



## Meeting of the Board of Trustees

December 16, 2019

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

#### **1.0 PROCEDURAL MATTERS**

##### 1.1 Call to Order

##### 1.2 Public Comments

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

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

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b) and 54954.5(e).)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
  - A. Faculty Association (FA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC
  - B. Classified School Employees Association (CSEA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President – IVC
  - C. Police Officers Association (POA)  
Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8)
  - A. Exchange of Property  
Agency Designated Negotiators: South Orange County Community College District – Ann-Marie Gabel, CPA, Vice Chancellor, Business Services (Seller), Andrew Bernstein, Jackson Tidus, (District Real Estate Legal Counsel) and Gregory G. Gotthardt, FTI Consulting, LLC

(District Real Estate Consultant)

Lease of Property by District: Approximately 14.4 acres of real property located at 1610 Valencia Ave. and 1602 and 1606 Victory Road Tustin, CA 92782 (Property) also known as the Advanced Technology & Education Park (ATEP site)

Negotiating Parties: Spring Education Group, Advantech Corporation, and Pacific Academy

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

- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2).)  
Significant exposure to litigation: 3 potential cases
  - B. Existing Litigation (Government Code Section 54956.9 (d)(1).)  
1 case

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

### **2.0 PROCEDURAL MATTERS**

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

#### **2.2 Invocation**

Led by Trustee Tim Jemal

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

Led by Trustee David Lang

#### **2.4 Annual Organizational Meeting**

- A. Election of Officers
- B. Appointment of Secretary and Assistant Secretary
- C. Appointment of Trustee Representative
- D. Establishment of Regular Meeting Dates
- E. Establishment of Agenda Planning Calendar
- F. Approval of Agenda Format

#### **2.5 Public Comments**

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

### 3.0 **REPORTS**

- 3.1 Oral Reports: ***Speakers are limited to two minutes each.***
- A. Board Reports
  - B. Chancellor's Report
  - C. College Presidents' Reports (*Written Reports included in Section 8.0*)
  - D. Associated Student Government Reports
  - E. Board Request(s) for Reports
    - 1. Trustee Whitt Rydell has requested a report on the future academic use of the Advanced Technology and Education Park (ATEP).

### 4.0 **DISCUSSION ITEMS**

- 4.1 None

### 5.0 **CONSENT CALENDAR ITEMS**

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**  
Approve minutes of a Regular Meeting held on November 18, 2019.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic Year**  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2020-2021 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **SOCCCD: Irvine Valley College Access Control & Security Systems and Hardware Project, Security Cameras Scope, Notice of Completion, Blue Violet Networks, LLC**  
Authorize filing the Notice of Completion for the Irvine Valley College Access Control & Security Systems and Hardware project, Security Cameras scope to Blue Violet Networks, LLC, for a final contract amount of \$620,098.73.
- 5.4 **Irvine Valley College: 2020 Speech and Debate Team Competition in the International Forensic Association Tournament in Narita, Japan from March 6 – 13, 2020**  
Approve Irvine Valley College Speech and Debate Team travel to the 2020 International Forensics Association Speech Tournament in Narita, Japan from March 6, 2020 to March 13, 2020, at a total budget not to exceed \$17,192.
- 5.5 **Saddleback College and Irvine Valley College: Revised 2020-2021 Instructional Material/Laboratory Fees**

Approve revised instructional material and laboratory fees for 2020-2021.

- 5.6 **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.
- 5.7 **Saddleback College: New, Revised, and Deleted Curriculum for the 2020-21 Academic Year**  
Approve the proposed curriculum changes for the 2020-21 academic year at Saddleback College.
- 5.8 **SOCCCD: Student Out of State Travel**  
Approve the college student out of state travel for the participants, dates, locations and costs.
- 5.9 **SOCCCD: Adopt Resolution No. 19-32 for Local Agency Investment Fund**  
Adopt Resolution No. 19-32 to update the LAIF account information with current position titles and personnel.
- 5.10 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve trustees' requests for attending conference(s).
- 5.11 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the transfer of budget appropriations as listed.
- 5.12 **SOCCCD: Budget Amendment: Adopt Resolution No. 19-33 to Amend FY 2019-2020 Adopted Budget**  
Adopt Resolution No. 19-33 to amend the FY 2019-2020 Adopted Budget.
- 5.13 **SOCCCD: October 2019 Amendments**  
Ratify the amendments as listed.
- 5.14 **SOCCCD: Purchase Orders and Checks**  
Ratify the purchase orders and checks as listed.
- 5.15 **SOCCCD: Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: Irvine Valley College Direct Access, Energy Services Provider Agreement, Constellation NewEnergy, Inc.**  
Approve the use of the performa Master Retail Electricity Supply agreement and associated Transaction Confirmation with Constellation NewEnergy, Inc. and authorize the Vice Chancellor of Business Services or designee to finalize negotiations and execute agreement.



- 6.2 **SOCCCD: Saddleback College IT IDF Room ePower Project, Award of Bid No. 2087, Inter-Pacific, Inc.**  
Approve award of Bid No. 2087, IT IDF Room ePower Project, and approve the agreement with Inter-Pacific, Inc., in the amount of \$399,000.
- 6.3 **SOCCCD: Saddleback College Public Relations/Advertising Consulting Services for Orange County Regional Strong Workforce Program, Amendment No. 04, Interact Communications, Inc.**  
Approve Interact Communications, Inc. Amendment No. 04 for Saddleback College Public Relations/ Advertising Consulting Services for Orange County Strong Workforce Program to increase the total contract amount by \$1,215,400 for a new total contract value not to exceed \$3,605,650 and exercise the option to extend the term for an additional one year from January 1, 2020 through December 31, 2020.
- 6.4 **SOCCCD: Saddleback College Stadium and Site Improvement Project, Material Testing and Inspection Services Amendment No. 03, C.E.M. Lab Corp.**  
Approve Amendment No. 03 to the Saddleback College Stadium and Site Improvement project, Material Testing and Inspection Services agreement with C.E.M. Lab Corp., increasing the contract amount by \$797,691, for a not to exceed amount of \$1,846,579.
- 6.5 **SOCCCD: Dual Enrollment SOCCCD (Saddleback College) – Capistrano Unified School District, College and Career Access Pathways Partnership Agreement, 2020**  
Approve the Dual Enrollment, SOCCCD (Saddleback College) - Capistrano Unified School District College and Career Access Pathways Partnership Agreement, for the term of January 1, 2020 to December 31, 2021.
- 6.6 **SOCCCD: Dual Enrollment, SOCCCD (Saddleback College) – Saddleback Valley Unified School District, College and Career Access Pathways Partnership Agreement, 2020**  
Approve the Dual Enrollment, SOCCCD (Saddleback College) – Saddleback Valley Unified School District College & Career Access Pathways Partnership Agreement for January 1, 2020 to December 31, 2021.
- 6.7 **SOCCCD: District-wide Standards, Professional Services Agreement, Perkins Eastman Dougherty**  
Approve the Professional Services Agreement with Perkins Eastman Dougherty, for District-wide Standards project, in the amount of \$499,690 from December 17, 2019 to June 16, 2021.
- 6.8 **SOCCCD: Agreement for Comprehensive Construction Management Services for District-wide Capital Construction Projects, Bernards**  
Approve the Construction Management Services agreement with Bernards for five years, from December 17, 2019 to December 16, 2024, for comprehensive

construction management services for District-wide capital construction projects in the amount of \$8,861,186 plus approved reimbursable expenses.

- 6.9 **SOCCCD: Board Policy Revision: BP-106 Board Elections, BP-3508 Public Safety Camera System, BP-4207 Payroll Period for Personnel**  
Accept for review and study the board policies as listed.
- 6.10 **SOCCCD: Board Policy Revision: BP-4091 Administrator Retreat Rights, BP-4113 Parental Leave for Management Personnel, BP-4201 Change in Position of Personnel Into or Within Management, BP-4220 Substitute Classified Employees, BP-6125 Field Trips, Excursions, and Field Study Courses, BP-6150 Study Abroad Programs**  
Approve the board policies as listed.
- 6.11 **SOCCCD: District Initial Proposal to California School Employees Association (CSEA)**  
The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to SOCCCD California School Employees Association for the purpose of negotiations, pursuant to Government Code Section 3547 (c).
- 6.12 **SOCCCD: Adoption of SOCCCD District Initial Proposal to California School Employees Association (CSEA)**  
Approve the District's initial proposal to the California School Employees Association for Article 8.6.3.
- 6.13 **SOCCCD: District Initial Proposal to Police Officers Association (POA)**  
The Board will conduct a public hearing to provide an opportunity for the public to comment on the District's initial proposal to SOCCCD Police Officers Association for the purpose of negotiations, pursuant to Government Code Section 3547 (c).
- 6.14 **SOCCCD: Adoption of SOCCCD District Initial Proposal to Police Officers Association (POA)**  
Approve the District's initial proposal to the California School Employees Association for Article 6.1.2.
- 6.15 **SOCCCD: Academic Employee and Classified Administrator Personnel Actions – Regular Items**  
Ratify New Personnel Appointments, Authorization to Establish and Announce Positions, Additional Compensation: Categorical/Non-General Fund, Authorization to Increase/Decrease Hours Per Week and/or Months per year, Resignation/Retirement/Conclusion of Employment.
- 6.16 **SOCCCD: Faculty Conversion to Canvas One – Time Stipends**  
Ratify Additional Compensation: Canvas Conversion-General Fund.
- 6.17 **SOCCCD: Classified Personnel Actions – Regular Items**

Ratify New Personnel Appointments, Authorization to Establish and Announce Classified Positions, Reorganization/Reclassification, Authorization to Increase/Decrease Hours per week and/or Months per year on Classified Positions, Change of Status, Out of Class Assignments – For Positions that are Vacant During Recruitment for Permanent Appointments (Limited to 960 Hours Per Fiscal Year), Out of Class Assignments – For Positions that are Temporarily Available Due to Leaves of Absence, Etc., Resignation/Retirement/Conclusion of Employment.

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

Ratify New Personnel Appointments, Volunteers, Authorization to Revise the Classified Temporary Non-Bargaining Unit Salary Schedules.

**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: List of Board Requested Reports**

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

7.3 **SOCCCD: Staff Response to Public Comments from Previous Board Meeting**

None

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

Report on the status of major capital projects.

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

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

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

Report for period ending October 31, 2019.

**8.0 REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

- A. Saddleback College Academic Senate
- B. Faculty Association
- C. Irvine Valley College Academic Senate
- D. Vice Chancellor, Technology and Learning Services
- E. Vice Chancellor, Human Resources

- F. Vice Chancellor, Business Services
- G. Irvine Valley College Classified Senate
- H. California School Employees Association
- I. Saddleback College Classified Senate
- J. Police Officers Association

**9.0 ADDITIONAL ITEMS**

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

**TO:** Board of Trustees

**FROM:** Kathleen F. Burke

**RE:** SOCCCD: Annual Organizational Meeting

**ACTION:** Approval

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### **BACKGROUND**

The provisions of Education Code Sections 35143 and 72000 require the governing board of each school district and community college district to hold an annual organizational meeting within a prescribed 15-day period commencing with the first day of the term of office following the November election. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar.

Assembly Bill 2449 (effective January 1, 2019), changed the date elected governing board members take office from the first Friday in December to the second Friday in December. For 2019 only, it is ambiguous whether the “same 15 day period” language would run from the old term of office date (first Friday in December) or the new term of office date (second Friday in December). In setting the organizational meeting for December 2019, a district could reasonably interpret the “same 15 day period” language as referring to the previous election year. For 2019, the timing for the organizational meeting could be either (1) within the 15 days following the first Friday in December (December 6, 2019 through December 20, 2019) or (2) within the 15 days following the second Friday in December (December 13, 2019 through December 27, 2019).

### **STATUS**

The Annual Organizational Meeting of the South Orange County Community College District Board of Trustees will be held on December 16, 2019, for the purpose of electing officers of the Board (Exhibit A), appointing a secretary and an assistant secretary of the Board (Exhibit B), appointing Trustee representatives to various committees and organizations (Exhibit C), establishing regular Board meeting dates and times (Exhibit D) establishing an agenda planning calendar (Exhibit E), and approving the Board meeting agenda format (Exhibit F).

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees take separate action on Exhibits A through F in order to comply with the requirements of the Annual Organizational Meeting.



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

### **ANNUAL ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES**

**DECEMBER 16, 2019**

RONALD REAGAN BOARD OF TRUSTEES ROOM, ROOM 145, HEALTH  
SCIENCES/DISTRICT OFFICES BLDG.

