in the normal course of business. The Foundation accrues for open claims based on the Foundation's historical experience and available insurance coverage. In the opinion of management, there are no legal matters involving the Foundation that would have a material adverse impact upon the Foundation's financial position, activities or cash flow.

NOTES TO THE FINANCIAL STATEMENTS

June 30, 2018

NOTE 10: SUBSEQUENT EVENTS

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 29, 2018 which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

**ADVANCED TECHNOLOGY AND
EDUCATION PARK FOUNDATION**

AUDITED FINANCIAL STATEMENTS

**For the Year Ended June 30, 2018
And
Independent Auditors' Report**

TABLE OF CONTENTS

June 30, 2018

INDEPENDENT AUDITORS’ REPORT	1
FINANCIAL STATEMENTS.....	3
Statement of Financial Position – Liquidation Basis	3
Statement of Activities – Liquidation Basis	4
Notes to the Financial Statements	5



INDEPENDENT AUDITORS' REPORT

Board of Directors
Advanced Technology and Education Park Foundation
28000 Marguerite Parkway
Mission Viejo, CA 92692

Report on the Financial Statements

We have audited the accompanying basic financial statements of the Advanced Technology and Education Park (ATEP) Foundation (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position – liquidation basis as of June 30, 2018, and the related statements of activities – liquidation basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we express no

Board of Directors
Advanced Technology and Education Park Foundation

such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to on page one present fairly, in all material respects, the respective financial position – liquidation basis of the Foundation as of June 30, 2018, and the changes in net assets – liquidation basis for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

As described in Note 1, the Board of Directors voted to dissolve the Foundation as of June 30, 2018 and, as required by accounting standards, the accompanying financial statements have been prepared on the liquidation basis of accounting. Our opinion is not modified with respect to this matter.



CliftonLarsonAllen LLP
Glendora, California
October 29, 2018

EXHIBIT D
Page 5 of 8

ADVANCED TECHNOLOGY AND EDUCATION PARK FOUNDATION
STATEMENT OF FINANCIAL POSITION – LIQUIDATION BASIS
June 30, 2018

Assets

Cash and cash equivalents	\$ -
---------------------------	------

Total Assets	\$ -
---------------------	-------------

Net Assets:

Unrestricted	\$ -
--------------	------

Total Net Assets	\$ -
-------------------------	-------------

See the accompanying notes to the financial statements

STATEMENT OF ACTIVITIES – LIQUIDATION BASIS
For the Year Ended June 30, 2018

Support and Revenue

Support	\$ -
Total Support and Revenue	<u>-</u>

Operating Expenses

Supporting services	
Management and general	12,469
Total Expenses	<u>12,469</u>

Change in net assets	<u>(12,469)</u>
-----------------------------	-----------------

Net Assets

Beginning of year	<u>12,469</u>
End of year	<u>\$ -</u>

See the accompanying notes to the financial statements

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2018

NOTE 1: ORGANIZATION

Organization and Nature of Activities

Advanced Technology and Education Park (ATEP) Foundation (the Foundation) is a California, nonprofit public benefit corporation founded on October 5, 2005, for the purpose of receiving contributions to further the educational purposes of South Orange County Community College District (the District).

Liquidation

The Board of Directors voted to dissolve the Foundation as of June 30, 2018 at the meeting held on June 12, 2018. As of that date, there were no remaining assets or liabilities. The cash balance of \$12,469 was used for ATEP expenses that are reflected in this report. There were no proceeds received or costs incurred related to the liquidation. And the liquidation was completed as of August 3, 2018.

Financial Statement Presentation and Basis of Accounting

The presentation of financial statements on the liquidation basis of accounting requires the presentation of all items on the statement of financial position at net realizable value instead of historical cost. As there are no remaining assets or liabilities, no adjustments have been made to the presentation of liquidation basis financial statements.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Directors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and

NOTES TO THE FINANCIAL STATEMENTS
For the Year Ended June 30, 2018

NOTE 1: ORGANIZATION

assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

US GAAP requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2018, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

Cash and Cash Equivalents

Cash and cash equivalents consisted of cash held in checking. The Foundation maintained cash balances in financial institutions which are insured up to \$250,000. At June 30, 2018, the Foundation no longer had any cash balance. For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

NOTE 2: SUBSEQUENT EVENTS

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 29, 2018, which is the date the financial statements were available to be issued. As described in Note 1, the Foundation was dissolved and the final filing with the California Secretary of State was completed in August 2018.

Management has determined that there were no additional subsequent events or transactions that would have a material impact on the current year financial statements.

**FOUNDATION FOR THE SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT**

**INDEPENDENT ACCOUNTANTS' REVIEW REPORT
AND FINANCIAL STATEMENTS**

For the Year Ended June 30, 2018

TABLE OF CONTENTS

June 30, 2018

INDEPENDENT ACCOUNTANTS' REVIEW REPORT	1
FINANCIAL STATEMENTS.....	3
Statement of Financial Position	3
Statement of Activities.....	4
Statement of Cash Flows	5
Statement of Functional Expense.....	6
Notes to the Financial Statements.....	7



INDEPENDENT ACCOUNTANTS' REVIEW REPORT

Board of Directors
Foundation for the South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

We have reviewed the accompanying financial statements of the Foundation for the South Orange County Community College District (the Foundation), a component unit of the South Orange County Community College District, which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, cash flows and functional expenses for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of entity management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

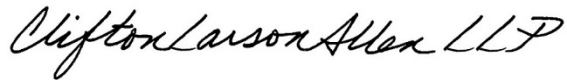
Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in cursive script that reads "CliftonLarsonAllen LLP".

CliftonLarsonAllen LLP
Glendora, California
October 29, 2018

STATEMENT OF FINANCIAL POSITION
June 30, 2018

Assets

Current Assets:

Cash and cash equivalents \$ 13,804

Total Current Assets 13,804

Total Assets \$ 13,804

Liabilities and Net Assets

Current Liabilities:

Accounts payable \$ 1,330

Due to trust account 1,637

Total Current Liabilities 2,967

Net Assets:

Unrestricted 10,837

Total Net Assets 10,837

Total Liabilities and Net Assets \$ 13,804

See the accompanying notes to the financial statements

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2018

Support and Revenue

Contributions	\$ <u> -</u>
---------------	-----------------------

Total Support and Revenue	<u> -</u>
----------------------------------	--------------------

Operating Expenses

Supporting services	
Program services	2,186
Management and general	<u> 70</u>

Total Expenses	<u> 2,256</u>
-----------------------	------------------------

Change in net assets	<u> (2,256)</u>
-----------------------------	--------------------------

Unrestricted Net Assets

Beginning of year	<u> 13,093</u>
-------------------	------------------------

End of year	<u><u> \$ 10,837</u></u>
-------------	----------------------------------

See the accompanying notes to the financial statements

STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2018

Cash flows from operating activities

Payments to suppliers	\$ (1,680)
Net cash used by operating activities	<u>(1,680)</u>

Net decrease in cash and cash equivalents (1,680)

Cash and cash equivalents, beginning of year 15,484

Cash and cash equivalents, end of year \$ 13,804

Reconciliation of change in net assets to cash used by operating activities

Change in net assets \$ (2,256)

Adjustment to reconcile change in net assets to cash used by operating activities

Change in liabilities:

Accounts payable 576

Net cash used by operating activities \$ (1,680)

See the accompanying notes to the financial statements

STATEMENT OF FUNCTIONAL EXPENSE
For the Year Ended June 30, 2018

	Program Services	Management & General	Total
General operating expenses/food	\$ -	\$ 70	\$ 70
Program activities	2,186	-	2,186
Total	\$ 2,186	\$ 70	\$ 2,256

See the accompanying notes to the financial statements

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1: ORGANIZATION

Organization and Nature of Activities

The Foundation for the South Orange County Community College District (the Foundation) is a California, nonprofit public benefit corporation founded on July 5, 2005, for the purpose of receiving contributions to further the educational purposes of South Orange County Community College District (the District). The principal sources of revenue for the Foundation include donor contributions and investment related income.

Financial Statement Presentation and Basis of Accounting

The Foundation prepares its financial statements on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Revenues are recognized when earned rather than when cash is received and certain expenses and purchases of assets are recognized when the obligation is incurred rather than when cash is disbursed. The financial statements include the accounts maintained by, and directly under, the control of the Foundation.

The Foundation is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Unrestricted net assets include all resources available for use by the Board of Directors and management's discretion in carrying out the activities of the Foundation in accordance with its Bylaws. Temporarily or permanently restricted net assets are restricted by the donor or as matter of law. Temporarily restricted net assets are only expendable for the purposes specified by the donor or through the passage of time. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets. Permanently restricted net assets are generally required to be held by the organization in perpetuity while the earnings on those assets are available for use by the organization to support its activities. Donors can place restrictions on the earnings from permanently restricted contributions at the time the contributions are made or pledged.

Public Support and Revenue

The Foundation receives substantially all of its revenue from direct donations and pledges. Revenues are reported as increases in unrestricted net assets unless use of the related asset is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Realized gains/losses and unrealized gains/losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expiration of restrictions on net assets (i.e.,

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1: ORGANIZATION

the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as assets released from restriction between the applicable classes of net assets.

Contributions, including unconditional promises to give, are recognized as revenues in the period received. Conditional promises to give are not recognized until they become unconditional, that is, when the conditions on which they depend are substantially met. Contributions of assets other than cash are recorded at their estimated fair value at the time of the gift.

Donated Assets, Services, and Facilities

When applicable, the Foundation records the value of donated assets and facilities when there is an objective basis available to measure their value. Donated facilities are reflected as support in the accompanying statements at their estimated values at date of donation and fair market value of facilities for the year.

Use of Estimates

The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect reported amounts of assets and liabilities at the reporting date, and revenues and expenses during the reporting period. Actual results could differ from those estimates.

Income Taxes

The Foundation is a non-profit public benefit corporation that is exempt from income taxes under Section 501(c)(3) of the Internal Revenue Code and classified by the Internal Revenue Service as other than a private foundation and qualifies for deductible contributions as provided in Section 170(b) (A) (vi). It is also exempt from State franchise and income taxes under Section 23701(d) of the California Revenue and Taxation Code. Accordingly, no provision for income taxes has been reflected in these financial statements.

US GAAP requires management to evaluate tax positions taken by the Foundation and recognize a tax liability (or asset) if an uncertain position has been taken that more likely than not would not be sustained upon examination. Management has analyzed the tax positions taken by the Foundation, and has concluded that as of June 30, 2018, there are no uncertain positions taken or expected to be taken that would require recognition of a liability (or asset) or disclosure in the financial statements. The primary tax positions evaluated are related to the Foundation's continued qualification as a tax-exempt organization. The statute of limitations for federal and California purposes is generally three and four years, respectively.

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2018

NOTE 1: ORGANIZATION

Cash and Cash Equivalents

For purposes of the statement of cash flows, the Foundation considers all unrestricted highly liquid investments purchased with an initial maturity of three months or less to be cash equivalents.

Functional Allocation of Expenses

The costs of providing various programs and activities have been summarized on a functional basis in the statement of functional expenses. Accordingly, based upon management's estimates, certain costs have been allocated among the programs, support services, and fundraising activities.

NOTE 2: CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash held in checking accounts totaling \$13,804. The Foundation maintains cash balances in financial institutions which are insured up to \$250,000. At June 30, 2018, the Foundation did not have any cash balances held in financial institutions in excess of Federal depository insurance coverage.

NOTE 3: SUBSEQUENT EVENTS

The Foundation's management has evaluated events or transactions that may occur for potential recognition or disclosure in the financial statements from the balance sheet date through October 29, 2018 which is the date the financial statements were available to be issued. Management has determined that there were no subsequent events or transactions that would have a material impact on the current year financial statements.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board of Trustees Board Policy Subcommittee

ACTION: Approval

BACKGROUND

In accordance with Education Code Section 70902 (a)(2), the governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state which community college districts are established.

Pursuant to Board Policy 107, The Board of Trustees will periodically review board policies. The Chancellor shall assist the Board of Trustees in the formation and revision of all board policies. If established by the Board President, the Board of Trustees Board Policy Subcommittee may meet to review proposed board policies and will either:

- a. Return the policy draft to the Chancellor with recommendations for further revision, or
- b. Direct the Chancellor to forward the policy draft to the Board of Trustees for review and study.

STATUS

The Board President has requested to establish a Board of Trustees Board Policy Subcommittee to review proposed board policies. The subcommittee will be comprised of three board members and will be formed at the discretion of the board president.

The Board Policy Subcommittee will review the Board Policies described below and recommend changes, if any, to the Chancellor:

100 Series – Bylaws
1000 – Community Relations
2000 – Administration
3000 – Business

The Chancellor will forward the Subcommittee's proposed revisions to the Board Policy and Administrative Regulation Advisory Council (BPARC) for further review, revision, and recommendation to the full Board for review and study at a regular meeting. At the following regular Board meeting, the policies will be placed on the agenda for action.

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

RECOMMENDATION

The Chancellor recommends that the Governing Board of the South Orange County Community College District establish a Board Policy Subcommittee to review and propose board policies in accordance with Education Code 70902 (a)(2), and in compliance with Board Policy 107.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Renewal of Subscription as a Service Agreement for Managed Service Provider, Red Canary, Inc.

ACTION: Approval

BACKGROUND

In 2017, the District completed a third party information security audit. The auditors used an endpoint detection and response tool (EDR) as part of their assessment. The audit results recommended implementation of an EDR solution to enhance the District's information security program.

In August 2017, the District contacted Gartner Inc., well known industry analyst, to discuss top providers of EDR solutions. Gartner confirmed that the EDR tool used during the audit was an industry leader. A managed service provider (MSP) is required to assist the District in managing an EDR tool. The MSP for the District's chosen EDR provides implementation and support services such as 24/7 monitoring and has to meet specific qualifications on administering the EDR.

With guidance from Gartner, in October 2017, the District evaluated two EDR MSPs and it was determined that Red Canary had experience in supporting higher education clients and provided the best fit in supporting the EDR MSP service needs of the District. From December 2017 to July 2018, the District systematically implemented the EDR solution while evaluating the capabilities of Red Canary.

STATUS

Red Canary has demonstrated sufficient capabilities in supporting the District's needs in providing EDR monitoring and support. It is in the best interest of the District to renew the EDR solution using the Red Canary MSP. Additionally, as the computing environment changes the District anticipates there may be up to a 30% increase in the number of EDR nodes over the next five years. The District has negotiated discounts of \$43,892 for the first year and \$29,900 for the subsequent four years for a total amount of \$163,492. Basic Aid funding is available for this renewal.

RECOMMENDATION

The Chancellor recommends the Board of Trustees approve the subscription as a service agreement (EXHIBIT A) with Red Canary Inc., for a five (5) year term contingent to funding, at a cost of \$152,100 per year with an option to add up to 30% additional true up subscriptions over the remainder of the four (4) year term and the cost to be prorated at per unit price of the agreement.



Red Canary Inc.
1515 Wynkoop Street #390
Denver, CO 80202, USA

Quote Number 00000951
Expiration Date 11/30/2018

Prepared By

Prepared By Ryan Metzler
Email ryan.metzler@redcanary.com

Prepared For

Bill To Name South Orange County Community College
District
Bill To 28000 Marguerite Parkway
Mission Viejo, CA 92692
United States of America
Contact Name Jeff Dorsz
Email jdorsz@socccd.edu
Phone (949) 582-4308

Product Description	Committed Term (months)	Quantity	List Price	Unit Discount	Unit Price	Annual Price
Red Canary Security as a Service subscription on Prem hosted by Red Canary	60	2,600.00	\$100.00	\$41.50	\$58.50	\$152,100.00
		Subtotal	\$152,100.00			
		Total Price	\$152,100.00			

All prices are per endpoint/node USD and exclude sales, value added, excise, and other taxes which will be charged as applicable. The quantity above is the minimum number of endpoints.

Sales Order Terms and Conditions

This Order Form represents an agreement and commitment by the entity named below ("You" or "Your"), and Red Canary, Inc. ("Red Canary"), as of the last date listed below, to purchase the products and services listed on this Order Form for the Term stated. The signatory below represents he/she has the right, power, and authority to sign this Order Form on Your behalf. You hereby agree to the following terms and conditions related to this agreement:

1. This order form is shall be governed by the End User Security Platform Agreement hereafter referred to as Master Agreement entered into by both parties on November 17, 2017. All covenants, terms and conditions of the Master Agreement attached here to as Exhibit A shall be binding unless stated herein.

- This order form constitutes the Annual subscription as a service for Red Canary Security and represents a 5 Year term that will be billed annually at the anniversary date.
- Contingent to funding and availability of funds, client has the option to renew its license subscription and/or maintenance annually or effectuate termination under the provision of section 6. Termination of the Master Agreement.
- Client reserves the option to renew its license and/or subscription after the completion of the 5 year term covered in this order form.
- During the contract term, any additional license purchases will be eligible for volume discounts based on total endpoint count for SOCCCD

2. Red Canary Services are committed for the Term indicated on the Order and the provision of the Red Canary Services begins on the date of the signing of this Order, unless an alternative term of performance is indicated. The Term is not cancellable and all payments are non-refundable.

3. All payments should be made to Red Canary pursuant to the terms and conditions of this Order Form. Payment terms are Net 30 date of invoice. If You fail to timely pay any amount due to Red Canary, You agree to pay late charges on outstanding amounts equal to one and one-half percent (1.5%) per month, or the highest interest rate permitted by law, whichever is lower.

4. Quantity & True-Ups: The "Quantity" specified in this Order Form is the minimum number of Endpoints to be monitored by the Red Canary Services. The "Unit Price" specified in this Order Form is the price per Endpoint. In the event that the quantity of Endpoints monitored increases during the Term or any renewal term, You will be invoiced for the additional Endpoints on the first day of the calendar quarter immediately following the increase at a price that is pro-rated from date of increase.

5. Unless otherwise provided on this Order Form, You are responsible for licensing and providing any access required by Red Canary to perform the Red Canary Services. If provided on the Order Form, the license of software products is subject to the terms and conditions at www.redcanary.com/license-agreements.

6. This Order Form may be executed in several counterparts, all of which taken together shall constitute one single agreement between the parties. This Order Form may be executed by digital or scanned signature(s).

This Order Form may be modified only in writing signed by You and Red Canary, and no effect shall be given to any terms and conditions set forth in in any purchase order, confirmation, or similar document. By executing below, the parties agree to the Order Form and the attachments thereto.

_____	Red Canary, Inc.
Signature	Signature
Name	Name
Title	Title
Date	Date

Billing Contact

_____	_____
Name	Purchase Order # (if required)
_____	_____
Email	Phone

Other Billing Notes or Instructions. *Please direct all Order Forms or invoicing questions to finance@redcanary.com.*

END USER SECURITY PLATFORM AGREEMENT

This End User Security Platform Agreement (this "Agreement") is entered into this 1st day of December, 2017 (hereinafter referred to as the Effective Date of the agreement), by and between Red Canary, Inc., a Delaware corporation with offices at 1750 15th Street #400, Denver, CO, 80202 (hereinafter referred to as "Red Canary") and South Orange County Community College District, a California community college district and political subdivision of the state of California, with offices at 28000 Marguerite Parkway, Mission Viejo, CA 92692, (hereinafter referred to as "Client") (hereinafter individually referred to as "Party" and collectively referred to as "Parties").

1. Term. The term ("Term") of this Agreement will begin on the Effective Date and continue until the later of termination as provided in Section 6 herein.

2. Statements of Work. During the Term, Red Canary and Client may agree upon statements of work hereunder (each, a "SOW") defining the Managed Threat Detection Services ("Managed Threat Detection Services" or "Services") through which, Red Canary will provide as appropriate, threat alerts as defined in the SOW ("Threat Alerts"), Red Canary's compensation, the period of performance during which the Services will be provided (if applicable), and any additional terms and conditions. Each SOW shall be incorporated into and governed by this Agreement. Any changes to a SOW shall be agreed upon in writing by the parties. The parties agree that this Agreement and the applicable SOW(s) for Services shall govern and supersede any terms and conditions stated on any purchase order submitted by Client for such Services. In the event of any conflict between this Agreement and an SOW, the Agreement will control.

3. Services. Client hereby agrees that Red Canary may collect and use but not distribute, technical information about Client's devices, files, binaries, user activity, networks, systems, and software, and any other data contained therein ("Technical Data") for the purpose of providing Managed Threat Detection Services to Red Canary's customer base. Aggregated and anonymized Technical Data may be used for other purposes or distributed to third parties. Red Canary reserves the right to establish or modify its general practices and limits relating to storage of such data, and/or to delete or destroy any or all such data periodically.

4. Fees; Payment; Taxes. Client shall pay Red Canary the fees and expenses for the Services as set forth in the fee schedule contained in the applicable SOW. Client shall pay invoiced amounts within 30 days of the invoice date. Client shall also be responsible for taxes (including sales, value-added tax, turnover tax, gross receipts tax or franchise tax arising out of this Agreement, except for taxes imposed on Red Canary's real or personal property, employment, revenue or income. Failure to timely pay any invoice under this Agreement shall constitute a material breach of this Agreement by Client. If Client fails to timely pay any amount due to Red Canary, Client agrees to pay late charges on outstanding amounts equal to one and one-half percent (1.5%) per month, or the highest interest rate permitted by law, whichever is lower.

5. Confidentiality/Ownership.

(a). To the extent that confidential and proprietary information of each party including without limitation Technical Data ("Confidential Information") is exchanged and received in connection with the Services, each party agrees not to use the other party's Confidential Information except in the performance of, or as authorized by, this Agreement, and not to disclose, sell, license, distribute or otherwise make available such information to third parties. "Confidential Information" does not include: (i) information that was publicly available at the time of disclosure or that subsequently becomes publicly available other than by a breach of this provision, (ii) information previously known by or developed by the receiving party independent of the Confidential Information

or independent of Red Canary Information obtained from any client or (iii) information that the receiving party rightfully obtains without restrictions on use and disclosure except where such is obtained from the client. Any Technical Data shall remain the confidential information and exclusive property of Client.

(b) Any Managed Threat Detection Services, Threat Alerts and information used to perform the Services, or included in any Threat Alert or Services, and any derivative works thereof, including but not limited to monitoring and analysis methodologies and tools, software, appliances, methodologies, code, customer, sender and recipient commercial and personal information, templates, service bureaus, tools, policies, records, working papers, knowledge, data or other intellectual property, written or otherwise and data, testing, analysis, evaluations and conclusions resulting from the disclosures herein shall remain the exclusive property of Red Canary.

6. Termination. The term of this Agreement expires on the later of one (1) year after the Effective Date of this Agreement or upon completion of all SOWs; provided that the Agreement shall automatically renew for additional one year terms unless either party shall, no earlier than 90 days and no later the 30 days before the end of such term, provide written notice to the other party of its intention to terminate the Agreement. This Agreement or SOW may be terminated at any time by either party upon written notice if the other party breaches any material term of this Agreement and such breach remains uncorrected for 30 days following written notice from the other party.

7. Limited Warranty.

OTHER THAN THE SERVICE DESCRIPTION PROVIDED FOR IN ANY APPLICABLE SOW, RED CANARY MAKES NO WARRANTY TO CLIENT, OR ANY OTHER PARTY, AND HEREBY EXPRESSLY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THE THIRD PARTY SOFTWARE, THREAT ALERTS, MANAGED THREAT DETECTION SERVICES OR ANY OTHER SERVICES, OR RESULTS OF USE OR ANALYSIS OF THREAT ALERTS AND TECHNICAL DATA INCLUDING BUT NOT LIMITED TO WARRANTIES OF MERCHANTABILITY, OF QUALITY, OF FITNESS FOR A PARTICULAR PURPOSE, OF ABSENCE OF HIDDEN DEFECTS, AND ANY WARRANTY THAT MAY ARISE FROM COURSE OF PERFORMANCE, BY REASON OF USAGE OR TRADE OR COURSE OF DEALING. The Managed Threat Detection Services and Threat Alerts are not fault-tolerant and are not designed, manufactured or intended for hazardous environments requiring fail-safe performance, where any failure of the Threat Alerts could lead directly to significant property or data loss or disclosure, interruption of business, breach of security, death, personal injury, or property damage ("High Risk Activities"). IN NO EVENT DOES RED CANARY WARRANT THAT MANAGED THREAT DETECTION SERVICES, THREAT ALERTS OR THIRD PARTY SOFTWARE WILL OPERATE OR BE USEFUL WITHOUT INTERRUPTION, OR WILL BE FREE OF DEFECTS, OR NOT CAUSE OR RESULT IN A VULNERABILITY TO INTRUSION OR ATTACK OR ANY INTERRUPTION OF BUSINESS OR THAT THE MANAGED THREAT DETECTION SERVICE OR THREAT ALERTS WILL DETECT OR PREVENT ALL BUGS, VIRUSES, INTERRUPTIONS, INTRUSIONS, UNAUTHORIZED ACTIVITY, ERRORS, DATA THEFT OR DESTRUCTION AND DISCLAIM ALL WARRANTIES RELATING THERETO. Client acknowledges and agrees that Managed Threat Detection Services and Threat Alerts does not provide guarantee or warrant of protection, detection or accurate analysis of the Threat Alerts, and that Red Canary shall not be held liable in the event of security breach, attack, unintended release of sensitive information or other such event and that Client has responsibilities referenced in the SOW. Any service level agreements are goals and there is no guarantee or warranty they can be accomplished as no threat detection service is fail safe. As Client's sole remedy and Red Canary's sole obligation hereunder where there is material non-conformity in any Services or Threat Alert, Red Canary shall use good faith efforts to attempt to remedy any such non-conformity.

8. Indemnification.

(a) Red Canary hereby agrees to indemnify Client from any loss, damage, cost or expense (including reasonable attorneys' fees) ("Loss") arising from any claim, demand, assessment, action, suit, or proceeding ("Claim") as a result of Red Canary's or its personnel's (a) illegal or fraudulent conduct resulting in the disclosure of any Technical Data not permitted to be disclosed by Red Canary under this Agreement, or (b) violation of the intellectual property rights of a third party; except where such Loss or Claim arises in whole or in part from the Client not being in compliance with the terms of this Agreement or Client's or its personnel's illegal or fraudulent conduct.

(b) Client shall indemnify, defend and hold Red Canary and its employees, directors, shareholders, agents, and consultants harmless against any Loss arising from any Claim resulting from (i) access by Red Canary to Technical Data whether made by any of Client's customers, invitees, employees, agents or end users, (ii) Client's use or benefit of the Third Party Software, or use or reliance on the Managed Threat Detection Services or Threat Alerts, or (iii) any third party action resulting from any intrusions or security breaches except in the event of breach of this Agreement with respect to data that is in Red Canary's possession. In the event that Red Canary or any of its employees, directors, shareholders, agents, or consultants are required to testify in any judicial, administrative or legislative proceeding with respect to its Services hereunder, Client shall reimburse Red Canary from any and all costs, expenses, and time incurred in that regard.

9. Limitation of Liability. In no event shall Red Canary be liable for any incidental, consequential, special, exemplary or indirect damages, loss or interruption of business operations, lost profits, or data loss arising out of this Agreement or the provision by Red Canary or use by Client of the Services or Threat Alerts. Red Canary's total liability under this Agreement shall be limited to the fees paid by Client to Red Canary for the six (6) month period immediately preceding the claim, for the particular SOW upon which the claim is based. Red Canary, licensors and its suppliers will not be responsible for any damages, losses, expenses or costs that Client or any third party incurs or suffers as a result of any loss or theft of Technical Data.

10. Miscellaneous.

(a) This Agreement shall be the entire agreement between the parties to the exclusion of all antecedent or present representations, undertakings, agreements or warranties, expressed or implied and annuls, supersedes and replaces any and every other representation, warranty and agreement which may have existed between the parties. This Agreement may be amended only by a written instrument that has been similarly executed by both parties.

(b) The headings of this Agreement are for convenience only. In case of any difficulty in the interpretation of one or more of the headings, the headings shall have no meaning and no effect.

(c) All notices required under the Agreement to be given to a party must be in writing and delivered by hand or sent by registered post or email transmission addressed to the party at its address indicated below or at such other address as may be subsequently notified:

To Client to: South Orange County Community College District
 28000 Marguerite Parkway
 Mission Viejo, CA 92692
 Attention: Jeff Dorsz

And

To Red Canary to: 1750 15th Street #400
Denver, CO, 80127
c/o Chris Zook, CFO

Written notices required under the Agreement will be deemed valid if delivered by hand or sent by registered post or email transmission and shall be effective on date of receipt.

(d) It is acknowledged that it is the intent of the parties that the provisions contained in this Agreement should be enforced. Therefore, if any part of this Agreement shall be held unenforceable or invalid, it is the intent of the parties that such provision shall not be wholly invalid but shall be deemed to be the maximum restriction for time, territory, and restriction in activities, which a court of competent jurisdiction deems reasonable and enforceable in any jurisdiction in which such court is convened. If any part, provision or paragraph of this Agreement shall be held unenforceable or invalid, the remaining part, provision or paragraph shall continue to be valid and enforceable as though the invalid portions were not a part thereof.

(e) Red Canary is an independent contractor and shall not be deemed an employee or agent of Client. This Agreement, including all exhibits and any SOWs, contains the complete agreement between the parties relating to the Services. Sections 5 through 10 shall survive termination of this Agreement and any SOW.

(f) The Agreement shall be governed and construed in accordance with the laws of the State of Colorado without regard to the application of conflict of laws or principles. The United Nations Convention on Contracts for the International Sale of Goods shall not apply.

(g) Red Canary shall not be responsible for any failure to perform due to unforeseen circumstances or to causes beyond such party's reasonable control, including but not limited to acts of God, changes in governmental laws, rules, taxes, regulations or orders, war, terrorist acts, insurrection, riot, embargoes, supplier stoppages or delays, acts of civil or military authorities, fire, floods, accidents, strikes, or shortages of transportation, facilities, fuel, energy, labor or materials.

(h) This Agreement may be executed in several counterparts, all of which taken together shall constitute one single Agreement between the parties. This Agreement may be executed by digital or scanned signature(s).

IN WITNESS WHEREOF, the parties have executed this End User Security Platform Agreement by their duly authorized representatives as of the date set forth above.

CLIENT:

By: _____

Printed Name: Dr. Jim Buysse

Title: Acting Vice Chancellor, Business Services

Date: 11/17/17

RED CANARY, INC.

By: _____

Printed Name: Brian Beyer

Title: Chief Executive Officer

Date: 11/27/2017

STATEMENT OF WORK (SOW)

All Services performed by Red Canary in accordance with this Statement of Work shall be performed in accordance with the End User Security Platform Agreement ("Agreement"), the terms of which are incorporated herein by reference.

A. Managed Threat Detection Services and Threat Alerts Description:

1. Red Canary will provide, as appropriate, Threat Alerts. "Threat Alerts" means analyst-vetted alerts on malicious activity detected by Red Canary on Client endpoints. Each Threat Alert will include information for Client or Client's partners describing the background of the threat related to the alert. Threat Alerts will be sent to Client technical staff as configured in the Red Canary Portal. These Threat Alerts will contain information that is known to Red Canary about the threat at the time, which usually includes but is not limited to:

- Summary of the detected threat.
- Name of affected endpoint and user.
- Artifacts such as file names, Internet Protocol (IP) addresses, domain names and registry keys that support both Client remediation efforts as well as identification of similar threats.

2. Access to Red Canary portal ("Portal") through which the Client can view data and alerts. Service Level: 24x7x365

3. Investigation of data to with respect to Threat Alerts. Service Level of Security Analyst review: 24x7x365 with analyst review hours of 08:00 to 18:00 Eastern US, Monday through Sunday and 18:00 to 02:00 Eastern US, Monday through Thursday, and escalation to on-call analyst support if Red Canary identifies potentially threatening activity outside of analyst review hours that Red Canary's modeling predicts is malicious.