SADDLEBACK COLLEGE, 28000 MARGUERITE PARKWAY, MISSION VIEJO, CA 92692

### **AGENDA**

#### **CALL TO ORDER OF ANNUAL ORGANIZATIONAL MEETING**

##### **1. ANNUAL ORGANIZATIONAL MEETING**

It is recommended that the board take action on each of the items in Exhibits A through F in order to comply with the requirements of the Annual Organizational Meeting.

EXHIBIT A. Election of Officers

EXHIBIT B. Appointment of Secretary and Assistant Secretary

EXHIBIT C. Appointment of Trustee Representatives

EXHIBIT D. Establishment of Regular Meeting Dates and Times

EXHIBIT E. Establishment of Agenda Planning Calendar

EXHIBIT F. Approval of Agenda Format

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ELECTION OF OFFICERS OF THE BOARD OF TRUSTEES**

It is recommended that the board nominate and elect a president, vice president and clerk to a term of office extending until the date of the next annual organizational meeting.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**APPOINTMENT OF SECRETARY AND ASSISTANT SECRETARY  
TO THE BOARD OF TRUSTEES**

It is recommended that Kathleen F. Burke be appointed to the office of Secretary, and that Ann-Marie Gabel be appointed to the office of Assistant Secretary.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**APPOINTMENT OF TRUSTEE REPRESENTATIVES FOR 2020**

1. Representative to the Nominating Committee to elect members to serve on the Orange County Committee on School District Organization (1) and Alternate Representative (1)
2. District's Political Action Representative to the Orange County School Boards Association (1)
3. Representative to the Orange County Legislative Task Force (1) and Alternate Representative (1)
4. Representative to the SOCCCD Audit Committee to serve on the Pre-Audit and Exit Meetings, Chair (1) and Representatives (2)
5. Representatives to the Irvine Valley College Foundation (1) and Saddleback College Foundation (1)
6. Representatives to the Board of Trustees Board Policy Subcommittee, Chair (1) and Representatives (2)

## REGULAR MEETINGS OF THE BOARD OF TRUSTEES

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Ronald Reagan Board of Trustees Room, Room 145  
Health Sciences/District Offices Bldg.,  
Saddleback College

### January 2020 through December 2020

TUESDAY, JANUARY 21

MONDAY, FEBRUARY 24

MONDAY, MARCH 23

MONDAY, APRIL 27

MONDAY, MAY 18

MONDAY, JUNE 22

MONDAY, JULY 20

MONDAY, AUGUST 31

MONDAY, SEPTEMBER 21

MONDAY, OCTOBER 19

MONDAY, NOVEMBER 16

MONDAY, DECEMBER 14  
(Regular and Organizational Meeting)

**Unless otherwise posted, the time of Board of Trustees' meetings will be as follows:**

Open Session convened, followed by adjournment to Closed Session	5:00 p.m.
Open Session reconvened	6:30 p.m.
Adjournment	9:00 p.m.

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**2020 BOARD AGENDA PLANNING CALENDAR**

<b>PROPOSED BOARD MEETING DATES</b>	<b>ITEMS FOR CONSIDERATION</b>
Presented throughout the year as needed	Academic Senate Curriculum Review <b>(shared item)</b>
<b>Special Meeting January 13</b>	Board of Trustee's Self-Evaluation
Tuesday, January 21	CCCT Nomination District-wide Strategic Plan Nonresident Fees Probationary Faculty Evaluations <b>(closed session)</b> Sabbatical Leave Recommendations
Monday, February 24	Community Education Programs, Summer Sessions <b>(shared item)</b> IVC and SC Foundation Financial Reports <b>(Information/shared presentation)</b> Probationary Faculty Contract Review/Renewal
Monday, March 23	Academic Calendar <b>(review and study)</b> CCCT Election Colleges' Education Master Plans <b>(shared item/presentation)</b> Sustainability/Energy Plan <b>(shared item/presentation)</b>
Monday, April 27	Academic Calendar <b>(approval)</b> Basic Aid Allocation Recommendation <b>(presentation)</b> Resolution for Classified Employees Week Resolutions for Professors of the Year <b>(from both colleges)</b> 2020-21 Child Development Center Fees
<b>Special Meeting in May</b>	Chancellor Evaluation
Monday, May 18	Adoption of Tentative IVC and SC Student Government Budgets <b>(shared presentation)</b> Adoption of EEO Plan Vision for Success Goals (CCCCO) Progress Resolutions for Outstanding Classified Employee Service Awards Records Destruction
Monday, June 22	Adoption of Tentative District Budget <b>(presentation)</b> Community Education Programs, Fall Semester <b>(shared item)</b> Facilities Master Plan <b>(shared item/presentation)</b> Five-Year Construction Plan <b>(approval)</b> Gann Limitation Worksheet
Monday, August 31	Adoption of Final District Budget <b>(presentation)</b> Adoption of Final IVC and SC Student Government Budgets <b>(shared presentation)</b>
Monday, September 21	Adoption of CCFS-311 Report Biennial Ethics Training/Annual Trustee Compensation and Travel
Monday, October 19	2021-2022 Full-Time Faculty Position Request List Chancellor and Presidents Present Evaluations of Academic Administrators <b>(closed session)</b> Integrated Plan for SEP/SSSP/BSI <b>(shared item)</b>
Monday, November 16	Acceptance of District Audit Report

**Exhibit E**

	Community Education Programs, Spring Semester <b>(shared item)</b> Consideration of Administrators' Contract Renewal District-wide Strategic Plan Annual Progress Report <b>(Information/shared item)</b>
Monday, December 14	Board of Trustees Organizational Meeting Instructional and Student Material/Lab Fees, Summer, Fall and Spring Semesters <b>(shared item)</b>



## Meeting of the Board of Trustees

[insert date here]

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

#### 1.0 PROCEDURAL MATTERS

##### 1.1 Call To Order

##### 1.2 Public Comments

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

### RECESS TO CLOSED SESSION

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

#### 2.0 PROCEDURAL MATTERS

##### 2.1 Actions Taken in Closed Session

##### 2.2 Invocation

##### 2.3 Pledge of Allegiance

##### 2.4 Public Comments

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

### **3.0 REPORTS**

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

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

### **4.0 DISCUSSION ITEMS**

#### **4.1 Scheduled Discussion Item**

#### **4.2 Additional Discussion Item**

### **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 Minutes**

#### **5.2 Resolutions**

#### **5.3 Other Consent Items**

### **6.0 GENERAL ACTION ITEMS**

#### **6.1 Academic Personnel Actions**

#### **6.2 Classified Personnel Actions**

#### **6.3 Other Action Items**

### **7.0 REPORTS**

#### **7.1 Staff response to public comments from the previous board meeting**

#### **7.2 Information Reports**

### **8.0 WRITTEN REPORTS**

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

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

**9.0     ADDITIONAL ITEMS**

- 9.1     Items submitted for Board approval after docket deadline.

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



## **BOARD OF TRUSTEES REQUEST FOR REPORT**

Trustee requests for staff reports should be submitted on the Request for Report form, at least one week in advance of the Board meeting. This provides the Chancellor an opportunity to evaluate the request and assess staff preparation time. In consultation with the Board President, the Chancellor will respond to requests under the "Requests for Reports" section of the Board meeting agenda.

Date: 12/9/19

Trustee Name: Terri Whitt Rydell

**Specific Request for Report:** I am requesting information concerning the future academic use of the Advanced Technology and Education Park (ATEP). I am requesting the following information.

—

**Reason for Request** (Please be as detailed as possible and include what Board action may be taken as a result of the report. This will enable a more accurate estimation of the preparation time and that the response is appropriate):

1. How many Technology and Science courses are being taught at ATEP and how often are these classes taught? Please add course name and very short description. Any other STEM courses? Only classes to be taught on the ATEP site.

2. What was the enrollment of these courses in Fall 2019?

3. How many students and FT and PT employees were present in IDEA building on November 6, 2019?

4. How many students have taken the above classes in the past two years and how many completed the courses?

5. How many employees (faculty, classified, district) work at ATEP presently. 12/2019. How many PT faculty teach in the IDEA building presently.

6. What academic programs are slated for the ATEP center? When is the expected start dates of these new programs. Any new Advanced Technology/STEM courses Names

7. What is the cost, to-date, for signage at the ATEP facility.

8. What resources are we spending on private consultants, broker fees and district employees involved when recruiting ATEP partnerships. Please separate.



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**FOR INTERNAL STAFF PURPOSES**

Staff needed for report preparation:

Estimated time to prepare report:

Chancellor's comments:

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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Minutes from:

November 18, 2019 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  
November 18, 2019**

**PRESENT**

Members of the Board of Trustees:

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

**ABSENT**

**Administrative Officers:**

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

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

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

One public comment in regards to the Classified Senate and CSEA working together on fair equity guidelines to produce a district remedy.

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

**1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b) and 594954.5(e).)**

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

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

A. Unrepresented Employees

**Agency Designated Negotiator: Kathleen F. Burke, Chancellor**

1. All Managers and Administrators

B. Faculty Association (FA)

**Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC**

C. Classified School Employees Association (CSEA)

**Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC**

D. Police Officers Association (POA)

**1.5 Agency Designated Negotiator: Dr. Cindy Vyskocil, Acting President - IVC**  
**Conference with Real Property Negotiators (GC Section 54956.8)**

A. Exchange of Property

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

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**Negotiating Parties: Spring Education Group and Pacific Academy**

**Under Negotiation: Instructions to designated negotiators will concern price and terms of payment for the ground lease of the identified Property. Conference with Legal Counsel (Government Code Section 54956.9)**

1.6

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

**Significant exposure to litigation: 1 potential case**

B. Existing Litigation (Government Code Section 54956.9 (d)(1).)

**1 case**

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

**2.0 PROCEDURAL MATTERS**

**2.1 [Actions Taken in Closed Session](#)**

No 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 prior to the beginning of open session. These forms are available outside the board room. Speakers are limited to up to two minutes each.**

One public comment in regards to the IVC Foundation.

**3.0 [REPORTS](#)**

**3.1 [Oral Reports: Speakers are limited to up to two minutes each.](#)**

A Board Reports

B. Chancellor's Report

Written Report

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

Irvine Valley College Written Report

Saddleback College Written Report

D. Associated Student Government Reports

\_\_\_\_\_

E. Board Request(s) for Reports

\_\_\_\_\_

1. Trustee Jay has requested a report of the various participatory governance groups and how they are appointed to policy making committees.

Board of Trustees Request for Report

Board Policy 4056

Administrative Regulation 4056

Additional Documents

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

**4.0 DISCUSSION ITEMS**

- 4.1 SOCCCD: Acceptance of the District, Saddleback College Foundation, Irvine Valley College Foundation, and Foundation for the South Orange County CCD Annual Audit/Review Reports: FY 2018-2019

**Accept the District, the Saddleback College Foundation, the Irvine Valley College Foundation, and the Foundation for the South Orange County CCD FY 2018-2019 audit/review reports as presented.**

Item 4.1

## **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Wright requested to remove item 5.1 from the consent calendar for separate discussion and action.

On a motion made by Trustee Lang and seconded by Trustee Jemal, the balance of the consent calendar was approved on a 7 - 0 vote.

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

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

**Approve minutes of a Regular Meeting held on October 28, 2019.**

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

- 5.2 Saddleback College: New, Revised, and Deleted Curriculum for the 2020-21 Academic Year

**Approve the proposed curriculum changes for the 2020-21 academic year at Saddleback College.**

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

- 5.3 SOCCCD: Dual Enrollment SOCCCD (Saddleback College) - Capistrano Unified School District, College and Career Access Pathways Partnership Agreement, 2020

**Accept for review and study the Dual Enrollment, SOCCCD (Saddleback College) - Capistrano Unified School District College and Career Access Pathways Partnership Agreement, for the term of January 1, 2020 to December 31, 2021.**

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

- 5.4 SOCCCD: Dual Enrollment, SOCCCD (Saddleback College) - Saddleback Valley Unified School District, College and Career Access Pathways Partnership Agreement, 2020



**Accept for review and study the Dual Enrollment, SOCCCD (Saddleback College) - Saddleback Valley Unified School District College & Career Access Pathways Partnership Agreement for January 1, 2020 to December 31, 2021.**

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

5.5 SOCCCD: Saddleback College Access Control Project, Change Order No. 01, Soltek Pacific Construction

**Approve Change Order No. 01 for the Saddleback College Access Control project, and authorize staff to execute the corresponding change order with Soltek Pacific Construction, resulting in a decrease of \$210,170, for a revised contract total of \$9,689,830.**

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

5.6 Saddleback College and Irvine Valley College: Spring 2020 Community Education Programs (shared item)

**Approve Community Education courses, presenters, and compensation for Spring 2020.**

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

5.7 Saddleback College and Irvine Valley College: Speakers

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

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

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

**Authorize filing the Notices of Completion for the East Practice Field project at Saddleback College to Professional Turf Specialties, Inc., for a contract total of \$84,060.00 and for the Added Panic Buttons project at Irvine Valley College to Blue Violet Networks, LLC, for a contract total of \$29,633.71.**

[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, dates, locations and costs.**

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

- 5.10 Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic Year

**Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2020-2021 academic year, pursuant to Title 5, Section 53200 et seq.**

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

- 5.11 SOCCCD: Trustees' Requests for Attending Conferences

**Approve trustees' requests for attending conferences.**

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

- 5.12 SOCCCD: Transfer of Budget Appropriations

**Ratify the transfer of budget appropriations as listed.**

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

- 5.13 SOCCCD: Budget Amendment: Adopt Resolution No. 19-31 to Amend FY 2019-2020 Adopted Budget

**Adopt Resolution No. 19-31 to amend the FY 2019-2020 Adopted Budget.**

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

- 5.14 SOCCCD: September - October 2019 Amendments

**Ratify the amendments as listed.**

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

- 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-C](#)

**6.0 GENERAL ACTION ITEMS**

[6.1](#) [SOCCCD: Acceptance of the District, Saddleback College Foundation, Irvine Valley College Foundation, and Foundation for the South Orange County CCD Annual Audit/Review Reports: FY 2018-2019](#)

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

**Accept the District, the Saddleback College Foundation, the Irvine Valley College Foundation, and the Foundation for the South Orange County CCD FY 2018-2019 audit/review reports as presented.**

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

[6.2](#) [SOCCCD: Renewal of Agreement for Independent Auditing Services, CliftonLarsonAllen LLP](#)

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

**Amend the contract and exercise the option to renew the contract with CliftonLarsonAllen LLP to perform the District's financial audit for an additional two fiscal years during the term of July 1, 2020 to February 28, 2022 or upon completion of contract requirements based upon their performance at the revised fees for an amount not to exceed \$264,300.**

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

[6.3](#) [SOCCCD: Master Agreements for IT Consultant Services for Student Information Systems, Neudesic, LLC, Experis US, LLC and Xelleration, LLC](#)

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

**Approve the Master Agreements for IT Consultant Services for Student Information Systems with Neudesic, LLC, Experis US, LLC and Xelleration, LLC from January 1, 2020 to December 31, 2024.**

[Item 6.3](#)  
[Exhibits A-D](#)

**6.4 SOCCCD: Advanced Technology and Education Park (ATEP) Phase 1 Campus Site Signage Project, Award of Bid No. 27, New Dynasty Construction Co.**

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

**Approve award of Bid No. 27, ATEP Phase 1 Campus Site Signage Project, and approve the agreement with New Dynasty Construction, Co., in the amount of \$1,870,121.**

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

**6.5 Saddleback College: Subaward Agreement from University of California, Irvine - NSF Prime Award DUE-1928554**

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

**Approve and accept this subaward from the University of California, Irvine for \$259,889 from October 1, 2019 to September 30, 2024 for NSF Award DUE-1928554 and authorize the Vice Chancellor of Business Services, or designee, to execute the agreement.**

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

**6.6 SOCCCD: Board Policy Revision: BP-4091 Administrator Retreat Rights, BP-4113 Parental Leave for Management Personnel, BP-4201 Change in Position of Personnel Into or Within Management, BP-4220 Substitute Classified Employees, BP-6125 Field Trips, Excursions, and Field Study Courses, BP-6150 Study Abroad Programs**

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

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

[Item 6.6](#)



Exhibits A-F

- 6.7     SOCCCD: Board Policy Revision: BP-3110 Basic Aid Funds Allocation Process, BP-4000.6 Complaints- Harassment and Discrimination, BP-4500 Unlawful Harassment and Discrimination Prevention and Complaints, BP-6130 Textbook Adoption

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

**Approve the board policies as listed.**

Item 6.7  
Exhibits A-D

- 6.8     SOCCCD: District Initial Proposal to California School Employees Association (CSEA)

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

**Accept for review and study the District's initial proposal to the SOCCCD California School Employees Association for the purpose of negotiations.**

Item 6.8  
Exhibit A

- 6.9     SOCCCD: District Initial Proposal to Police Officers Association (POA)

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

**Accept for review and study the District's initial proposal to the SOCCCD Police Officers Association for the purpose of negotiations.**

Item 6.9  
Exhibit A

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

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

**Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Workload Banking, Reorganization/Reclassification, Administrator Contract Extensions, Resignation/Retirement/Conclusion of Employment.**

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

[6.11 SOCCCD: Faculty Conversion to Canvas One - Time Stipends](#)

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

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

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

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

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

**Ratify New Personnel Appointments, Authorization to Establish and Announce Classified Positions, Resignation/Retirement/Conclusion of Employment.**

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

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

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

**Ratify New Personnel Appointments, Volunteers.**

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

[6.14 SOCCCD: Adjustment to the Faculty Association \(FA\) Salary Schedule](#)

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

**Approve the increase to the FA salary schedule for 2019 - 2020 and 2020 - 2021.**

[Item 6.14](#)  
[Exhibits A-B](#)

## **7.0 REPORTS**

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

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

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

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

**None**

[Item 7.2](#)

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

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

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

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

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

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

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

**Report for period September 30, 2019.**

[Item 7.5](#)

[7.6](#) [SOCCCD: Basic Aid.](#)



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

Item 7.6  
Exhibit A

7.7     SOCCCD: Retiree (OPEB) Trust Fund.

**Report for period ending September 30, 2019.**

Item 7.7  
Exhibit A

7.8     SOCCCD: Pension Stabilization Trust Fund.

**Report for period ending September 30, 2019.**

Item 7.8  
Exhibit A

**8.0     REPORTS FROM ADMINISTRATION AND GOVERNANCE GROUPS**

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

Item 8.0

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

J. Police Officers Association

**9.0 ADDITIONAL ITEMS**

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

The meeting adjourned at 8:33 p.m. in memory of William "Bill" Woollett, IVC Foundation Board member and Irvine's first City Manager



Kathleen F. Burke  
Secretary, Board of Trustees



**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Curriculum Revisions for the 2020-2021 Academic Year

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

IVC proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of IVC for the 2020-2021 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 2020-2021 academic year at IVC.

**IRVINE VALLEY COLLEGE**  
**NEW, REVISED AND DELETED PROGRAMS**  
**ACADEMIC YEAR 2020-2021**

**Current**

**Real Estate Associate of Science**

Students who complete the core curriculum are equipped with not only immediately marketable skills but also the coursework necessary to sit for the California Real Estate Salesperson and Broker Examinations. The goal of the program is to prepare the student for entry into the real estate field in such career areas as Real Estate Sales Agent, Real Estate Broker, Loan Officer, Property Manager, Title Examiner, Leasing Agent, Escrow Officer and other real-estate-related fields. Students also earn transferable lower-division credit that may be applied toward a baccalaureate degree in business-related areas. In addition, individual courses in such areas as appraisal, property management, and real estate finance will provide students with entry-level skills in these areas. Courses are offered either online or during the evening to allow individuals with family and employment commitments the opportunity to study for a new or re-entry career.

**Program Student Learning Outcomes**

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

- Apply knowledge of real estate principles and practices to the discipline
- Analyze an industry problem and identify and define the real estate requirements appropriate to its solution
- Function effectively in a team or group to accomplish a common industry goal
- Develop professional, ethical, legal, security, and social responsibilities as appropriate to the field of real estate
- Communicate effectively with a range of audiences
- Act as an intermediary in negotiations between buyers and sellers
- Coordinate property closings, overseeing signing of documents and disbursement of funds
- Acknowledge the importance of sustainability as it relates to the future of the real estate market
- Prepare common real estate documents such as representation contracts, listing agreements, purchase agreements, closing statements, and leases

ECON 2H	Principles of Economics- Macro Honors	3
ECON 13	Global Economics	3
ECON 20	Introductory Economics	3
	Or	
ECON 20H	Introductory Economics Honors	3
ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
	Or	
ACCT 1BH	Managerial Accounting Honors	4
ACCT 204	Accounting Applications: Quickbooks	3
ACCT 215	General Accounting	3

*Complete four of the following courses*

RE 170	Real Estate Principles	3
RE 195	Property Management I	3
RE 190	Escrow I	3
MGT 12A	The Legal Environment of Business	3
	Or	
MGT 12AH	The Legal Environment of Business Honors	3
RE 279	Computer Applications for Real Estate	3
RE 250	Real Estate Salesperson's License Preparation	1

**Recommended Electives**

<del>CIM 107</del>	<del>Introduction to Personal Computer Applications</del>	<del>3</del>
<del>CIM 117</del>	<del>Social Media Marketing</del>	<del>3</del>
	<del>Or</del>	
<del>ENTR 117</del>	<del>Social Media Marketing</del>	<del>3</del>
<del>MGT 1</del>	<del>Introduction to Business</del>	<del>3</del>
<del>MGT 104</del>	<del>Business Communication</del>	<del>3</del>
<del>MGT 135</del>	<del>Principles of Marketing</del>	<del>3</del>
<del>RE 168</del>	<del>Cooperative Work Experience Real Estate</del>	<del>4</del>

Total 25 28

**See next page**

Course ID	Title	Units
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*Complete the following courses*

RE 172	Real Estate Practice	3
RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3

*Complete one of the following courses*

ECON 1	Principles of Economics- Micro Honors	3
	Or	
ECON 1H	Principles of Economics- Micro Honors	3
ECON 2	Principles of Economics- Macro	3
	Or	

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Revised**

Real Estate Associate of Science

This associate in science degree meets all of the California Department of Real Estate's education requirements for the Real Estate Salesperson and Broker Licenses and prepares a student to succeed as a business owner and self-employed agent. Students also strengthen their business skills with courses in areas of Business, Entrepreneurship, Accounting and Economics. This certificate is recommended for anyone wishing to obtain a degree and enter the field of Real Estate as a Salesperson, Broker, Loan Officer, Property Manager, Leasing Agent, Title Examiner, Escrow Officer, Real Estate Developer, Real Estate Office Manager and other real-estate-related fields.

ECON 1H	Principles of Economics-Micro Honors	3
ECON 2	Principles of Economics-Macro	3
	Or	
ECON 2H	Principles of Economics-Macro Honors	3
ECON 13	Global Economics	3
ECON 20	Introductory Economics	3
	Or	
ECON 20H	Introductory Economics Honors	3

*Complete at least 7 units*

MGT 1	Introduction to Business	3
MGT 102	Public Speaking for Business	3
MGT 104	Business Communication	3
MGT 105	Personal Financial Planning	3
MGT 120	Principles of Business Management	3
MGT 135	Principles of Marketing	3
MGT 203	Business English	3
MGT 235	Advertising	3
CIM 107	Introduction to Personal Computer Applications	3
CIM 117	Social Media Marketing	3
	Or	
ENTR 117	Social Media Marketing	3
ENTR 160	Entrepreneurship: Managing Your Business	3
ENTR 200	Pathways to Success	1
ENTR 211	Business Models: The Design and Delivery of Value	2
ENTR 221	Money, Accounting and Finance for Entrepreneurs	2
ENTR 224	Operations Management for Entrepreneurs	1
ENTR 241	The Successful Business Plan	2
ENTR 242	Persuasive Presentations	2
RE 250	Real Estate Salesperson's License Preparation	1

Program Student Learning Outcomes

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

- Identify the requirements and functions of different state licenses, agency relationships and fiduciary duty
- Explain the various ways of holding title, the benefits of them, how title transfers and the potential issues that can arise in transfer
- Identify how economics and/or accounting practices align with the legal obligations of being a Real Estate Broker
- Prepare students to succeed as a business owner and self-employed agent by gaining additional business skills in Business, Entrepreneurship and Computer Information Management
- Meet the requirements of the Department of Real Estate Broker License

Total 31-34

Course ID Title Units

*Complete the following courses*

RE 170	Real Estate Principles	3
RE 172	Real Estate Practice	3
RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3
RE 190	Escrow I	3
RE 195	Property Management I	3

*Complete one of the following courses*

MGT 12A	The Legal Environment of Business	3
	Or	
MGT 12AH	The Legal Environment of Business Honors	3
ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
	Or	
ACCT 1BH	Managerial Accounting Honors	4
ACCT 204	Accounting Applications: QuickBooks	3
ACCT 215	General Accounting	3
ECON 1	Principles of Economics-Micro	3
	Or	

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2020-2021

Current

Real Estate Certificate of Achievement

Students who complete the core curriculum are equipped with not only immediately marketable skills but also the coursework necessary to sit for the California Real Estate Salesperson and Broker Examinations. The goal of the program is to prepare the student for entry into the real estate field in such career areas as Real Estate Sales Agent, Real Estate Broker, Loan Officer, Property Manager, Title Examiner, Leasing Agent, Escrow Officer and other real-estate-related fields. Students also earn transferable lower-division credit that may be applied toward a baccalaureate degree in business-related areas. In addition, individual courses in such areas as appraisal, property management, and real estate finance will provide students with entry-level skills in these areas. Courses are offered either online or during the evening to allow individuals with family and employment commitments the opportunity to study for a new or re-entry career.