B. Client Responsibilities:

The client will be responsible for the following tasks during the course of using the Red Canary service:

- Installing Endpoint Collection Software on client systems
- Performing remediation and incident response actions in response to Threat Alerts.
- Obtaining all required authorizations to perform the Managed Threat Detection Services and any data or information required thereby. Client shall obtain consents and authorizes for Red Canary and its employees and agents to gain access to and retrieve Technical Data and analyze Threat Alerts and perform Managed Threat Detection Services. In the course of accessing, obtaining and otherwise using the Managed Threat Detection Services and Threat Alerts, Client shall have sole responsibility for the accuracy, quality, integrity, authorization for use hereunder, and intellectual property ownership or right to use and transferability to Red Canary of Technical Data.
- Detailed Client/Red Canary responsibilities outlined below:

Action	Red Canary	SOC/CCD
Install Cb Response Sensor	I	R
Upgrade Cb Response Sensor	I	R
Provision Cloud Infrastructure	R	

Install Cb Collection Server	R	
Patch/Upgrade Cb Collection Server	R	
Provision Cloud Portal	R	I
Scale Cloud Infrastructure	R	
Collect Cb Raw Data	R	
Process/Correlate Cb Raw Data	R	
Detect Potential Threats	R	
Remove False Positives	R	
Triage/Investigate Confirmed Threats	R	
Notify of Confirmed Threats	R	I/C
Baseline/Tune Detection Process	R	I/C
Configure Integrations	C	R
Configure Notifications	C	R
Remediate Threats	C	R
Initiate Weekly/Monthly Syncs	R	C
Run Reports	C	R

C. Pricing:

Term: The term of this SOW is effective on December 1, 2017 and expires one (1) year after the Effective Date; provided that the SOW shall automatically renew for additional one year terms unless either party shall provide written notice to the other party of its intention to terminate the SOW, no later than 30 days before the end of such term.

Invoicing: Invoicing will occur annually in advance on the first day of each Term. All payments are non-refundable. Please direct all purchase orders or invoicing questions to finance@redcanary.com.

Number of monitored Endpoints (minimum): 700

Annual Pricing for Red Canary Managed Threat Detection Service:

# of monitored Endpoints	Price
700	\$100.00 / node / year

Pricing in this SOW only applies to the initial purchase of the number of monitored endpoints listed above. Should Client choose to purchase additional licenses, an additional SOW will be executed for the desired number of new endpoints at the discounted price for that license tier.

True-ups: In the event that during the Term, the number of Endpoints increases, Client will be invoiced for the additional Endpoints on implementation of each added Endpoints, at the price above per Endpoints per year. Incremental Endpoints will be billed on the first day of the calendar quarter immediately subsequent to the increase in Endpoints and be pro-rated retroactively from date of implementation. The year will be measured from the date of implementation for each added Endpoints.

Payment Terms: Payment is due within 30 days of date of invoice.

Definitions: "Endpoint" means any kind of computing device that is supported by Endpoint Collection Software and is capable of processing data and may include but not limited to any of the following: personal computer workstations, laptops, mobile/smart phones, tablets, file and print servers, e-mail servers, Internet gateway devices, storage area network servers (SANS), terminal servers.

IN WITNESS WHEREOF, the parties hereto have executed this Statement of Work as of the Effective Date.

Client:

RED CANARY, INC.

By: 

By: 

Name: Dr. Jim Buysse

Name: Brian Beyer

Date: 11/17/17

Date: 11/27/2017

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adopt Resolution No. 18-32, Declaration of an Emergency Situation Regarding the Failure of a Cooling Tower at Irvine Valley College, ACCO Engineered Systems

ACTION: Approval

BACKGROUND

Late in the day on October 19, 2018, the cooling tower serving the B200 building at Irvine Valley College failed. According to Public Contract Code section 20654, in an emergency when repairs are necessary to any facility of the college to permit the continuance of existing college classes or to avoid danger to life or property, the board may, by unanimous vote, with the approval of the Orange County Superintendent of Schools (EXHIBIT B), enter into a contract for these repairs without advertising for or inviting bids. The failure of the unit presented a safety issue for faculty, staff, and students, which necessitated emergency repairs to permit scheduled classes to take place. The repair to the cooling tower was beyond the scope of the District's in-house staff and an expert contractor had to be called to in to undertake the repairs immediately. ACCO Engineered Systems was hired to perform the work at a total cost of \$17,653 for parts and labor.

When ACCO Engineered Systems provided their initial estimate based off of the preliminary inspection, they anticipated only having to replace the driveshaft and the bearings at a cost of around \$10,000 which would have been below the \$15,000 public works threshold. When the contractor started to do the repairs, they noticed that one fan had also broken and become disconnected from the driveshaft and unfortunately was irreparable. As such, they had to replace both fans. Even though there was additional work required, the contractor was able to finish the job in 30 hours instead of the 40 hours originally estimated. In order to be able to give the County the exact dollar figure and services rendered by the contractor and verify that the final cost would be above \$15,000, the District waited until the final invoice was received to obtain the emergency exemption letter from the County.

STATUS

In order to prevent and mitigate impairment of operations and allow scheduled classes to take place, the District contracted with ACCO Engineered Systems (EXHIBIT C) to conduct the necessary repairs and restore services vital to operate the District.

The cost of repairs is funded by Irvine Valley College's General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 18-32 (EXHIBIT A), Declaration of an Emergency Situation Regarding the Failure of a Cooling Tower at Irvine Valley College and ratify the contract with ACCO Engineered Systems in the amount of \$17,653 for repairs.

RESOLUTION NO. 18-32
RESOLUTION OF THE BOARD OF TRUSTEES
OF SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT DECLARATION OF AN EMERGENCY SITUATION
REGARDING THE FAILURE OF A COOLING TOWER IN THE B200 BUILDING
AT IRVINE VALLEY COLLEGE

November 19, 2018

WHEREAS, in October 2018, the South Orange County Community College District's cooling tower located in the B200 building at Irvine Valley College failed; and

WHEREAS, emergency repairs on the cooling tower were necessary; and

WHEREAS, the District hired ACCO Engineered Systems, a certified contractor, to make the repairs in order to ensure that classes will not have to be cancelled; and

WHEREAS, the cost for the emergency repair to the evaporation cooler is \$17,653; and

WHEREAS, the District's Facilities department assessed the damage to the cooling tower and confirmed the recommendation that it needed emergency repairs, and

WHEREAS, in order to quickly correct safety hazards and the interference of class scheduling and pursuant to Public Contract Code Section 20654, it was necessary that the Board of Trustees unanimously approve repairs and approve the emergency request sent to the Orange County Department of Education; and

NOW THEREFORE, be it resolved that the Governing Board of the South Orange County Community College District has determined that these circumstances constitute an emergency condition and received approval from the Orange County Department of Education to ratify a contract with ACCO Engineered Systems for repair of the cooling tower in the B200 building at Irvine Valley College without advertising or inviting bids pursuant to Public Contract Code section 20654 and Public Contract Code section 1102;

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the South Orange County Community College District approves the agreement with ACCO Engineered Systems for having completed the necessary repairs to the cooling tower in the B200 building at Irvine Valley College.

RESOLUTION NO. 18-32
RESOLUTION OF THE BOARD OF TRUSTEES
OF SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT DECLARATION OF AN EMERGENCY SITUATION
REGARDING THE FAILURE OF A COOLING TOWER IN THE B200 BUILDING
AT IRVINE VALLEY COLLEGE

Adopted by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, this 19th day of November, 2018.

Board of Trustees	Ayes, in favor	Nays, opposed
Timothy Jemal		
Marcia Milchiker		
T.J. Prendergast III		
James R. Wright		
David B. Lang		
Barbara J. Jay		
Terri Whitt		

By: _____
President, Governing Board of the
South Orange County Community College District

RESOLUTION NO. 18-32
RESOLUTION OF THE BOARD OF TRUSTEES
OF SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT DECLARATION OF AN EMERGENCY SITUATION
REGARDING THE FAILURE OF A COOLING TOWER IN THE B200 BUILDING
AT IRVINE VALLEY COLLEGE

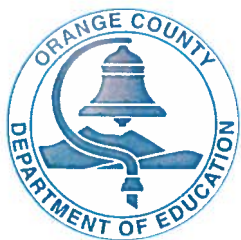
NOVEMBER 19, 2018

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Kathleen F. Burke, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by the said Board at a regular meeting thereof held on the 19th day of November, 2018.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 20th day of November 2018.

Kathleen F. Burke
Secretary to the Board of Trustees



October 29, 2018

**ORANGE COUNTY
DEPARTMENT
OF EDUCATION**
200 KALMUS DRIVE
P.O. BOX 9050
COSTA MESA, CA
92628-9050
(714) 966-4000
FAX (714) 432-1916
www.ocde.us

AL MIJARES, Ph.D.
County Superintendent
of Schools

Anne-Marie Gabel
Vice-Chancellor, Business Services
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692-3635

Dear Ms. Gabel:

This letter is in response to your District's request for approval to enter into an emergency contract due to the failure of a cooling tower in the B200 building at Irvine Valley College. It is our understanding that the unit presents a safety issue for faculty, staff, and students, which necessitates emergency repairs to permit scheduled classes to take place.

It is also our understanding that the repair to the cooling tower is beyond the scope of the district's in-house staff and that an expert contractor must be called in to undertake the repairs immediately.

Consider this letter formal notice of approval to enter into an emergency contract in accordance with Public Contract Code Section 20654. Please be advised that Public Contract Code Section 20654 does not exempt the District from other legal requirements other than not having to advertise or invite bids.

Sincerely,

Dean West, CPA
Associate Superintendent
Business Services Division

DW:ts

**ORANGE COUNTY
BOARD OF EDUCATION**
JOHN W. BEDELL, PH.D.
DAVID L. BOYD
REBECCA "BECKIE" GOMEZ
LINDA LINDHOLM
KEN L. WILLIAMS, D.O.



October 29, 2018

Dean West
Associate Superintendent, Business Services
Orange County Department of Education
200 Kalmus Dr.
P.O. Box 9050
Costa Mesa, California 92628

Dear Mr. West,

This letter is a written request by SOCCCD to the County Superintendent of Schools for approval to enter into a contract for emergency repairs due to the failure of a cooling tower in the B200 building at Irvine Valley College. The failure of the cooling tower presented a safety issue for faculty, staff, and students, which necessitated emergency repairs to permit scheduled classes to take place. The repair to the cooling tower was beyond the scope of the District's in-house staff and an expert contractor was called in to undertake the repairs immediately.

Please consider this letter a formal written request for approval to enter into a contract without advertising for or inviting bids for repair of the cooling tower in the B200 building at Irvine Valley College, in accordance with Public Contract Code Section 20654.

Thank you for your consideration of this matter.

Sincerely,

Ann-Marie Gabel
Vice-Chancellor, Business Services

cc: Priya Jerome



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
FIELD SERVICES AGREEMENT**

THIS FIELD SERVICES AGREEMENT is between the **South Orange County Community College District on behalf of Irvine Valley College** ("District"), at 28000 Marguerite Parkway, Mission Viejo CA 92692, and **ACCO Engineered Systems** ("Contractor") at 265 McCormick Avenue, Costa Mesa, CA 92623. District and Contractor are also referred to collectively as the "Parties" and individually as "Party".

WITNESSETH, the parties do hereby contract and agree as follows:

1. **Scope of Work ("Work") and Specifications.** Contractor to provide Repair services for one (1) cooling tower (Baltimore Aircoil Company/P1343-NR. See attached proposal and scope of service.
2. **Payment.** District agrees to pay the Contractor for services satisfactorily rendered pursuant to this Agreement a total amount not to exceed Seventeen Thousand Six Hundred Fifty-Three and 00/100 Dollars (\$17,653.00). Additional details: See attached invoice.
Upon completion of the services, Contractor is to send invoice to South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692 or AccountsPayable@socccd.edu. Payment shall be Net 30 days upon satisfactory completion and acceptance of Work. Inspection of services shall be performed by authorized District personnel who shall recommend acceptance to the District.
3. **Term.** The Term of this Agreement shall commence October 19, 2018, and shall end no later than October 20, 2018.
4. **Terms and Conditions.** The Agreement includes the Terms and Conditions as printed and set forth on the reverse of this page or as attached. Contractor, by executing this Agreement, agrees these Terms and Conditions take priority over any and all terms and conditions listed in an attached proposal and agrees to comply with such Terms and Conditions.
5. **Labor and Performance Guarantee.** The Contractor shall guarantee all labor and materials used in the performance of this Agreement for a period of three hundred sixty five (365) days from the date of acceptance of Work by the District or per proposal/quote/manufacture's warranty, whichever is longer.
6. **Hold Harmless and Indemnification.** To the fullest extent permitted by law and as a material part of this agreement, Contractor shall hold harmless and indemnify South Orange County Community College District, its Board of Trustees, officers, employees, agents, volunteers, and representatives from and against all claims, liability, loss, cost, damages, expenses and obligations, including reasonable attorney fees, arising from the acts and errors or omissions of Contractor or of persons acting on behalf of Contractor, however caused, in the performance of the services specified herein excluding, however, such liability claims, losses, damages, or expenses arising from the District's sole or active negligence, willful misconduct, or unlawful acts. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Contractor shall hold harmless and indemnify South Orange County Community College District from any and all loss, cost or expense resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. In no event shall the District be liable for any loss of Contractor's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District has been advised in advance of the possibility of such damages.
The parties understand and agree that the above shall be the sole indemnity provision governing this agreement. Any other indemnity that is attached to this agreement shall be void and unenforceable between the parties.
7. **Insurance.** The Contractor shall, at their expense, maintain and comply with Insurance Requirements "a-f" below to protect Contractor and District from any and all claims for personal injury, bodily injury, and property damage arising from, pertaining to or relating to the scope of work under this agreement. Premiums on all insurance policies shall be paid by Contractor and shall be deemed included in this contract.
 - a. **Commercial General Liability.** Minimum limits of \$2,000,000 per occurrence and \$2,000,000 general aggregate (Policy must not exclude coverage for Products and Completed Operations.)
 - b. **Automobile Liability.** Minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for "Any Auto".
 - c. **Professional Liability (If Applicable).** Minimum limits of \$1,000,000 per claim and \$2,000,000 general aggregate.
 - d. **Valuable Papers and Records Coverage (If Applicable).** Contractor shall carry adequate insurance on all reports, drawings, specifications, record drawings and/or other documents as may be required to protect

the District in the amount of its full equity in those reports, drawings, specifications, record drawings and/or other documents, and shall file with the District a certificate of that insurance. The cost of that insurance shall be paid by the Contractor, and the District

- e. Workers' Compensation and Employers Liability. In accordance with the laws of the State of California; however, such amount shall not be less than \$1,000,000 for Employer's Liability.
 - f. Any insurance or self-insurance maintained by the District shall be excess and noncontributory of the Contractor's insurance.
 - g. Waiver of Subrogation. Contractor agrees that in the event of loss due to any perils for which it has agreed to provide Commercial General, Automobile Liability insurance, and Workers' Compensation, Contractor shall look solely to its insurance carrier(s) for recovery and grants a waiver of any right to subrogation which any such insurer of Contractor may acquire against the District by virtue of payments of any loss under this insurance.
 - h. Additional Insured. Contractor's Liability and Automobile Liability insurance shall name South Orange County Community College District, its Board of Trustees, officers, employees, agents, representatives, and volunteers as Additional Insured under said policies and shall furnish the District with the additional Insured endorsements.
 - i. Certificate(s) of Insurance and Endorsements. Contractor shall furnish the District 15 days prior to the commencement of services with original certificates of insurance and amendatory endorsements effecting coverage required by this Agreement and indicating a thirty (30) day cancellation notice or notice of reduction in coverage.
8. **Termination.** Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. In such case, District shall compensate Contractor only for Work satisfactorily rendered to the date of termination. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor. In such case, notice shall be deemed given when received by the Contractor or no later than three (3) days after the day of mailing, whichever is sooner.
9. **Prevailing Wage.** Contractor certifies that Contractor will register and comply with the requirements of Labor Code Section 1771, prevailing wages paid on Public Works projects greater than \$1,000.
10. **Governing Law.** The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange, California.

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

CONTRACTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY: 

BY: 

Authorized Representative

Authorized Representative

Print Name: Mark Lanphere

Print Name: Ann-Marie Gabel

Print Title: Vice President

Print Title: Vice Chancellor, Business Services

Date: 10/30/2018

Date: 10/31/18

Initiating Department:

IVC- Facilities

Contact Name:

Mark Wheeler

Contact Phone & Email:

MWheeler@ivc.edu

TERMS AND CONDITIONS

1. **EQUIPMENT AND LABOR:** The CONTRACTOR shall furnish all tools, equipment, apparatus, transportation, labor, and material necessary to furnish the service herein described per Public Contract Code 7103.5. The service shall be performed in a high quality, workmanlike manner at such times and places subject to the approval of the authorized DISTRICT representative. When installing work adjacent to existing work, CONTRACTOR shall match, as closely as conditions allow, the finishes, textures and colors of the original work, refinishing if necessary at no cost to the DISTRICT.
2. **SUBCONTRACTORS:** Subcontractors, if any, engaged by the CONTRACTOR shall be subject to the approval of the DISTRICT. Subcontracts shall reference the Agreement between the CONTRACTOR and the DISTRICT and terms shall be made a part of the subcontract. CONTRACTOR shall be held responsible for all operations of subcontractors.
3. **SAFETY AND SECURITY:** CONTRACTOR is responsible to ascertain from the DISTRICT, the rules and regulations pertaining to safety, security and driving on college campus, particularly when students are present.
4. **TERMINATION:** The DISTRICT may terminate this Agreement upon ten (10) days notice without cause and the CONTRACTOR shall be entitled to compensation based on the services completed to the satisfaction of the DISTRICT. The DISTRICT may terminate immediately upon default and may withhold from payments due CONTRACTOR on this Agreement the amount necessary to complete the contracted Work.
5. **AGREEMENT CHANGES:** No changes or alterations to this Agreement shall be made without specific prior written approval by the DISTRICT.
6. **DOCUMENT CONFLICT:** In case of conflict between specifications and drawings and/or actual site conditions, the most stringent contract requirements will prevail, and work shall immediately cease until the conflict is resolved by a DISTRICT representative. This document and any attachments referenced represent the entire Agreement and shall be enforced and interpreted under the laws of the State of California. In the event any provision of the Agreement shall be held invalid, the remainder shall be in full force and effect.
7. **WORKERS:** CONTRACTOR shall at all times enforce strict discipline and good order among employees, agents or guests and shall not employ anyone not fully skilled in work assigned. All conduct shall be of a high professional standard. Persons whom the DISTRICT may deem incompetent or unfit shall be dismissed from DISTRICT'S worksite and shall not be permitted on DISTRICT'S worksite without the written consent of the DISTRICT.
8. **SUBSTITUTIONS:** No substitutions of materials or equipment specified shall be made without the prior written approval of the DISTRICT.
9. **CONTRACTOR SUPERVISION:** CONTRACTOR shall provide competent supervision of personnel employed on the jobsite during all working hours and provide contact information for key personnel on a 24 hour 7 day basis.
10. **PROTECTION OF WORK AND PROPERTY:** The CONTRACTOR shall erect and properly maintain at all times all necessary safeguards, signs, barriers, lights and security personnel to protect workers and the public and shall post signs warning against hazards created during the course of the Agreement services. In an emergency affecting life and safety or of work or of adjoining property, CONTRACTOR, without special instruction or authorization from DISTRICT, is hereby permitted discretion to act to prevent such threatened loss or injury.
11. **INSPECTION OF WORK:** DISTRICT representatives shall at all times have access to work areas. CONTRACTOR shall provide safe and proper facilities for such access.
12. **ASSIGNMENT OF AGREEMENT AND/OR PURCHASE ORDER:** The CONTRACTOR shall not assign or transfer any or all of its rights, burdens, duties, or obligations without the prior written consent of the DISTRICT.
13. **DEFAULT:** CONTRACTOR failure to comply with any of the terms and/or conditions of this Agreement shall constitute CONTRACTOR default.
14. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and clause required to be inserted into this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included herein.
15. **PERMITS AND LICENSES:** The CONTRACTOR and all employees or agents shall secure and maintain in force such licenses and permits as are required by California Business and Professions Code Section 7028.15 and Public Contract Code Section 3300, in connection with the furnishing of materials, supplies or service herein listed.
16. **NO ASBESTOS CERTIFICATION:** CONTRACTOR shall execute and submit an "Asbestos Free Material Certification". Should asbestos containing materials be installed in violation of this certification removal will be performed in accordance with all applicable laws.
17. **FORCE MAJEURE:** CONTRACTOR shall be excused from performance hereunder during the time and to the extent that they are prevented from performing by act of God, fire, strike, terrorist act, lock-out, or acts of the government when satisfactory evidence thereof is presented to the DISTRICT, and provided evidence establishes that the nonperformance is not due in full or in part to the fault or neglect of the CONTRACTOR, its employees, subcontractors, suppliers or agents.
18. **INDEMNIFICATION:** See Article 6 of Field Services Agreement.
19. **INSURANCE:** See Article 7 of Field Services Agreement.
20. **PAYMENT:** CONTRACTOR shall render invoices for materials delivered or services performed under the Agreement including all required unconditional releases. The DISTRICT shall make payment in full for materials, supplies, or other services furnished under this Agreement within 30 days after acceptance thereof by the authorized DISTRICT representative. No progress payments shall be authorized unless specifically called for in the Agreement. Material and subcontractor invoices must be paid no later than five days of receiving payment.
21. **PROHIBITED INTERESTS:** No official, officer, employee, architect, attorney, engineer or inspector of the DISTRICT authorized to participate in contract execution in any way shall become interested financially in this Project.
22. **DISPUTES:** Pending dispute resolution, CONTRACTOR agrees to continue the work diligently to completion. The CONTRACTOR'S sole remedy for unresolved disputes shall be to submit such controversy to a court of the State of California, in Orange County having jurisdiction of the dispute after Project completion, not before.

23. **INDEPENDENT CONTRACTOR:** While engaged in carrying out the terms and conditions of the Agreement, the CONTRACTOR is an independent contractor, and not an officer, employee, or agent of the DISTRICT.
24. **NON-DISCRIMINATION:** The CONTRACTOR agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment Practice Act, beginning with Labor Code Section 1410 and Labor Code Section 1735.
25. **LABOR CODE:** CONTRACTOR shall comply with the applicable provisions of the Labor Code, Division 2, Part 7, ch. 1 Articles 1-5, including the payment of the General Prevailing Wages. Copies of the prevailing rate of per diem wages are on file in the DISTRICT'S Facilities Office. A contractor or subcontractor shall not be qualified to bid on or be listed on a bid, subject to Public Contract Code 410D


et seq. or engage in performance of work unless currently registered pursuant to Labor Code section 1725.5 and 1777.1 or 1777.7

A contractor or subcontractor shall furnish certified payroll records as required pursuant to Labor Code section 1776 directly to the Labor Commissioner in accordance with section 1771.4. The DISTRICT reserves the right to withhold payment to address violation of Labor Code 1720 et seq. at no penalty to the DISTRICT.

26. **CLEAN-UP AND NUISANCE ABATEMENT:** The premises shall be kept clean and orderly at all times. The CONTRACTOR shall minimize noise, dust and disruption to normal activities for the facilities.

27. **TIME:** Time is of the essence in this Agreement.

Acknowledged Receipt:

 10/30/2018
CONTRACTOR SIGNATURE / DATE



Proposal Name: Irvine Valley College – Power House – 2 – BAC Cooling Tower Emergency Repair
Date: 10/19/2018

Provider:

ACCO Engineered Systems
265 McCormick Ave.
Costa Mesa, CA 92626

Customer:

Irvine Valley College
5500 Irvine Center Drive
Irvine, CA 92618

Contact Name: Christian Hanson – Senior HVAC Technician
Contact Number: 949-451-5637
Email: chanson@ivc.edu

Work Site Location Name: Irvine Valley College – Power House 2
Work Site Address: 5500 Irvine Center Drive, Irvine, CA 92618

ACCO Engineered Systems is pleased to have this opportunity to offer our proposal to Irvine Valley College for the following scope of work. By selecting ACCO, customers employ the capabilities of the largest mechanical service, engineering and construction company on the Western part of the United States. With highly skilled field service technicians and dedicated in-house resources, ACCO has the ability to meet all your HVAC needs.

Overview:

Irvine Valley College requests the emergency repair of one failed BAC Cooling Tower. Scope details below...

Related Equipment:

Manufacture: Baltimore Aircoil Company; Model # P1343-NR; Serial # U025567901MAD

Proposal based on the following Items:

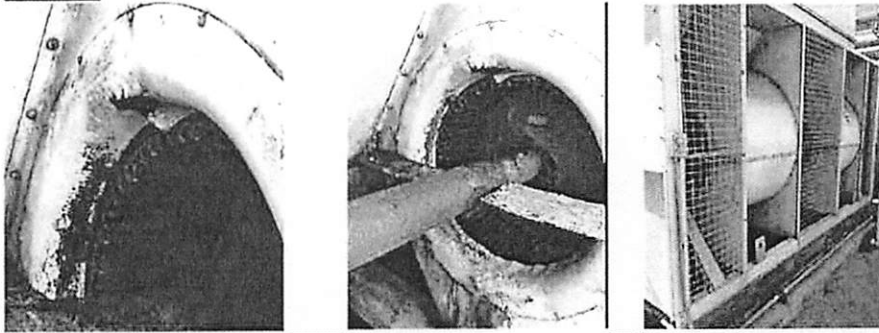
- **ACCO Site Visit**
- **Irvine Valley College Request for Proposal**

Proposed Scope of work:

1. Procure required material prior to arrival
2. Check in with customer representative upon arrival
3. Lock out/Tag out Electrical
4. Disconnect and remove Cooling Tower Fan shaft, bearings, inlet rings & fan sheave
5. Provide and install one (1) new fan shaft, two (2) new bearings, two (2) new inlet rings and fan sheave bushing
6. Re-establish electrical
7. Start up, test and commission system
8. All work to be performed after hours or over a weekend
9. ***All parts available in Brea***



Photos:



Notes/Clarifications:

- *This document is proprietary and confidential. No part of this document may be disclosed in any manner to a third party without the prior written consent of ACCO Engineered Systems*
- All work to be performed after normal business hours or over a weekend
- ACCO requires proper personal protective equipment and safety standards to be followed and executed at all times; costs are included herein
- Union labor rates apply
- ACCO has priced this work based on a plan to complete all activities in a contiguous fashion. Scheduled activities will be communicated in advance with the customer to reduce any lapse in progress. While minor variations in the schedule will be tolerated, significant lapses will need to be negotiated for cost and resource impacts (See Preliminary Schedule for more details)
- ACCO will provide all necessary insurance requirements and documentation prior to performing work
- ACCO will provide a detailed schedule of construction upon contract award and approval
- ACCO will clean up all work areas and return to proper form upon completion of work

Exclusions from Contract:

- ACCO has excluded plan check costs and associated documentation, and any Title 24 upgrade requirements for existing systems or equipment. This includes, but is not limited to, replacing existing equipment, new equipment, and temperature controls
 - Permits & Plan Check
 - MEP Engineering, plans, drawings
 - Architectural plans, drawings, etc.
 - Blower wheel, housing
 - Structural engineering or review
 - Holiday Labor
 - Control valves & actuators excluded
 - All Pumps and pump assemblies
 - Any and all system controls commissioning & programming
 - Any and all equipment
 - Any and all other work not specifically stated above
-



**engineered
systems**

6265 San Fernando Road
Glendale, CA 91201-2214

Phone: 1-800-998-2226

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EXHIBIT C
Page 7 of 7
Building Services Division
Cont. Lic. CA # 120696
WA # ACCOES1971DU
www.accoes.com

Page 1 of 1

Customer # 44462	Location ID 49109	Invoice Date 10/29/2018	Customer P.O. #	Invoice # 1739648
Billing Address Irvine Valley College Attn: Christian Hanson 5500 Irvine Center Drive Irvine, CA 92618			Job Site Address Irvine Valley College 5500 Irvine Center Drive Irvine, CA 92618	ACCT. Code No
				Work Started 10/19/2018
			71	Work Completed 10/20/2018
Reason For Service REPAIR PWR HOUSE BAC CT				SC # 0001943106

Billing for the provision of labor and materials needed to perform emergency repair on failed BAC Cooling Tower. Replace fan shaft, new bearings and two new inlet rings and fan sheave bushings.
BAC Model P1343-NR, SN U025567901MAD.

BAC OEM Parts (One fan shaft, two fan bearings, 2 fan bushings, two inlet 30" O-rings & two 30" fan blower wheels)....	\$9,778.00
Centrifugal OT Labor (30 hrs)	\$7,875.00

PLEASE PAY QUOTED AMOUNT **\$17,653.00**

TERMS: NET 30

Remit To: ACCO Engineered Systems, Dept.44462,PO BOX 847360, Los Angeles, CA 90084

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adopt Resolution No. 18-33, Conflict of Interest – Updated Biennial Code Review and Amendment

ACTION: Approval

BACKGROUND

Pursuant to Government Code Section 87306.5(b), the Orange County Board of Supervisors (the “County”), as the code reviewing body for the District, has requested that the District conduct a biennial review of its Conflict of Interest Code and, if a change in the Code is necessitated by changed circumstances, submit an amended Code to the County. The amended code will become effective upon approval by the County.

STATUS

A number of positions have been added and / or updated since the board approved the biennial amendment to the Conflict of Interest Code approved on December 12, 2016. Consistent with the advisory opinions issued by the Fair Political Practices Commission, the District’s existing Conflict of Interest Code is revised to reflect officials in the positions listed in EXHIBIT A. Those employees who occupy a designated filing position shall file a Statement of Economic Interest, Form 700, with either the Clerk of the Orange County Board of Supervisors or the District's Political Reform Act Filing Officer and that the list of designated positions and reporting categories are updated and amended as shown in EXHIBIT A.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 18-33 and approve the revised Conflict of Interest Code, subject to the review and approval by the Orange County Board of Supervisors.

RESOLUTION NO. 18-33

**RESOLUTION OF THE BOARD OF TRUSTEES
OF SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ADOPTING A CONFLICT OF INTEREST CODE
WHICH SUPERSEDES ALL PRIOR CONFLICT OF
INTEREST CODES AND AMENDMENTS
PREVIOUSLY ADOPTED**

WHEREAS, the Political Reform Act of 1974, Government Code Section 81000 et. Seq. (“the Act”), requires a local government agency to adopt a Conflict of Interest Code pursuant to the Act; and

WHEREAS, South Orange County Community College District has previously adopted a Conflict of Interest Code and that Code now requires updating; and

WHEREAS, amendments to the Act have in the past and foreseeably will in the future require conforming amendments to be made to the Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has adopted a regulation, Title 2, California Code of Regulations, Section 18730, which contains terms for a standard model Conflict of Interest Code, which, together with amendments thereto, may be adopted by public agencies and incorporated by reference to save public agencies time and money by minimizing the actions required of such agencies to keep their code in conformity with the Political Reform Act.

NOW THEREFORE, BE IT RESOLVED:

Section 1. The terms of Title 2, California Code of Regulations, Section 18730 (Attachment A) and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, together with Exhibits A and B in which members and employees are designated and disclosure categories are set forth, constitute the Conflict of Interest Code of the South Orange County Community College District.

Section 2. The provisions of all Conflict of Interest Code and Amendments thereto previously adopted by the South Orange County Community College District and hereby superseded.

Section 3. The Filing Officer is hereby authorized to forward a copy of this Resolution to the Clerk of the Orange County Board of Supervisors for review and approval by the Orange County Board of Supervisors as required by California Government Code Section 87303.