ECON 20	Introductory Economics	3
	Or	
ECON 20H	Introductory Economics Honors	3
ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
	Or	
ACCT 1BH	Managerial Accounting	4
ACCT 204	Accounting Applications: Quickbooks	3
ACCT 215	General Accounting	3

Complete ~~four~~ of the following courses

RE 170	Real Estate Principles	3
RE 195	Property Management I	3
RE 190	Escrow I	3
MGT 12A	The Legal Environment of Business	3
	Or	
MGT 12AH	The Legal Environment of Business Honors	3
<del>RE 279</del>	<del>Computer Applications for Real Estate</del>	<del>3</del>
<del>RE 250</del>	<del>Real Estate Salesperson's License Preparation</del>	<del>3</del>

Recommended Electives

CIM 107	Introduction to Personal Computer Applications	3
CIM 117	Social Media Marketing	3
	Or	
ENTR 117	Social Media Marketing	3
MGT 1	Introduction to Business	3
MGT 104	Business Communication	3
MGT 135	Principles of Marketing	3
RE 168	Cooperative Work Experience-Real Estate	4

Program Student Learning Outcomes

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

- Apply knowledge of real estate principles and practices to the discipline;
- Analyze an industry problem and identify and define the real estate requirements appropriate to its solution;
- Function effectively in a team or group to accomplish a common industry goal;
- Develop professional, ethical, legal, security, and social responsibilities as appropriate to the field of real estate;
- Communicate effectively with a range of audiences;
- Act as an intermediary in negotiations between buyers and sellers;
- Coordinate property closings, overseeing signing of documents and disbursement of funds;
- Acknowledge the importance of sustainability as it relates to the future of the real estate market;
- Prepare common real estate documents such as representation contracts, listing agreements, purchase agreements, closing statements, and leases

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Total 25-28

See next page

Course ID	Title	Units
Complete the following courses		
RE 172	Real Estate Practice	3
RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3

Complete one of the following courses

ECON 1	Principles of Economics- Micro Honors	3
	Or	
ECON 1H	Principles of Economics- Micro Honors	3
ECON 2	Principles of Economics- Macro	3
	Or	
ECON 2H	Principles of Economics- Macro Honors	3
ECON 13	Global Economics	3

IRVINE VALLEY COLLEGE  
NEW, REVISED AND DELETED PROGRAMS  
ACADEMIC YEAR 2020-2021

New

Real Estate **Broker** Certificate of Achievement

This certificate of achievement parallels the California Department of Real Estate's education requirement for the Real Estate Broker and Salesperson License. Students who complete the core curriculum are equipped with not only immediately marketable skills, but also the coursework necessary to sit for the Salesperson and Broker Examinations, which allows for immediate vocational employment. The goal of the program is to prepare the student for entry into the real estate field in such career areas as Real Estate Sales Agent, Real Estate Broker, Loan Officer, Property Manager, Title Examiner, Leasing Agent, Escrow Officer and other real-estate-related fields. In addition, individual courses in such areas as appraisal, property management, and real estate finance will provide students with entry-level skills in these areas.

Complete *three* of the following courses

RE 170	Real Estate Principles	3
RE 190	Escrow I	3
RE 195	Property Management I	3
MGT 12A	The Legal Environment of Business	3
	Or	
MGT 12AH	The Legal Environment of Business Honors	3

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Total 24-25

Program Student Learning Outcomes

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

- Identify the requirements and functions of different state licenses, agency relationships and fiduciary duty
- Explain the various ways of holding title, the benefits of them, how title transfers and the potential issues that can arise in transfer
- Identify how economics and/or accounting practices align with the legal obligations of being a Real Estate Broker
- Meet the requirements of the Department of Real Estate Broker License.

Course ID	Title	Units
Complete the following courses		
RE 172	Real Estate Practice	3
RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3

Complete one of the following courses

ECON 1	Principles of Economics- Micro Honors	3
	Or	
ECON 1H	Principles of Economics- Micro Honors	3
ECON 2	Principles of Economics- Macro	3
	Or	
ECON 2H	Principles of Economics- Macro Honors	3
ECON 13	Global Economics	3
ECON 20	Introductory Economics	3
	Or	
ECON 20H	Introductory Economics Honors	3
ACCT 1A	Financial Accounting	4
ACCT 1B	Managerial Accounting	4
	Or	
ACCT 1BH	Managerial Accounting	4
ACCT 204	Accounting Applications: Quickbooks	3
ACCT 215	General Accounting	3

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

**Exhibit A  
Page 5 of 6**

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 2020-2021**

**Exhibit A  
Page 6 of 6**

<b>School</b>	<b>Catalog Id</b>	<b>Course Id</b>	<b>Abbreviated Course Title</b>	<b>Action Taken</b>
<b>Arts</b>	14841.00	ART 72	Ceramics III	nc
	14844.00	ART 142	Jewelry III: Jewelry Casting	nc
	14461.00	TA 22	Introduction to Theater	cat desc, tps, SLOs, txt
	6510.05	TA 49	Stage Makeup Design	SLOs, txt
<b>GC</b>	13227.00	COUN 102	Introduction to Educational and Career Exploration	crs id
	6585.05	COUN 20	Women and Work	crs id
<b>HUM</b>	14773.00	AESL 599	AESL Learning Center	cat desc, sch desc, coreq, moe, txt
	10625.20	ESL 342	Beginning Conversation	dc
	14625.00	ESL 380L	Academic Writing III Learning Center	cat desc, sch desc, SLOs, assign, txt
	14596.00	ESL 390L	Academic Writing IV Learning Center	ti, cat desc, sch desc, SLOs, tps, assign, txt
	13141.00	JRNL 40	Mass Media and Society	crs id
	3995.00	HUM 70	History of Film	crs id
	1515.00	HUM 71	Introduction to Film	crs id
	1515.10	HUM 71H	Introduction to Film Honors	crs id
	14149.00	HUM 72	Film and American Culture	crs id
	14149.05	HUM 72H	Film and American Culture Honors	crs id
	10511.00	HUM 73	Film Genre Studies	crs id
	14155.00	HUM 74	Film and Literature	crs id
	14785.00	HUM 75	Introduction to Television Studies	crs id
	6567.00	WR 2	College Writing 2- Critical Thinking, Writing	txt
	6567.05	WR 2H	College Writing 2- Critical Thinking, Writing Honors	ti, cat desc, txt
	14834.00	WR 375	Writing Conference for Applications Essays	nc
	10503.00	DMP 120	Basic Model Making	crs id
	10555.00	DMP 122	Advanced Model Making II	crs id
	10669.00	DMP 240	3D Rapid Model Making and Prototype Development I	crs id
	10670.00	DMP 241	3D Rapid Model Making and Prototype Development II	crs id
	11116.00	ELEC 201	Residential Wiring	tps, SLOs, lng obj, moe, assign, txt
<b>KAH</b>	14160.00	KNES 103	Movement Anatomy	crs id
	14162.00	KNES 105	Principles of Strength and Conditioning	crs id
	14367.00	KNES 223	Core Training I	crs id
	14368.00	KNES 224	Core Training II	crs id
	13205.10	KNES 225	Core Training III	crs id
<b>LST</b>	11017.00	BIO 101	Field Studies: Coastal Marine Ecosystems	crs id
	1230.00	BIO 103	Field Studies: Mountain Ecosystems	crs id
	1235.00	BIO 104	Field Studies: Desert Ecosystems	crs id
	14383.00	BIO 105	Field Studies: Valley and Grassland Ecosystems	crs id
	13015.00	BIO 109	Field Studies: A 21st Century Look at the American West	crs id
	10564.05	BIO 200	Human Prosection	crs id
<b>MCS</b>	4610.00	MATH 4A	Analytic Geometry and Calculus III	cat desc, SLOs, assign, txt
<b>PST</b>	14494.00	GEOL 165	Geology Field Studies: Yosemite National Park	crs id
	3050.09	GEOL 170	Geology Field Studies: National Parks and Monuments	crs id
	10558.00	GEOL 186	Geology Field Studies: Geology of California	crs id
<b>SBS</b>	14835.00	GEOG 108	Field Geography of Cities and Nature	nc

**TO:** Board of Trustees

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

**RE:** SOCCCD: Irvine Valley College Access Control & Security Systems and Hardware Project, Security Cameras Scope, Notice of Completion, Blue Violet Networks, LLC

**ACTION:** Approval

---

### **BACKGROUND**

On June 25, 2018, the Board of Trustees approved the CMAS Agreements No. 3-17-84-0052B and 4-16-84-0053A with Blue Violet Networks, LLC for the Irvine Valley College (IVC) Access Control & Security Systems and Hardware project. As part of this project, purchase order P191850 was issued for Security Cameras scope, in the amount of \$620,098.73.

### **STATUS**

Contract work is complete. Staff recommends filing a Notice of Completion (EXHIBIT A) for the IVC Access Control & Security Systems and Hardware project, Security Cameras scope.

Basic aid funds were used in the approved project budget of \$4,200,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion for the Irvine Valley College Access Control & Security Systems and Hardware project, Security Cameras scope to Blue Violet Networks, LLC, for a final contract amount of \$620,098.73. It is also recommended that the Board of Trustees authorize the release of retention 35 days after filing.



Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 27383

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: Access Control & Security Systems and Hardware Project, Security Cameras scope at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 11th day of February 2019, which contract was made with BLUE VIOLET NETWORKS, LLC, as Contractor; that said improvements were completed on the 31st day of October 2019, and accepted by formal action of the governing board of said District on the 16th day of December 2019, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is GENERAL REINSURANCE CORPORATION that the property hereinafter referred to and on which said improvements were made is described as follows:

IRVINE VALLEY COLLEGE  
5500 IRVINE CENTER DRIVE  
IRVINE, CA 92618

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

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

Dated \_\_\_\_\_

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

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

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

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

(Seal)

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: 2020 Speech and Debate Team Competition in the International Forensic Association Tournament in Narita, Japan from March 6 – 13, 2020

**ACTION:** Approval

---

### **BACKGROUND**

The Irvine Valley College (IVC) Speech and Debate Team is a highly accomplished team that has earned an international reputation. IVC Forensics has hosted debate teams from the United Kingdom, Ireland, Eastern Europe, Japan, Rwanda, and China on 21 occasions. Moreover, the team has traveled to Germany once and China several times for debate demonstrations, competition, and study abroad programs.

IVC Forensics wants to continue this tradition and attend the International Forensics Association (IFA) 30<sup>th</sup> Annual Speech and Debate Tournament in Narita, Japan. The IFA promotes the diversity of speech and debate competition in countries around the world by hosting an annual tournament in alternating geographic locations.

### **STATUS**

IVC Forensics proposes to travel to the IFA tournament during the spring session, from March 6, 2020 to March 13, 2020 (eight days and seven nights) at a total budget not to exceed \$17,192 as depicted in EXHIBIT A. Tournament attendees are estimated at eight participants, which includes six students and two faculty members. Students will be able to participate at this tournament through money raised (foundation account). Faculty travel will utilize the General Fund.

The tournament consists of team debates in National Parliamentary Debate Association format; individual debates in International Public Debate Association format; five interpretation of literature events, four platform speaking events, two limited-preparation speaking events, and a nuance event designed to honor the host nation.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Irvine Valley College Speech and Debate Team travel to the 2020 International Forensics Association Speech Tournament in Narita, Japan from March 6, 2020 to March 13, 2020, at a total budget not to exceed \$17,192.

ACTIVITY: International Forensics Association (IFA) Tournament  
WHEN: March 6 - 13, 2020  
WHERE: Narita, Japan  
IVC CONTACT: William Neesen, Co-Director of Forensics  
Irvine Valley College  
5500 Irvine Center Dr.  
Irvine, CA 92618  
V: (949) 451-5235 E: [wneesen@ivc.edu](mailto:wneesen@ivc.edu)

Estimated maximum participants: 8

Funding Sources:

1. Student travel will be paid for out of fundraised money in the IVC Forensics Foundation Account.
2. Faculty travel will be paid for by the General Fund.