President, Board of Trustees
South Orange County Community College District

Clerk, Board of Trustees
South Orange County Community College District

ATTACHMENT A

**CONFLICT OF INTEREST CODE FOR THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

The Political Reform Act, Government Code Sections 81000, et seq., requires state and local government agencies to adopt and promulgate Conflict of Interest Codes. The Fair Political Practices Commission (FPPC) has adopted a regulation (2 Cal. Code Regs. Sec. 18730) which contains the terms of a standard Conflict of Interest Code, which may be incorporated by reference in an agency's code. After public notice and hearing, the FPPC may amend this Regulation to conform to amendments in the Political Reform Act. Therefore, the terms of California Code of Regulations, Title 2, Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference. This regulation and the attached Exhibits designating officials and employees and establishing disclosure categories shall constitute the Conflict of Interest Code of the South Orange County Community College District.

Officials in the positions listed in EXHIBIT A shall file Statements of Economic Interest with either the Clerk of the Orange County Board of Supervisors or the District's Political Reform Act Filing Officer, as specified in EXHIBIT B. The Statements of Economic Interest shall be maintained as public records and shall be made available for public inspection and reproduction (Government Code § 82008).



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: College Districts

Agency: South Orange County Community College District

Position	Disclosure Category	Files With	Status
ADA Compliance and Leave Administration Manager	OC-02	COB	Unchanged
Assist. Dean, Health Science and Human Svcs./Dir. of Nursing	OC-02	COB	Unchanged
Assistant Athletic Director	OC-02	COB	Unchanged
Assistant Dean of Career and Technical Education	OC-02	COB	Unchanged
Assistant Dean of Community Outreach and Recruitment	OC-02	COB	Unchanged
Assistant Dean of Division/Director of Emeritus Institute	OC-02	COB	Unchanged
Assistant Dean of Financial Aid and Student Support Services	OC-02	COB	Unchanged
Assistant Dean, Noncredit, Adult & Community Education & AEBG	OC-02	COB	Unchanged
Assistant Director of Facilities	OC-01	COB	Unchanged
Assistant Director of Facilities - Capital Outlay Projects	OC-01	COB	Unchanged
Assistant Director of Fiscal Services	OC-01	COB	Unchanged
Assistant Director of Marketing and Creative Services	OC-02	COB	Unchanged
Assistant Director, Technology Services & Broadcast Systems	OC-02	COB	Unchanged
Assistant Manager, Child Development Center	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Assistant Vice President for Institutional Effectiveness	OC-02	COB	Unchanged
Associate Director of Adult Education	OC-02	COB	Unchanged
Associate Director of Applications Delivery	OC-02	COB	Unchanged
Asst Dean, Health and Wellness Center & Veterans Service Ctr	OC-02	COB	Unchanged
Athletics Director / Asst Dean of Kinesiology & Athletics	OC-02	COB	Unchanged
Board Member	OC-01	COB	Unchanged
Board Policies & Administrative Regulations Program Director	OC-02	COB	Unchanged
Buyer	OC-01	COB	Unchanged
Central Services Manager	OC-02	COB	Unchanged
Chancellor	OC-01	COB	Unchanged
Chief of Police	OC-02	COB	Unchanged
College Grants and Contracts Manager	OC-01	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Construction Manager	OC-01	COB	Unchanged
Consultant	OC-30	Agency	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: College Districts

Agency: South Orange County Community College District

Position	Disclosure Category	Files With	Status
Contract Specialist	OC-01	COB	Unchanged
Dean of Advanced Technology and Applied Science	OC-02	COB	Unchanged
Dean of Business Sciences, Online and Extended Education	OC-02	COB	Unchanged
Dean of Career Pathways and Dual Enrollment	OC-02	COB	Unchanged
Dean of Community Ed, Emeritus Inst., & K-12 Partnerships	OC-02	COB	Unchanged
Dean of Counseling Services	OC-02	COB	Unchanged
Dean of Economic Workforce Development & IDEA	OC-02	COB	Added
Reason: Adding position to designated filers list.			
Dean of Economic Workforce Development and Business Sciences	OC-02	COB	Unchanged
Dean of Enrollment Services	OC-02	COB	Unchanged
Dean of Fine Arts and Media Technology	OC-02	COB	Unchanged
Dean of Health Sciences and Human Services	OC-02	COB	Unchanged
Dean of Health Sciences, Kinesiology and Athletics	OC-01	COB	Category Changed
Reason: Disclosure category was changed from OC-02 to OC-01.			
Dean of Instruction, Economic and Workforce Development	OC-02	COB	Unchanged
Dean of Kinesiology and Athletics/Athletics Director	OC-01	COB	Unchanged
Dean of Liberal Arts	OC-02	COB	Unchanged
Dean of Mathematics, Science and Engineering	OC-02	COB	Unchanged
Dean of Online Education and Learning Resources	OC-02	COB	Unchanged
Dean of Social and Behavioral Sciences	OC-02	COB	Unchanged
Dean of Students and Counseling Services	OC-02	COB	Unchanged
Dean of the Arts	OC-02	COB	Unchanged
Dean of Transfer, Career and Special Programs	OC-02	COB	Unchanged
Dean of Wellness, Social Services & Child Development	OC-02	COB	Added
Reason: Adding position to designated filers list.			
Deputy Chief of Police	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Director of Annual Giving and Development Services	OC-02	COB	Unchanged
Director of ATEP Development	OC-01	COB	Category Changed
Reason: Disclosure category was changed from OC-02 to OC-01.			
Director of Audience Development	OC-02	COB	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: College Districts

Agency: South Orange County Community College District

Position	Disclosure Category	Files With	Status
Director of Career and Re-Entry Center	OC-02	COB	Unchanged
Director of Child Development Center	OC-02	COB	Unchanged
Director of College Broadcast Services	OC-02	COB	Unchanged
Director of Community Education	OC-02	COB	Unchanged
Director of Economic and Workforce Development	OC-02	COB	Unchanged
Director of Facilities Planning	OC-01	COB	Unchanged
Director of Financial Aid	OC-01	COB	Unchanged
Director of Fiscal and Contract Services	OC-01	COB	Unchanged
Director of Foster and Kinship Care Education Program	OC-02	COB	Unchanged
Director of Government and Community Relations	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Director of HR, Employee Relations and Compliance	OC-02	COB	Unchanged
Director of Information Technology - Academic Systems	OC-02	COB	Unchanged
Director of Information Technology - Administration Systems	OC-02	COB	Unchanged
Director of Information Technology-Infrastructure & Security	OC-02	COB	Unchanged
Director of International Students Program	OC-02	COB	Unchanged
Director of IVC Facilities	OC-01	COB	Unchanged
Director of Learning Assistance	OC-02	COB	Unchanged
Director of Marketing and Communications	OC-02	COB	Unchanged
Director of Marketing, Communications & Community Relations	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Director of Outreach and Recruitment	OC-02	COB	Unchanged
Director of Outreach, Recruitment and Student Services	OC-02	COB	Added
Reason: Adding position to designated filers list.			
Director of Performing Arts and Operations	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Director of Public Relations and Marketing	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Director of Recruitment and Employment Services	OC-02	COB	Unchanged
Director of Research, Planning and Accreditation	OC-02	COB	Unchanged
Director of Site Development	OC-02	COB	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: College Districts

Agency: South Orange County Community College District

Position	Disclosure Category	Files With	Status
Director of Student Health Center	OC-02	COB	Unchanged
Director of Student Life	OC-02	COB	Unchanged
Director of Student Life and Equity	OC-02	COB	Unchanged
Director of Student Success and Support Program	OC-02	COB	Unchanged
Director of Technology Services	OC-02	COB	Unchanged
Director of Technology Services and Broadcast Systems	OC-02	COB	Unchanged
District Accountant	OC-02	COB	Unchanged
District Director of Public Affairs and Government Relations	OC-02	COB	Added
Reason: Adding position to designated filers list.			
District Director of Research, Planning and Data Mgmt.	OC-02	COB	Unchanged
District Director, Chancellor and Board Operations	OC-01	COB	Renamed
Reason: FROM: Manager, Office of the Chancellor and Trustee Services TO: District Director, Chancellor and Board Operations			
Employer / Employee Relations Manager	OC-02	COB	Unchanged
Exec Director, Procurement, Central Svcs & Risk Management	OC-01	COB	Unchanged
Executive Director of College Foundation	OC-01	COB	Unchanged
Executive Director of Facilities Planning	OC-01	COB	Unchanged
Executive Director of Fiscal Services/Comptroller	OC-01	COB	Unchanged
Executive Director of HR and Employer-Employee Relations	OC-01	COB	Unchanged
Executive Director of Marketing and Creative Services	OC-02	COB	Unchanged
Executive Director of Public Private Partnership Development	OC-01	COB	Unchanged
Facilities Grounds and Day Custodial Supervisor	OC-01	COB	Renamed
Reason: From: Facilities Operations Supervisor To: Facilities Grounds and Day Custodial Supervisor			
Facilities Maintenance and Energy Projects Manager	OC-01	COB	Unchanged
Grant Project Manager	OC-02	COB	Unchanged
Grant Project Manager for Real Estate	OC-02	COB	Unchanged
Grants Program Manager	OC-01	COB	Unchanged
Instructional Site Supervisor	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Internal Auditor	OC-02	COB	Unchanged
Manager of College Fiscal Services	OC-01	COB	Unchanged



Conflict of Interest Code EXHIBIT A (Final Draft)

Entity: College Districts

Agency: South Orange County Community College District

Position	Disclosure Category	Files With	Status
Manager, Office of the President	OC-01	COB	Unchanged
Night Facilities Operations Supervisor	OC-02	COB	Unchanged
Payroll and Benefits Manager	OC-01	COB	Unchanged
Police Operations Lieutenant	OC-02	COB	Unchanged
President	OC-01	COB	Unchanged
Program Director, Categorical (DOL/TAACCCT)	OC-02	COB	Deleted
Reason: Deleting position since it no longer exists in the District.			
Project Director of Career Technical Education	OC-02	COB	Unchanged
Purchasing and Contracts Manager	OC-01	COB	Unchanged
Registrar	OC-02	COB	Unchanged
Risk Manager	OC-01	COB	Unchanged
Senior Buyer	OC-01	COB	Unchanged
Senior Director of College Facilities	OC-01	COB	Unchanged
Student Information Systems (SIS) Support Manager	OC-02	COB	Unchanged
Student Payment and Veterans Offices Manager	OC-02	COB	Unchanged
Systems Manager, Computers and Networking Operations	OC-02	COB	Unchanged
Vice Chancellor of Business Services	OC-01	COB	Unchanged
Vice Chancellor of HR and Employer-Employee Relations	OC-01	COB	Unchanged
Vice Chancellor of Technology and Learning Services	OC-01	COB	Unchanged
Vice President for College Administrative Services	OC-01	COB	Unchanged
Vice President for Instruction	OC-02	COB	Unchanged
Vice President for Student Services	OC-02	COB	Unchanged
Workday HCM/Fin Enterprise Resource Planning Program Manager	OC-02	COB	Unchanged

Total: 128



Disclosure Descriptions EXHIBIT B (Final Draft)

Entity: College Districts
Agency: South Orange County Community College District

Disclosure Category	Disclosure Description	Status
OC-01	All interests in real property in Orange County, the authority or the District as applicable, as well as investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged
OC-02	All investments, business positions and sources of income (including gifts, loans and travel payments).	Unchanged
OC-30	Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest category in the code subject to the following limitation: The County Department Head/Director/General Manager/Superintendent/etc. may determine that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure required. The determination of disclosure is a public record and shall be filed with the Form 700 and retained by the Filing Officer for public inspection.	Unchanged

Grand Total: 3

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-110 Code of Ethics – Standards of Practice, BP-120 Regular Meetings of the Board, BP-160 Personal Use of Public Resources, BP-1500 Naming of College Facilities, BP-2100.1 Delegation of Authority to the Academic Senate, BP-2100.2 Role and Scope of Authority of the Academic Senates, BP-3530 Compliance with Payment Card Industry Data Security Standards (PCI-DSS), BP-4002 Job Specifications and Authorized Positions, BP-4021 Classified Managers, BP-4077 Excused Absence (Without Loss of Pay), BP-4201.4 Reclassification of Classified Personnel, BP-5300.5 Grade Changes, BP-5607 Nonresident Student Tuition

ACTION: Review and Study

BACKGROUND

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

STATUS

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

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on November 8, 2018 for review and recommendation to the Chancellor.

RECOMMENDATION

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

BOARD POLICY

110

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

CODE OF ETHICS - STANDARDS OF PRACTICE

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to establish and uphold, implement and enforce all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

Each member of the Board will:

1. Avoid any situation that may constitute a conflict of interest and disqualify him/her from participating in decisions in which ~~he or she~~ she or he has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
2. Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members. Once the Board reaches a decision, act in support of the decision.
3. Maintain confidentiality of all Board discussions held in closed session in accordance with the Brown Act and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with Board Policy 122.
4. As an agent of the public, entrusted with public funds, protect, advance and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.
5. Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, mental or physical disability, gender identity, gender expression, ethnic group identification, medical condition, genetic information, pregnancy, sex, or sexual orientation in any of its policies, ~~procedures~~ regulations or practices.
6. In all decisions hold the educational welfare and equality of opportunity of the students of the District as his or her primary concern; Board members should demonstrate interest in the respect for student accomplishments by attending student ceremonies and events.

Adopted: 09-26-77
03-7-88
04-26-99

09-29-03
12-06-10
09-26-11

Page 1 of 3

7. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
8. Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
9. Enhance ~~his or her~~ her or his ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences s on the duties and ~~responsibility~~ responsibilities of trustees.
10. Promote and maintain good relations with fellow Board members by:
 - A. Respectfully working with other Board members in a spirit of harmony and cooperation and affording each member courteous consideration of his or her opinion.
 - B. Respecting the opinion of others and abiding by the principle of majority rule.
 - C. Working with Board members in a spirit of respect and civility in spite of differences of opinion that may arise during vigorous debates of various points of view.
11. Promote an effective working relationship with the Chancellor and district staff by:
 - A. Providing the responsibility, necessary authority, and support to effectively perform their duties.
 - B. Referring questions, complaints, and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.
 - C. Being an advocate of the District in the community by encouraging support for and interest in the South Orange County Community College District.
 - D. Remembering at all times that an individual trustee has no legal authority outside the meetings of the Board and should conduct their relationships with District staff, students, the local citizenry, and the media on that basis.
 - ~~D.E.~~ Use or permit others to use public resources, supplies, and/or equipment, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

ENFORCEMENT

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board reserves the right to censure any Board member who does not adhere to this policy or engages in other unethical conduct.

Adopted: 09-26-77
03-7-88
04-26-99

09-29-03
12-06-10
09-26-11

- A. Censure is an official expression of disapproval passed by the Board of Trustees. A Board member may be subject to a resolution of censure by the Board of Trustees should it be determined ~~the Trustee~~ that Board member misconduct has occurred.
- B. A complaint of ~~Trustee~~ Board member misconduct will be referred to the Board President and Chancellor.
 - 1. With the assistance of legal counsel, the Board President will appoint an ad hoc committee of three ~~Trustees~~ Board members not associated with the complaint to conduct an investigation and review of the matter. In the event the complaint involves the Board President, another officer of the Board shall form the ad hoc committee. A thorough fact finding process, formulated in a manner deemed appropriate by the committee, shall be initiated. The committee shall be guided in its inquiry by the standards set forth in this policy and shall complete their inquiries within a reasonable period of time.
- C. The ~~Trustee~~ Board member subject to the charge of misconduct shall not be precluded from presenting information to the committee.
- D. The committee shall, within a reasonable period of time, make a report of its findings to the Board of Trustees for action.
- E. Board members who are found by a majority of the Board to have acted unethically or to have violated this policy may be subject to reprimand, possible exclusion from closed sessions, public censure, referral to the District Attorney for criminal prosecution, or other action as determined by the Board.

Reference:

Accreditation Standard IV-B.1. a, c, & h. C.11

Government Code Section 8314

Penal Code Section 424

Adopted:	09-26-77	09-29-03
	03-7-88	12-06-10
	04-26-99	09-26-11

BOARD POLICY

120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board shall normally be held the fourth Monday of the month at Saddleback College, 28000 Marguerite Parkway, Mission Viejo, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting. All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular and special meetings of the Board shall be open to the public, be accessible to persons with disabilities, not prohibit the admittance of any person, or persons, on the basis of ancestry or any characteristic listed or defined in Government Code Section 11135, and otherwise comply with Brown Act provisions, except as required or permitted by law.

Reference:

Education Code Section 72000(d);

Government Code 54952.2, 54953 et seq.; and 54961

Adopted: 8-27-07

Reviewed by BPARAC & Chancellor on 5-20-13.No recommended change to policy.

BOARD POLICY

160

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

PERSONAL USE OF PUBLIC RESOURCES

DELETE - Incorporated language into BP 110 Code of Ethics- Standards of Practice

~~No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.~~

Reference:

- ~~—Government Code Section 8314;~~
- ~~—Penal Code Section 424~~
- ~~—Board Policy 4001 Personal Use of Public Resources~~

Adopted: 8-27-07

Revised: 6-17-13

BOARD POLICY

1500

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICTCOMMUNITY
RELATIONS

NAMING OF COLLEGE FACILITIES

It is within the legal purview of the Board of Trustees to name campus buildings and other facilities based upon information provided by the chancellor, following an appropriate nomination and review process. The naming of facilities can have philosophical and practical value to the institution from the standpoint of identity and community and regional pride.

Procedures shall be established to assure that the name of campus buildings and other facilities will be consistent in style and application. General guidelines to be applied to the process of naming campus buildings include the following:

1. Consideration of geographic location of facilities, including prominent landmarks and geographical features or community names.
2. Consideration of names with historic or cultural significance in the region.
3. Extraordinary financial support of the college to further its programs, activities or capital construction. Extraordinary financial support and/or contributions are defined as follows:
 - a) For buildings:
 - i) A donation in the amount of \$10 million or more for existing buildings.
 - ii) A donation of fifty percent (50%) or more of the total project cost of a newly constructed or newly renovated building.
 - b) For parts of buildings or particular areas (classrooms, patios, gardens, theaters, or other identifiable features.
 - i) A donation of fifty percent (50%) or more of the total cost of the specific part of the building or particular area for newly constructed or newly renovated areas.
 - ii) A donation of \$1.5 million or more for an existing athletic field or area.
 - iii) A donation of \$500,000 or more for an existing building wing or floor.
 - iv) A donation of \$250,000 or more for an existing auditorium, theatre, cafeteria, scoreboard, or similar building area.
 - v) A donation of \$100,000 or more for an existing assembly area, testing center, study area, or other similar building area.

Adopted: 12-12-83
 Revised: 03-07-88
 Revised: 04-26-99

Revised: 09-29-03
 Revised: 10-27-08
 Revised:

vi) A donation of \$50,000 or more for an existing major lecture hall, specialized classroom, or similar specialized room.

vii) A donation of \$25,000 or more for an existing standard classroom or laboratory space.

viii) A donation of \$10,000 or more for an existing conference room or office space.

4. Extraordinary contribution to the college and its students by an individual, group or organization other than college staff.
5. Extraordinary individual or organizational service to the community served by the college, not necessarily the college alone.
6. Extraordinary and/or long-standing service by a former member of the faculty, staff, student body, administration or Board of Trustees to the students and programs of Irvine Valley College, Saddleback College, and/or Advanced Technology and Education Park (ATEP).
7. ~~Other extraordinary reasons as determined by the Board of Trustees.~~

The District reserves the right to change the name of the college facilities at any time. This policy does not apply to the building identifiers or locations such as: BGS or BSTIC.

Reference:

California Education Code, Section 72000

Adopted:	12-12-83	Revised:	09-29-03
Revised:	03-07-88	Revised:	10-27-08
Revised:	04-26-99	Revised:	

BOARD POLICY

2100.1

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

DELEGATION OF AUTHORITY TO THE ACADEMIC SENATE

In response to Title 5, California Code of Regulations, it is the policy of the Board of Trustees that there shall be appropriate delegation to the college academic senates of responsibility for and authority over academic and professional matters. Regarding such matters, the Board of Trustees:

1. Recognizes the college academic senates as the representative of the faculties; and
2. Will rely primarily upon the advice and judgment of the academic senates in accordance with processes of collegial consultation as defined below; and
3. Designates the Chancellor of the District as its agent for purposes of implementation.

I. SCOPE

Academic and professional matters upon which the Board of Trustees will rely primarily upon the advice and counsel of the academic senates.

1. Curriculum, including established prerequisites and placing courses within disciplines;
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development; and
11. Other matters as mutually agreed upon between the Board of Trustees and the academic senate, or as otherwise provided by statute or regulation.

Adopted: 05-08-95 Revised: 07-26-04
Revised: 04-26-99 Revised: 06-25-12
Revised: 02-25-02

II. PROCESS OF COLLEGIAL CONSULTATION

Primary reliance upon the advice and counsel of the academic senates means that the Board of Trustees and/or its designees will accept the recommendations of the academic senates regarding academic and professional matters as itemized above, and will act otherwise only in exceptional circumstances and for compelling reasons. If a recommendation of the senate is not accepted, the Board of Trustees or its designee will promptly communicate its reasons in writing. Such explanation will convey the “exceptional circumstances and compelling reasons” that necessitated the action in question.

In exercising their delegated authorities and responsibilities, the college academic senates will consult collegially with administrative staff and other governance groups and will do so through appropriate governance processes developed and implemented at each college. Each college president has the responsibility and the authority to determine whether the college senate has duly observed these obligations and may refuse to accept recommendations that have been formulated outside defined processes of college governance. Any such rejection is to be made in writing and is to specify the procedural concerns to be addressed before the recommendation is reconveyed.

III. IMPLEMENTATION

All existing policy regulations, procedures, and guidelines addressing academic and professional matters will remain in place and be subject to modification only through the processes of collegial consultation as defined herein. The academic senates will honor requests from the Board of Trustees and/or its agents to review relevant policies, regulations, procedures, and/or guidelines should be Board of Trustees and/or its agents believe that modifications are necessary or appropriate.

IV. STATUS

Board Policy 2100.1 is in mutual agreement between the governing board and the academic senates and may be modified upon mutual consent of the parties.

Nothing contained herein will limit other rights and responsibilities of the academic senate as otherwise provided in statute or regulation, nor will this policy constrain the Board of Trustees in ways other than are herein agreed. Nothing contained herein is to impinge upon the due process rights of faculty, nor to limit the collective bargaining rights of the faculty’s exclusive representative. The Board of Trustees will respect agreements between the academic senates and collective bargaining agents as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are delegated to the senates pursuant to this policy.

Reference:

Title 5 California Code of Regulations; Sections 53200-53205, 53203(a), (d), (d.1)

Adopted:	05-08-95	Revised:	07-26-04
Revised:	04-26-99	Revised:	06-25-12
Revised:	02-25-02		

BOARD POLICY

2100.2

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

ROLE AND SCOPE OF AUTHORITY OF THE ACADEMIC SENATES

- I. This Policy and Board Policy 2100.1 (“Delegation of Authority to the Academic Senate”) are intended to define the role and scope of authority of the District’s academic senates in relation to the Board of Trustees. Nothing contained in this Policy is intended to limit or abridge any other authority granted to the academic senates by either the Education Code or Title 5 of the California Code of Regulations.
- II. It is the policy of this Board that:
 - A. Faculty have the right to participate in district and college governance;
 - B. Faculty have the opportunity to express their opinions at the college and district level, and to ensure that these opinions are given every reasonable consideration, and;
 - C. The academic senates assume primary responsibility ~~for making recommendations~~ in the areas of curriculum and academic standards.
- III. Pursuant to Education Code, hiring criteria, policies and ~~procedures~~ regulations for new faculty members shall be developed and shall be mutually agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board.¹
- IV. Pursuant to Education Code, the process by which the Board of Trustees determines whether an administrator whose administrative assignment has expired or has been terminated possesses the minimum qualifications for assignment as a first year probationary faculty member shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senate, and approved by the Board. The Board of Trustees will rely primarily on the advice and judgment of the academic senates in determining that the administrator possesses the minimum qualifications for employment as a faculty member. The Board of Trustees will provide the academic senates with an opportunity to present their views to the Board before the Board makes the determination whether an administrator possesses the minimum qualifications for assignment as a first year probationary faculty member, and that the written record of the Board’s decision,

¹ See Board Policies 4011.1 and 4011.2

including the views of the academic senate, shall be available for review pursuant to Education Code.²

- V. Pursuant to Education Code, the process, as well as the criteria and standards by which the Board of Trustees determines whether a potential faculty member possesses qualifications at least equivalent to the minimum qualifications specified in the regulations of the Board of Governors shall be developed and agreed upon jointly by representatives of the Board of Trustees and the academic senates, and approved by the Board. The Board of Trustees shall rely primarily upon the advice and judgment of the academic senates in determining that each individual faculty member employed under the authority granted by the regulations of the Board of Governors possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in the regulations adopted by the Board of Governors. The Board of Trustees shall provide the academic senates with an opportunity to present their views to the Board before the Board makes a determination on possession of equivalent qualifications, and that the written record of the Board's decision, including the views of the academic senates, shall be available for review pursuant to Education Code.

Reference:

Education Code Sections 7090(1)(b)(1)(E), 87358-59, 70902(b)(7), 87360, 87458
California Code of Regulations Section 51023, 53200-53206 ~~87360, 87458, 87359~~

²See Board Policy 4091.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3530

BUSINESS

COMPLIANCE WITH PAYMENT CARD INDUSTRY DATA SECURITY STANDARDS (PCI-DSS)

The Payment Card Industry (PCI) Data Security Standards (DSS), a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council, including American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa, Inc. International, to help facilitate the broad adoption of consistent data security measures on a global basis.

Compliance with the PCI-DSS standards is required in order to accept credit cards for student registration and other financial transactions.

It is the intent of the South Orange County Community College District to adhere to the requirements of the Payment Card Industry Data Security Standards (PCI-DSS).

~~The Chancellor or designee is hereby authorized to adopt and implement such administrative regulations to implement this policy.~~ Requirements for PCI third party compliance are addressed in Administrative Regulation 3733.

BOARD POLICY

4002

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

JOB SPECIFICATIONS AND AUTHORIZED POSITIONS

The Chancellor, ~~or designee~~, will recommend the establishment of new academic, classified, and unclassified job classifications to the Board of Trustees. ~~In addition, the~~ The Office of Human Resources will provide a job specification and proposed salary range for each proposed position.

Adopted:	08-24-82	Revised:	01-20-04
Revised:	04-10-89	Revised:	05-23-11
Revised:	04-26-99		

BOARD POLICY

4021

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CLASSIFIED MANAGERS

Classified managers are not employed as educational administrators.

Classified managers, regardless of job description, have authority to recommend to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, ~~or~~ and have the responsibility to assign work to and direct them, or to adjust their grievances, ~~or effectively recommend such action.~~

Classified managers, regardless of job description, have significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.

Classified managers may be employed in the same manner as the other members of the classified service. If a classified manager is employed as a regular member of the classified service, employment shall be consistent with other provisions of these policies regarding employment of classified employees.

Reference:

*Government Code Section 3540.1(g) and (m);
Education Code Section 87002*

Adopted: 4-28-08

Reviewed by BPARAC & Chancellor on 9-24-12. No recommended change to policy.

BOARD POLICY

4077

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

~~PERSONNEL~~ HUMAN RESOURCES

EXCUSED ABSENCE (Without Loss of Pay)

The appropriate administrators, managers and/or supervisors are authorized to excuse an employee for an occasional absence for up to two (2) hours for personal business when such an absence from the employee's regular duties is deemed an exceptional circumstance and in the best interest of the ~~district~~ District or of such a nature that the employee's absence is required during a regular work day.

The Chancellor or the appropriate college president is authorized to excuse an employee for up to one day.

Excused leave of absence of due to change of assignment for more than one day requires approval of the Board of Trustees.

Adopted:	2-13-68	Revised:	2-28-94	Revised:	10-13-10	Page 1 of 1
Revised:	6-04-69	Technical				
Revised:	4-10-89	Update:	4-26-99			

BOARD POLICY

4201.4

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

RECLASSIFICATION OF CLASSIFIED PERSONNEL

The ~~district's~~ **District's** plan for reclassification is to provide for periodic reviews of existing positions. The process for review of individual positions and new positions will occur periodically.

Adopted:	09-29-69	Technical	
Revised:	02-18-77	Update:	04-26-99
Revised:	04-10-89	Reviewed:	07-06-11

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5300.5

STUDENTS

GRADE CHANGES

The Chancellor shall implement administrative regulations to assure the accuracy and integrity of all grades awarded by faculty. The administrative regulations shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.
- Grade grievance procedures in the event a student believes mistake, bad faith, fraud or incompetence has occurred in assigning the grade.
- .
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, and transfer institutions, ~~accreditation agencies and law enforcement agencies~~ if unauthorized access to grade records and grade storage systems is discovered to have occurred. Accreditation agencies, government and law enforcement agencies may be notified, when warranted.

Reference:

*Education Code Sections 76224, 76232;
Title 5, Section 55025*

BOARD POLICY

5607

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

NONRESIDENT STUDENT TUITION

~~The Board of Trustees shall establish a tuition fee for all nonresident students no later than February 1 of each year. The fee will be calculated annually to cover the District's expense of education and brought forward for Board of Trustees' approval each January. The fee will be calculated by formula in accordance with California Education Code, and follow the guidelines of the California Community College Budget and Accounting Manual in determining the District's full expense of education. The nonresident tuition fee will be published in the College catalogs and on other print and electronic publications. The Chancellor or designee shall establish procedures regarding collection, waiver and refunds of nonresident tuition.~~

Nonresident students shall be charged nonresident tuition for all units enrolled, unless otherwise provided in law.

Not later than February 1 of each year, the Board of Trustees shall take action to establish nonresident tuition fees for the following fiscal year. The fees shall be calculated in accordance with guidelines contained in applicable state regulations and the *California Community Colleges Budget and Accounting Manual* to cover the District's expense of education.

The District may also implement a capital outlay fee equal to the amount expended by the District for capital outlay in the preceding fiscal year divided by the total full-time equivalent students in the preceding fiscal year.

The Chancellor shall establish procedures regarding collection, waiver, and refunds of nonresident tuition.

Reference:

California Education Code, Section ~~s~~ 76140-76141

Adopted:	05-15-89	Technical	
Revised:	03-25-96	Update:	04-26-99
		Revised:	02-28-11

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Board Policy Revision: BP-134 Decorum, BP- 154 Conflict of Interest, BP-158 Political Activity, BP-1600 Public Communications, BP-3002 Audits, BP-3003 Fiduciary Responsibilities and Ethics, BP-3115 Conflict of Interest, BP-3207 Drivers for District-Sponsored Activities, BP-3450 Traffic and Parking Regulations, BP-3500 Claims Against the District, BP-4000.9 Conflict of Interest, BP-4009 Drivers for College-Sponsored Activities, BP-4211 Retirement Benefits for Administrators and Classified Management Personnel, BP-5619 Advanced Placement Examination Program

ACTION: Approval

BACKGROUND

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

STATUS

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

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on October 18, 2018 for review and recommendation to the Chancellor. They were also brought to the Board of Trustees on October 29, 2018 for review and study.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the board policies as shown in EXHIBITS A through N.

BOARD POLICY

134

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

DECORUM

The following will be ruled out of order by the presiding officer:

~~a) Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.~~

b)a) Profanity, obscenity and other offensive language.

c)b) Physical violence and/or threats of physical violence directed towards any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

Before removal, a warning and a request that the person(s) curtail the disruptive activity will be made by the presiding officer. If the behavior continues, the person(s) may be removed by a vote of the Board, based on a finding that the person is violating this policy, and that such activity is intentional and has substantially impaired the conduct of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall consider only matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Reference:

Education Code Section 72121.5;

Government Code Section 54954.3 (b)

Adopted: 8-27-07

Revised: 7-30-18

Page 1 of 1

BOARD POLICY

154

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

CONFLICT OF INTEREST

Board members shall not be financially interested in any purchase or contract made by the Board or in any purchase or contract they make in their capacity as board members.

A board member shall not be considered to be financially interested in a contract if his/her ~~or her~~ interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A board member who has a remote interest in any contract considered by the Board shall disclose her/his ~~or her~~ interest during a board meeting and have the disclosure noted in the official board minutes. The board member shall not vote or debate on the matter or attempt to influence any other board member to enter into the contract.

A board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her ~~or her~~ duties as an officer of the district.

In compliance with law and regulation, the Chancellor shall establish administrative ~~procedures~~ regulations to provide for disclosure of assets or income of board members who may be affected by their official actions, and prevent members from making or participating in the making of board decisions which may foreseeably have a material effect on their financial interest.

Pursuant to ~~The~~ the Political Reform Act (Government Code Sections 81000-91014) and the Conflict of Interest Code, Board members shall file statements of economic interest (Form 700) with the filing officer identified by the administrative ~~procedures~~ regulations.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Reference:

Government Code Sections 1090, et seq.; 1126; 87200, et seq.;
Title 2, Sections 18730 et seq.

BOARD POLICY

158

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

POLITICAL ACTIVITY

Members of the Board of Trustees or any District employee shall not use District funds, services, supplies or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the governing board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond measures or other ballot measures.

Reference:

Education Code Sections 7054.1; 7056;

Government Code 8314

BOARD POLICY

1600

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

COMMUNITY
RELATIONS

PUBLIC COMMUNICATIONS

The public information function is a multi-faceted responsibility to inform the community, promote a positive image and provide accountability to the taxpayers about the district and campuses.

RELEASE OF INFORMATION

The Board of Trustees authorizes the Chancellor to establish and implement procedures for the issuance of official statements to the media on behalf of ~~district~~ District services Services, Saddleback College Irvine Valley College, and the Advanced Technology & Education Park. Employees are encouraged to refer media representatives to the appropriate public information office. Information related to personnel matters shall be reviewed and authorized by the Office of Human Resources. Information related to student matters shall be reviewed and authorized by the College Vice Presidents for Student Services or designee and shall be in compliance with Board Policy and Administrative Regulation 5615.

PUBLIC INFORMATION

The Chancellor is responsible for establishing procedures to review external communications, including advertising and marketing, produced for dissemination to the public and students. Those communications must be in compliance with adopted visual identity guidelines, established within ~~district~~ District services Services, Saddleback College, Irvine Valley College, and the Advanced Technology & Education Park.

Reference:

Government Code Sections 89001 and 89002

Fair Political Practices Commission Regulation 18901.01

BOARD POLICY

3002

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

AUDITS

There shall be an annual external audit of all funds, books and accounts of the District in accordance with the regulations of Title 5. The Chancellor or his/her designee shall assure that an annual external audit is completed. The Chancellor or his/her designee shall recommend a certified public accountancy firm to the Board with which to contract for the annual audit. The Chancellor or his/her designee will select a certified public accountancy firm for a term not to exceed five (5) years.

The Board of Trustees will maintain an audit subcommittee whose members shall be assigned annually during the Board's organizational meeting. The Board Audit Committee shall meet twice each year with the independent auditor to discuss the plan and timing of the upcoming audit as well as the draft audit report at the end of the audit and will have an opportunity to confer with the independent auditor prior to the final audit being presented to the governing board.

Reference:

Education Code Section 84040(b)

Title 5, Sections 59102, 59106

ACCJC Accreditation Standard III.D.7

Adopted: 09-29-03
Revised: 04-28-08
Revised: 03-26-18

BOARD POLICY

3003

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

FIDUCIARY RESPONSIBILITIES AND ETHICS

An employee shall not have any participation in the recommendation of any purchase or contract made by the District or of any facilities usage granted by the District in which an employee has a financial interest as defined in Administrative Regulation 4001 or in which the employee is related to or living in the same household as the entity being purchased from, contracted with or granted usage of the District facilities. An employee shall not be deemed to be financially interested in a contract if he or she has only a remote interest in the contract. Remote interests are specified in Government Code Section 1091(b).

An employee shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his or her duties.

Employees shall not accept from any single source in any calendar year any gifts in excess of the prevailing gift limitation specified in law. The limitation on gifts does not apply to wedding gifts and gifts exchanged between individuals on birthdays, holidays and other similar occasions, provided that the gifts exchanged are not substantially disproportionate in value. Gifts of travel and related lodging and subsistence shall be subject to the limitations except as described in Government Code Section 89506. A gift of travel does not include travel provided by the District.

Reference:

Government Code Sections 1090, et. Seq. ~~1(b)~~, 89506

~~BOARD POLICY~~

~~3115~~

~~SOUTH ORANGE COUNTY~~

~~BUSINESS~~

~~COMMUNITY COLLEGE DISTRICT~~

~~CONFLICT OF INTEREST~~

~~The Chancellor shall establish procedures for filing of statements of economic interest (Form 700) for designated employees, with the filing officer as identified by the administrative procedure. The Chancellor shall ensure compliance with the requirements of Title 2, The Political Reform Act and the Conflict of Interest Code.~~

Reference:

~~—Government Code Sections 87103(e), 87300-87302, 89501, 89502 and 89503;~~

~~—Title 2, Sections 18730 et seq.~~

BOARD POLICY

40093207

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICTPERSONNEL BUSINESS

DRIVERS FOR ~~COLLEGE~~DISTRICT-SPONSORED ACTIVITIES

The South Orange County Community College District and Board of Trustees want to ensure the safety of students, community members, faculty, and staff when attending activities sponsored on behalf of the District. Transportation for District sponsored activities shall be provided consistent with state law, Board Policy, and administrative procedures as established by the Chancellor.

Only those employees, students and volunteers who meet the minimum standards established by the District and have been approved pursuant to District regulations, shall be allowed to drive vehicles owned by, leased by or rented by the District. Private vehicles must meet all the same requirements of District vehicles. The Chancellor or designee shall establish regulations to ~~insure~~ ensure all District and Department of Motor Vehicle (DMV) provisions are covered.

District-sponsored activities for the purpose of this policy are defined as any activity such as tours, field trips, events, conferences, athletic events, clinics, programs, etc. on or off District premises that are planned, aided, and authorized by a college or District administrator or manager. All District-sponsored activities involving students shall require supervision of a District employee deemed "supervisor". Unsupervised student activities, assignments, extra credit work, and/or homework, as well as, study abroad, do not constitute District-sponsored activities for the purposes of this policy.

References:

Education Code Section 82305.6 Transportation
California Code of Regulations, Title 13, Division 1 Motor Vehicles, Chapter 1 DMV
California Dept. of Motor Vehicles Commercial Driver Handbook (2017-2018)
California Dept. of Motor Vehicles online resources: www.dmv.ca.gov/
41 U.S. Code 5151, Federal Drug-Free Workplace Act of 1988
California Vehicle Code Section 233 & 15278
California Public Contracting Code 10326.1

Adopted	4-13-70	Revised	2-28-94		Page 1 of 1
Revised:	10-08-73	Revised	12-04-95	Revised	12-06-10
Revised	4-10-89	Technical Update	4-26-99		

BOARD POLICY

3450

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

TRAFFIC AND PARKING REGULATIONS

Traffic and parking regulations are developed at the college level, ~~and recommended by~~ to the Chancellor, ~~approved by the Board of Trustees, and made available through publications and college websites.~~ These regulations ~~will be relatively~~ shall be consistent on all campuses and sites to accommodate those students attending classes at more than one location. Parking fees may be established.

The Board of Trustees authorizes Saddleback College and Irvine Valley College Police Departments ~~(formerly known as Department of Safety and Security)~~ to issue traffic and parking citations within the boundaries of District properties. Both Saddleback College and Irvine Valley College shall offer a delinquent parking citation payment plan consistent with laws and regulations.

Reference:

California Education Code Sections 67301 and 76360

California Vehicle Code Sections 4000.1, 4760, 21107.8, 21113, 26708(b)(3), 40215, 40220, 42001

California Penal Code Section 118

Adopted:	03-28-77	Revised:	10-21-80	Revised:	09-29-03
Revised:	08-28-78	Revised:	05-23-88	Revised:	12-06-10
Revised:	02-13-79	Revised:	11-14-94	Revised:	05-16-16
Revised:	06-09-80	Revised:	04-26-99		

BOARD POLICY

3500

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

BUSINESS

CLAIMS AGAINST THE DISTRICT

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with ~~Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code~~ applicable codes, rules and regulations.

Claims must be presented according to this policy and related ~~procedures~~ regulations as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages and allowances: claims for fees, salaries or wages, mileages, or other expenses and allowances.
- ~~Lawsuits or other types of legal process shall be served to the Chancellor or his/her designee.~~

Claims, lawsuits, subpoenas, and/or other types of legal process for the District shall be served to South Orange County Community College District, Office of Risk Management, Attention: District Risk Manager.

The District designates the Vice Chancellor of Business Services or designee as the person authorized to reject and/or provide notice of its insufficiency for claims filed with the Board of Trustees and to settle claims up to the amount authorized in Board Policy 2100.

~~[See Administrative Regulation 3500—Claim Procedures]~~

Reference:

Education Code section 72502;

Government Code Sections 900 et seq. 910, 935.2, and 935.4

Adopted: 2-24-76
Revised: 5-23-88
Revised: 10-18-93
Revised: 4-26-99
Revised: 9-29-03
Revised: 10-27-08

9-21-18 BPARC

BOARD POLICY

4000.9

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CONFLICT OF INTEREST

The Chancellor shall establish procedures for filing of statements of economic interest (Form 700) for designated employees, with the filing officer as identified by the administrative regulation. The Chancellor shall ensure compliance with the requirements of Title 2, the Political Reform Act and the Conflict of Interest Code.

Reference:

*Government Code Sections 87103(e), 87300-87302, 89501, 89502 and 89503;
Title 2, Sections 18730 et seq.*

BOARD POLICY

4009

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

DRIVERS FOR COLLEGE SPONSORED ACTIVITIES

DELETE – New board policy BP-3207 Drivers for District-Sponsored Activities

~~Only those employees, student and volunteers who meet the minimum standards established by the District and have been approved pursuant to District regulations, shall be allowed to drive vehicles owned by, leased by or rented by the District. Private vehicles must meet all the same requirements of District vehicles. The Chancellor or designee shall establish regulations to insure all District and DMV provisions are covered.~~

Adopted: 4-13-70
Revised: 10-08-73
Revised: 4-10-89
Revised: 2-28-94
Revised: 12-04-95
Technical Update: 4-26-99
Revised: 12-06-10

BOARD POLICY

4211

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

RETIREMENT BENEFITS FOR ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

I. Medical, Dental, and Vision Benefits

- A. Medical, dental, and vision benefits in effect in the District at the time of retirement of an administrator or, classified management employee shall continue in effect upon the employee's retirement for those employees who have been employed full-time by the District for ten (10) years immediately preceding the date of retirement and who concurrently retire from either STRS and/or PERS.

1. Medical, dental, and vision benefits shall continue in effect for the retiree and eligible dependents until the retiree is sixty-five (65) years old.

If at age sixty-five (65) the retiree is eligible for Medicare benefits (Parts A and B), the District will provide supplemental medical coverage to Medicare for the retiree only.

2. If at age sixty-five (65) the retiree is not eligible for Medicare benefits, the District obligation to the retiree shall be terminated (i.e., the District shall not pay for any medical, dental or vision insurance for the retired employee nor provide any supplemental coverage).

Adopted: 3-23-81

Revised: 9-14-81

Revised: 4-10-89

Revised: 4-26-99

Revised: 5-24-04

Revised: 1-31-05

Revised: 8-29-11

9-21-18 BPARC

BOARD POLICY

5619

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ADVANCED PLACEMENT EXAMINATION PROGRAM

South Orange County Community College District will grant credit for College Entrance Examination Board Advanced Placement Examinations satisfactorily passed during the junior and senior years of high school with a score of 3, 4, or 5.

Determination of whether specific course or elective credit is to be awarded in any area is made by the academic division offering the subject matter.

Specific credit awarded for AP exams with passing scores has been established as indicated in the College catalogs.

Revised: 5-15-89
Technical Update: 4-26-99
Revised: 2-28-11
Reviewed:

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

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

ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the academic employees and classified administrators' personnel actions as shown in Exhibits A and B.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ACADEMIC EMPLOYEE AND CLASSIFIED ADMINISTRATOR PERSONNEL
ACTIONS/RATIFICATIONS**

A. NEW PERSONNEL APPOINTMENTS

1. **ADMINISTRATIVE EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)

- a. BUI, BROOKE, Employee ID# 017270 is to be employed as Dean of Liberal Arts, Pos. # P0004745, Office of Instruction, Irvine Valley College, effective November 1, 2018. Placement on the Academic & Classified Administrators/Classified Managers Salary Schedule: Range 22, Step 3, effective November 1, 2018. (Exhibit B, Attachment 1)

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

Applicant	Highest Degree	Assignment	Approx. Salary Placement	Start Date
Allen, Philip	BA/Music Industry	Music/SC	1	01/14/19
Calacino, Michael	MFA/Drama	Theatre Arts/SC	5	01/14/19
Ding, Yujia	MS/Biological Sciences	Biology/IVC	2	01/14/19
Gavin, Danielle	MS/Nursing Education	Nursing/SC	2	01/14/19
Hur, Lana	BA/Music	Music/IVC	1	01/14/19
Lawson, Bryan	MA/History	History/IVC	2	01/14/19
Long, Shelby	MS/Reading Education	Reading/SC	2	01/14/19
Schwartz, Gail	MS/Education-TESOL	Adult ESL/IVC	2	01/14/19

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the 2018/2019 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Adams, Brittany	Chair, Humanities	\$6,147.00	01/14/19-05/22/19
Ambrose, Art	Co-Chair, Physical Sciences 1	\$3,073.50	01/14/19-05/22/19
Bailey, Cheryl	Chair, Library Services	\$2,390.50	01/14/19-05/22/19
Bailey, Cheryl	OETF Faculty Co-Coordinator 1	\$4,098.00	01/14/19-05/22/19
Bailey, Cheryl	SLO Facilitator 2	\$2,732.00	01/14/19-05/22/19
Brass, Monique	Fitness Center Facilitator	\$5,464.00	01/14/19-05/22/19
DeRoulet, Daniel	Writing Center Facilitator	\$5,464.00	01/14/19-05/22/19
Donavan, Keith	SLO Facilitator 1	\$4,098.00	01/14/19-05/22/19
Donovan, Keith	Program Review Coordinator	\$4,098.00	01/14/19-05/22/19
French, Jules	Fac., Forensics 1 st Half Semester	\$3,415.00	01/14/19-05/22/19
Gabriella, Wendy	Chair, Anthropology	\$1,707.50	01/14/19-05/22/19
Hernandez, Jerry	Co-Chair, Kinesiology, Health/Ath 1	\$2,732.00	01/14/19-05/22/19
Hochwald, Seth	Co-Chair, Computer Science 1	\$1,202.08	01/14/19-05/22/19
Kaufmann, Jefferey	Co-Chair, Bio 2	\$3,415.00	01/14/19-05/22/19

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for the 2018/2019 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
King, Donna	Chair, Human Development	\$2,390.50	01/14/19-05/22/19
Kirk, Julie	Chair, Visual Arts	\$7,513.00	01/14/19-05/22/19
LaCuran, Jennifer	Chair, Dance	\$4,781.00	01/14/19-05/22/19
Loke, Chan	Co-Chair, Computer Science 2	\$1,202.08	01/14/19-05/22/19
Monte, Brent	Co-Chair, Mathematics 1	\$4,781.00	01/14/19-05/22/19
Noroozi, Zahra	OETF Faculty Co-Coordinator 2	\$4,098.00	01/14/19-05/22/19
Pham, Lan	Co-Chair, Mathematics 2	\$4,781.00	01/14/19-05/22/19
Rodriguez, Roland	Co-Chair, Bio 1	\$3,415.00	01/14/19-05/22/19
Rybold, Gary	Chair, Communications Arts	\$3,073.50	01/14/19-05/22/19
Sim, Alec	Co-Chair, Physical Sciences 2	\$3,073.50	01/14/19-05/22/19
Tresler, Matt	Chair, Music	\$5,464.00	01/14/19-05/22/19
Tseng, Beatrice	Co-Chair, Languages 1	\$1,707.50	01/14/19-05/22/19
Weatherford, Ted	Co-Chair, Kinesiology, Health/Ath 2	\$2,732.00	01/14/19-05/22/19
Wolken, Matt	Chair, IDEA	\$3,415.00	01/14/19-05/22/19
Total for Month: General Fund/IVC		\$102,463.66	
2018-2019 IVC FISCAL YEAR TOTAL TO DATE		\$302,078.08	

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the 2018/2019 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Evan-Wallins, Patty	Online Educator Program	\$833.20	08/20/18-12/19/18
Freshwater-Morris, Linda	Online Educator Program	\$833.20	08/20/18-12/19/18
Myhren, Brett	Online Educator Program	\$833.20	08/20/18-12/19/18
Stovall-Dennis, Kathryn	Montanoso Mural Project Report	\$3,200.00	10/22/18-12/19/18
Worcester, Pamela	Schedule Piano Events	\$1,000.00	01/16/18-05/23/18
Total for Month: General Fund/Saddleback College		\$ 6,699.60	
2018-2019 SC FISCAL YEAR TOTAL TO DATE		\$ 157,247.27	

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following **Irvine Valley College** faculty members be compensated as indicated below for 2018/2019 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Henmi, Judy	DSP&S Faculty Coordinator	\$3,442.00	01/14/19-05/22/19
Hernandez, Angel	Coordinator, BSI Projects	\$2,732.00	01/14/19-05/22/19
Kaminsky, Rebecca	Guided Pathways Co-Coordinator 3	\$5,464.00	01/14/19-05/22/19
Kussoy, Carolina	CTE Committee Faculty Co-Chair 1	\$2,732.00	01/14/19-05/22/19
Monte, Brent	Guided Pathways Co-Coordinator 2	\$5,464.00	01/14/19-05/22/19
Morris, April	GAP 4+1 Program Director	\$6,830.00	01/14/19-05/22/19
Ponzillo, Gizelle	Coordinator ESL Supplemental Inst BSI	\$2,346.12	01/14/19-05/22/19
Romero, Amanda	CTE Committee Faculty Co-Chair 2	\$2,732.00	01/14/19-05/22/19
¹ Stephenson, Gabrielle	Math 310 Training (BST)	\$61.74	08/13/18-08/13/18

Total for Month: Non-General Fund/Irvine Valley College \$31,803.86

2018-2019 IVC FISCAL YEAR TOTAL TO DATE \$242,837.40

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 2018/2019 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Antoun, Rachel	AEWD Faculty Professional Dev.	\$500.00	08/20/18-12/19/18
Barlow, Daniel	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Bogusiewicz, Kelley	AESL Faculty Professional Dev.	\$500.00	08/20/18-12/19/18
Bravo, Adam	Jazz Camp	\$1,125.00	07/09/18-07/13/18
Bravo, Adam	Combo Evaluations	\$50.00	03/14/18-03/14/18
Brown, Daniel	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Brunner, Janelle	LVLUP-PD Hi Impact/Engage	\$617.40	09/28/18-11/30/18
Brunner, Janelle	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Brunner, Janelle	BSI AHE Practicum Lead	\$1,234.80	08/20/18-12/07/18
Budica, Jessica	BSI English PLC Lead	\$1,646.40	09/04/18-12/07/18
Casil, Amy	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Casil, Amy	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18
Cervantes, Rebecca	AESL Faculty Professional Dev.	\$500.00	08/20/18-12/19/18
Cervantes, Rebecca	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Chatham, Lynne	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Chatham, Lynne	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18
Choi, Sang	BSI Community Practice	\$185.22	10/05/18-11/16/18
Ciavarella, Catherine	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18
Cioczek-Georges, Renata	BSI Community Practice	\$185.22	10/05/18-11/16/18
Clafin, Christopher	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Cox, Barbara	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Cubbage, April	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Dassero, Sarah	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18

¹ Originally listed incorrectly on October 2018 Board agenda with effective date 08/13/17.

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND – Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 2018/2019 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Diminutto, Joesph	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Duong, Nancy	BSI Community Practice	\$185.22	10/05/18-11/16/18
Evans, Mercedes	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Evans Wallin, Patty	BSI Community Practice	\$185.22	10/05/18-11/16/18
Foote, Alan	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Gates, Alana	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Gonzalez, Carly	BSI Community Practice	\$185.22	10/05/18-11/16/18
Gonzalez, Frank	BSI Community Practice	\$185.22	10/05/18-11/16/18
Gronnerud, Kathleen	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Gustafson, Michelle	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Hedgecock, Jennifer	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Hedgecock, Jennifer	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Hopkins, Loma	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Hughes, Luther	Jazz Faculty Concert	\$275.00	08/27/18-08/27/18
Hughes, Luther	Jazz Camp	\$1,000.00	07/09/18-07/13/18
Hughes, Luther	Combo Evaluations	\$50.00	03/14/18-03/14/18
Hyland, Brit	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Ibbotson, Jill	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Jansen, Erin	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Jazayeri, Jennifer	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Jenkins, Tina	LVLUP-AHE Facilitation	\$205.80	09/07/18-09/07/18
Jennison, Elizabeth	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Jimenez, Laura	LVLUP-AHE Peer Academy	\$41.16	09/07/18-09/07/18
Johnson, Paul	Jazz Faculty Concert	\$275.00	08/27/18-08/27/18
Johnson, Paul	Combo Evaluations	\$50.00	03/14/18-03/14/18
Johnson, Paul	Jazz Camp	\$1,125.00	07/09/18-07/13/18
Kaefer, Kenneth	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18
Kelsey, Dave	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Kihyet, Connie	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Kihyet, Connie	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Kihyet, Connie	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Kuang, Shilong	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Kuang, Shilong	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Long, Clifton	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Luke, Gary	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Luque, Jonathan	BSI Community Practice	\$185.22	10/05/18-11/16/18
Major Nicole	OER Co-Chair	\$2,058.00	08/13/18-12/07/18
McCleave, Sumaya	BSI Community Practice Lead	\$185.22	08/27/18-12/07/18
McCleave, Sumaya	BSI Community Practice	\$185.22	10/05/18-11/16/18
McMahon, Arnold	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
McMurtrey, Megan	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
McPherson, Teryn	Big Band Arrangements/Charts	\$280.00	03/21/18-03/21/18
Medling, Jane	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND – Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 2018/2019 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Medling, Jane	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Melachouris, Kerry	Mental Health Simulation	\$1,029.00	10/01/18-11/01/18
Meshkin, Nahid	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Metcalf, Tiffany	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Morrison, Anna	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18
Moussatche, Sierra	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Myhren, Brett	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Myhren, Brett	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Myhren, Brett	LVLUP-PD High Imp Engage W/S	\$82.32	09/28/18-09/28/18
Ngyyen, Linda	BSI Community Practice	\$185.22	10/05/18-11/16/18
Nussenbaum, Sharon	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Pakula, Jennifer	OER Co-Chair	\$2,058.00	08/13/18-12/17/18
Pinter, Gerald	Jazz Faculty Concert	\$275.00	08/27/18-08/27/18
Pinter, Gerald	Combo Evaluations	\$100.00	03/07/18-03/14/18
Pinter, Gerald	Jazz Camp	\$1,000.00	07/09/18-07/13/18
Quinlan, Emily	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Rachman, Jennifer	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Rachman, Jennifer	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Raynesford, Kim	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Raynesford, Kim	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Romesburg, Rod	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Rosa, Steve	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Rosenn, Tristen	Jazz Faculty Concert	\$225.00	08/27/18-08/27/18
Rosenn, Tristen	Combo Evaluations	\$100.00	03/07/18-03/14/18
Rosner, Marley	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Schantz, Doris	BSI Community Practice	\$185.22	10/05/18-11/16/18
Schantz, John	BSI Community Practice	\$185.22	10/05/18-11/16/18
Sellers, Joey	Jazz Camp	\$2,500.00	06/06/18-07/13/18
Shafe, Kia	BSI Community Practice	\$185.22	10/05/18-11/16/18
Shatarupa, Ray	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Shaw, Katherine	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Shaw, Katherine	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Smith, Basil	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Sorenson, Stephanie	BSI Community Practice	\$185.22	10/05/18-11/16/18
Sotelo, Sharyn	BSI Community Practice	\$185.22	10/05/18-11/16/18
Stachenfeld, Marilyn	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Staley, Deborah	AESL Faculty Professional Dev.	\$500.00	08/20/18-12/19/18
Stevenson, Glen	Custom GD&T/ Blue Print Training	\$3,704.40	09/12/18-11/14/18
Stout, Ron	Jazz Faculty Concert	\$275.00	08/27/18-08/27/18
Stout, Ron	Jazz Camp Concert	\$150.00	07/13/18-07/13/18
Stout, Ron	Combo Evaluations	\$100.00	03/07/18-03/14/18
Stout, Ron	Jazz Camp	\$1,125.00	07/09/18-07/13/18

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND – Continued

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 2018/2019 fiscal years.

Name	Activity	Not to Exceed Amount (\$)	Effective Date
Strong, Peggy	LVLUP- Eng. PD-Eff.Comm W/S	\$102.90	09/14/18-09/14/18
Sundaram, Renuka	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Toscano, Laura	SSSP AB540 Ally Training	\$150.00	11/16/18-11/16/18
Tracy, Jacob	BSI Community Practice	\$185.22	10/05/18-11/16/18
Vu, Son	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Weiss, Elaine	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Westphal, Karla	BSI Community Practice	\$185.22	10/05/18-11/16/18
Wilson, Steve	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Wolff, Michele	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Yamaguchi, Nathaniel	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Yeganehshakib, Reza	LVLUP-AHE Peer Academy	\$82.32	09/07/18-09/07/18
Zaino, Rebecca	BSI AHE Practicum	\$370.44	09/21/18-11/16/18
Zweigle, Poly	BSI AHE Practicum	\$370.44	09/21/18-11/16/18

Total for Month: Non-General Fund/Saddleback College \$ 40,628.48

2018-2019 SADDLEBACK FISCAL YEAR TOTAL TO DATE \$ 174,172.86

D. APPROVAL OF CONTRACT OF EMPLOYMENT FOR DEAN OF WELLNESS, SOCIAL SERVICES AND CHILD DEVELOPMENT CENTER, AN ACADEMIC ADMINISTRATOR

1. HARRIS-CALDWELL, JEANNE ID# 013872 is employed as Dean of Wellness, Social Services and Child Development Center, Pos. #P0014203, Office of Student Services, Saddleback College, effective August 1, 2018. Placement on the Academic Administrators and Classified Administrators/Managers Salary Schedule: Range 22, Step 7. This is a permanent position approved by the Chancellor on July 9, 2018. (Exhibit B, Attachment 2)



Office of Human Resources

AGREEMENT FOR EMPLOYMENT FOR DEAN OF LIBERAL ARTS AT IRVINE VALLEY COLLEGE

BETWEEN

**THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
BROOKE BUI**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 1st day of November, 2018, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board, as appropriate) and Dr. Bui (hereinafter "Dr. Bui").

IT IS HEREBY AGREED AS FOLLOWS:

1. Dean of Liberal Arts. Dr. Bui is hereby employed for a period of time commencing on November 1, 2018, and ending on June 30, 2020, as the Dean of Liberal Arts at the District's Irvine Valley College campus. Dean of Liberal Arts, is an academic employee as defined in Education Code Section 87001(a), and an educational administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Dr. Bui shall perform all of the powers and duties of the position of Dean of Liberal Arts at Irvine Valley College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. Bui may be transferred or assigned to any duties or positions for which she possesses the minimum qualifications required by law. However, reassignment pursuant to this Section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation during the term of this Agreement.

4. Salary. Salary paid to the Dean of Liberal Arts shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 22, Step 3, \$163,188 per annum, with future increases according to the salary schedule. The salary shall be paid in 12 equal monthly installments with proration for a period of less than a full year of service. The Board reserves the right to increase the Dean of Liberal Arts' salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. Bui shall be required to render 12 months of full and regular service (approximately 243 days, depending on the calendar year) to the District during each annual period covered by this Agreement, or any successor. Dr. Bui shall accrue one day of sick leave for each full month of employment during the term of this Agreement. Dr. Bui shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of

holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. Bui may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. Bui reaches this maximum amount she will cease to accrue additional vacation benefits until her balance falls below the maximum amount. Upon termination or expiration of this Agreement, Dr. Bui shall be entitled to compensation for unused and accrued vacation days at her then current base salary rate for no more than that amount of unused vacation that may be accrued under this Agreement. All vacation time must be scheduled in advance and approved by the Vice President for Instruction.

6. Performance Evaluations.

6.1 The Vice President for Instruction will provide Dr. Bui with periodic opportunities to discuss the Vice President/Dean relationship.

6.2 The Vice President for Instruction will set Dr. Bui's goals for each 12-month period by June 20. Dr. Bui's performance in achieving those goals and carrying out her other duties will be evaluated by the Vice President for Instruction by June 20 of that college year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Dr. Bui as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. Bui in the performance of the duties of Dean of Liberal Arts.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. Bui for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. Bui with a monthly stipend of \$165 for cell phone allowance and \$250 to cover use of a personal automobile within Orange County.

8. Fringe Benefits. The District shall provide to Dr. Bui, her spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, and vision insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Dr. Bui, her spouse, and eligible dependents shall receive the same health and medical benefit package including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees.

9. Amendment, Termination, or Non-renewal.

9.1 This Agreement may be amended by mutual written agreement between the parties.

9.2 Non-renewal of this Agreement shall be in accordance with Education Code Section 72411. However, no later than December 31, 2019, or no later than December 31st of any final year of any extension of this contract, the Board shall advise Ms. Bui in writing of its decision not to renew this Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Ms. Bui, this Agreement will terminate effective at the close of business on June 30, 2020. If Ms. Bui has retreat rights to a faculty position as defined by Education Code Section 87458 and District Policy, then the Dean of Liberal Arts may have the right to return to a faculty position upon the expiration of this Agreement, provided this Agreement has not been terminated for any of

the causes enumerated in Education Code Section 87732. If the nonrenewal of this Agreement is for any of the causes enumerated in Education Code Section 87732, the notice of nonrenewal shall so state. Failure by the Board to issue a notice of non-renewal shall serve to extend this contract for three additional years under the same terms and conditions as are set forth herein.

9.3 This Agreement may be terminated by the Board prior to its expiration. Prior to exercising its right to early termination of this Agreement, the Board, the Chancellor, or designee, shall provide the Dean of Liberal Arts with a written statement which includes notice of the proposed action and a reasonably detailed statement of the reasons for the action. Reasons for early termination may include the grounds set forth in Education Code Section 87732, or other conduct constituting a material breach of the terms of this Agreement. However, the procedures for dismissal set forth in Education Code Sections 87660 et. seq. and Sections 87732 et. seq. shall not apply to termination of this Agreement. The Dean of Liberal Arts shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Dean of Liberal Arts may, at her own expense, be represented at this meeting by counsel of her choice. If the Board determines to terminate this Agreement pursuant to this Section, the Board shall, after meeting with the Dean of Liberal Arts, provide the Dean of Liberal Arts with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Dean of Liberal Arts shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Dean of Liberal Arts shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

Since Dr. Bui has previously acquired tenure in the District as a faculty member, she shall be so assigned upon the termination of this Agreement, and the terms and conditions of her employment will be the same as any other similarly situated faculty member. Termination of Dr. Bui from her employment with the District, as opposed to the termination of this Agreement, shall be pursuant to the provisions of California Education Code Section 87732 et. seq., and 87660 et. seq. Effective the date of this agreement, she will be placed on Range 5, Step 11 of the Academic Salary Schedule and all subsequent years of service as an administrator will count for additional step placement in the event of administrative retreat.