Estimated maximum cost - \$17,192

Travel specifics:

March 6	Depart LAX
March 7	Arrive in Narita and check into hotel
March 8	Morning tour of Narita, afternoon and evening practice for the tournament
March 9	IFA Tournament
March 10	IFA Tournament
March 11	Tour of Narita
March 12	Tour of Narita
March 13	Return flight to LAX

Irvine Valley College Speech and Debate Team  
Travel to Compete at the 2020 International Forensics Association  
30<sup>th</sup> Annual Speech & Debate Tournament and Conference  
Narita, Japan  
March 6 – 13, 2020

Participant Cost Breakdown

PAID BY

<b>COST/ITEM</b>	<b>GENERAL FUNDS</b>	<b>FOUNDATION</b>	<b>TOTAL</b>
Tournament Registration/Entry Fees		288.00	288.00
Hotel Reservation (\$154 per night:6 rooms for 5 hotel nights)	1,848.00	2,772.00	4,620.00
Airline Baggage Fees (\$50.00 per person)	100.00	300.00	400.00
Roundtrip Airfare (estimated at \$1100 per person)	2,200.00	6,600.00	8,800.00
Per Diem (\$30.00 per day for 6 days for 6 students)		1,080.00	1,080.00
Per Diem (\$66.00 per day for 7 days for 2 advisors)	924.00		924.00
Ground transportation	70.00		70.00
Travel Insurance (\$100 per person)	200.00	600.00	800.00
Airport Parking (estimated at \$15.00 per day for 7 days for 2 cars)	210.00		210.00
<b>Total Costs</b>	<b>\$5,552.00</b>	<b>\$11,640.00</b>	<b>\$17,192.00</b>

**TO:** Board of Trustees

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

**RE:** Saddleback College and Irvine Valley College: Revised 2020-2021  
Instructional Material/Laboratory Fees

**ACTION:** Approval

---

### **BACKGROUND**

The Board of Trustees annually approves changes in instructional material and laboratory fees. Such fees are charged, in compliance with the California Education Code and state regulations, in order to support the cost of specialized materials, supplies, and activities of various types of instruction. Proceeds from the fees are utilized to support the instructional costs for which they are collected.

### **STATUS**

The introduction of new courses, the alteration of courses in the curriculum, and changes in costs for certain materials and supplies have required Saddleback College and Irvine Valley College to augment and revise instructional material and laboratory fees for 2020-2021. The proposed revised fees for Saddleback College for 2020-2021 are presented in Exhibit A and the proposed revised fees for Irvine Valley College for 2020-2021 are presented in Exhibit B.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve revised instructional material and laboratory fees for Saddleback College and Irvine Valley College for 2020-2021, as presented in Exhibits A and B.

Item Submitted By: *Dr. Elliot Stern, President, Saddleback College and  
Dr. Cindy Vyskocil, Acting President, Irvine Valley College*

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
<b><u>Advanced Technology and Applied Sciences</u></b>					
ARCH 132	48090.00	RESIDENTIAL PLANNING, PRINCIPLES AND DESIGN	\$ 5.00	\$ -	Remove Fee
ARCH 136	48110.00	BASIC ARCHITECTURAL DESIGN II	\$ 5.00	\$ -	Remove Fee
FASH 143	162300.05	FASHION BUYING AND MERCHANDISING	\$ 5.00	\$ -	Remove Fee
HORT 112	18170.00	PLANT PROPAGATION	\$ 5.00	\$ -	Remove Fee
FASH 145	162320.05	INTERNSHIP	\$ 5.00	\$ -	Remove Fee
HORT 7	120000.00	INTRODUCTION TO LANDSCAPE DESIGN	\$ 7.00	\$ -	Remove Fee
HORT 109	120002.00	INTRODUCTION TO PLANTING DESIGN	\$ 7.00	\$ -	Remove Fee
HORT 145 C	18093.00	LANDSCAPE DESIGN-THERAPEUTIC GARDEN	\$ 7.00	\$ -	Remove Fee
MST 212	512372.00	SAILING, SEAMANSHIP, AND BOATING SAFETY	\$ 7.00	\$ -	Remove Fee
CMT 230	430344.00	APPLIED NETWORK TECHNOLOGY	\$ 10.00	\$ -	Remove Fee
CMT 225	430338.00	COMPUTER MAINTENANCE AND REPAIR II	\$ 10.00	\$ -	Remove Fee
CMT 220	260090.00	COMPUTER MAINTENANCE AND REPAIR I	\$ 10.00	\$ -	Remove Fee
ET 133	431637.00	DC AND AC FUNDAMENTALS	\$ 10.00	\$ -	Remove Fee
ET 135	431638.00	SEMICONDUCTOR DEVICES AND CIRCUITS	\$ 10.00	\$ -	Remove Fee
FASH 216	992480.00	COSTUMER'S LAB	\$ 10.00	\$ -	Remove Fee
FASH 101	429545.00	INTRODUCTION TO FASHION CAREERS	\$ 10.00	\$ -	Remove Fee
FASH 140	162270.00	FASHION IMAGE	\$ 10.00	\$ -	Remove Fee
HORT 20	18060.00	INTRODUCTION TO HORTICULTURAL SCIENCE	\$ 10.00	\$ -	Remove Fee
ET 118	266100.00	ELECTRONIC COMMUNICATION SYSTEMS	\$ 10.00	\$ -	Remove Fee
ET 114	266070.00	DIGITAL ELECTRONIC CIRCUITS	\$ 10.00	\$ -	Remove Fee
ET 200	433737.00	DIGITAL SIGNAL PROCESSING AND MICROCONTROLLERS	\$ 10.00	\$ -	Remove Fee
FASH 238	428455.00	ADVANCED DRAPING AND FASHION DESIGN	\$ 10.00	\$ -	Remove Fee
FASH 234	162560.00	ADVANCED PATTERN AND DESIGN TECHNIQUES	\$ 10.00	\$ -	Remove Fee
FASH 235	162580.00	DESIGNING FOR THE FASHION INDUSTRY	\$ 10.00	\$ -	Remove Fee
FASH 204	450037.00	UNDERSTANDING APPAREL PRINCIPLES-AIMS CERTIFICATION	\$ 10.00	\$ -	Remove Fee
FASH 213	433972.00	DESIGNER'S LAB	\$ 10.00	\$ -	Remove Fee
FASH 214	433978.00	COUTURE LAB	\$ 10.00	\$ -	Remove Fee
FASH 212	433970.00	CONSTRUCTION LAB	\$ 10.00	\$ -	Remove Fee
FASH 144	162310.00	FASHION TRENDS AND CULTURAL COSTUMES	\$ 10.00	\$ -	Remove Fee
FASH 130	162220.00	FLAT PATTERN DESIGN	\$ 10.00	\$ -	Remove Fee
FASH 100	162010.05	SEWING FOR FASHION DESIGN I	\$ 10.00	\$ -	Remove Fee
FASH 111	162010.10	SEWING FOR FASHION DESIGN II	\$ 10.00	\$ -	Remove Fee

Saddleback College  
2020-21 Revised Laboratory Fees

EXHIBIT A  
Page 2 of 10

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
FASH 110	162020.05	CONTEMPORARY CLOTHING CONSTRUCTION	\$ 10.00	\$ -	Remove Fee
FASH 219	198264.00	DRESSMAKING LAB	\$ 10.00	\$ -	Remove Fee
FASH 220	198265.00	TAILOR'S LAB	\$ 10.00	\$ -	Remove Fee
FASH 155	429857.10	THE DIGITAL FASHION IMAGE	\$ 10.00	\$ -	Remove Fee
ID 126	429869.00	INTERIOR DESIGN STUDIO II	\$ 10.00	\$ -	Remove Fee
ID 116	429810.00	INTERIOR MATERIALS AND PRODUCTS	\$ 10.00	\$ -	Remove Fee
ID 111	429868.00	INTERIOR DESIGN STUDIO I	\$ 10.00	\$ -	Remove Fee
ARCH 50	236050.10	INTRODUCTION TO COMPUTER-AIDED DRAFTING	\$ 15.00	\$ -	Remove Fee
ARCH 124 A	48040.00	ARCHITECTURAL DRAWING I	\$ 15.00	\$ -	Remove Fee
ARCH 124 B	48050.00	ARCHITECTURAL DRAWING II	\$ 15.00	\$ -	Remove Fee
ARCH 124 C	48060.00	ARCHITECTURAL DRAWING III	\$ 15.00	\$ -	Remove Fee
ARCH 34	48100.00	BASIC ARCHITECTURAL DESIGN I	\$ 15.00	\$ -	Remove Fee
ARCH 42	48120.00	DESCRIPTIVE DRAWING AND PERSPECTIVE	\$ 15.00	\$ -	Remove Fee
ARCH 44	48130.00	ARCHITECTURAL PRESENTATION AND RENDERING	\$ 15.00	\$ -	Remove Fee
ARCH 152	48180.00	ADVANCED COMPUTER-AIDED DESIGN	\$ 15.00	\$ -	Remove Fee
ARCH 51	428935.10	COMPUTER-AIDED DRAFTING	\$ 15.00	\$ -	Remove Fee
ARCH 121	992627.00	ADVANCED REVIT AND BUILDING INFORMATION MANAGEMENT II	\$ 15.00	\$ -	Remove Fee
ARCH 120	992495.00	REVIT AND BUILDING INFORMATION MANAGEMENT(BIM)	\$ 15.00	\$ -	Remove Fee
DR 23	429627.00	ENGINEERING GRAPHICS	\$ 15.00	\$ -	Remove Fee
DR 120	236060.00	ENGINEERING TECHNOLOGY	\$ 15.00	\$ -	Remove Fee
DR 100	236020.00	FUNDAMENTALS OF INDUSTRIAL AND MECHANICAL DESIGN	\$ 15.00	\$ -	Remove Fee
DR 101	236030.00	MECHANICAL DESIGN	\$ 15.00	\$ -	Remove Fee
DR 102	236040.00	MECH DESIGN AND MARKETING PORTFOLIO	\$ 15.00	\$ -	Remove Fee
DR 50	236050.00	INTRODUCTION TO COMPUTER-AIDED DRAFTING	\$ 15.00	\$ -	Remove Fee
DR 152	48180.10	ADVANCED COMPUTER-AIDED DESIGN	\$ 15.00	\$ -	Remove Fee
DR 51	428935.00	COMPUTER-AIDED DRAFTING	\$ 15.00	\$ -	Remove Fee
DR 200	992630.00	3D PARAMETRIC MODELING - SOLIDWORKS	\$ 15.00	\$ -	Remove Fee
DR 201	992631.00	ADVANCED 3D PARAMETRIC MODELING - SOLIDWORKS	\$ 15.00	\$ -	Remove Fee
DR 202	992632.00	GEOMETRIC DIMENSIONING AND TOLERANCING	\$ 15.00	\$ -	Remove Fee
DR 203	992633.00	GREEN & SUSTAINABLE MANUFACTURING DESIGN	\$ 15.00	\$ -	Remove Fee
FASH 141	429273.00	APPAREL SELECTION	\$ 15.00	\$ -	Remove Fee