9.4 In addition to any other provision of this Agreement relating to termination or non-renewal, the Board shall have the option to terminate this Agreement prior to its expiration by providing the Dean of Liberal Arts with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Dean of Liberal Arts shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Dr. Bui's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. Dr. Bui shall reimburse the District for any cash settlement, or for any salary paid during leave related to the investigation of an underlying offense, or for legal criminal defense funds provided by the District, if Dr. Bui's contract is terminated as a result of a conviction for a crime involving the abuse of her office or position as defined in California Government Code Section 53243 et seq. This Agreement incorporates by reference and is subject to the provisions of California Government Code Section 53260.

10. Entire Agreement. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to the subject matter hereof. It supersedes all prior agreements and understandings of the parties in connection herewith. It is the product of arms-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.

11. Headings. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

12. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of the State of California. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53243, 53243.1, 53243.2, 53243.3, and 53243.4.

13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Dr. Kathleen F. Burke
Chancellor
South Orange County Community College District

Dated _____

Dr. Brooke Bui
Dean of Liberal Arts
Irvine Valley College

Dated _____



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT FOR
DEAN OF WELLNESS, SOCIAL SERVICES AND
CHILD DEVELOPMENT CENTER AT
SADDLEBACK COLLEGE**

BETWEEN

**THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AND
JEANNE HARRIS-CALDWELL**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 30th day of July, 2018, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board, as appropriate) and Dr. Jeanne Harris-Caldwell (hereinafter "Dr. Harris-Caldwell").

IT IS HEREBY AGREED AS FOLLOWS:

1. Dean of Wellness, Social Services and Child Development Center. Dr. Harris-Caldwell is hereby employed for a period of time commencing on August 1, 2018, and ending on June 30, 2020, as the Dean of Wellness, Social Services and Child Development Center at the District's Saddleback College campus. Dean of Wellness, Social Services and Child Development Center is an academic employee as defined in Education Code Section 87001(a), and an educational administrator or Human services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Dr. Harris-Caldwell shall perform all of the powers and duties of the position of Dean of Wellness, Social Services and Child Development Center at Saddleback College, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Dr. Harris-Caldwell may be transferred or assigned to any duties or positions for which she possesses the minimum qualifications required by law. However, reassignment pursuant to this Section of the Agreement, during the term of this Agreement, shall not result in a reduction of compensation during the term of this Agreement.

4. Salary. Salary paid to the Dean of Wellness, Social Services and Child Development Center shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 22, Step 7, \$198,360 per annum, with future increases according to the salary schedule. The salary shall be paid in 12 equal monthly installments with proration for a period of less than a full year of service. The Board reserves the right to increase the Dean of Wellness, Social Services and Child Development Center' salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Dr. Harris-Caldwell shall be required to render 12 months of full and regular service (approximately 243 days, depending on the calendar year) to the District during each annual period covered by this Agreement, or any successor. Dr. Harris-Caldwell shall accrue one day of sick leave for each full month of employment during the term of this Agreement. Dr. Harris-Caldwell shall also accrue two (2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Dr. Harris-Caldwell may accrue vacation days up to a maximum of forty-eight (48) days. Once Dr. Harris-Caldwell reaches this maximum amount she will cease to accrue additional vacation benefits until her balance falls below the maximum amount. Upon termination or expiration of this Agreement, Dr. Harris-Caldwell shall be entitled to compensation for unused and accrued vacation days at her then current base salary rate for no more than that amount of unused vacation that may be accrued under this Agreement. All vacation time must be scheduled in advance and approved by the Vice President for Student Services.

6. Performance Evaluations.

6.1 The Vice President for Student Services will provide Dr. Harris-Caldwell with periodic opportunities to discuss the Vice President/Dean relationship.

6.2 The Vice President for Student Services will set Dr. Harris-Caldwell's goals for each 12-month period by June 20. Dr. Harris-Caldwell's performance in achieving those goals and carrying out her other duties will be evaluated by the Vice President for Student Services by June 20 of that college year.

7. Expenses and Required Memberships:

7.1 The District shall reimburse Dr. Harris-Caldwell as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Dr. Harris-Caldwell in the performance of the duties of Dean of Wellness, Social Services and Child Development Center.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Dr. Harris-Caldwell for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Dr. Harris-Caldwell with a monthly stipend of \$250 to cover use of a personal automobile within Orange County and a monthly allowance of \$165.00 for cell phone use.

8. Fringe Benefits The District shall provide to Dr. Harris-Caldwell, her spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, and vision insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Dr. Harris-Caldwell, her spouse, and eligible dependents shall receive the same health and medical benefit package including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees.

9. Amendment, Termination, or Non-renewal.

9.1 This Agreement may be amended by mutual written agreement between the parties.

9.2 Non-renewal of this Agreement shall be in accordance with Education Code section 72411. However, no later than December 31, 2019, or no later than December 31st of any final year of any extension of this contract, the Board shall advise Dr. Harris-Caldwell in writing of its decision not to renew this Agreement. Such non-renewal shall be a discretionary act of the Board acting with or without cause. If the Board provides such written notice to Dr. Harris-Caldwell, this Agreement will terminate effective at the close of business on June 30, 2020. If Dr. Harris-Caldwell has retreat rights to a faculty position as defined by Education Code Section 87458 and District Policy, then the Dean of Wellness, Social Services and Child Development Center may have the right to return to a faculty position upon the expiration of this Agreement, provided this Agreement has not been terminated for any of the causes enumerated in Education Code Section 87732. If the nonrenewal of this Agreement is for any of the causes enumerated in Education Code Section 87732, the notice of nonrenewal shall so state. Failure by the Board to issue a notice of non-renewal shall serve to extend this contract for three additional years under the same terms and conditions as are set forth herein.

9.3 This Agreement may be terminated by the Board prior to its expiration. Prior to exercising its right to early termination of this Agreement, the Board, the Chancellor, or designee, shall provide the Dean of Wellness, Social Services and Child Development Center with a written statement which includes notice of the proposed action and a reasonably detailed statement of the reasons for the action. Reasons for early termination may include the grounds set forth in Education Code Section 87732, or other conduct constituting a material breach of the terms of this Agreement. However, the procedures for dismissal set forth in Education Code Sections 87660 et. seq. and Sections 87732 et. seq. shall not apply to termination of this Agreement. The Dean of Wellness, Social Services and Child Development Center shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Dean of Wellness, Social Services and Child Development Center may, at her own expense, be represented at this meeting by counsel of her choice. If the Board determines to terminate this Agreement pursuant to this Section, the Board shall, after meeting with the Dean of Wellness, Social Services and Child Development Center, provide the Dean of Wellness, Social Services and Child Development Center with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Dean of Wellness, Social Services and Child Development Center shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Dean of Wellness, Social Services and Child Development Center shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

Since Dr. Harris-Caldwell has not previously acquired tenure in the District as a faculty member, she shall be so assigned upon the termination of this Agreement, and the terms and conditions of her employment will be the same as any other similarly situated faculty member. Termination of Dr. Harris-Caldwell from her employment with the District, as opposed to the termination of this Agreement, shall be pursuant to the provisions of California Education Code Section 87732 et. seq., and 87660 et. seq. Effective the date of this agreement, she will be placed on Range 5, Step 8 of the Academic Salary Schedule and all subsequent years of service as an administrator will count for additional step placement in the event of administrative retreat.

9.4 In addition to any other provision of this Agreement relating to termination or non-renewal, the Board shall have the option to terminate this Agreement prior to its expiration by providing the Dean of Wellness, Social Services and Child Development Center with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Dean of Wellness, Social Services and Child Development Center shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Dr. Harris-

Caldwell's right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. This Agreement incorporates by reference and is subject to the provisions of California Government Code Section 53260.

10. Entire Agreement. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to the subject matter hereof. It supersedes all prior agreements and understandings of the parties in connection herewith. It is the product of arms-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.

11. Headings. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

12. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of the State of California. This Agreement incorporates by reference and is subject to the provisions of California Government Code Sections 53243, 53243.1, 53243.2, 53243.3, and 53243.4.

13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

Dr. Kathleen F. Burke
Chancellor
South Orange County Community College District

Dated _____

Dr. Jeanne Harris-Caldwell
Dean of Wellness, Social Services and Child Development Center
Saddleback College

Dated _____

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Faculty Conversion to Canvas One-Time Stipends

ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Those academic employees personnel actions (Canvas Conversion one-time stipend) shown in Exhibit A are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibit.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the academic employee personnel actions as shown in Exhibit A.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ACADEMIC EMPLOYEE AND CLASSIFIED ADMINISTRATOR PERSONNEL
ACTIONS/RATIFICATIONS**

A. ADDITIONAL COMPENSATION: CANVAS CONVERSION-GENERAL FUND

1. No **Canvas Conversion** stipends were submitted for **Irvine Valley College**. Totals paid to date are shown below for informational purposes only.

November 19, 2018	IVC Canvas Conversion	\$ -
October 29, 2018	IVC Canvas Conversion	37,000.00
September 24, 2018	IVC Canvas Conversion	17,000.00
August 27, 2018	IVC Canvas Conversion	45,500.00
July 30, 2018	IVC Canvas Conversion	35,500.00
June 25, 2018	IVC Canvas Conversion	163,000.00
May 21, 2018	IVC Canvas Conversion	145,000.00
April 30, 2018	IVC Canvas Conversion	50,500.00
March 26, 2018	IVC Canvas Conversion	-
TOTAL TO DATE:		\$ 493,500.00

2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for the **Canvas Conversion (SC converted beginning Fall 2017) - 2017/2018 and 2018/2019 fiscal years.**

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Datu, Ruth	Canvas Conversion, Web-Enhanced	\$1,000.00	01/16/18-05/24/18
DeAngelis, Gail	Canvas Conversion, Online	\$5,000.00	01/16/18-05/24/18
Dill, Laura	Canvas Conversion, Online	\$5,000.00	08/20/18-12/19/18
Garthoffner, Jennifer	Canvas Conversion, Web-Enhanced	\$1,000.00	08/20/18-12/19/18
Kapp, Lindsay	Canvas Conversion, Web-Enhanced	\$1,000.00	08/20/18-12/19/18
McGinley, Patricia	Canvas Conversion, Web-Enhanced	\$1,000.00	08/20/18-12/19/18
Nadeau, Bouchra	Canvas Conversion, Online	\$5,000.00	05/29/18-08/12/18
Sierakowski, Mark	Canvas Conversion, Web-Enhanced	\$1,000.00	08/20/18-12/19/18
November 19, 2018	SC Canvas Conversion	\$ 20,000.00	
October 29, 2018	SC Canvas Conversion	190,500.00	
September 24, 2018	SC Canvas Conversion	56,500.00	
August 27, 2018	SC Canvas Conversion	184,000.00	
July 30, 2018	SC Canvas Conversion	63,500.00	
June 25, 2018	SC Canvas Conversion	116,000.00	
May 21, 2018	SC Canvas Conversion	58,000.00	
April 30, 2018	SC Canvas Conversion	73,000.00	
March 26, 2018	SC Canvas Conversion	177,000.00	
TOTAL TO DATE:		\$ 938,500.00	

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Classified Personnel Actions – Regular Items

ACTION: Ratification

BACKGROUND

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the classified personnel actions as shown in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- a. ¹BOLIN, CHRISTINA MARIE is to be employed as Counseling Office Assistant, Categorical, Pos. #P0003883, Student Success and Support Programs, Division of Counseling Services, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 115, Step 2, 40 hours per week, 12 months per year, effective June 18, 2018. Employment in this position is contingent upon funding by the Student Success and Support Program (SSSP).
- b. CASER, ROBERT ANTHONY is to be employed as Library Assistant I, Pos. #P0006919, Library Services, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 115, Step 3, 25 hours per week, 12 months per year, effective October 1, 2018.
- c. ²CASTELLANOS, MARGIE is to be employed as Extended Opportunity Program Specialist, Categorical, Pos. #P0011988, Extended Opportunity Programs and Services, School of Guidance and Counseling, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, effective June 18, 2018. This position was approved by the Board of Trustees on June 26, 2017. Employment in this position is contingent upon funding by Extended Opportunity Programs and Services (EOPS).
- d. CHAN, RICK HO is to be employed as Senior Matriculation Specialist, Categorical, Pos. #P0003590, Student Success and Support Services, Enrollment Services, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 127, Step 5, 40 hours per week, 12 months per year, effective November 1, 2018. Employment in this position is contingent upon funding by the Student Success and Support Program (SSSP).
- e. CLARK, LETITIA is to be employed as District Director of Public Affairs and Government Relations, Pos. #P0013991, Office of the Chancellor, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 19, Step 3, 40 hours per week, 12 months per year, effective November 13, 2018. This position was approved by the Interim Chancellor on May 31, 2018.
- f. DEHNKE, ALLEN ANDREW is to be employed as Applications Specialist III, Pos. #P0004060, Technology Learning Services, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 142, Step 1, 40 hours per week, 12 months per year, effective October 15, 2018.

¹ Correction: This appointment was not placed on the July 30, 2018 Classified Agenda.

² Correction: This appointment was not placed on the July 30, 2018 Classified Agenda.

A. NEW PERSONNEL APPOINTMENTS – Continued

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- g. DEYO, MICHELLE CHERI is to be employed as Administrative Assistant, Pos. #P0009566, Risk Management, Procurement, Central Services and Risk Management, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 121, Step 7, 40 hours per week, 12 months per year, effective September 24, 2018.
- h. HARRIS, LAURA FUMIYE is to be employed as Administrative Assistant, Pos. #P0004784, Online Education, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 121, Step 3, 20 hours per week, 12 months per year, effective October 29, 2018.
- i. MILLER, DANIELLE FLORENCE is to be employed as Buyer, Pos. #P0004992, Purchasing, Procurement, Central Services and Risk Management, District Services, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 126, Step 1, 40 hours per week, 12 months per year, effective October 29, 2018.
- j. SANTIAGO, ABRAHAM is to be employed as Program Assistant, Categorical, Pos. #P0003612, Division of Kinesiology and Athletics, Saddleback College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 118, Step 2, 29 hours per week, 12 months per year, effective November 5, 2018. Employment in this position is contingent upon funding by Disabled Student Programs and Services (DSPS).

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE (A) CLASSIFIED POSITION(S)

- 1. PROGRAM OUTREACH SPECIALIST, CATEGORICAL, Pos. #P0014582, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 131, Outreach and Community Relations, Enrollment Services, Saddleback College, seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement, effective October 22, 2018. This position was approved by the Chancellor on October 22, 2018. Employment in this position is contingent upon funding by the California College Promise (AB-19).

C. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR ON CLASSIFIED POSITIONS

- 1. LABORATORY ASSISTANT, CATEGORICAL, Pos. #P0011541, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 116, Adult Education, Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, seeks authorization to increase the hours per week for this part-time, 16 hours per week, 12 months per year position, to part-time, 19.5 hours per week, 12 months per year, effective October 1, 2018. Employment in this position is contingent upon funding by the Adult Education Program. (Position #P0011541, is appointed to Obdulia Vazquez, ID #022118)

C. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR ON CLASSIFIED POSITIONS – Continued

2. LABORATORY ASSISTANT, CATEGORICAL, Pos. #P0011542, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 116, Adult Education, Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, seeks authorization to decrease the hours per week and months per year for this part-time, 16 hours per week, 12 months per year position, to part-time, 12 hours per week, 10 months per year, effective October 23, 2018. Employment in this position is contingent upon funding by the Adult Education Program. (Position #P0011542, is appointed to Claire Messier, ID #022119)
3. LABORATORY ASSISTANT, CATEGORICAL, Pos. #P0011543, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 116, Adult Education, Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, seeks authorization to decrease the hours per week and months per year for this part-time, 16 hours per week, 12 months per year position, to part-time, 10.5 hours per week, 10 months per year, effective August 28, 2018. Employment in this position is contingent upon funding by the Adult Education Program. (Position #P0011543, is appointed to Rocio Torres, ID #022947)

D. CHANGE OF STATUS

1. IRVINE VALLEY COLLEGE (IVC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4002.1)

<u>Name</u>	<u>Assignment From</u>	<u>Assignment To</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Slooten, Cynthia	P0005226, Financial Aid Specialist, Categorical	P0013698, Senior Financial Aid Specialist	129/4	40	10/16/2018

E. OUT OF CLASS ASSIGNMENTS – FOR POSITIONS THAT ARE TEMPORARILY AVAILABLE DUE TO LEAVES OF ABSENCE, ETC.

1. IRVINE VALLEY COLLEGE **returned** the following permanent Classified employee(s) from (a) temporary, out of class and/or acting assignment(s), back to their permanent assignment(s).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Guillaume, Pamela	P0003326, Senior Administrative Assistant	P0014368, Manager, Office of the President	127/5	40	10/01/2018

E. OUT OF CLASS ASSIGNMENTS – FOR POSITIONS THAT ARE TEMPORARILY AVAILABLE DUE TO LEAVES OF ABSENCE, ETC. – Continued

2. SADDLEBACK COLLEGE **returned** the following permanent Classified employee(s) from (a) temporary, out of class and/or acting assignment(s), back to their permanent assignment(s).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Davila, Judy	P0003899, Program Assistant, Categorical	P0013467, Development Associate	118/6	20	10/08/2018

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

<u>Name</u>	<u>Position Title</u>	<u>Resignation Date</u>	<u>Retirement Date</u>	<u>Conclusion of Employment Date</u>
Clayton, Joe	Police Officer/SC	11/21/2018	N/A	N/A
Mendoza Mora, Francisco	Custodian/SC	11/06/2018	N/A	N/A
Shekhalevich, Anton	Accounting Specialist/DS	11/19/2018	N/A	N/A

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Adjustment to the Y Salary Schedule
ACTION: Approval

BACKGROUND

Adjustment to the Y Salary Schedule.

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 approve the adjustment to the Y Salary Schedule, to be effective 2018 to 2019, as shown in Exhibit A.

**Y Salary Schedule
Administrator on Special Assignment (Monthly/Annual)
2018-2019**

	Monthly/Annual Rates							
Range/Step	1	2	3	4	5	6	7	8
01								
02	\$11,462 \$137,544							
03	\$17,356 \$208,272							
04	\$16,127 \$193,524							
05	\$20,983 \$251,796							

Position Title	Location	Range
Director of Audience Development	SC	2
Assistant Dean of Community Outreach & Recruitment	SC	3
Administrator on Special Assignment	District	5
Director of Human Resources, Equal Employment Opportunity, Equity and Compliance	District	4

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 Exhibits A and B.

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 Date</u>
Collins, Christopher	Senior Laboratory Technician, Art/SC	29.75	11/26/18-06/30/19
Denney, Cristina	Senior Administrative Assistant/IVC	27.63	10/26/18-06/30/19
Garcia, Amy	Communications Specialist/DS	27.63	10/01/18-06/30/19
Hernandez, Vannia	Webmaster/SC	42.04	10/05/18-06/30/19
Omidi, Ryan	Lab Tech., Life and Phys. Sci./IVC	24.42	10/01/18-06/30/19
Roman, Edward	Police Officer/IVC	30.02	09/19/18-06/30/19
Shenkin, Michele	Library Technician/SC	26.30	10/08/18-06/30/19
Swanson, Sherrie	Senior Administrative Assistant/DS	27.63	10/01/18-06/30/19
Yang, Yiahuei	Accounting Assistant/IVC	22.12	10/09/18-06/30/19

2. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2018/2019** 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>
Abe, Michael	Project Specialist/SC	20.00	10/01/18-06/30/19
¹ Augsburger, Simon	Project Specialist/SC	12.50	09/19/18-06/30/19
Avila, Jacob	Project Specialist/SC	14.00	07/01/18-06/30/19
Brahm, William	TMD Aide/SC	18.00	07/09/18-06/30/19
² Chavez, Ashley	Project Specialist/IVC	15.00	10/23/18-06/30/19
Chiu, Linda	Project Specialist/SC	15.00	10/22/18-06/30/19
Danna, Carol	TMD Aide/IVC	20.00	10/08/18-06/30/19
De La Rosa, Nikolemae	Coaching Aide/SC	25.00	10/09/18-06/30/19
Ditommaso, Julianne	Project Specialist/SC	15.00	10/08/18-06/30/19
Escamilla, Dorian	Project Specialist/IVC	23.00	10/19/18-06/30/19
Futrell-Hammond, Cynthia	Project Specialist/SC	12.00	10/02/18-06/30/19
Garcia, Emily	Clerk/SC	16.00	10/30/18-06/30/19
Heath, Matthew	TMD Aide/SC	18.00	07/09/18-06/30/19
Hernandez, Javier	Project Specialist/SC	20.00	10/08/18-06/30/19
Hershey, Justin	TMD Aide/SC	18.00	07/09/18-06/30/19
³ Hurlbut, Robert	Project Specialist/IVC	18.00	10/17/18-06/30/19
Kondrath, Jessica	TMD Aide/IVC	20.00	10/29/18-06/30/19
Lillie, Kelsey	Project Specialist/DS	12.00	10/08/18-06/30/19

¹ Related to Susan Augsburger, Associate Faculty, Saddleback College.

² Related to Jacqueline Chavez, Project Specialist, Irvine Valley College and Vanessa Chavez, Substitute Financial Aid Specialist, Irvine Valley College.

³ Related to Jeffrey Hurlbut, Director of Facilities, Irvine Valley College.

A. NEW PERSONNEL APPOINTMENTS – Continued

2. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2018/2019** 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)

Pouresfandiari, Shahram	Project Specialist/IVC	17.50	09/25/18-06/30/19
Rizk, Irene	Project Specialist/IVC	17.50	09/25/18-06/30/19
Rojas Sierra, Francisco	Project Specialist/SC	20.00	10/01/18-06/30/19
Scott, Gordon	Coaching Aide/IVC	25.00	09/27/18-06/30/19
Smithson, Zebediah	Coaching Aide/SC	25.00	10/02/18-06/30/19
Straling, Louise	Project Specialist/IVC	55.00	10/01/18-06/30/19
Wallace, Cheryl	Project Specialist/SC	14.00	10/12/18-06/30/19

3. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2018/2019** academic year.

<u>Name</u>	<u>Start/End Date</u>
Chang, Kai Yun	10/22/18-06/30/19
Ehssan, Shayan	10/17/18-06/30/19
Jamshidi, Atria	10/17/18-06/30/19
Lassiter, Tylan	09/13/18-06/30/19
M Moattari, Mehrpad	10/22/18-06/30/19
Makarehchi, Ali	10/24/18-06/30/19
Marquez, Cynthia	10/17/18-06/30/19
Matus, Alessandra	10/24/18-06/30/19
Medina-Antunez, Katia	10/17/18-06/30/19
Muhammad, Aisha	10/22/18-06/30/19
Ngo, Ashley	10/17/18-06/30/19
Obando, Jennifer	10/05/18-06/30/19
Park, Sejin	10/17/18-06/30/19
Wilson, Noah	10/15/18-06/30/19
Yee, Rachel	10/15/18-06/30/19

4. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2018/2019** 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>
Ajmera, Neeyati	Tutor/IVC	12.50	10/09/18-06/30/19
Alimelech, Tai	Tutor/SC	12.50	10/15/18-06/30/19
Attia, Tamara	Tutor/SC	13.00	10/09/18-06/30/19
Campbell, Brooke	Tutor/SC	15.00	09/15/18-06/30/19
Choo, Tong Ling	Tutor/IVC	12.50	10/24/18-06/30/19
Elzalabani, Amina Amr Zaki Mohamed	Tutor/SC	13.00	10/15/18-06/30/19
Garcia, Bryan	Clinical Skills Specialist/SC	20.00	10/10/18-06/30/19

A. NEW PERSONNEL APPOINTMENTS – Continued

4. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2018/2019** 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)

Gavino, Michael	Tutor/IVC	12.50	10/30/18-06/30/19
Heisley-Shellaby, Reed	Model/SC	25.00	09/17/18-06/30/19
Hijioka, Haruka	Tutor/SC	12.50	10/11/18-06/30/19
Hutchinson, Debra	Medical Professional/IVC	50.00	10/10/18-06/30/19
Jackson, Jasmine	Tutor/IVC	12.50	10/04/18-06/30/19
McCann, Ciara	Tutor/SC	12.50	10/15/18-06/30/19
Miller, Makayla	Clinical Skills Specialist/SC	15.00	10/24/18-06/30/19
Miramontes, Alexandria	Tutor/SC	12.50	09/15/18-06/30/19
⁴ Molina Gallardo, Karla	HSE Trainer/SC	50.00	09/15/18-06/30/19
Paganelli, Casey	Tutor/SC	13.00	09/15/18-06/30/19
⁵ Paracha, Aliya	Tutor/SC	12.50	09/15/18-06/30/19
Pinzon, Sandra	Tutor/SC	12.00	09/15/18-06/30/19
Rock, Alexis	Tutor/IVC	11.50	10/17/18-06/30/19
Schiff, Maureen	Interpreter V/SC	45.00	07/01/18-06/30/19
Tisani, Malik	Tutor/SC	12.50	09/15/18-06/30/19
Watson, Patrick	Tutor/SC	12.50	10/15/18-06/30/19

B. AUTHORIZATION TO REVISE THE CLASSIFIED TEMPORARY NON-BARGAINING UNIT SALARY SCHEDULES

1. Approval is requested to increase the District's minimum wage from \$11.50 to \$12.50 per hour on the Non-Bargaining Unit Salary Schedules for 2018-2019, effective December 15, 2018. (Exhibit B)

C. VOLUNTEERS

1. The following individuals are to be approved as **Volunteers** for the **2018/2019** academic year.

Division of Advanced Technology and Applied Sciences, Saddleback College

Bakke Dahl, Ruth	Barajas, Alexiz	Barton, Christina
Chiba, Komugi	Corlett, Blanca	Donnelly, Sean
Hyde, Olivia	Land, Emily	Licea, David
Mafnas, Marian	Nunez, Livan	Rogers, Stephen
Saljooghi, Shohreh	Valdez, Noah	Welch, Olivia

School of the Arts, Irvine Valley College

Jones, Mason

Child Development Center, Saddleback College

Gulina, Varvara	Kramer, Amy	Rivera, Yasmine
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⁴ Related to Karen Molina Gallardo, Project Specialist, Saddleback College.

⁵ Related to Areeba Paracha, Tutor, Saddleback College.

C. VOLUNTEERS – Continued

1. The following individuals are to be approved as **Volunteers** for the **2018/2019** academic year.

Community Outreach and Recruitment, Saddleback College

Adams, Jeffrey	Azamian, Arman	Carlson, Ryan
Weathersby, Devin		

School of Guidance and Counseling, DSPS, Irvine Valley College

Latz, Chloe	Kim, Tiffany	Kussman, Jessica
Monus, Katherine	Nguyen, Virginia	Torres, Maria
Tregathen, Anneke		

International Student Program, Irvine Valley College

Apgar, Betty Sue	Apgar, Don	Eastan, Charles
Guerra, Elizabeth M.	Kellerman, Kathy	Ling, Chung-Li
Swift, Paul	Tseng, Joan	Zehring, Joan

Division of Kinesiology and Athletics, Saddleback College

Aguarin, Chris	Cheng, Magaly	Gutierrez, Crystal
Mijares, Alyza Grace	Young, Rico	

School of Languages and Learning Resources, Irvine Valley College

Stefan, Stefano

Division of Online Education and Learning Resources, Saddleback College

Cobos, Ana Maria	Good, Victoria	Lamanuzzi, Brenda
Martin, Linda M.	Ruff, Donald	Shamedani, Maliheh
Stephenson, Bonnie		

Division of Student Equity and Special Programs, Saddleback College

Haider, Shabana	Halberstadt, Andrew	Harris, Robin
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Veterans Services, Irvine Valley College

Bergado, Christian

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
NON-BARGAINING UNIT SALARY SCHEDULES
2018 - 2019 (eff. 09/15/2018 rev. 10/16/18)**

**NON-BARGAINING UNIT, TEMPORARY, SHORT TERM HOURLY SALARY
SCHEDULE***

*Non-Bargaining Unit, Temporary, Short Term, Hourly employees may not exceed (in any combination of assignments) a maximum of **160 days** in any fiscal year. Education Code 88003 states that "Short-term employee," as used in this section, means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis. Any number of hours per day constitutes a day worked. The Department/Division is responsible for tracking the amount of days. All ranges are based on skill level/departmental budget, not longevity.

<u>Range</u>	<u>Level of Service</u>	<u>Hourly Rate</u>
Range 005	Entry.....	11.50
Range 006	12.00
Range 007	12.50
Range 008	13.00
Range 009	13.50
Range 010	Intermediate	14.00
Range 011	14.50
Range 012	15.00
Range 013	15.50
Range 014	16.00
Range 015	16.50
Range 016	17.00
Range 017	17.50
Range 018	18.00
Range 019	18.50
Range 020	19.00
Range 021	19.50
Range 022	Skilled	20.00
Range 023	21.00
Range 024	22.00
Range 025	23.00
Range 026	24.00

South Orange County Community College District
Page 2 – NBU Salary Schedules, 2018-2019

Ranges 027+ require HR approval prior to use, unless otherwise noted.

Range 027	Advanced	25.00
Range 028	27.50
Range 029	30.00
Range 030	32.50
Range 031	35.00
Range 032	37.50
Range 033	40.00
Range 034	42.50
Range 035	45.00
Range 036	47.50
Range 037	50.00
Range 038	52.50
Range 039	55.00
Range 040	57.50
Range 041	60.00
Range 042	62.50
Range 043	65.00
Range 044	67.50
Range 045	70.00
Range 046	72.50
Range 047	75.00
Range 048	77.50
Range 049	80.00
Range 050	82.50
Range 051	85.00
Range 052	87.50
Range 053	90.00
Range 054	92.50
Range 055	95.00
Range 056	97.50
Range 057	100.00

South Orange County Community College District
Page 3 – NBU Salary Schedules, 2018-2019

SHORT-TERM NBUS: (Live Scans required if non-student)

Adapted Kinesiology Aide	Ranges 007-022
Campus Security Officer (Short-Term)	Ranges 007-037
Certified Test Proctors	Ranges 007-022
Child Development Center Aide	Ranges 007-022 (Depending on ECE units, Permit)
Clerk -- Short Term	Ranges 007-022 (A&R /Comm. Ed./Fiscal Office use only)
Coaching Aide	Ranges 007-029
DSPS Proctor	Ranges 007-022
AOJ Trainer (Frmrly Firearms Trainer)	Ranges 037-049
Lab. Aide	Ranges 007-022
Matriculation Proctor	Ranges 007-022
Outreach Aide	Ranges 007-022
Project Specialist	Ranges 007-057 (023+ require HR approval)
Theatre, Music, Dance Aide	Ranges 007-057 (023+ require HR approval)

STUDENT POSITIONS: (BP 4215 & EC88003)

Student Help	Ranges 005-022 (Limited to 20 hours per week) (Fall, Spring – 12 units; Summer - 6 units)
Work-Study	Ranges 005-022 (Federal, CalWorks, EOPS)

EC88003 and BP/AR 4215: Full-time students employed part time, and part-time students employed part time in any college work-study program, or in a work experience education program conducted by a community college district and which is financed by state or federal funds, shall not be a part of the classified service. Student help employees with 12 or more units are exempt from paying Social Security, Medicare and unemployment taxes. Student help employees may only work 20 hours or less per week (excludes summer). Human resources must be notified immediately, and the employee's assignment ended if the employee falls below the minimum required units. Employment of either full-time or part-time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services.