Saddleback College  
2020-21 Revised Laboratory Fees

EXHIBIT A  
Page 3 of 10

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
MFG 204	433722.00	3D COMPUTER AIDED DESIGN - SOLIDWORKS	\$ 15.00	\$ -	Remove Fee
FASH 230	162550.00	ALTERATIONS AND FITTING	\$ 15.00	\$ -	Remove Fee
FASH 136	162260.00	APPAREL DESIGN	\$ 15.00	\$ -	Remove Fee
FASH 113	450210.00	COUTURE SEWING	\$ 15.00	\$ -	Remove Fee
FASH 150	162340.00	FASHION APPAREL AND PROFESSIONAL TECHNIQUES	\$ 15.00	\$ -	Remove Fee
FASH 154	162350.00	FASHION ILLUSTRATION	\$ 15.00	\$ -	Remove Fee
FASH 124	162210.00	WEARABLE ART	\$ 15.00	\$ -	Remove Fee
FASH 132	162250.00	DRAPING FASHION DESIGNS	\$ 15.00	\$ -	Remove Fee
FASH 112	162010.20	FASHION SEWING--ADVANCED	\$ 15.00	\$ -	Remove Fee
FASH 206	992371.00	DESIGNING & CONSTRUCTING KNITWEAR, ACTIVEWEAR, SWIMWEAR	\$ 15.00	\$ -	Remove Fee
GD 150	429123.00	DIGITAL ANIMATION	\$ 15.00	\$ -	Remove Fee
GD 151	374270.00	DIGITAL LAYOUT AND DESIGN	\$ 15.00	\$ -	Remove Fee
GD 154	429130.00	DIGITAL PRE-PRESS	\$ 15.00	\$ -	Remove Fee
ID 114	429808.00	APPLIED COLOR AND DESIGN THEORY FOR INTERIOR DESIGN	\$ 15.00	\$ -	Remove Fee
MST 201	512280.00	MARLINSPIKE SEAMANSHIP	\$ 18.00	\$ 10.00	Rope, splicing tools
MST 210	512300.00	COASTAL NAVIGATION	\$ 18.00	\$ 10.00	Nautical charts
MST 211	512310.00	CELESTIAL NAVIGATION	\$ 18.00	\$ 10.00	Celestial, Navigation charts
FASH 251	992372.00	DESIGNING FOR A CAUSE AND SUSTAINABLE FASHION	\$ 20.00	\$ -	Remove Fee
FASH 147	162330.05	SPECIAL EVENTS COORDINATION AND PROMOTION	\$ 20.00	\$ -	Remove Fee
FASH 247	428943.00	SPECIAL EVENTS PARTICIPATION	\$ 20.00	\$ -	Remove Fee
MFG 207	433757.00	CNC COMPUTER NUMERICAL CONTROL PROGRAMMING I	\$ 20.00	\$ -	Remove Fee
MFG 208	433758.00	CNC COMPUTER NUMERICAL CONTROL PROGRAMMING II	\$ 20.00	\$ -	Remove Fee
FASH 205	450038.00	CORSET CONSTRUCTION	\$ 20.00	\$ -	Remove Fee
FASH 211	433959.00	ADVANCED DRESSMAKING AND CUSTOM SEWING	\$ 20.00	\$ -	Remove Fee
FASH 31	162240.05	TEXTILES	\$ 20.00	\$ -	Remove Fee
FASH 208	992375.00	SEWING VINTAGE FASHIONS	\$ 20.00	\$ -	Remove Fee
GD 148	429121.00	DIGITAL GRAPHIC DESIGN	\$ 20.00	\$ -	Remove Fee
GD 149	429122.00	DIGITAL ILLUSTRATION	\$ 20.00	\$ -	Remove Fee
GD 147	374100.00	INTRODUCTION TO COMPUTER GRAPHICS	\$ 20.00	\$ -	Remove Fee
GD 199	90060.00	DIGITAL ILLUSTRATION II	\$ 20.00	\$ -	Remove Fee
GD 142	90040.10	PACKAGE DESIGN	\$ 20.00	\$ -	Remove Fee
GD 144	90050.10	TYPOGRAPHY	\$ 20.00	\$ -	Remove Fee
GD 140	90010.10	BEGINNING GRAPHIC DESIGN	\$ 20.00	\$ -	Remove Fee
GD 240	90020.10	INTERMEDIATE GRAPHIC DESIGN	\$ 20.00	\$ -	Remove Fee



Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
GD 200	433670.00	PHOTOSHOP SKILLS FOR GRAPHIC DESIGNERS	\$ 20.00	\$ -	Remove Fee
GD 160	992213.00	PROFESSIONAL PRACTICES FOR GRAPHIC DESIGNERS	\$ 20.00	\$ -	Remove Fee
GD 180	992773.00	GRAPHIC DESIGN CONCEPTS FOR MOBILE DEVICES	\$ 20.00	\$ -	Remove Fee
GD 210	992531.00	MOTION GRAPHICS	\$ 20.00	\$ -	Remove Fee
GD 145	90070.10	GRAPHIC ILLUSTRATION	\$ 20.00	\$ -	Remove Fee
GD 249	90061.00	BIOMEDICAL ILLUSTRATION	\$ 20.00	\$ -	Remove Fee
GD 141	90030.10	GRAPHIC RENDERING TECHNIQUES	\$ 20.00	\$ -	Remove Fee
ID 115	429809.00	CAD FOR INTERIOR DESIGN	\$ 20.00	\$ 10.00	Printing/project materials
MST 216	430431.00	USCG MASTER LICENSE AND EXAMINATION PREPARATION COURSE	\$ 20.00	\$ 15.00	Charts/study guides
ID 134	429815.00	ADVANCED CAD FOR INTERIOR DESIGN	\$ 25.00	\$ 15.00	Printing/project materials
FASH 120	162170.05	TAILORING	\$ 25.00	\$ 15.00	Patterns, Fabric
ID 131	429802.00	DIGITAL VISUALIZATION FOR INTERIOR DESIGN	\$ 25.00	\$ 10.00	Printing/project materials
GC 195	374250.05	GRAPHICS STUDIO	\$ 30.00	\$ 10.00	Printing/project materials
GC 101	374010.00	INTRODUCTION TO GRAPHIC COMMUNICATION	\$ 30.00	\$ 15.00	Printing/project materials
GC 63	90100.10	INTRODUCTION TO SCREEN PRINTING	\$ 30.00	\$ 20.00	Printing/project materials
GC 210	450054.00	LETTERPRESS	\$ 30.00	\$ 20.00	Printing/project materials
GC 106	992498.00	ADVANCED SCREEN PRINTING	\$ 30.00	\$ 20.00	Printing/project materials
FASH 224	992608.00	ACCESSORY DESIGN	\$ 30.00	\$ 25.00	Patterns, Fabric
ARCH 218	992496.00	FOUNDATION STUDIO IN ARCHITECTURE	\$ 35.00	\$ 10.00	Printing/project materials
ARCH 219	992497.00	RESIDENTIAL AND COMMERCIAL SPACE PLANNING	\$ 35.00	\$ 10.00	Printing/project materials
FASH 148	428948.00	VISUAL MERCHANDISING	\$ 40.00	\$ 35.00	Patterns, Fabric
FASH 240	162625.00	DYE PROCESSES ON FABRICS	\$ 40.00	\$ 35.00	Patterns, Fabric
FASH 217	198261.00	FOOTWEAR DESIGN AND CONSTRUCTION	\$ 40.00	\$ 35.00	Patterns, Fabric
FASH 223	992609.00	MILLINERY DESIGN	\$ 40.00	\$ 35.00	Patterns, Fabric
MST 218	433424.00	ELECTRONIC AIDS TO NAVIGATION	\$ 40.00	\$ 35.00	Navigation Kit and chart
FASH 131	198263.00	CAD PATTERNMAKING WITH TUKATECH	\$ 45.00	\$ 10.00	Patterns, Fabric
MFG 200	433650.00	INTRODUCTION TO RAPID PROTOTYPING TECHNOLOGY	\$ 50.00	\$ 25.00	3d Projects
MFG 205	450174.00	SILICONE AND URETHANE MOLD MAKING	\$ 50.00	\$ 25.00	3d Projects
MFG 206	450175.00	RESIN AND FOAM CASTING	\$ 50.00	\$ 25.00	3d Projects
GC 215	374050.00	INTRODUCTION TO VEHICLE WRAP DESIGN AND APPLICATION	\$ 55.00	\$ 30.00	Printing/project materials
MFG 201	433766.00	ADVANCED CAD MODEL MAKING AND TOOLING	\$ 70.00	\$ 40.00	3d Projects
FN 173	338140.00	CATERING AND BANQUETS	\$ 80.00	\$ 30.00	Food/supplies
FN 101	429854.00	CULINARY PRINCIPLES I	\$ 80.00	\$ 30.00	Food/supplies
FN 244	430233.00	BAKING FUNDAMENTALS I	\$ 80.00	\$ 30.00	Food/supplies

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
FN 245	430235.00	BAKING FUNDAMENTALS II	\$ 80.00	\$ 30.00	Food/supplies
FN 287	430236.00	CHOCOLATE CONFECTIONERY	\$ 80.00	\$ 30.00	Food/supplies
FN 286	430237.00	SUGAR CONFECTIONERY	\$ 80.00	\$ 30.00	Food/supplies
FN 288	430238.00	ADVANCED BAKING AND PASTRY	\$ 80.00	\$ 30.00	Food/supplies
FN 281	431657.00	FLAVOR DYNAMICS	\$ 80.00	\$ 30.00	Food/supplies
FN 241	992635.00	CULINARY PRINCIPLES II	\$ 80.00	\$ 30.00	Food/supplies
FN 246	992636.00	INTRODUCTION TO CULINARY ARTS	\$ 80.00	\$ 30.00	Food/supplies
FN 282	431650.00	INTRODUCTION TO HERBS	\$ 80.00	\$ 30.00	Food/supplies
FN 236	429564.00	AMERICAN REGIONAL CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 232	428456.00	TECHNIQUES OF HEALTHY COOKING	\$ 80.00	\$ 30.00	Food/supplies
FN 227	429856.00	MEDITERRANEAN CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 228	428946.00	ITALIAN CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 110	338010.00	FOOD PREPARATION ESSENTIALS	\$ 80.00	\$ 30.00	Food/supplies
FN 120	338020.00	SUSTAINABLE MEALS	\$ 80.00	\$ 30.00	Food/supplies
FN 140	338030.00	WORLD CUISINES	\$ 80.00	\$ 30.00	Food/supplies
FN 142	338040.00	CLASSICAL FRENCH CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 220	338160.10	FRENCH BISTRO CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 222	338180.00	CHINESE CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 223	338190.00	ASIAN CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 226	338195.00	MEXICAN CUISINE	\$ 80.00	\$ 30.00	Food/supplies
FN 230	338197.00	VEGETARIAN CUISINE	\$ 80.00	\$ 30.00	Food/supplies
MST 224	433971.00	INTRODUCTION TO CRUISING THE CHANNEL ISLANDS	\$130.00	\$ -	Remove Fee
<b><u>Fine Arts and Media Technology</u></b>					
CTVR 125	180140.00	TELEVISION PRODUCTION II	\$ 10.00	\$ -	Remove Fee
TA 125	992656.00	REHEARSAL AND PERFORMANCE - NEW WORKS (MUSICAL)	\$ 15.00	\$ -	Remove Fee
ART 141	90030.05	GRAPHIC RENDERING TECHNIQUES	\$ 20.00	\$ -	Remove Fee
ART 145	90070.05	GRAPHIC ILLUSTRATION	\$ 20.00	\$ -	Remove Fee
ART 140	90010.05	BEGINNING GRAPHIC DESIGN	\$ 20.00	\$ -	Remove Fee
ART 240	90020.05	INTERMEDIATE GRAPHIC DESIGN	\$ 20.00	\$ -	Remove Fee
ART 142	90040.05	PACKAGE DESIGN	\$ 20.00	\$ -	Remove Fee
CTVR 129	433767.00	DOCUMENTARY PRODUCTION	\$ 20.00	\$ -	Remove Fee
CTVR 233	450042.00	FILM PRODUCTION III	\$ 20.00	\$ -	Remove Fee
ART 63	90100.05	INTRODUCTION TO SCREEN PRINTING	\$ 30.00	\$ 20.00	Printing/project materials
CTVR 32	180220.10	FILM PRODUCTION II	\$ 30.00	\$ -	Remove Fee
MUS 32	554022.00	SINGING SOCIETY	\$ 30.00	\$ 30.00	Sheet Music
MUS 33	554025.00	MASTERWORKS CHORALE	\$ 30.00	\$ 30.00	Sheet Music
MUS 34	554027.00	EARLY MUSIC ENSEMBLE	\$ 30.00	\$ 30.00	Sheet Music
MUS 35	554062.00	CONTEMPORARY CHOIR	\$ 30.00	\$ 30.00	Sheet Music
<b><u>Health Sciences and Human Services</u></b>					
MA 206	992482.00	INTRODUCTION TO MEDICAL ASSISTING	\$ 5.00	\$ -	Remove Fee
MLT 211	450149.00	BASIC LABORATORY PROCEDURES	\$ 6.00	\$ -	Remove Fee

Saddleback College  
2020-21 Revised Laboratory Fees

EXHIBIT A  
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Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
MLT 235	450150.00	CLINICAL URINALYSIS	\$ 6.00	\$ -	Remove Fee
EMT 210	386320.00	EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE	\$ 10.00	\$ -	Remove Fee
MA 211 B	530015.00	PHYSICAL-EXAMINATION PROCEDURES	\$ 10.00	\$ -	Remove Fee
MA 218 B	485305.00	ELECTROCARDIOGRAPHY FOR THE MEDICAL ASSISTANT	\$ 10.00	\$ -	Remove Fee
MLT 230	992622.00	CLINICAL CHEMISTRY	\$ 10.00	\$ -	Remove Fee
MLT 232	450156.00	CLINICAL MICROBIOLOGY	\$ 10.00	\$ -	Remove Fee
MLT 236	992623.00	CLINICAL HEMATOLOGY AND COAGULATION	\$ 10.00	\$ -	Remove Fee
MLT 243	450151.00	CLINICAL IMMUNOLOGY - IMMUNOHEMATOLOGY	\$ 12.00	\$ -	Remove Fee
HSC 222	130004.00	BASIC LIFE SUPPORT-CPR FOR HEALTHCARE PROVIDERS	\$ 15.00	\$ 5.00	AHA card face mas
HSC 223	130005.00	BASIC LIFE SUPPORT-CPR FOR HEALTHCARE PROVIDERS RENEWAL	\$ 15.00	\$ 5.00	AHA card face mas
HSC 226	386425.00	ADVANCED CARDIAC LIFE SUPPORT	\$ 15.00	\$ 5.00	AHA card face mask
HSC 227	430827.00	PEDIATRIC ADVANCED LIFE SUPPORT	\$ 15.00	\$ 5.00	AHA card face mas
EMT 219	434037.00	PARAMEDIC PREPARATION	\$ 20.00	\$ -	Remove Fee
MA 212 B	530025.00	MEDICAL OFFICE LABORATORY PROCEDURES	\$ 35.00	\$ -	Remove Fee
MA 213 B	530035.00	MEDICAL ASEPSIS AND SURGICAL PROCEDURES	\$ 35.00	\$ 25.00	OSHA/CDC regulated supplies, dressings & PPE
MA 214 B	530045.00	MEDICATION ADMINISTRATION FOR MEDICAL ASSISTANTS	\$ 35.00	\$ -	Remove Fee
N 174	639300.00	WOMEN'S HEALTH NURSING	\$ 35.00	\$ -	Remove Fee
EMT 207	992601.00	EMERGENCY MEDICAL TECHNICIAN PROCEDURES	\$ 53.00	\$ 70.00	stethoscope, pen light, BP cuff workbook
PHLB 240	386560.00	PHLEBOTOMY	\$ 60.00	\$ 10.00	skills equipment PPE
N 162	450137.00	SUCCESSFUL TRANSITION TO PROFESSIONAL NURSING LAB	\$ 70.00	\$ -	Remove Fee
N 176	639400.00	ADVANCED NURSING	\$ 75.00	\$ -	Remove Fee
N 268	130010.00	SKILLS LAB REVIEW	\$ 75.00	\$ -	Remove Fee
PM 220	708000.00	PARAMEDIC THEORY	\$ 95.00	\$ 45.00	hardware software
PM 230	708010.00	PARAMEDIC CLINICAL EXPERIENCE	\$105.00	\$ 55.00	skills supplies
N 172	639100.00	MEDICAL-SURGICAL NURSING	\$125.00	\$ -	Remove Fee
N 170	639000.00	NURSING PROCESS	\$135.00	\$ -	Remove Fee
<b><u>Kinesiology and Athletics</u></b>					
KNES 47	680080.00	LIFEGUARD TRAINING	\$ 35.00	\$ 42.00	American Red Cross Certification Card
KNES 86	675384.00	BACKPACKING	\$ 40.00	\$ -	Remove Fee
IA 6	668060.00	MEN'S GOLF	\$ -	\$150.00	Team Polo Shirt, Team Uniform, Pants/Shorts, Team golf Belt, Team Cap

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
IA 19	431087.00	WOMEN'S GOLF	\$ -	\$ 150.00	Team Polo Shirt, Team Uniform, Pants/Shorts, Team golf Belt, Team Cap
<b><u>Liberal Arts</u></b>					
ENG 301	428259.00	BEGINNING WRITING LAB	\$ 3.00	\$ -	Remove Fee
ENG 346NC	692174.00	BASIC READING SKILLS LAB	\$ 3.00	\$ -	Remove Fee
ENG 335	430815.00	SPELLING LABORATORY	\$ 3.00	\$ -	Remove Fee
ENG 341	428285.00	READING LABORATORY	\$ 3.00	\$ -	Remove Fee
ENG 346	992280.00	BASIC READING SKILLS LAB	\$ 3.00	\$ -	Remove Fee
ENG 333B	992489.00	READING SKILLS LABORATORY INTERMEDIATE	\$ 3.00	\$ -	Remove Fee
ENG 333C	992490.00	READING SKILLS LABORATORY ADVANCED	\$ 3.00	\$ -	Remove Fee
ENG 332B	992492.00	READING AND VOCABULARY SKILLS LABORATORY - ESL INTERMEDIATE	\$ 3.00	\$ -	Remove Fee
ENG 332C	992493.00	READING AND VOCABULARY SKILLS LABORATORY - ESL ADVANCED	\$ 3.00	\$ -	Remove Fee
ENG 332A	320210.05	READING AND VOCABULARY SKILLS LABORATORY-ESL BASIC	\$ 3.00	\$ -	Remove Fee
ENG 332	320212.00	READING AND VOCABULARY SKILLS LABORATORY-ESL	\$ 3.00	\$ -	Remove Fee
ENG 333A	284060.00	READING SKILLS LABORATORY BASIC	\$ 3.00	\$ -	Remove Fee
<b><u>Math, Science and Engineering</u></b>					
BIO 20	144180.05	INTRODUCTION TO BIOLOGY	\$ 3.00	\$ -	Remove Fee
BIO 12	144100.05	HUMAN PHYSIOLOGY	\$ 5.00	\$ -	Remove Fee
CS 4A	431926.00	INTRODUCTION TO JAVA FOR COMPUTER SCIENCE	\$ 6.00	\$ -	Remove Fee
CS 4B	431927.00	ADVANCED TOPICS IN JAVA FOR COMPUTER SCIENCE	\$ 6.00	\$ -	Remove Fee
CS 1A	192025.00	INTRODUCTION TO COMPUTER SCIENCE I	\$ 6.00	\$ -	Remove Fee
CS 1B	192070.05	INTRODUCTION TO COMPUTER SCIENCE II	\$ 6.00	\$ -	Remove Fee
CS 1D	192080.05	DATA STRUCTURES	\$ 6.00	\$ -	Remove Fee
CS 3A	192180.05	COMPUTER ORGANIZATION AND MACHINE LANGUAGE	\$ 6.00	\$ -	Remove Fee
CS 3B	192190.05	COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE	\$ 6.00	\$ -	Remove Fee
CHEM 2	405095.00	GENERAL CHEMISTRY PRINCIPLES	\$ 8.00	\$ -	Remove Fee
BIO 3C	429218.00	BIOCHEMISTRY AND MOLECULAR BIOLOGY	\$ 10.00	\$ -	Remove Fee
BIO 3B	144010.00	GENERAL BIOLOGY II	\$ 10.00	\$ -	Remove Fee
BIO 3A	144040.00	GENERAL BIOLOGY I	\$ 10.00	\$ -	Remove Fee

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
BIO 15	144140.00	GENERAL MICROBIOLOGY	\$ 10.00	\$ -	Remove Fee
BIO 4A	405093.00	PRINCIPLES OF CELLULAR BIOLOGY	\$ 10.00	\$ -	Remove Fee
BIO 4B	405094.00	PRINCIPLES OF ORGANISMAL BIOLOGY	\$ 10.00	\$ -	Remove Fee
BIO 3AH	405119.00	HONORS GENERAL BIOLOGY I	\$ 10.00	\$ -	Remove Fee
BIO 3BH	405120.00	HONORS GENERAL BIOLOGY II	\$ 10.00	\$ -	Remove Fee
CHEM 1A	150010.05	GENERAL CHEMISTRY	\$ 15.00	\$ -	Remove Fee
CHEM 1B	150030.00	GENERAL CHEMISTRY	\$ 15.00	\$ -	Remove Fee
CHEM 12A	150080.00	ORGANIC CHEMISTRY	\$ 15.00	\$ -	Remove Fee
CHEM 12B	150090.00	ORGANIC CHEMISTRY	\$ 15.00	\$ -	Remove Fee
CHEM 3	150110.00	FUNDAMENTAL CHEMISTRY	\$ 15.00	\$ -	Remove Fee
CHEM 108	430793.00	INTRODUCTION TO GENERAL, ORGANIC, AND BIOCHEMISTRY	\$ 15.00	\$ -	Remove Fee
BIO 19	144160.05	MARINE BIOLOGY	\$ 25.00	\$ -	Remove Fee
MS 4	512040.00	SOUTHERN CALIFORNIA COASTAL ECOLOGY	\$ 30.00	\$ -	Remove Fee
MS 20	512070.00	INTRODUCTION TO OCEANOGRAPHY	\$ 35.00	\$ -	Remove Fee
GEOL 172	356190.05	GEOLOGY OF THE MOJAVE DESERT	\$ 50.00	\$ -	Remove Fee
GEOL 174	356310.05	GEOLOGY OF THE EASTERN SIERRA NEVADA	\$ 50.00	\$ -	Remove Fee
GEOL 182	356690.05	GEOLOGY MORRO BAY & THE CENTRAL COAST	\$ 50.00	\$ -	Remove Fee
GEOL 185	356870.05	GEOLOGY OF YOSEMITE NATIONAL PARK	\$ 50.00	\$ -	Remove Fee
BIO 230	992638.00	COASTAL ECOSYSTEMS FIELD STUDIES	\$ 50.00	\$ -	Remove Fee
BIO 231	992639.00	ISLAND ECOSYSTEMS FIELD STUDIES	\$ 50.00	\$ -	Remove Fee
BIO 232	992640.00	MOUNTAIN ECOSYSTEMS FIELD STUDIES	\$ 50.00	\$ -	Remove Fee
BIO 233	992641.00	DESERT ECOSYSTEMS FIELD STUDIES	\$ 50.00	\$ -	Remove Fee
BIO 234	405121.00	EXTENDED ISLAND ECOSYSTEMS FIELD STUDIES	\$ 75.00	\$ -	Remove Fee
BIO 235	405122.00	EXTENDED MOUNTAIN ECOSYSTEM FIELD STUDIES	\$ 75.00	\$ -	Remove Fee
GEOL 170	356130.07	GEOLOGY OF THE NATIONAL PARKS	\$175.00	\$ -	Remove Fee
<b><u>Social and Behavioral Sciences</u></b>					
GEOG 106	992642.00	FIELD STUDIES OF DESERT REGIONS	\$ 50.00	\$ -	Remove Fee
GEOG 102	430497.00	GEOGRAPHY FIELD STUDIES	\$ 75.00	\$ -	Remove Fee
GEOG 108	992644.00	FIELD GEOGRAPHY	\$125.00	\$ -	Remove Fee
<b><u>Emeritus Institute</u></b>					
EART 510	971001.10	CERAMICS HANDBUILD-EI	\$ -	\$ 15.00	Glazes, oxides, stains, slips
EART 509	971001.20	CERAMICS HANDBUILD-EI	\$ -	\$ 8.00	Glazes, oxides, stains, slips
EART 511	971002.10	BEG CERAMICS-WHEEL-EI	\$ -	\$ 15.00	Glazes, oxides, stains, slips
EART 518	971003.10	INT CERAMICS-EI	\$ -	\$ 15.00	Glazes, oxides, stains, slips
EART 512	971003.20	INT CERAMICS-EI	\$ -	\$ 8.00	Glazes, oxides, stains, slips
EART 513	971004.10	ADVANCED CERAMICS-EI	\$ -	\$ 15.00	Glazes, oxides, stains, slips

Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
EART 519	970501.00	BEG-SLIPCASTING-EI	\$ -	\$ 5.00	Glazes, notebooks, tools
EART 514	970501.10	BEGIN CERAMICS-SLIP	\$ -	\$ 5.00	Glazes, notebooks, tools
EART 515	970502.00	INT-SLIPCASTING-EI	\$ -	\$ 5.00	Glazes, notebooks, tools
EART 516	970503.00	ADV-SLIPCASTING-EI	\$ -	\$ 5.00	Glazes, notebooks, tools
EART 517	970504.00	CERAMIC DEC-EI	\$ -	\$ 5.00	Glazes, notebooks, tools
EART 530	970595.00	BEG ENAMELING-EI	\$ -	\$ 15.00	Enamels, sifter, copper
EART 531	970602.00	INT ENAMELING-EI	\$ -	\$ 15.00	Enamels, sifter, copper, adhesives
EART 524	970618.00	BEG STAINED GLASS-EI	\$ -	\$ 10.00	Flux, Patina, Flux/Patina remover, wax, lead came
EART 525	430890.00	ADV STAINED GLASS-EI	\$ -	\$ 10.00	Flux, solder, foil
EART 535	970600.00	BEG JEWELRY MET FAB-EI	\$ -	\$ 15.00	Silver and copper wire sheets; solder; tubing
EART 532	970600.10	BEG JEWELRY MET FAB-EI	\$ -	\$ 10.00	Silver and copper wire sheets; solder; tubing
EART 536	970605.50	INT JEWELRY MET FAB-EI	\$ -	\$ 15.00	Copper, read brass, tubing, wire
EART 534	971012.00	ADV MET FAB JEWELRY-EI	\$ -	\$ 15.00	Copper, read brass, tubing, wire
EART 540	433866.00	ART MEDIA STUDIES -EI	\$ -	\$ 10.00	Acrylic mediums, paint, brush set, paper and illustration boards
EART 559	971005.10	BEG OIL/ACRYL PNTG-EI	\$ -	\$ 5.00	Gamsol medium spirits for dissolving
EART 560	971005.20	BEG OIL/ACRYL PTNG-EI	\$ -	\$ 5.00	Gamsol medium spirits for dissolving
EART 561	971007.10	INT OIL/ACRYL PTNG-EI	\$ -	\$ 5.00	Gamsol medium spirits for dissolving
EART 566	971009.10	ADV OIL/ACRYL PTNG-EI	\$ -	\$ 5.00	Gamsol medium spirits for dissolving
EART 580	433881.00	PASTEL PAINTING (EI)	\$ -	\$ 15.00	Soft pastel sets and sanded pastel paper
EART 569	971011.10	BEG WATERCOLOR-EI	\$ -	\$ 5.00	Watercolor and sketching paper
EART 570	971011.20	BEG WATERCOLOR-EI	\$ -	\$ 5.00	Watercolor and sketching paper
EART 574	971013.10	INT/ADV WATERCOLOR-EI	\$ -	\$ 5.00	Watercolor and sketching paper
EART 571	971013.20	INT-ADV WATERCOLOR-EI	\$ -	\$ 5.00	Watercolor and sketching paper
EART 590	971015.10	BEG SCULPTURE-EI	\$ -	\$ 15.00	Glazes, oxides, stains, slips
EART 592	971017.10	INT SCULPTURE-EI	\$ -	\$ 15.00	Glazes, oxides, stains, slips
EART 591	971017.20	INT SCULPTURE-EI	\$ -	\$ 8.00	Glazes, oxides, stains, slips
EART 549	971021.10	BEG SKETCHING-EI	\$ -	\$ 5.00	Prisma color pencils, woodless pencils, paper
EART 550	971021.20	BEG SKETCHING-EI	\$ -	\$ 5.00	Prisma color pencils, woodless pencils, paper
EART 551	971023.10	INT SKETCHING-EI	\$ -	\$ 5.00	Charcoal/graphite, paper, erasers
EART 553	970706.00	BEG LIFE DRAWING-EI	\$ -	\$ 5.00	Prisma color pencils, pastel sticks,
EART 552	970706.05	BEG LIFE DRAWING-EI	\$ -	\$ 5.00	Prisma color pencils, pastel sticks,
EART 533	970605.60	INT JEWELRY MET FAB-EI	\$ -	\$ 10.00	Copper, read brass, tubing, wire
EFSH 501	433663.10	WEARABLE ART (EI)	\$ -	\$ 15.00	Stencils