South Orange County Community College District
Page 4 – NBU Salary Schedules, 2018-2019

PROFESSIONAL EXPERTS: (Live Scan required)

Administrative Professional Expert	Ranges 022-057 (HR approval required)
Captionists	Ranges 022-047
Clinical Skills Specialists (Health Sci.)	Ranges 012-037
Interpreters (Sign Language)	Ranges 022-047 (Experience/Certification based)
Lead Interpreter (Sign Language)	Ranges 037-057 (Experience/Certification based)
Medical Professional	Ranges 029-057
Models (Art)	Ranges 024-047
Tutors	Ranges 007-037
	(AA degree/ equiv. knowledge/experience required)
Workforce Trainer	Ranges 037-057

COMMUNITY EDUCATION EXPERTS: (Live Scan Required)

<u>Job Title</u>	<u>Ranges available</u>
Aquatics Aide	Ranges 007-022
Recreation Aide	Ranges 007-022
Recreation Leader	Ranges 007-029
Sr. Lifeguard	Ranges 007-022
Adult Education Trainer	Ranges 007-057
Community Ed. Trainer	Ranges 007-057
HSE Trainer (HS Equiv.)	Ranges 007-057

EC 88003: Part-time playground positions, apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment, shall not be a part of the classified service.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Adjustment to the Police Officers Association (POA) Salary Schedule

ACTION: Approval

BACKGROUND

The collective bargaining agreement between South Orange County Community College District (District) and the Police Officers Association (POA) expired on June 30, 2018. The District and POA have reached a tentative agreement on salaries for the period of July 1, 2018 – June 30, 2021.

STATUS

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The District proposes to increase the Salary Schedule to be adjusted in the amount of two (2) percent for 2018 – 2019, one point eight five (1.85) percent for 2019 – 2020 and one point seven seven (1.77) percent for 2020 – 2021. The salary schedules for 2018 – 2021 are attached as Exhibit A. The increased costs of the agreement with POA for the three-year period, from July 1, 2018 through June 30, 2021, as displayed in Exhibit B, are estimated to be \$313,527.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve revision to the Police Officers Association Salary Schedule, to be effective July 1, 2018.



South Orange County Community College District

POLICE OFFICER SALARY SCHEDULE 2018-2019 2.0% Increase

<u>CLASSIFICATION</u>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly	3,596	3,775	3,964	4,162	4,370	4,588
	Annual	43,152	45,300	47,568	49,944	52,440	55,056
	Daily	171.24	179.76	188.76	198.19	208.10	218.48
	Hourly	21.40	22.47	23.60	24.77	26.01	27.31
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly	5,144	5,401	5,671	5,955	6,253	6,566
	Annual	61,728	64,812	68,052	71,460	75,036	78,792
	Daily	244.95	257.19	270.05	283.57	297.76	312.67
	Hourly	30.62	32.15	33.76	35.45	37.22	39.08
Range IV Police Sergeant	Monthly	5,671	5,955	6,253	6,566	6,894	7,239
	Annual	68,052	71,460	75,036	78,792	82,728	86,868
	Daily	270.05	283.57	297.76	312.67	328.29	344.71
	Hourly	33.76	35.45	37.22	39.08	41.04	43.09

Daily rate based on 21 days / month

Hourly rate based on 168 days / month



South Orange County Community College District

POLICE OFFICER SALARY SCHEDULE

2019-2020

1.85% Increase

<u>CLASSIFICATION</u>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly	3,663	3,845	4,037	4,239	4,451	4,673
	<i>Annual</i>	43,956	46,140	48,444	50,868	53,412	56,076
	<i>Daily</i>	174.43	183.10	192.24	201.86	211.95	222.52
	<i>Hourly</i>	21.80	22.89	24.03	25.23	26.49	27.82
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly	5,239	5,501	5,776	6,065	6,369	6,687
	<i>Annual</i>	62,868	66,012	69,312	72,780	76,428	80,244
	<i>Daily</i>	249.48	261.95	275.05	288.81	303.29	318.43
	<i>Hourly</i>	31.18	32.74	34.38	36.10	37.91	39.80
Range IV Police Sergeant	Monthly	5,776	6,065	6,369	6,687	7,022	7,373
	<i>Annual</i>	69,312	72,780	76,428	80,244	84,264	88,476
	<i>Daily</i>	275.05	288.81	303.29	318.43	334.38	351.10
	<i>Hourly</i>	34.38	36.10	37.91	39.80	41.80	43.89

Daily rate based on 21 days / month

Hourly rate based on 168 days / month



South Orange County Community College District

POLICE OFFICER SALARY SCHEDULE

2020-2021

1.77% Increase

<u>CLASSIFICATION</u>		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Range I Campus Security Officer	Monthly	3,728	3,913	4,108	4,314	4,530	4,756
	Annual	44,736	46,956	49,296	51,768	54,360	57,072
	Daily	177.52	186.33	195.62	205.43	215.71	226.48
	Hourly	22.19	23.29	24.45	25.68	26.96	28.31
Range II Police Officer Police Officer - (Weekends/Holidays)	Monthly	5,332	5,598	5,878	6,172	6,482	6,805
	Annual	63,984	67,176	70,536	74,064	77,784	81,660
	Daily	253.90	266.57	279.90	293.90	308.67	324.05
	Hourly	31.74	33.32	34.99	36.74	38.58	40.51
Range IV Police Sergeant	Monthly	5,878	6,172	6,482	6,805	7,146	7,504
	Annual	70,536	74,064	77,784	81,660	85,752	90,048
	Daily	279.90	293.90	308.67	324.05	340.29	357.33
	Hourly	34.99	36.74	38.58	40.51	42.54	44.67

Daily rate based on 21 days / month

Hourly rate based on 168 days / month

POA Negotiations Costing November 2018

2.0% increase for FY 2018-2019
1.85% increase for FY 2019-2020
1.77% increase for FY 2020-2021
POST Supplemental Pay - \$3,000 for Advanced POST
Lower Retirement Benefit Age to 55

Increased Annual Cost							Cumulative Cost		
2018-2019				2019-2020	2020-2021		2018-2019	2019-2020	2020-2021
2.0% Increase	POST Supplemental Pay	Lowet Retirement Benefit Age	Total	1.85% Increase	1.77% Increase		Cumulative Cost 4.33%	Cumulative Cost 6.18%	Cumulative Cost 7.95%
Salary	\$ 26,059	\$ 27,000	\$ -	\$ 53,059	\$ 25,086	\$ 24,445	\$ 53,059	\$ 131,204	\$ 233,794
27.462% Benefits	\$ 7,156	\$ 7,415	\$ -	\$ 14,571	\$ 7,576	\$ 8,042	\$ 14,571	\$ 36,718	\$ 66,908
Other	\$ -	\$ -	\$ 4,275	\$ 4,275	\$ -	\$ -	\$ 4,275	\$ 8,550	\$ 12,825
Total	\$ 33,215	\$ 34,415	\$ 4,275	\$ 71,905	\$ 32,662	\$ 32,488	\$ 71,905	\$ 176,472	\$ 313,527
	2.00%	2.07%	0.26%	4.33%	1.97%	1.96%	4.33%	6.30%	8.25% (compounded)

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: SOCCCD: Final Action in Public Session – Irvine Valley College Student Discipline

ACTION: Final Action on Recommendation for Student Expulsion

BACKGROUND

On October 31, 2018, an Irvine Valley College student failed to appear for his hearing for expulsion from South Orange County Community College District for violations of regulations governing student conduct (AR-5401). The Disciplinary Hearing Panel's recommendation is expulsion.

STATUS

Education Code 72122 provides for closed session consideration of "the suspension of, or disciplinary action or any other action in connection with any student," unless the student, after being notified in writing of the closed session, requests within 48 hours of receipt of the written notice that the hearing be held as a public meeting. Education Code 72122 further provides that whether the matter is considered in closed session or at a public meeting, the final action of the governing board shall be taken at a public meeting and the result of that action shall be a public record. The student in question was notified that the Board would consider the recommendation for expulsion in closed session at the November 19, 2018, meeting. Accordingly, there will be an opportunity for the Board to consider and discuss the recommendation for expulsion in closed session, following which the Board will take final action on the recommendation in open session. In accordance with the Family Educational Privacy Rights Act (FERPA) and Education Code 76200, the student will not be identified publicly.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Information

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

Item Submitted By: *Dr. James Buysse, Interim President, Saddleback College and Dr. Glenn R. Roquemore, President, Irvine Valley College*

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
10/27/2018 10:00 am	BGS 200	Jeff Greenburg	Financing the Entrepreneurial Business	Bill Waldo	Understanding the Angel Investor Process & Criteria
10/29/2018 5:00 pm – 6:00 pm	SCI 111	Sam Abbas	Pre-Health Society	David C. Laine	Whittier College, College Admissions, Tips, Do's & Don'ts, Research/Internship
11/10/2018 9:00 am	BGS 200	Jeff Greenberg	Financing the Entrepreneurial Business	Kristy Bain	Introduction to Programs Offered by the Small Business Administration
11/14/2018 11:45 am	BGS 132	Farida Gabdrakhmanova	Interior Design Club	Brooke Schneider Demi Reminger	Source Recruiting
11/17/2018 9:00 am	BGS 200	Jeff Greenberg	Financing the Entrepreneurial Business	Rich Toubman	Introduction to Methods to Value a Small Business for Investment Purposes
11/26/2018 6:00pm – 7:15pm	BGS 356	Amira Wegenek	Intro to Psychology	Karen Blanco Janet Stuart	Reducing the Stigma Surrounding Mental Illness
11/27/2018 7:00pm – 8:00pm	BGS 356	Amira Wegenek	Intro to Psychology	Kimberly Brassett	Applying Psychology to Calm Anxieties and Avoid Test Anxiety
11/30/2018 10:30 am – 12:30 pm	BGS 119	Shane Geil	FASH 254 Fashion in SoCal	Shelby Myers	History of Sugarhigh and Influencer of Outreach
12/1/2018 9:00 am	BGS 200	Jeff Greenberg	Financing the Entrepreneurial Business	Dylan Balsz	Success Story of a Previous Student of this Class
12/8/2018 9:00 am	BGS 200	Jeff Greenberg	Financing the Entrepreneurial Business	Kent Clayton	Introduction to Investor Term Sheets
1/18/2019 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Greg Jenks Dorothy Marie Lowry	Distinguished Guest Lecture Series / SC Emeritus Institute	Dr. Gregory Cumming	The Life & Legacy of Richard Nixon

1/25/2019 9:30am – 11:35am	Laguna Woods Village Performing Arts Center	Greg Jenks Dorothy Marie Lowry	Distinguished Guest Lecture Series / SC Emeritus Institute	Dr. Jeffrey L. Krichmar	Neurorobotics – A Promising Pathway Toward Intelligent Cognitive Robots
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IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
10/22/18 11:00am	BSTIC 119	Yelena Raysky	COUN 102 Career Exploration	Tony Ruiz	University Admissions
10/23/18 7:00pm	A210	Kevin Brown	AESL 505 Advanced Adult ESL	Cynthia Campos	How to Understand Auto Insurance Policy
10/30/18 3:00pm	BSTIC 117	John Russo	Business Leader Society Club	Jordan Kilgour	Entrepreneurship and Motivation

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Staff May Respond to Public Comments from the Previous Board Meeting

ACTION: None

BACKGROUND

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

STATUS

A public comment response from staff was not requested during last month's board meeting.

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

At the request of the Board of Trustees, this report is prepared and submitted monthly to provide the Board with information on major capital projects underway and/or planned. Each project includes the project description, budget narrative, status, whether the project is in progress or recently completed and the current focus. Words appearing in *italics* indicate a change from the previous report. The dates appearing in **bold font** indicate that the associated phase is completed.

STATUS

EXHIBIT A provides an up-to-date report on the status of major capital projects.

FACILITIES PLAN STATUS REPORT

November 19, 2018

CAPITAL IMPROVEMENT PLANNING

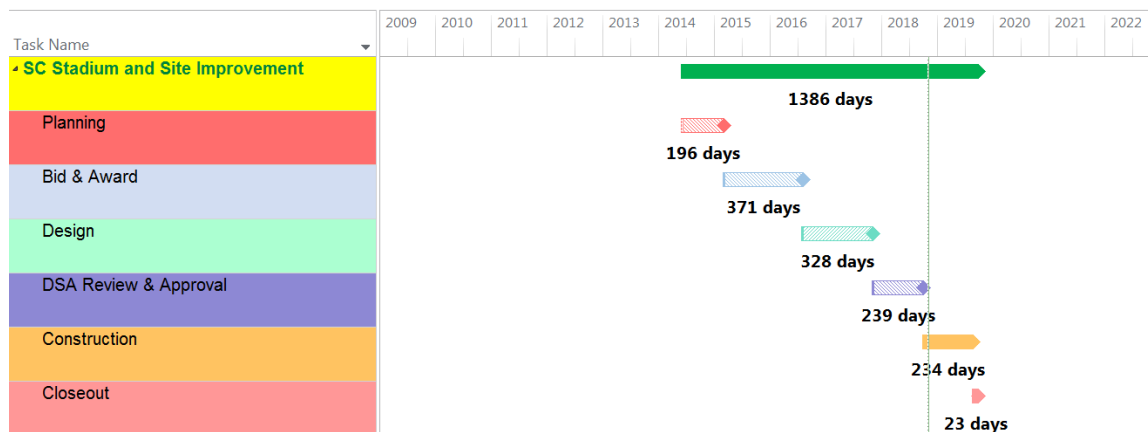
The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was completed December 2011. The 2011 EFMP report is available at the District website: http://www.socccd.edu/about/about_planning.html. The next EFMP process is scheduled for FY 2018-2019. This report contains information on projects over \$1 million that are listed in the Facilities Master Plans for both colleges and projects that include associated planning efforts.

SADDLEBACK COLLEGE

1. STADIUM AND SITE IMPROVEMENT

Project Description: The existing stadium will be replaced with a new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and nine lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	Mar 2014	Award D/B Contract	Aug 2016
Start Working Drawings	Sep 2016	Complete Construction	Aug 2019
Complete Working Drawings	Nov 2017	Advertise for FF&E	N/A
DSA Final Approval	Nov 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board agenda action on 3/24/2008, 6/23/2014, and 6/22/2015. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 -

\$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015 the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of RDA and Promenade income of \$22,705,000.

	Original	Revision	Total
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$0	\$22,705,000	\$22,705,000

Status: Construction Phase: Stadium utilities

In Progress: *Site utilities installation.*

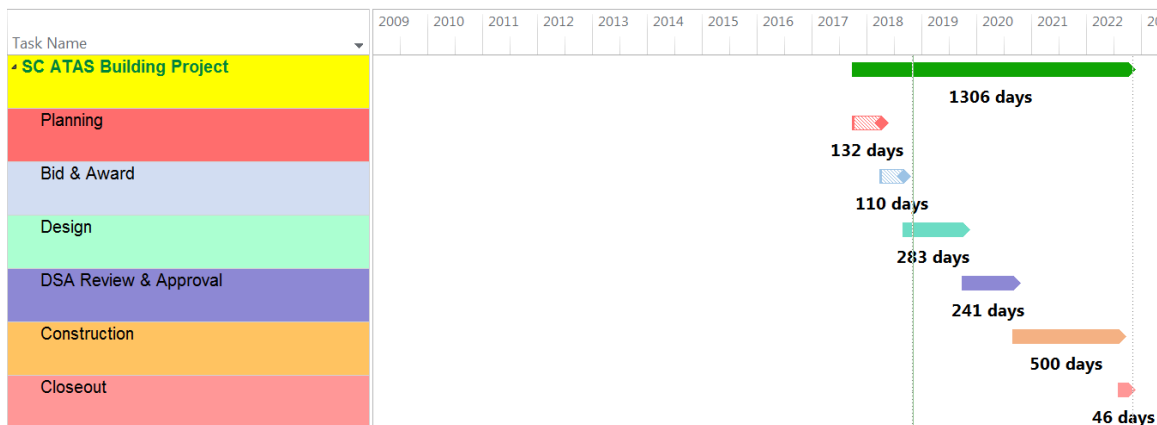
Recently Completed: *DSA approval of Increment 2 plans.*

Focus: Perform overall project schedule impact analysis due to the DSA review duration. Complete Design-Build Entity remaining sub-trades buyout. Monitor steel tariffs impact. Coordinate final *storm drain* outfall design with County of Orange.

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 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 from this project.* See SC TAS Building Assessment in this report.

Start Preliminary Plans	Oct 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Oct 2018	Complete Construction	Aug 2022
Complete Working Drawings	Sep 2019	Advertise for FF&E	Pending
DSA Final Approval	Sep 2020	DSA Close Out	Pending



Budget Narrative: In fiscal years 2002-2003 and 2004-2005, \$971,000 and \$985,000 respectively, for a total of \$1,956,000 was allocated from basic aid to cover design. Budget reflects Board agenda action on 8/27/2012, 10/25/2013, 6/23/2014, 8/22/2016 and 5/21/2018. On August 27, 2012, the Board approved \$12,777,313. On October 25, 2013, the Board approved fund reassignment of \$8,523,000 to the Saddleback College Sciences Building. On June 23, 2014, the Board restored \$8,523,000 and added \$2,702,000. On August 22, 2016, the Board approved \$3,110,000. On May 21, 2018, the Board approved \$44,863,622 to fund a new building. The ATAS Building project budget of \$64,100,000 differs from the basic aid allocation due to funds spent for the Technology and Applied Science renovation project prior to the decision to move forward with a new building.

	Original	Revision	Total
Project Budget:			
TAS Renovation	\$8,755,055	\$ (7,446,120)	\$ 1,308,935
ATAS Building	\$0	\$64,100,000	\$64,100,000
Total	\$8,755,055	\$56,653,880	\$65,408,935
District Funding Commitment:	\$8,755,055	\$56,653,880	\$65,408,935
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,956,000	\$63,452,935	\$65,408,935

Status: Schematic Design for ATAS Building & Tennis Courts Center.

In Progress: Review meetings with ATAS & Athletic Division user groups, Design-build Entity topographic survey and underground utility verification and weekly design coordination meetings.

Recently Completed: Staff received 100% Schematic Design deliverable for the Tennis Courts Center. Saddleback College Executive Cabinet signed off on the ATAS Building & Tennis Courts Center program validation phase. The first partnering session with the Design-build Entity and project's stakeholders is completed.

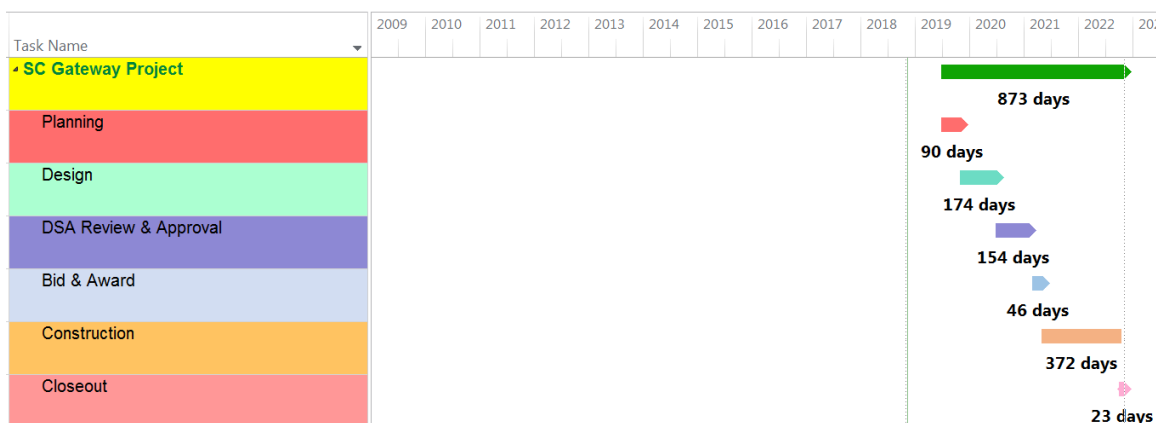
Focus Issue: Complete schematic design phase review process and obtain Stakeholders' sign-off. Schedule pre-application meeting with the Division of the State Architect (DSA). De-scope the TAS Building demolition, utility relocation and the new surface parking lot

from the Design-build Entity contract pursuant to Saddleback College Executive Cabinet request.

3. GATEWAY PROJECT

Project Description: This proposed project will construct a new three story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This project will reduce the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	2019-2020	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016 and 6/26/2017. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. On June 26, 2017, the Board approved \$16,832,003 with basic aid match of \$10,145,180 outstanding. The state match adjusts annually due to the change in cost index by the State Chancellor's office and is identified below. The District revised the funding commitment from 30 to 50 percent of state supportable costs to increase state funding competitiveness. The project budget includes additional funds identified to address costs not accounted for in state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$7,626,000	\$50,493,000
District Funding Commitment:	\$12,814,000	\$16,990,000	\$29,804,000
Anticipated State Match:	\$30,053,000	\$(9,364,000)	\$20,689,000
Basic Aid Allocation:	\$ 1,545,115	\$18,113,705	\$19,658,820
Unallocated District Contribution:			\$10,145,180

Status: Pursuing state funding match. SOCCCD projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently being recommended for the 2019-2020 fiscal year funding cycle.

In Progress: *The State Chancellor's office has requested that the primary building(s), currently housing curriculum that plan to move to the Gateway Building project, be seismically evaluated. This work is underway.*

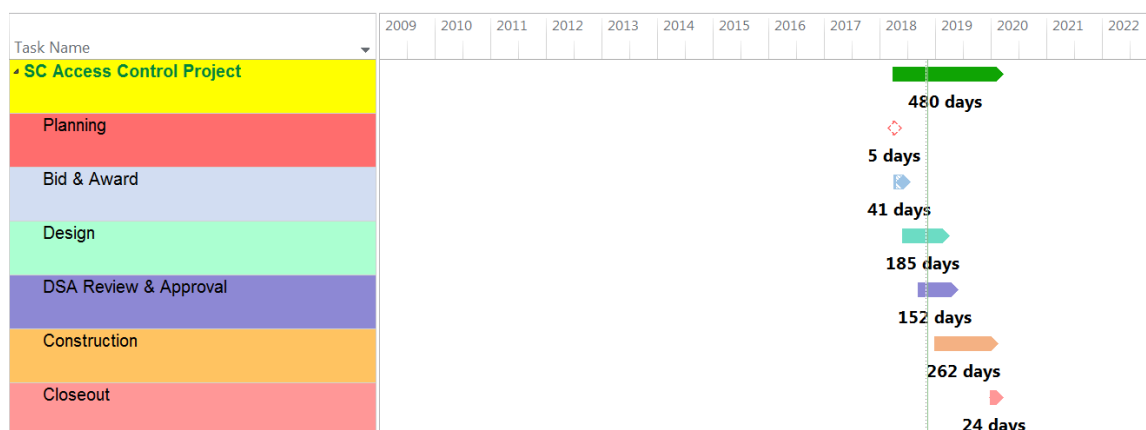
Recently Completed: The State Chancellor's office developed a project list for the 2019-2020 fiscal year Department of Finance submittal. On September 17, 2018, the Board of Governors approved the 2019-2020 Capital Outlay Spending Plan. The State Chancellor's office is requesting funding for both the preliminary plans and the working drawings for this project. Staff recently responded to questions from the Department of Finance regarding seismic evaluations and our plans for existing buildings.

Focus: Staff continues to follow Sacramento activities to ensure maximum funding potential. Staff is monitoring the Governor's budget release in January 2019 to verify the project is moving forward in the state process. *Staff is working to complete seismic evaluation of the Student Services Center and the Science Math building.*

4. ACCESS CONTROL PROJECT

Project Description: This project will retrofit 1,535 existing doors campus-wide with electronic door locks to provide access control and enhanced safety. This project is similar to the standard established at the Science Building, with hardware synchronized to software monitored by the Saddleback College Police.

Criteria Development	Apr 2018	Award D/B Contract	May 2018
Start Working Drawings	Jun 2018	Complete Construction	Jan 2020
Complete Working Drawings	Dec 2018	FF&E	N/A
DSA Final Approval	Jan 2019	DSA Closeout	Pending



Budget Narrative: Budget reflects the Board agenda action on 6/26/17 and 5/21/18. On June 26, 2017, the Board approved \$3,000,000 for District-wide ADA Transition Plan. Saddleback College assigned its \$1,600,000 share of the ADA transition funds to this project. On May 21, 2018, the Board approved \$4,000,000. Saddleback College also assigned \$1,364,296 from college general funds. Additionally, State Scheduled Maintenance allocations across FY 2015-16, 2016-2017, 2017-2018 total \$4,845,914.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$11,810,210	\$0	\$11,810,210
District Funding Commitment:	\$ 6,964,296	\$0	\$ 6,964,296
Basic Aid Allocation:	\$ 4,000,000	\$0	\$ 4,000,000
Basic Aid ADA Allocation:	\$ 1,600,000	\$0	\$ 1,600,000
College General Fund:	\$ 1,364,296	\$0	\$ 1,364,296
State Scheduled Maintenance Allocation:	\$ 4,845,914	\$0	\$ 4,845,914

Status: Design phase.

In Progress: *DSA review of Increment 1 (BGS and SSC) is underway and staff is responding to DSA beta phase (Campus Police, Central Plant) submittal comments.*

Recently Completed: *DSA review of Beta phase. Increment 2 survey (Admin and Governance building.)*

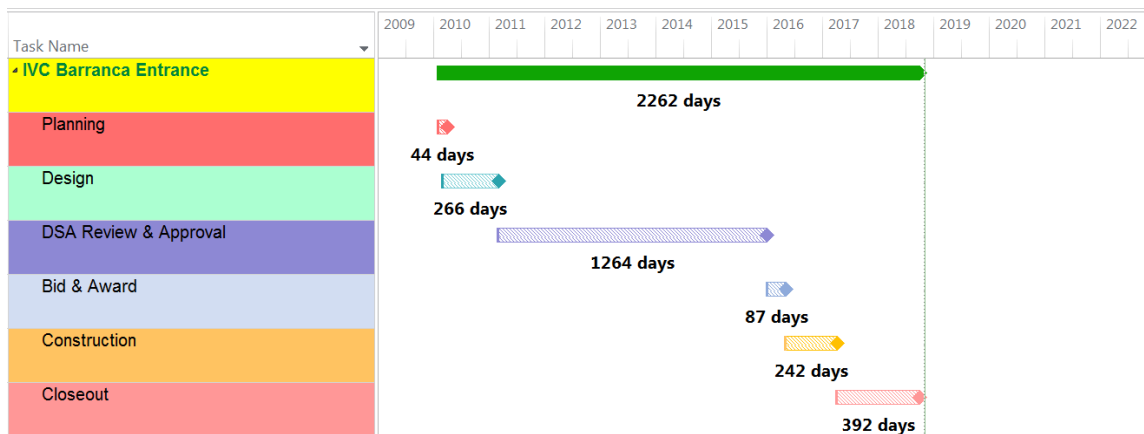
Focus: *Continue survey and document development for future increments. Apply lessons learned from Beta phase.*

IRVINE VALLEY COLLEGE

1. BARRANCA ENTRANCE (LASER WAY)

Project Description: This project created a new, signalized entrance with vehicular, bicycle and pedestrian access, including landscaping, leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	Feb 2010	Award Construction Contract	May 2016
Start Working Drawings	Mar 2011	Complete Construction	Apr 2017
Complete Working Drawings	Mar 2011	Advertise for FF&E	N/A
DSA Final Approval	Dec 2012	DSA Close Out	N/A



Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The basic aid assignment of \$2,850,000 was sufficient to meet project costs. *During the 2017-2018 CIC/BAARC cycle \$513,116 was returned to basic aid.*

	Original	Revision	Total
Project Budget:	\$2,850,000	\$513,116	\$2,336,884
District Funding Commitment:	\$2,850,000	\$513,116	\$2,336,884
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$513,116	\$2,336,884

Status: Close out Phase: Southern California Edison (SCE) and the City of Irvine.

In Progress: Project close-out. Finalize SCE landscaping easement.

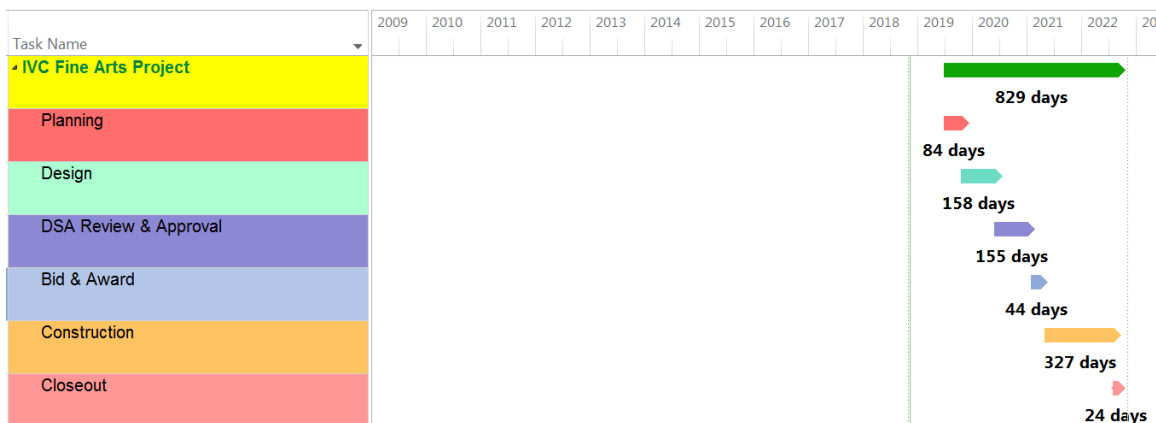
Recently Completed: *Board approved SCE Landscape Easement.*

Focus: *Execute SCE Landscape Easement. Close out project.*

2. FINE ARTS PROJECT

Project Description: The proposed project will construct three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand the Fine Arts department. Art, Art History, Music and Dance instruction will relocate from laboratories currently housed across a number of different buildings on campus. The Fine Arts buildings, located southwest of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Space will be vacated within the B-100, B-300 and A-300 buildings for future renovation.

Start Preliminary Plans	2019-2020	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016 and 6/26/2017. 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 with basic aid match of \$8,913,402 outstanding. The state match adjusts annually due to the change in cost index by the State Chancellor's office and is identified below. The District revised the funding commitment from 30 to 50 percent of State supportable costs to increase state funding competitiveness. The project budget includes additional funds identified to address costs not accounted for in state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,703,000	\$ 7,157,000	\$42,860,000
District Funding Commitment:	\$10,562,000	\$13,800,000	\$24,362,000
Anticipated State Match:	\$25,141,000	\$(6,643,000)	\$18,498,000
Basic Aid Allocation:	\$795,000	\$14,592,320	\$15,448,598
Unallocated District Contribution:			\$ 8,913,402

Status: Pursuing state funding match. SOCCCD projects, the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project, are currently being recommended for the 2019-2020 fiscal year funding cycle.

In Progress: *The State Chancellor's office has requested that the primary building(s), currently housing curriculum that plan to move to the Fine Arts Building project, be seismically evaluated. This work is underway.*

Recently Completed: State Chancellor's office has developed a project list for the 2019-2020 fiscal year Department of Finance submittal. On September 17, 2018, the Board of Governors approved the 2019-2020 Capital Outlay Spending Plan. The State Chancellor's Office is requesting funding for both the preliminary plans and the working drawings for this project. Staff recently responded to questions from the Department of Finance regarding seismic evaluations and our plans for existing buildings.

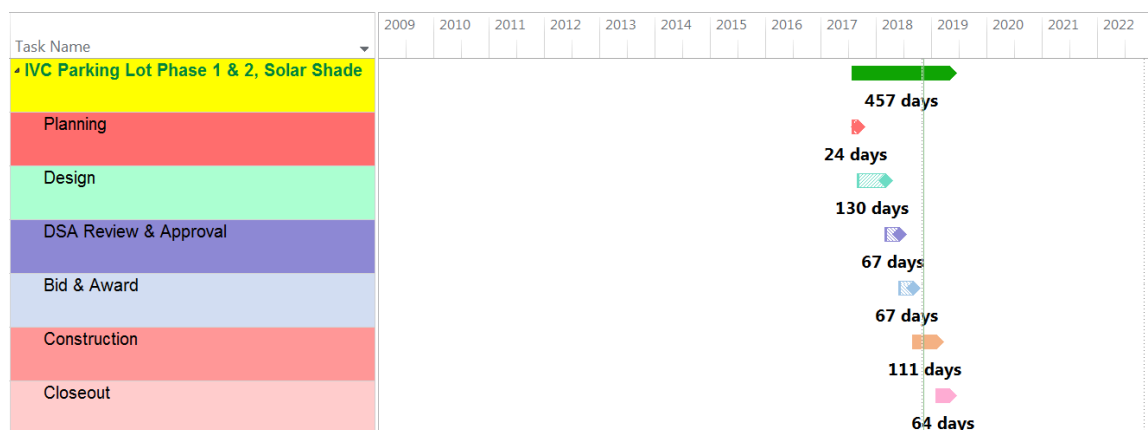
Focus: Staff continues to follow Sacramento activities to ensure maximum funding potential. Staff is monitoring the Governor's budget release in January 2019 to verify the

project is moving forward in the state process. *Staff is working to complete seismic evaluation of the A300, PE 100 and the Student Services Center buildings.*

4. PARKING LOT PHASE 1 & 2 AND SOLAR SHADE PROJECT

Project Description: This project includes development of a 190,000 square foot, lighted parking lot creating 594 additional parking spaces. The project includes photovoltaic panels supported on parking canopies and a battery storage system. Both systems will interconnect with the local utility grid and integrate with the campus electrical system, which will be consolidated in response to utility requirements.

Start Preliminary Plans	Sep 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Dec 2017	Complete Construction	Feb 2019
Complete Working Drawings	Mar 2018	Advertise for FF&E	Oct 2018
DSA Final Approval	Jun 2018	DSA Close Out	May 2019



Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and add a connection to the new perimeter road. On June 26, 2017, the Board approved \$733,000. On May 21, 2018, the Board approved \$1,300,000 to include the phase II parking scope.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$5,778,000	\$8,788,000
District Funding Commitment:	\$3,010,000	\$5,778,000	\$8,788,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$5,778,000	\$8,788,000

Status: Construction Phase for Parking Lot project. Design Phase for Battery Energy Storage project. *Contract award phase for consolidated electrical system.*

In Progress: *Underground utility installation at parking lot. Contract award for consolidated electrical system. DSA review of Battery Energy Storage.*

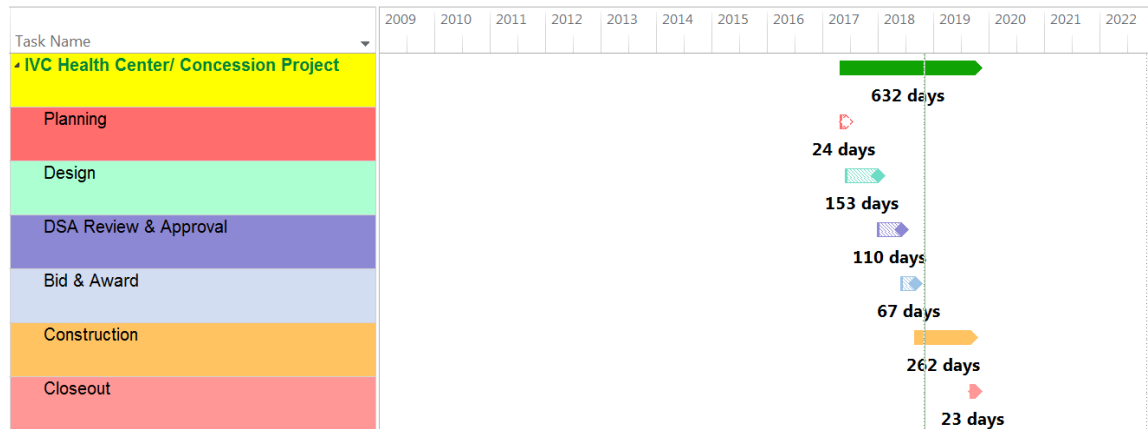
Recently Completed: *Rough grading and main irrigation piping installation. Battery Energy Storage design submittal to DSA.*

Focus: *Continue underground utility installation at parking lot. Prepare for consolidated energy system conduit installation. Begin solar shade system procurement.*

5. HEALTH CENTER/CONCESSION PROJECT

Project Description: This project is a new one story building with an estimated 2,214 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building. The new Health Center/Concession building is located adjacent to the baseball fields and includes baseball bleacher seating for 300.

Start Preliminary Plans	May 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Jul 2017	Complete Construction	Sep 2019
Complete Working Drawings	Jan 2018	Advertise for Equipment	Dec 2018
DSA Final Approval	Jun 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 22, 2015, the Board approved \$400,000. On August 22, 2016, the Board approved \$5,338,000. On June 26, 2017, the Board approved \$402,000. On May 21, 2018, the Board approved \$1,360,000.

	Original	Revision	Total
Project Budget:	\$5,200,000	\$2,300,000	\$7,500,000
District Funding Commitment:	\$5,200,000	\$2,300,000	\$7,500,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 400,000	\$7,100,000	\$7,500,000

Status: Construction Phase.

In Progress: Review contractor's submittals and initiate site construction.

Recently Completed: *The building pad is certified. Under slab electrical and sanitary plumbing is installed.*

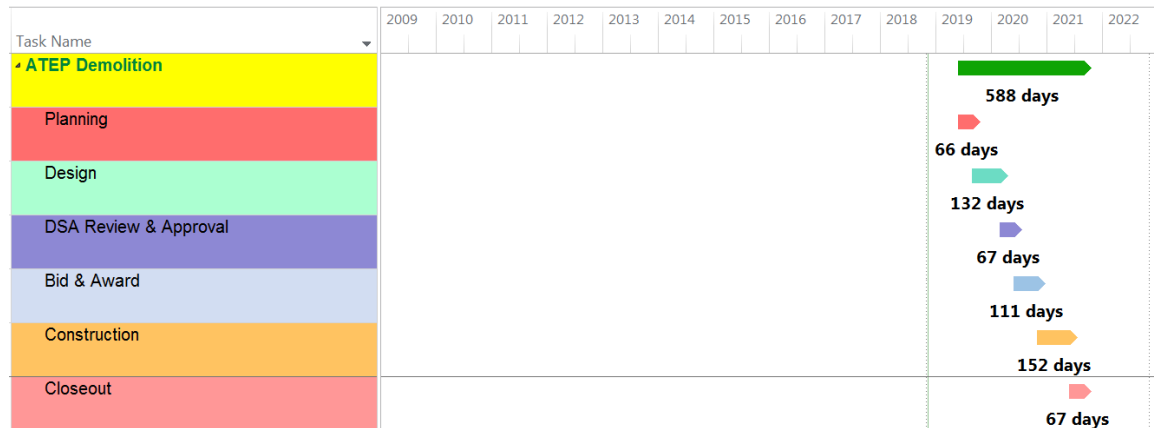
Focus: *Continue under slab utilities and building footings.*

ATEP

1. ATEP DEMOLITION

Project Description: This project is for facilities and infrastructure demolition at the former Tustin Marine Corps Air Station to facilitate ATEP site development. This project occurred in phases. Six are complete and one additional phase is required after the land exchange between the County and SOCCCD is complete. The schedule below will be updated after transfer of County land is complete.

Start Preliminary Plans	TBD	Award Construction Contract	TBD
Start Working Drawings	TBD	Complete Construction	TBD
Complete Working Drawings	TBD	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A



Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013. On April 22, 2004, the Board approved \$7,000,000. On June 17, 2013, the Board approved \$6,700,000 to fund additional demolition projects as a result of the land exchange.

	Original	Revision	Total
Project Budget:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
District Funding Commitment:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 7,000,000	\$ 6,700,000	\$13,700,000

Status: On hold. Awaiting demolition upon completed land exchange.

In Progress: Staff is monitoring the City and Navy progress for county land transfer to District so the demolition can be completed. The most recent estimate for the land exchange is by the end of calendar year 2019.

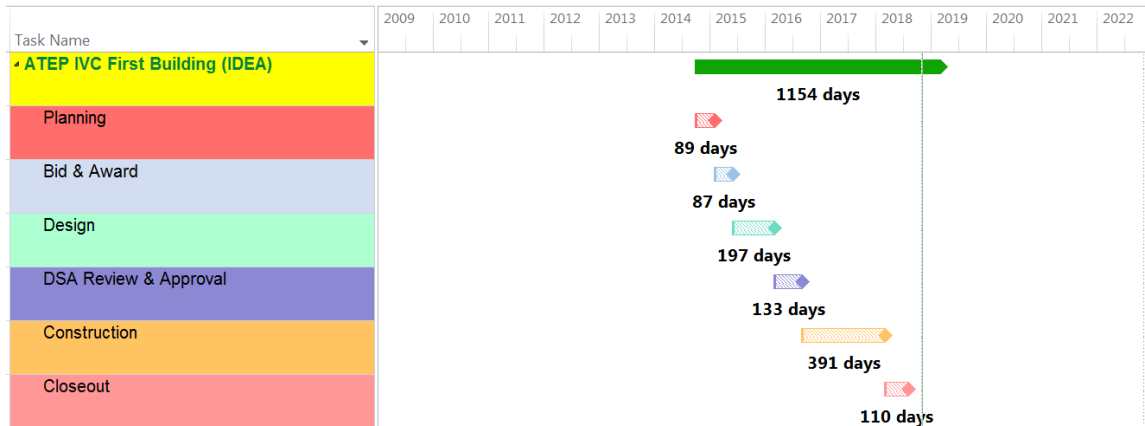
Recently Completed: Staff attended the Restoration Advisory Board (RAB) meeting on October 11, 2018, and were advised that the land exchange has been delayed for at least one year due to additional testing required. The testing is scheduled for summer 2019 with a report due in October 2019.

Focus: On hold. *This project will be removed from future reports until such time as the land transfer occurs.*

2. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 32,492 gross square feet (GSF) building. The new ATEP IVC First Building consists primarily of lab classrooms with some lecture classroom space, offices and student support services. The building was designed for automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, the testing center and some spaces that represent expansion. In addition to the programs identified during design, a portion of the Adult ESL (English as a second language) and the Emeritus and Community Education offices were moved to the ATEP IDEA building at its opening. The project includes 50kW of solar electric power and is a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award D-B Contract	Jun 2015
Start Working Drawings	Jul 2015	Complete Construction	Mar 2018
Complete Working Drawings	Mar 2016	Advertise for FF&E	Sep 2017
DSA Final Approval	Sep 2016	DSA Close Out	Aug 2018



Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/2015, 8/22/2016 and 6/26/2017. On February 28, 2011, the Board approved \$12,500,000, originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds Board approved on June 23, 2014. On June 22, 2015, the Board approved \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The College applied Irvine Valley College RDA funds equaling \$1,250,000 for an expanded lobby and \$700,000 for additional IT equipment. On June 26, 2017, the Board approved \$1,100,000.

	Original	Revision	Total
Project Budget:	\$23,000,000	\$ 6,350,000	\$29,350,000
District Funding Commitment:	\$23,000,000	\$ 6,350,000	\$29,350,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$0	\$ 1,950,000	\$ 1,950,000

Status: Project Closeout

In Progress: Coordinate with contractor and SCE for battery storage Permission to Operate (PTO).

Recently Completed: Installed battery storage system.

Focus: Obtain photovoltaic and battery storage interconnect agreements with utility agency allowing both systems to “go live”.

3. ATEP – UTILITIES AND INFRASTRUCTURE (*Fencing*)

Project Description: *The fencing project is an extension to the Utilities and Infrastructure project, which supports the ATEP IVC First Building and future development. The fencing will enclose the undeveloped portions of the ATEP site resulting in increased security and improved site monitoring.*

Start Preliminary Plans	Sep 2018	Award Construction Contract	Oct 2018
Start Working Drawings	Sep 2018	Complete Construction	Feb 2019
Complete Working Drawings	Sep 2018	Advertise for FF&E	N/A
DSA Final Approval	N/A	DSA Close Out	N/A



Budget Narrative: Budget reflects Board action on 6/22/2015 and 8/22/2016. On June 22, 2015 the Board approved \$7,000,000. On August 22, 2016, the Board of Trustees approved \$2,475,000.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$2,475,000	\$9,475,000
District Funding Commitment:	\$7,000,000	\$2,475,000	\$9,475,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$2,475,000	\$9,475,000

Status: *Construction Phase.*

In Progress: *Contractor mobilization.*

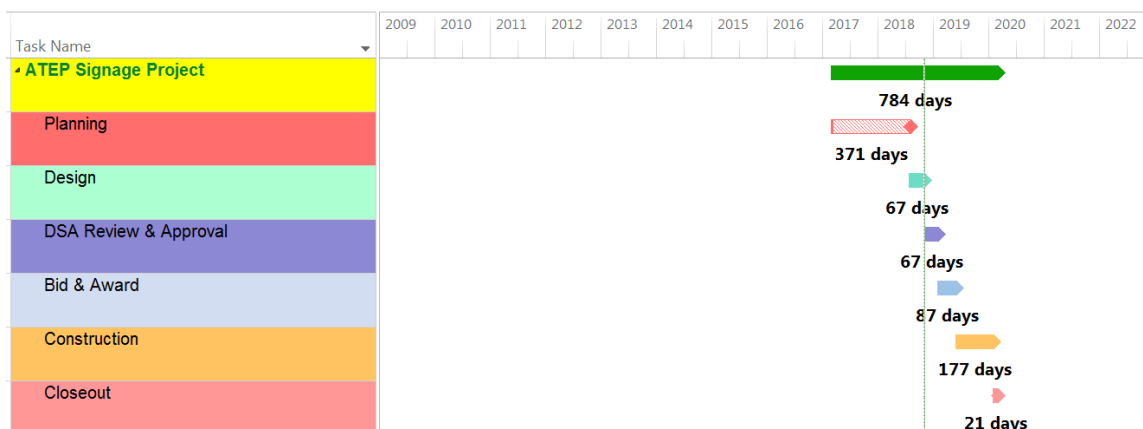
Recently Completed: *Bid and Award.*

Focus: *Material procurement.*

4. ATEP – SIGNAGE PROJECT

Project Description: Wayfinding signage for ATEP consists of monument, vehicle and pedestrian signage. This signage will define the campus as a destination, support route planning, clarify entrances and parking, create a main pathway, and establish a standardized naming system.

Start Preliminary Plans	Mar 2017	Award Construction Contract	Jun 2019
Start Working Drawings	Aug 2018	Complete Construction	Feb 2020
Complete Working Drawings	Nov 2018	Advertise for FF&E	N/A
DSA Final Approval	Feb 2019	DSA Close Out	Apr 2020



Budget Narrative: Budget reflects Board action on 5/21/2018. On May 21, 2018, the Board approved \$500,000.

	Original	Revision	Total
Project Budget:	\$3,000,000	\$0	\$3,000,000
District Funding Commitment:	\$ 500,000	\$0	\$ 500,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 500,000	\$0	\$ 500,000

Status: Design Phase.

In Progress: Review of design submittal.

Recently Completed: Staff accepted a draft project schedule based on design timeline and projected DSA review.

Focus: Staff is validating the schedule for Phase I signage.

DISTRICT WIDE

1. SUSTAINABILITY/ ENERGY PLAN

Project Description: The Sustainability/Energy Plan supports the colleges' plans for future sustainability/energy projects, will provide best practices, aid with energy savings programs, and recommend various sustainability projects. The project has two phases, the first develops building design and construction guidelines and the second develops campus organizational policies and procedures. The Plan will inform the upcoming Facilities Master Plan process. Staff will update the schedule below when Phase II begins.

Kick Off, Phase I	Jan 2017	Start Plan Development	Feb 2017
Start Research/Analysis	Jan 2017	Complete Plan	May 2017
Complete Research/Analysis	Feb 2017	Final Plan, Phase I	Nov 2017



Budget Narrative: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017, and 5/21/2018. On June 22, 2015, the Board approved \$200,000. On August 22, 2016, the Board approved \$40,000. On June 26, 2017, the Board approved \$200,000. On May 21, 2018, the Board approved \$200,000.

	Original	Revision	Total
Project Budget:	\$200,000	\$440,000	\$640,000
District Funding Commitment:	\$200,000	\$440,000	\$640,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$440,000	\$640,000

Status: Between Phase I and II efforts.

In Progress: Determining committee facilitator and composition for Phase II.

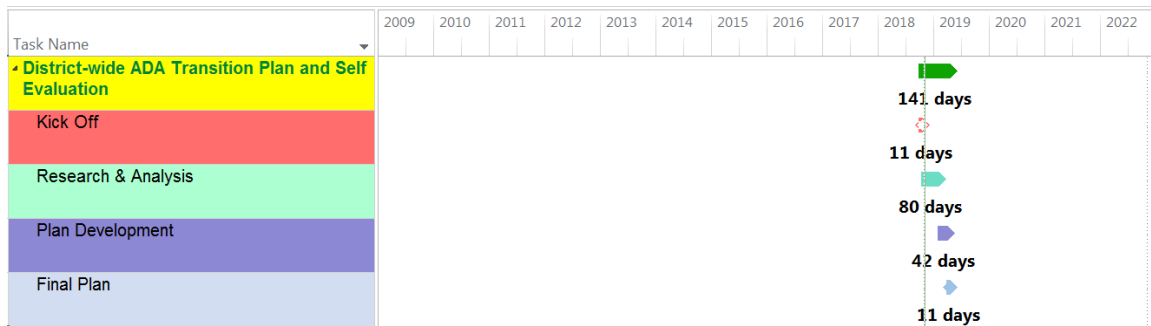
Recently Completed: Phase I final plan.

Focus: Develop Phase II scope of work and committee composition.

2. ADA TRANSITION PLAN AND SELF EVALUATION

Project Description: The ADA Transition Plan project audited District-wide access compliance and prioritized, budgeted and scheduled the District's Americans with Disabilities Act (ADA) Transition Plans. This information will inform the upcoming Facilities Master Plan process. Phase II work includes self-evaluation of services, policies and practices.

Kick Off – Phase II	Nov 2018	Start Plan Development	Feb 2019
Start Research/Analysis	Nov 2018	Complete Plan	Apr 2019
Complete Research/Analysis	Jan 2019	Final Plan	May 2019



Budget Narrative: Budget reflects Board action on 6/22/2015, 6/27/2016 and 6/26/2017. On June 22, 2015, the Board approved \$400,000. On June 27, 2016, the Board approved \$440,000. On June 26, 2017, the Board approved \$400,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$840,000	\$1,240,000
District Funding Commitment:	\$400,000	\$840,000	\$1,240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$840,000	\$1,240,000

Status: Phase I work complete. Meetings with District and college steering committee and work groups to begin in November.

In Progress: *Meetings with steering committee and working groups.*

Recently Completed: *Formation of steering committee and project brief to committee. Initial meeting with working groups.*

Focus: *Continue consultant meetings with working groups and initiate surveys and questionnaires.*

3. TECHNOLOGY CONSULTANT FOR CAPITAL CONSTRUCTION

Project Description: This project develops District-wide technology and building access control standards for capital construction projects and provides technology oversight during construction. The standards will inform construction documents establishing design guidelines for telecommunications/network infrastructure and associated equipment.

Kick Off	Jul 2017	Start Plan Development	Oct 2017
Start Research/Analysis	Jul 2017	Complete Draft Plan	Apr 2018
Complete Research/Analysis	Sep 2017	Final Plan	Aug 2018



Budget Narrative: Budget reflects Board action on 8/22/2016, 6/26/2017, and 5/21/2018. On August 22, 2016, the Board approved \$460,000. On June 26, 2017, the Board approved \$100,000. On May 21, 2018, the Board approved \$25,000.

	Original	Revision	Total
Project Budget:	\$460,000	\$125,000	\$585,000
District Funding Commitment:	\$460,000	\$125,000	\$585,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$460,000	\$125,000	\$585,000

Status: Recommendations phase.

In Progress: Complete campus standards and procurement processes for cable infrastructure, audio visual, access control and wireless.

Recently Completed: End users are reviewing final security standards.

Focus: Staff is evaluating contract requirements for close-out.

4. MAPPING AND CONDITION ASSESSMENT

Project Description: This project comprehensively documents the horizontal and vertical positions of underground utilities and assesses existing conditions. Accurate utility information prevents construction delays, claims, and utilities conflicts.

Kick Off	Aug 2018	Start Plan Development	Aug 2018
Start Research/Analysis	Aug 2018	Draft Plan	Mar 2019
Complete Research/Analysis	Mar 2019	Final Plan	Jun 2019



Budget Narrative: Budget reflects Board action on 8/22/2016, 6/26/2017, and 5/21/2018. On August 22, 2016, the Board approved \$400,000. On June 26, 2017, the Board approved \$500,000. On May 21, 2018, the Board approved \$3,000,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$3,500,000	\$3,900,000
District Funding Commitment:	\$400,000	\$3,500,000	\$3,900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$3,500,000	\$3,900,000

Status: Phase One (Underground Utility Systems Designating & Mapping Phase) at Saddleback College.

In Progress: Locating and mapping underground utilities at Saddleback College's *Villages, Athletics locations, Observatory, Horticulture, North Marguerite Pkwy entrance and parking lots. Data collection, surveying underground utility elevations, telecommunication system vaults investigation and CCTV camera of sanitary sewer system.*

Recently Completed: *Reviewed preliminary underground utility mapping drawings with Saddleback College Facilities, Maintenance & Operations (FMO) and Information Technology (IT) staff confirming existing conditions. Performed Saddleback College and Irvine Valley College topographic drone survey.*

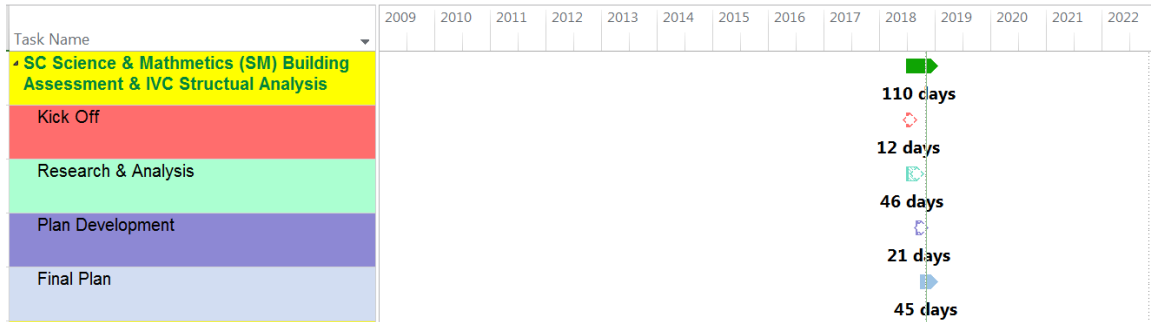
Focus: The mapping process continues at Saddleback College using electromagnetic tools, ground penetrating radar (GPR), ram rods, robotic cameras. *Perform preliminary topographic survey at Irvine Valley College.*

5. SC SCIENCE & MATHEMATICS (SM) BUILDING ASSESSMENT & IVC STRUCTURAL ANALYSIS

Project Description: The Saddleback College Science & Mathematics (SM) Building project assesses structural and life/safety concerns and evaluates building systems. A final report will calculate the feasibility of resolving issues to meet current code requirements and create like-new conditions. The IVC Structural Analysis project will assess foundations and perform a seismic analysis on four buildings: A300, Performing Arts

Center (PAC), PE 100, and Student Services Center (SSC) to investigate slab-on-grade and interior wall cracks. A final report will recommend corrections and estimate costs.

Kick Off	Jul 2018	Start Plan Development	Sep 2018
Start Research/Analysis	Jul 2018	Draft Plan	Dec 2018
Complete Research/Analysis	Sep 2018	Final Plan	Jan 2019



Budget Narrative: Budget reflects Board action on 6/22/2015 and 6/26/2017. On June 22, 2015, the Board approved \$750,000. On June 26, 2017, the Board approved \$355,000 to fund Project Pre-planning and Investigation dollars, \$200,000 of which was applied to this project.

	Original	Revision	Total
Project Budget:	\$750,000	\$200,000	\$950,000
District Funding Commitment:	\$750,000	\$200,000	\$950,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$750,000	\$200,000	\$950,000

Status: *Deliverable Phase.*

In Progress: Staff and consultant are analyzing and assessing data collected during the SM Building and Irvine Valley College Buildings field investigation. The consultant is developing cost estimates for building renovation and replacement options.

Recently Completed: *Environmental survey at SM Building.*

Focus: *Prepare condition assessment draft report for SM Building and submit for Stakeholders' review.*

6. SC TECHNOLOGY AND APPLIED SCIENCES (TAS) BUILDING ASSESSMENT

Project Description: The Saddleback College Technology and Applied Sciences (TAS) Building project assesses structural and life/safety concerns and evaluates building systems. A final report will calculate the feasibility of resolving issues to meet current code requirements and create like-new conditions. The assessment will build upon information

obtained during the previous TAS building renovation design process with a focus on evaluating the potential for repurposing rather than demolishing the building.

Kick Off	Jul 2018	Start Plan Development	Aug 2018
Start Research/Analysis	Jul 2018	Draft Plan	Sep 2018
Complete Research/Analysis	Aug 2018	Final Plan	Nov 2018



Budget Narrative: Budget reflects Board action on 5/21/2018. On May 21, 2018, the Board approved \$175,000.

	Original	Revision	Total
Project Budget:	\$175,000	\$0,00	\$175,000
District Funding Commitment:	\$175,000	\$0,00	\$175,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$175,000	\$0,00	\$175,000

Status: Deliverable Phase.

In Progress: Consultants are addressing Stakeholders' review comments on the draft conditions assessment report.

Recently Completed: Page turner review meeting with Saddleback College Executive Cabinet, staff and consultants.

Focus: Prepare and estimate a revised repair option (Option No. 04) pursuant to Saddleback College Executive Cabinet request.

GENERAL NOTES

- Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>
- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.

- Budget Table:
 - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
 - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 50% match) as the economy has changed from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
 - The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: |SOCCCD: Monthly Financial Status Report |

ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through October 31, 2018. A review of current revenues and expenditures for FY 2018-2019 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of October 31, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 70,700,080	70,700,080	70,700,080	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 2,632,479	2,961,179	365,603	12.35%
State Sources	8600-8699	70,069,588	70,986,080	29,195,146	41.13%
Local Sources	8800-8899	255,319,299	256,871,799	27,371,149	10.66%
Other Financing Sources	8900-8912	-	-	-	
Total Revenue		328,021,366	330,819,058	56,931,898	17.21%
FISCAL AGENT PASS THROUGH	8970-8979	4,528,571	4,528,571	1,134,453	25.05%
INCOMING TRANSFERS	8980-8989	6,446,040	6,526,040	330,000	5.06%
TOTAL SOURCES OF FUNDS		\$ 409,696,057	412,573,749	129,096,431	31.29%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 95,430,837	95,980,900	26,467,758	27.58%
Classified Salaries	2000-2999	59,257,036	59,539,487	12,876,204	21.63%
Employee Benefits	3000-3999	61,420,772	61,573,449	16,872,501	27.40%
Supplies & Materials	4000-4999	9,360,109	9,563,913	1,036,463	10.84%
Services & Other Operating	5000-5999	43,630,360	43,674,248	8,269,419	18.93%
Capital Outlay	6000-6999	15,603,835	16,429,430	1,630,001	9.92%
Payments to Students	7500-7699	3,467,749	4,286,963	1,332,089	31.07%
Total Expenditures		\$ 288,170,698	291,048,390	68,484,435	23.53%
OTHER FINANCING USES:					
Inter Fund Transfers Out	7300-7399	\$ 1,235,000	1,235,000	943,917	76.43%
Basic Aid Transfers Out	7300-7399	74,755,841	74,755,841	-	0.00%
Intra Fund Transfers Out	7400-7499	4,528,571	4,528,571	90,000	0.00%
Total Other Uses		80,519,412	80,519,412	1,033,917	1.28%
TOTAL USES OF FUNDS		368,690,110	371,567,802	69,518,352	18.71%
ENDING FUND BALANCE		\$ 41,005,947	41,005,947	59,578,079	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 23,847,231	23,847,231		
Reserve for Economic Uncertainties		13,858,716	13,858,716		
College Reserves for Economic Uncertainties		3,300,000	3,300,000		
TOTAL RESERVES		\$ 41,005,947	41,005,947		

NOTE: As of October 31, 2017 actual revenues to date were **31.31%** and actual expenditures to date were **19.83%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of October 31, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 16,885,602	16,885,602	16,885,602	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 101,307,382	101,307,382	10,646,800	10.51%
Restricted Budget Allocation		45,338,840	46,874,950	22,503,285	48.01%
Total Revenue		146,646,222	148,182,332	33,150,085	22.37%
INCOMING TRANSFERS	8980-8989	3,796,040	3,796,040	250,000	6.59%
TOTAL SOURCES OF FUNDS		<u>\$ 167,327,864</u>	<u>168,863,974</u>	<u>50,285,687</u>	29.78%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 58,033,926	57,960,315	15,845,055	27.34%
Classified Salaries	2000-2999	30,774,599	30,943,934	6,448,270	20.84%
Employee Benefits	3000-3999	33,816,018	33,890,699	8,660,334	25.55%
Supplies & Materials	4000-4999	7,377,701	7,538,925	634,272	8.41%
Services & Other Operating	5000-5999	21,729,991	22,343,058	3,442,075	15.41%
Capital Outlay	6000-6999	9,822,234	10,626,273	1,179,245	11.10%
Payments to Students	7500-7699	2,588,395	2,375,770	196,024	8.25%
Total Expenditures		\$ 164,142,864	165,678,974	36,405,275	21.97%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ 885,000	885,000	943,917	106.66%
Other Transfers	7400-7499	-	-	-	
Total Other Uses		885,000	885,000	943,917	106.66%
TOTAL USES OF FUNDS		<u>165,027,864</u>	<u>166,563,974</u>	<u>37,349,192</u>	22.42%
LOCATION OPERATING BALANCE		<u>\$ 2,300,000</u>	<u>2,300,000</u>	<u>12,936,495</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 2,300,000</u>	<u>2,300,000</u>		

NOTE: As of October 31, 2017 actual revenues to date were **30.10%** and actual expenditures to date were **23.62%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of October 31, 2018

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 5,257,350	5,257,350	5,257,350	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 65,828,516	65,828,516	9,631,662	14.63%
Restricted Budget Allocation		21,595,323	22,856,905	8,523,026	37.29%
Total Revenue		87,423,839	88,685,421	18,154,688	20.47%
INCOMING TRANSFERS	8980-8989	2,100,000	2,100,000	-	0.00%
TOTAL SOURCES OF FUNDS		<u>\$ 94,781,189</u>	<u>96,042,771</u>	<u>23,412,038</u>	24.38%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 33,258,855	33,882,529	9,635,772	28.44%
Classified Salaries	2000-2999	18,807,573	18,920,689	4,114,393	21.75%
Employee Benefits	3000-3999	21,234,208	21,312,204	5,447,896	25.56%
Supplies & Materials	4000-4999	1,875,908	1,918,488	380,537	19.84%
Services & Other Operating	5000-5999	12,055,190	11,416,011	1,882,814	16.49%
Capital Outlay	6000-6999	5,670,101	5,681,657	408,811	7.20%
Payments to Students	7500-7699	879,354	1,911,193	1,136,065	59.44%
Total Expenditures		\$ 93,781,189	95,042,771	23,006,288	24.21%
OTHER FINANCING SOURCES/(USES):					
Transfers Out	7300-7399	\$ -	-	-	
Other Transfers	7400-7499	-	-	-	
Total Other Uses		-	-	-	
TOTAL USES OF FUNDS		<u>93,781,189</u>	<u>95,042,771</u>	<u>23,006,288</u>	24.21%
LOCATION OPERATING BALANCE		<u>\$ 1,000,000</u>	<u>1,000,000</u>	<u>405,750</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 1,000,000</u>	<u>1,000,000</u>		

NOTE: As of October 31, 2017 actual revenues to date were **23.23%** and actual expenditures to date were **26.81%** of the revised budget to date.

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: |SOCCCD: Quarterly Investment Report |

ACTION: Information

BACKGROUND

Government Code Section 53646 states that local agencies in California, including educational institutions, may render an annual statement of investment policy and a quarterly investment report to their local governing board. In addition, BP 3102 requires a quarterly report on the district's investments.

STATUS

As of the quarter ending on September 30, 2018, our cash balances were \$298,173,551.13 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 1.74% compared to prior quarter of 1.57%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,770,506.59, and the LAIF investment pool is yielding an average of 2.16% compared to prior quarter of 1.90%.

Both pools are highly liquid, with overnight wire transfers available upon request.

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Retiree (OPEB) Trust Fund
ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending September 30, 2018 (EXHIBIT A).

For September, the portfolio was composed of 50.5% Common Stocks (Domestic and International) and 49.5% Fixed Funds (Bonds). The portfolio's performance decreased 0.24%, ending with a fair market value of \$119,738,877 and an annualized return of 5.79%.

October 9, 2018

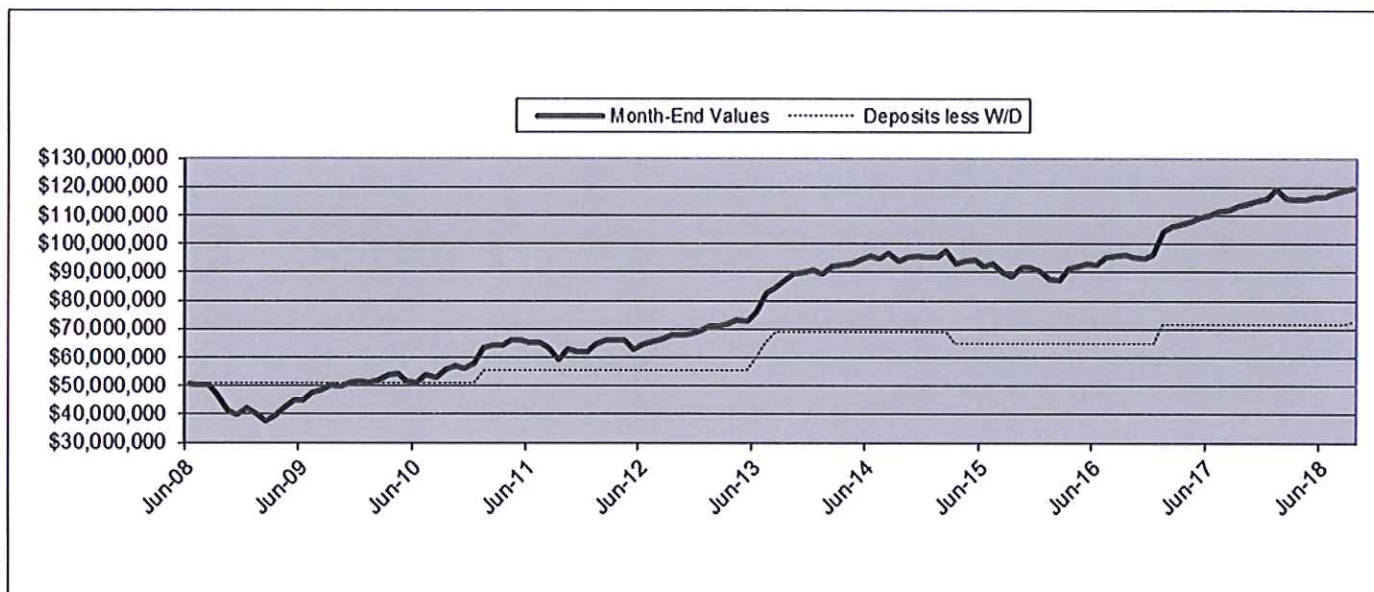
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on September 30th of \$119,738,876.92 your portfolio's performance was down -0.24% for the month and up 5.79% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (50.5%) and fixed income funds (49.5%). It was designed to be invested over a long time frame. Total deposits in the amount of \$76,729,695.11 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<i>Performance</i>	<i>September 2018</i>	<i>Year-To-Date</i>	<i>Annualized Since Inception</i>
South Orange CCCD	-0.24%	2.08%	5.79% annualized return
S&P 500	0.57%	10.57%	10.71% (Domestic Stocks)
MSCI EAFE	0.87%	-1.43%	2.91% (International stocks)
Barclays Aggregate	-0.64%	-1.60%	3.64% (Domestic Bonds)
Barclays Global	-0.86%	-2.38%	2.42% (Global Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
June-14	\$ 8,389,913	\$ 68,799,724	\$ 95,689,395
June-15	\$ (4,000,000)	\$ 64,799,724	\$ 92,222,506
June-16	\$ -	\$ 64,799,724	\$ 92,851,363
June-17	\$ 6,876,878	\$ 71,676,602	\$ 110,063,884
July-17	\$ -	\$ 71,676,602	\$ 111,728,835
August-17	\$ -	\$ 71,676,602	\$ 112,145,520
September-17	\$ -	\$ 71,676,602	\$ 113,277,751
October-17	\$ -	\$ 71,676,602	\$ 114,061,414
November-17	\$ -	\$ 71,676,602	\$ 115,163,531
December-17	\$ -	\$ 71,676,602	\$ 116,227,289
January-18	\$ -	\$ 71,676,602	\$ 119,034,135
February-18	\$ -	\$ 71,676,602	\$ 115,906,436
March-18	\$ -	\$ 71,676,602	\$ 115,625,568
April-18	\$ -	\$ 71,676,602	\$ 115,818,885
May-18	\$ -	\$ 71,676,602	\$ 116,640,143
June-18	\$ -	\$ 71,676,602	\$ 116,478,409
July-18	\$ -	\$ 71,676,602	\$ 117,809,747
August-18	\$ -	\$ 71,676,602	\$ 118,920,059
September-18	\$ 1,053,093	\$ 72,729,695	\$ 119,738,877
	\$ 72,729,695		

TO: Board of Trustees
FROM: Kathleen F. Burke, Chancellor
RE: SOCCCD: Pension Stabilization Trust Fund
ACTION: Information

BACKGROUND

In March, 2016 the SOCCCD Board of Trustees authorized the District to join the California Public Entity Pension Stabilization Trust to set aside funds to offset the cost increases related to the STRS and PERS retirement systems pension liabilities. The trust was established with the Benefit Trust Company and Morgan Stanley as the registered investment advisor.

STATUS

This report is for the period ending September 30, 2018 (EXHIBIT A). The portfolio is composed of 16.2% equity funds and 83.8% fixed income mutual funds. The portfolio's performance for the quarter increased 0.54%, ending with a fair market value of \$35,113,127. The annualized return since inception is 2.18%. In this quarter, \$1,063,186 was withdrawn and transferred to the colleges and district services to offset increased pension costs.

October 9, 2018

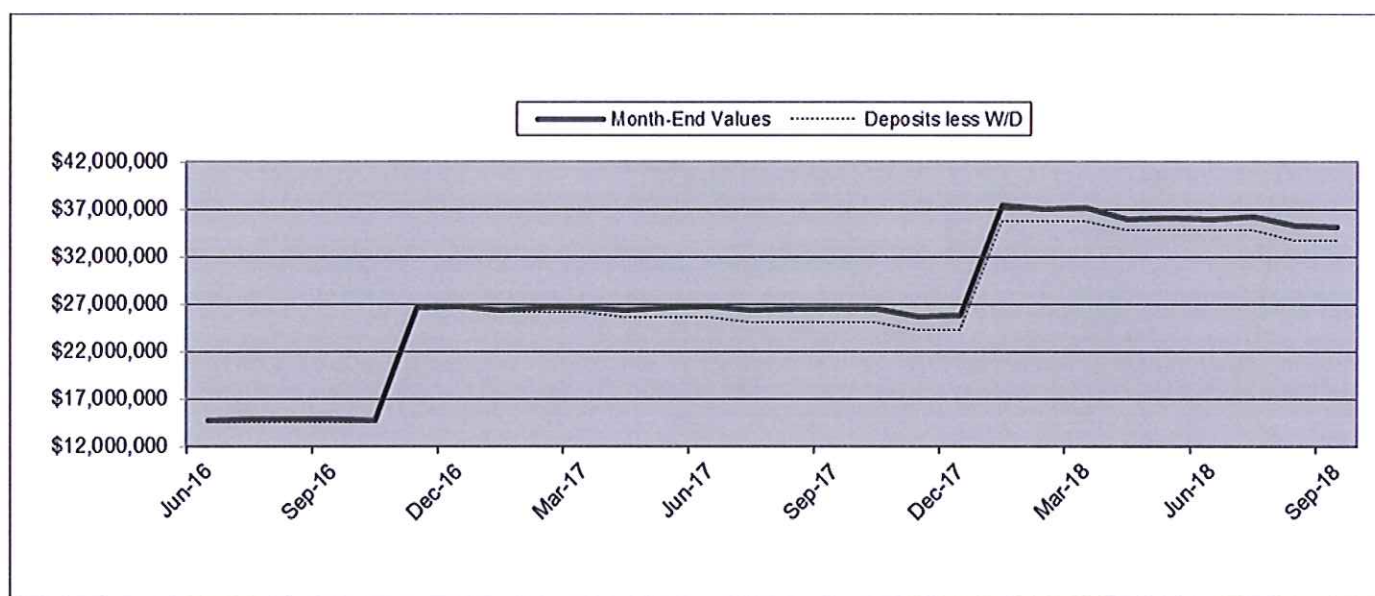
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Pension Stabilization Irrevocable Trust

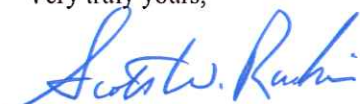
With a fair market value on September 30th of \$35,113,127.18 your portfolio's performance was up 0.54% for the quarter and up 2.18% on an annualized basis since the June 16, 2016 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (16.2%) and fixed income funds (83.8%). It was designed to be invested over an intermediate time frame. A total of \$39,700,000 has been deposited in various installments since the June 16, 2016 inception date, while \$6,036,796 has been withdrawn over time to fund pension contributions. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>3rd Quarter 2018</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD PST	0.54%	-0.45%	2.18% annualized return
S&P 500	7.71%	10.57%	18.04% (Domestic Stocks)
MSCI EAFE	1.35%	-1.43%	12.45% (International stocks)
Barclays Aggregate	0.02%	-1.60%	-0.31% (Domestic Bonds)
Barclays Global	-0.93%	-2.38%	-0.79% (Global Bonds)



Very truly yours,



Scott W. Rankin
Senior Vice President

Pension Stabilization Trust

Month - Year	Contributions	Contribution Total	Withdrawals	Ending Value
June-2016	14,500,000	14,500,000	-	14,633,971
September-2016	-	14,500,000	-	14,817,905
December-2016	12,600,000	27,100,000	407,038	26,758,346
March-2017	-	27,100,000	623,771	26,627,198
June-2017	-	27,100,000	476,582	26,672,038
September-2017	-	27,100,000	576,098	26,439,611
December-2017	-	27,100,000	788,093	25,829,514
March-2018	12,600,000	39,700,000	1,076,350	37,122,840
June-2018	-	39,700,000	1,025,678	35,977,782
September-2018	-	39,700,000	1,063,186	35,113,127

TO: Board of Trustees

FROM: Kathleen F. Burke, Chancellor

RE: Reports from Administration and Governance Groups

ACTION: None

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

Chancellor, College Presidents and Student Government written reports are included with this item for information.

Speakers are limited up to two minutes each.

Saddleback College Academic Senate
Faculty Association
Irvine Valley College Academic Senate
Vice Chancellor, Technology & Learning Services
Vice Chancellor, Human Resources
Vice Chancellor, Business Services
Irvine Valley College Classified Senate
California School Employees Association
Saddleback College Classified Senate
Police Officers' Association



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

DATE: November 19, 2018
TO: Members of the Board of Trustees
FROM: Chancellor Kathleen Burke, Ed.D.
SUBJECT: District Services Report for November 19, 2018 Board of Trustees Meeting

Preventing Harassment, Bullying and Unlawful Discrimination Training: Additional Training Session Held

The Vice Chancellor of Human Resources and the Executive Director of Human Resources conducted a make-up training session for all management team members that missed the “Preventing Harassment, Bullying and Unlawful Discrimination/Sexual Harassment” training that was held on May 2018. The make-up session was held on Friday, November 9, from 10:00 a.m. – 12:00 p.m. at Saddleback College. A calendar invitation was sent to management team members that were required to attend. An additional training session will be offered to classified staff at both colleges in December.

Master Agreement to Purchase of Audio Visual Equipment

Following authorization from the Board on October 28 to award a contract using the Los Angeles Community College District Master Agreement to purchase audio visual equipment, staff were able to further negotiate additional discounts with the vendor totaling \$329,975 districtwide. Kudos go out to Priya Jerome, Executive Director of Procurement, Central Services and Risk Management for her diligence in negotiating the best prices for our colleges.

Facilities Report Redesign

In an effort to make the Facilities Report more user-friendly and understandable, we have created a new section for each project. The report now includes a Gantt Chart for each project, which pictorially shows the status of the project. The Gantt Chart groups the projects into the major phases for construction including, planning, design, DSA review and approval, bid/award, construction, and close out. Each phase indicates the estimated number of days involved in that aspect of the project. The phases that are completed are denoted with hash marks appearing in the grid. Huge thanks to Anna Petrossian, Assistant Director of Facilities at IVC and Brandye D’Lena, Executive Director of Facilities Planning for bringing this idea to fruition.

Update on SmartSchedule Phase Two

Please see the attached document that details the new features and updates to “SmartSchedule.” Key features include:

- Powerful new search engine that provides auto-suggestions on every page. Students can type a course ID, section ID, instructor name, location or any word that is in the course description or comments.
- Every listing page includes a wide range of filters that allow students to easily refine the list of desired classes.
- Clicking on the class location will open an interactive map – on mobile devices which will then guide students using geolocation.
- The new class shopping cart provides students a calendar view that includes their enrollments, waitlists and their classes contained in the cart.
- All of these features are fully available on mobile devices.



SmartSchedule Phase Two – New Features

The system now includes a powerful new search engine that provides auto-suggestions on every page. Students can type a course ID, section ID, instructor name, location or any word that is in the course description or comments.

The first screenshot shows a search for 'bio' in the search bar. The dropdown menu displays a list of biology-related courses: ANTH 1 - BIOLOGICAL ANTHROPOLOGY, ANTH 1L - BIOLOGICAL ANTHROPOLOGY LABORATORY, BIO 3A - GENERAL BIOLOGY I, BIO 3AH - HONORS GENERAL BIOLOGY I, BIO 3B - GENERAL BIOLOGY II, BIO 3BH - HONORS GENERAL BIOLOGY II, BIO 4A - PRINCIPLES OF CELLULAR BIOLOGY, BIO 11 - HUMAN ANATOMY, BIO 12 - HUMAN PHYSIOLOGY, BIO 15 - GENERAL MICROBIOLOGY, BIO 19 - MARINE BIOLOGY, and BIO 20 - INTRODUCTION TO BIOLOGY.

The second screenshot shows a search for '60030' in the search bar. The dropdown menu displays 'Section ID Results' for ANTH 1 - Introduction to Physical Anthropology.

The third screenshot shows a search for 'walsh' in the search bar. The dropdown menu displays 'Instructor Results' for GEOG 1 - PHYSICAL GEOGRAPHY and GEOG 3 - WORLD REGIONAL GEOGRAPHY.

All

bstic 101

X

Q

IMPORTANT DATES

MY CART

CLASS SCHEDULE

A

Accounting

Administration of Justice

E

Earth Science

Economics

Laser/Electro-Optic Technology

Library

ACCT 202A - Intermediate Accounting I

ANTH 1 - Introduction to Physical Anthropology

ANTH 2 - Cultural Anthropology

ETHN 10 - Introduction to Ethnic Studies

PSYC 1 - Introduction to Psychology

PSYC 10 - Statistical Methods in the Behavioral Sciences

Every listing page includes a wide range of filters that allow students to easily refine the list of desired classes.

All

Search

Q

IMPORTANT DATES

MY CART

CLASS SCHEDULE

MYSITE

ONLINE

AVID

HONORS

ZERO TEXTBOOK COST

OPEN CLASSES

Explore More

College

☒ Saddleback
 ☐ IVC

X Clear Filters

Term

Fall 2018

Class Status

Any Status

Category

Astronomy

Instructor

Any Instructor

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Site

Any Site

Location

Astronomy Fall 2018

ASTR 20 - GENERAL ASTRONOMY

UNITS: 3

TRANSFERABILITY: CSU and UC

A general introduction to the science of astronomy and the methods astronomers use to interpret their observations of the Universe.

Full Term: 8/20/2018 to 12/19/2018

TICKET	SEAT COUNT	DAY	TIME	LOCATION	INSTRUCTOR	INFO
10055 ● OPEN	Open Seats: 22	M W	9:00AM - 10:15	SCI 111	J. Levine	Details Books
10060 ● OPEN	Open Seats: 18	M W	10:30AM - 11:45	SCI 111	J. Levine	Details Books
10065 ● OPEN	Open Seats: 16	T Th	9:00AM - 10:15	SCI 111	B. Hyland	Details Books
10080 ● FULL	Waitlist Count: 0	Online		ONLINE	M. Haeri	Details Books

Available 8/20/18. Is an online class right for you? Please take this quiz

<http://www.saddleback.edu/de/DEquiz.html>

See class tips for online education at


<http://www.saddleback.edu/oe/online-class-tips>

and course access instructions at

<http://www.saddleback.edu/de/student-technical-support/>

2

Clicking on the class location will open an interactive map – on mobile devices, it will guide students using geolocation.



CLASS SCHEDULE

Biology Fall 2018

BIO 3A - GENERAL BIOLOGY I
 UNITS: 5
PREREQUISITE: CHEM 1A
TRANSFERABILITY: CSU and UC
 Presents the principles of life and life processes with an emphasis on cellular biology. May be required to fulfill the objectives of the course.
Full Term: 8/20/2018 to 12/19/2018

TICKET	SEAT COUNT	DAY
13170 ● FULL	Waitlist Count: 34	T Th T Th

BIO 3AH - HONORS GENERAL BIOLOGY I
 UNITS: 5
PREREQUISITE: Chem 1A or Chem 2
TRANSFERABILITY: CSU and UC
 Presents the principles of life and life processes with an emphasis on cellular biology. Based research project and presentation are required to fulfill the objectives of the course.
Full Term: 8/20/2018 to 12/19/2018


TICKET	SEAT COUNT	DAY
13175 ● FULL	Waitlist Count: 3	T Th T Th

BIO 3B - GENERAL BIOLOGY II
 UNITS: 5
PREREQUISITE: BIO 3A
TRANSFERABILITY: CSU and UC
 Builds upon BIO 3A with emphasis on the origins of life, plant and animal structure and function. May be required to fulfill the objectives of the course.

Location

SCI 226

☐ My Location ☐ Parking



The new class shopping cart provides students a calendar view which includes their enrollments, waitlists and their classes contained in the cart. It will automatically alert them to any enrollment issues for those classes prior to their registration appointment.

Fall 2018 Class Shopping Cart for Jim Gaston

Class Added

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Cart items

	TICKET	COURSE ID	DAY	TIME	INSTRUCTOR	LOCATION	UNITS	OPEN SEATS	INFO
	18705 ● OPEN	SP 1	T Th	1:30PM - 2:45	L. Radden	VIL 1-19	3	11	Details Delete
NEW	20440 ● OPEN	PS 1	T Th	7:30AM - 8:45	S. MacMillan	BGS 329	3	32	Details Delete
Total Units:							6		Delete All

[MySite Registration](#)

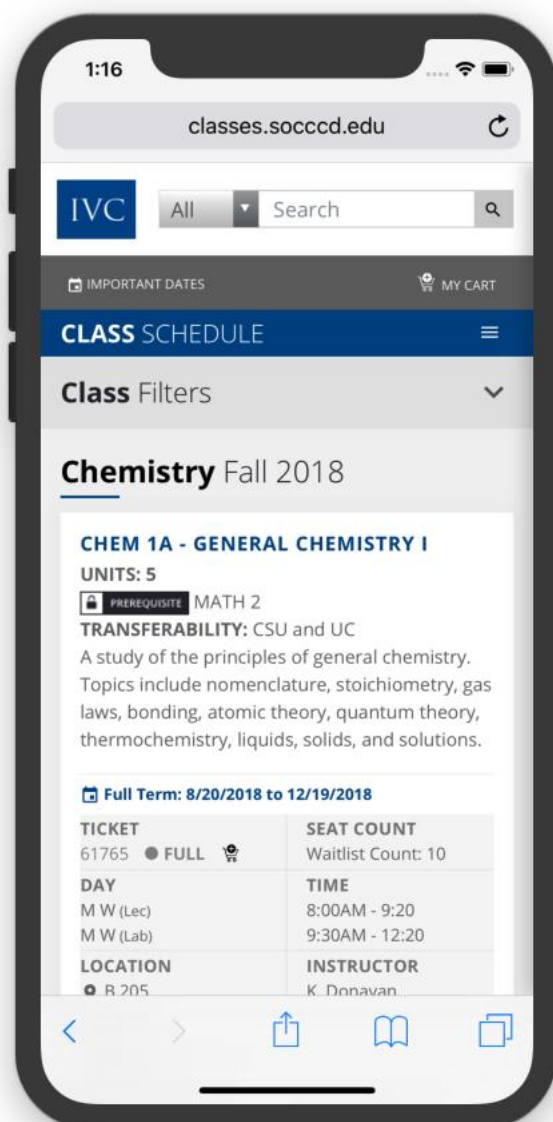
My Weekly Schedule

☒ IN CART ☒ ENROLLED ☒ WAITLIST

☐ LIST VIEW ☒ CALENDAR VIEW

	MON	TUE	WED	THU	FRI
7:00 AM					
8:00 AM	8:00 AM — 10:15 AM ACCT 1A	7:30 AM — 8:45 AM PS 1	8:00 AM — 10:15 AM ACCT 1A	7:30 AM — 8:45 AM PS 1	
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM	1:00 PM — 3:15 PM ACCT 1A	1:30 PM — 2:45 PM SP 1	1:00 PM — 3:15 PM ACCT 1A	1:30 PM — 2:45 PM SP 1	
2:00 PM					
3:00 PM					

All of these features are fully available on mobile devices as well.





SmartSchedule Phase Two – New Features

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All

bstic 101

X

Q

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MY CART

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E

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All

Search

Q

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CLASS SCHEDULE

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ZERO TEXTBOOK COST

OPEN CLASSES

Explore More

College

☒ Saddleback
 ☐ IVC

X Clear Filters

Term

Fall 2018

Class Status

Any Status

Category

Astronomy

Instructor

Any Instructor

Day/Time

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☒ Check All
 ☐ Uncheck All

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Site

Any Site

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TICKET	SEAT COUNT	DAY
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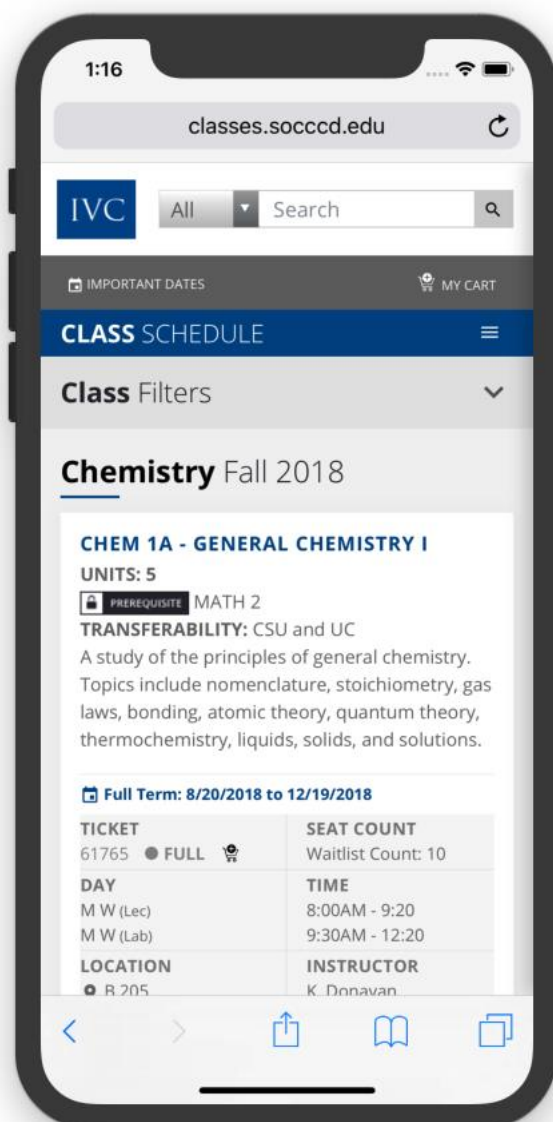
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2:00 PM					
3:00 PM					

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SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

TO: Members of the Board of Trustees
Chancellor Kathleen F. Burke, Ed.D.

FROM: Jim Buysse, Interim President

SUBJECT: Report for November 19, 2018 Board of Trustees Meeting

Professor Ken Lee Recognized at Annual Orange County Teacher of the Year Banquet

Saddleback College's Professor of the Year, Ken Lee (horticulture), was honored at the Orange County Department of Education's annual Teacher of the Year Banquet at the Disneyland Hotel on Friday, November 2. Dr. Lee was joined by members of his family, along with Trustees Marcia Milchiker, T.J. Prendergast, David Lang, and Bobbi Jay, Chancellor Burke, and President Buysse. Congratulations to Professor Lee for this much-deserved honor!

Early Voting Event

The Associated Student Government, Pre-Law Society, League of Women Voters, and American Association of University Women co-hosted "Don't Ghost the Vote" on Wednesday, October 31, which featured a mobile voting booth by the Orange County Registrar of Voters, enabling students, employees, and community members to cast their ballots before Election Day.

Family Night

Saddleback College's annual Family Night, which was created for high school seniors and their families, was held on the evening of Wednesday, November 7 in the Student Services Center. Speakers included Perry Meade, Associated Student Government President; Dr. Juan Avalos, Vice President for Student Services; and Leslie Humphrey, Director of Community Outreach and Recruitment. Workshops were held on financial aid, transfer opportunities, the college's honors program, career technical education, and the Saddleback College Promise Program.

Annual Veterans Week

In recognition of the more than 900 student veterans on campus, the Saddleback College Annual Veterans Week was held November 10 through 14, and featured a Wounded Warrior Amputee Softball Game, a community 5K race, and a Field of Flags on the quad. Additionally, the Veterans Education and Transition Services (VETS) Center held an open house on November 13 and 14.

Dia de los Muertos Events

Two events were held on Wednesday, October 31 to commemorate Dia de Los Muertos: The International Languages Department and Equity and Diversity Committee hosted a Life After Celebration/Noche de Altares event, and Fine Arts and Culinary Arts teamed up to offer sugar skull decorating, printmaking, public altars, face painting, a photo booth, and a salsa and chip bowl sale (with the Ceramics Department creating the bowls, and Culinary Arts creating the salsa).

Holiday Open House

The President's Holiday Open House will be held on Wednesday, December 5 from 3:00 pm to 5:00 pm in room 212 of the Student Services Center.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Jim Buysse', with a stylized, cursive script.

Jim Buysse
Interim President



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | www.ivc.edu

TO: Kathleen F. Burke, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President *GR*

DATE: November 8, 2018

SUBJECT: President's Report for the November 19, 2018 Board of Trustees Meeting

Annual Manufacturing Day at IDEA sponsored by Vital Link

On October 19, Irvine Valley College (IVC) partnered with Vital Link to encourage local high school students to learn more about manufacturing. More than thirty students from Portola High School, Ocean View High School (Huntington Beach), and Orange County Department of Education's Alternative, Community, and Correctional Education Schools and Services (ACCESS) participated. Students rotated through the various program areas at IVC's School of Integrated Design, Engineering and Automation (IDEA), which includes engineering, design model making & rapid prototyping, electronic technology, along with a presentation from career center staff. This event offered the opportunity to visit advanced manufacturing companies and/or visit colleges to tour advanced manufacturing programs.



Guided Pathways Summit

On October 12, IVC held its second Guided Pathways Summit hosted by the Academic Senate Guided Pathways Workgroup. The half-day gathering provided the opportunity for IVC Faculty, staff, and administrators to learn more about the guided pathways framework and how to get involved with the guided pathways design teams. During the summit, attendees heard from students about their experiences at IVC, learned about the data in terms of equity gaps, and past accomplishments and future goals of guided pathways. In addition, attendees broke into groups to begin work on developing and implementing the guided pathways design teams:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES:
Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T.J. Prendergast III, Terri Whitt, James R. Wright
Kathleen F. Burke, Ed.D., Chancellor • Glenn R. Roquemore, Ph.D., President, Irvine Valley College

An Equal Opportunity Institution

1. Student Experience Team
2. Program Mapping and Interest Areas Team
3. Data and Equity Team
4. Communications and Marketing Team

All community members, students, faculty, staff, and administrators are invited to participate as members of these design teams.



Irvine Valley College and Saddleback College Partner for the 2018 Workforce Development Conference

On October 30, IVC and Saddleback College joined with other community partners, including the Los Angeles Orange County Regional Consortia (LAOCRC), at the Hotel Irvine to sponsor the Orange County Business Council (OCBC) for the 2018 Orange County Workforce Development Conference. At the conference, IVC and Saddleback attendees heard from OCBC Chief Economic Advisor Dr. Wallace Walrod and Chief Innovation Officer at Kaiser Permanente Southern California Dr. Tad Funahashi. An integrated panel conversation as part of Dr. Walrod's presentation included IVC President Dr. Glenn Roquemore, Chief Executive Officer of YTel Nick Newsom, Vice President of Product Marketing at Veritone Mike Morper, and Senior Director of Western Digital Paul Kagoo.

Veteran's Day Commemoration Event

On November 6, IVC held its annual Veteran's Day Commemoration Event. Students, faculty, staff, and guests gathered to honor those who have served for our country. Keynote speaker Major General Peter Gravett along with Vice President for Student Services and US Air Force veteran Dr. Linda Fontanilla spoke about their service.

Health Center and Concessions Project Groundbreaking

On October 24, IVC broke ground for its new Health and Wellness Center. When the project is completed a year from now, it will be home to a new 3,800 square-foot one-story building providing students health and wellness services as well as sports training and other athletics related services. The Health Center portion of the building will include three private examination rooms, a waiting room, reception room, nurses' station and staff offices. The athletics portion includes a trainer's room, ticket booth and concessions stand and public restrooms including an all-gender restroom. New bleacher seating for up to 300 spectators will also be provided.

The ceremony included participation by President Glenn Roquemore, Trustee and Board President Timothy Jemal, Chancellor Kathleen Burke, Trustee and Vice President Marcia Milchiker, Trustee James Wright, Vice Chancellor of Technology & Learning Services Dr. Robert S. Bramucci, Vice Chancellor of Human Resources Dr. Cindy Vyskocil, Vice President for Instruction Dr. Christopher McDonald, Vice President for Student Services Dr. Linda Fontanilla, Dean Health Science, Kinesiology and Athletics Keith Shackelford, Assistant Dean of Health, Wellness & Veterans Nancy Montgomery, Director of Facilities and Maintenance Jeff Hurlbut, Executive Director of Facilities Brandye D'Lena, Construction Manager Mark Schoeppner, and IBI Group Architects Thomas Moore and Osleide Walker.