Saddleback College  
2020-21 Revised Laboratory Fees

EXHIBIT A  
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Course ID	Cat ID	Title	Current Fee	Proposed Fee	Purpose
EFSH 502	971101.00	BEG CLOTH CONS-EI	\$ -	\$ 5.00	Bobbins, needles
EFSH 503	971110.00	INT CLOTH CONS-EI	\$ -	\$ 5.00	Bobbins, needles
EFSH 504	971112.00	ADV CLOTH CONS-EI	\$ -	\$ 5.00	Bobbins, needles
EFSH 510	433663.00	WEARABLE ART (EI)	\$ -	\$ 15.00	Stencils
EMUS 502	971075.10	CHORAL ENSEMBLE-EI	\$ -	\$ 15.00	Sheet music
EMUS 511	971075.20	CHORAL ENSEMBLE-EI	\$ -	\$ 15.00	Sheet music

South Orange County Community College District

**IRVINE VALLEY COLLEGE**  
**2020/2021 Revised Instructional Material Fees**

<b>Course</b>	<b>Cat. I.D.</b>	<b>Title</b>	<b>Current Fee</b>	<b>Proposed Fee</b>	<b>Purpose</b>
<b><u>FINE ARTS</u></b>					
CHEM 1A	1245.05	General Chemistry I	\$4.00	\$5.00	Increase of cost for materials
CHEM 1B	1250.00	General Chemistry II	\$4.00	\$5.00	Increase of cost for materials
COUN 102	13227.00	Introduction to Educational and Career Exploration	\$20.00	\$31.00	Increase of cost for materials



**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

Item Submitted By: *Dr. Elliot Stern, President, Saddleback College and  
Dr. Cindy Vyskocil, Acting President, Irvine Valley College*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
12/10/2019 12:00pm – 1:00pm HS 208	Amira Wegenek	Yanira Mendez	Healthy Relationships	\$100.00 ASG Funds
1/8/2020 8:30-10:30am BGS 252	Ardith Lynch	Gaeir Dietrich	Sections 504 & 508: A Strategy for Legal Compliance and Equal Access for Disabled Students	\$1,300.00 Student Equity / Categorical Funds
1/24/2019 9:30am – 11:35am Laguna Woods Village Performing Arts Center	Laura Hoffman Dorothy Marie Lowry Distinguished Guest Lecture Series	William Steiner	Lessons Learned: The Orange County Bankruptcy and its Relationship to Wealth and Best Intentions	\$200.00 General Fund

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
1/7/20 9:00 – 11:30am	President's Opening Session Staff Development Week	Sumun Pendakur, EdD USC Race and Equity Center	Equity in the Classroom	\$3,500 General Fund
1/7/20 9:00 – 11:30am	President's Opening Session Staff Development Week	Sara Loera	Vocalist	\$200 General Fund

**TO:** Board of Trustees

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

**RE:** [Saddleback College: New, Revised, and Deleted Curriculum for the 2020-21 Academic Year]

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Saddleback College proposes revisions to the curriculum of the College for the 2020-21 academic year. Exhibit A includes new courses, Exhibit B includes revised and deleted courses, Exhibit C includes new programs, and Exhibit D includes revised programs. 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 2020-21 academic year at Saddleback College as listed in Exhibits A, B, C, and D.

SADDLEBACK COLLEGE  
NEW COURSES  
ACADEMIC YEAR 2020-2021

Exhibit A  
Page 1 of 2

Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
LA	ESL 601 (190)	584201.00	ADVANCED ACADEMIC WRITING II	nc, 6 units/6 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable, prereq <b><u>Placement by the current assessment process or successful completion of ESL 180 with a grade of C or better or completion of ESL 380NC with a grade of P.</u></b>

SADDLEBACK COLLEGE  
NEW COURSES  
ACADEMIC YEAR 2020-2021

Exhibit A  
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LA	ESL 601NC (390NC)	584202.00	ADVANCED ACADEMIC WRITING II	nc, 0 units/6 hrs lec/0 hr lab/0 hr lrng cntr, non-repeatable, prereq <u>Placement by the current assessment process or successful completion of ESL 180 with a grade of C or better or completion of ESL 380NC with a grade of P.,</u> gr opt SP Noncredit Graded Pass/Sp/No Pass
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Division	Course Id	Catalog Id	Course Title	Action Taken
				assign=assignments
				CA Classification code (J=workforce prep, K=other noncredit enhanced funding, L=not eligible for enhanced funding, Y=credit course)
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 10	48010.00	INTRO TO ARCHITECTURE	assign
ATAS	ARCH 12	48020.00	HIST.OF ARCH.	assign, txt
ATAS	ARCH 34	48100.00	BASIC ARCH DESIGN I	assign, txt
ATAS	ARCH 50	236050.10	INTRO COMPTR AID DRFT	assign, txt
ATAS	ARCH 231	482001.00	LEED/SUSTAIN ARCH	cat desc, assign, txt
ATAS	ARCH 261	992625.00	ARCH IN ORANGE/S.D.	cat desc, sch desc
ATAS	ARCH 270	482003.00	FLD STDY EU ARCH HIST	sr
ATAS	ARCH 271	482004.00	FLD STDY EU ARCH DRAW	sr

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ATAS	ARCH 272	482005.00	FLD STDY EU DESGN STU	sr
ATAS	CWE 180	992507.00	CWE: ARCH INTERNSHIP	txt, rpt fr <del>3 times</del> to <u>not repeatable</u>
ATAS	CWE 180	429986.00	CO-OP-ED CULINARY ART	txt, retaining rpt 4 times
ATAS	CWE 180	992603.00	CO-OP-ED FOOD/NUTR	cat desc, sch desc, lrng obj, SLOs, moe, txt, retaining rpt 1 time
ATAS	CWE 180	433361.00	CO-OP-ED-GRAPHICS	sr, retaining rpt 1 time
ATAS	CWE 180	429974.00	CO-OP-ED INT DESIGN	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val, retaining rpt 1 time
ATAS	DR 50	236050.00	INTRO COMPTR AID DRFT	assign, txt
ATAS	ENV 105	326240.00	ENV STDIES INTERNSHIP	cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt
ATAS	ENV 140	326241.00	WATER QUALITY MONITOR	crs id fr <del>ENV 140</del> to <u>ENV 38</u> , UC Transferable Course code fr <del>N - No UC credit</del> to <u>Y - UC Credit</u> , cat desc, sch desc, tps, SLOs, moe, txt
ATAS	FASH 207	992373.00	ECO-FASHION TOUR	tps, moe, txt, pcs fr <del>not program applicable</del> to <u>program applicable</u>
ATAS	FASH 247	428943.00	SPECIAL EVENTS PARTIC	cat desc, sch desc, txt
ATAS	FASH 250	992374.00	FASHION TREND FORECAST	cat desc, sch desc
ATAS	FCS 115	206020.00	CONSUMER ISSUES	cat desc, sch desc, lrng obj, SLOs, moe, assign, txt
ATAS	FN 110	338010.00	FOOD PREP. ESSENTIALS	rec prep fr <del>Eligibility for ENG 1A</del> to <u>Eligibility for ENG 1A or ENG 1AH</u> , TOP code fr <del>1306.00</del> to <u>1306.30</u> , txt, val
ATAS	FN 210NC	450204.00	SERVSAFE	cat desc, sch desc, txt, pcs from <del>not program applicable</del> to <u>program applicable</u> , retaining rpt 99 times
ATAS	GC 63	90100.10	INTRO SCREEN PRINTING	txt
ATAS	GC 210	450054.00	LETTERPRESS	dc
ATAS	GD 2	992775.00	HIST OF GRAPHIC DES	txt
ATAS	GD 141	90030.10	GRAPHIC RENDERING TEC	cat desc, sch desc
ATAS	GD 142	90040.10	PACKAGE DESIGN	txt
ATAS	GD 145	90070.10	GRAPHIC ILLUSTRATION	cat desc, sch desc
ATAS	GD 147	374100.00	COMPUTER GRAPHICS	txt
ATAS	GD 148	429121.00	DIGITAL GRAPHIC DESGN	dc
ATAS	GD 149	429122.00	DIGITAL ILLUSTRATION	assign, txt
ATAS	GD 151	374270.00	DIGITAL LAYOUT/DESGN	sr
ATAS	GD 160	992213.00	PRO PRAC GRAPHIC DSGN	rec prep fr <del>GD 140</del> to <u>GD 140 or ART 140</u> , txt, val
ATAS	HORT 7	120000.00	INTRO LANDSCAPE DESGN	sch desc, txt
ATAS	HORT 138	992679.00	SUSTAINABLE LANDSCAPE	txt
ATAS	HORT 139	992788.00	CONTEMPORARY TRENDS	cat desc, sch desc
ATAS	HORT 166	120006.00	NATIVE PLANTS	sr
ATAS	ID 129	429816.00	INT. DES. INTERNSHIP	cat desc, sch desc, lrng obj, SLOs, moe, assign, txt

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BS	CIMP 230	433418.00	INTRO VIDEO GAMES	crs id fr <del>CIMP 230</del> to <u>CIMP 3</u> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <u>Y - UC Credit</u>
CS	COUN 140	36010.00	EDUC/VOCATION PLAN	crs id fr <del>COUN 140</del> to <u>COUN 40</u> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <u>Y - UC Credit</u>
CS	COUN 151	429567.00	HUMAN RELATIONSHIPS	crs id fr <del>COUN 151</del> to <u>COUN 51</u> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <u>Y - UC Credit</u>
CS	COUN 160	36060.05	CAREER & VOC. EXPLOR.	crs id fr <del>COUN 160</del> to <u>COUN 60</u> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <u>Y - UC Credit</u>
CS	COUN 161	36090.00	LEARNING/STUDY TECHS.	crs id fr <del>COUN 161</del> to <u>COUN 61</u> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <u>Y - UC Credit</u>
FAMT	ART 63	90100.05	INTRO SCREEN PRINTING	txt
FAMT	ART 141	90030.05	GRAPHIC RENDERING TEC	cat desc, sch desc
FAMT	ART 142	90040.05	PACKAGE DESIGN	txt
FAMT	ART 145	90070.05	GRAPHIC ILLUSTRATION	cat desc, sch desc
FAMT	ARTH 21	96060.00	WOMEN AND ART	cat desc, sch desc, assign, txt
FAMT	ARTH 22	96080.00	SURVEY OF ASIAN ART	cat desc, sch desc, assign, txt
FAMT	ARTH 29	431903.00	INTRO TO WORLD ART	cat desc, sch desc, assign, txt
FAMT	ARTH 100	78010.05	GALLERY DISPLAY EXHIB	cat desc, sch desc, lrng obj, txt
FAMT	CTVR 4	180091.00	AESTHETICS OF CINEMA	ti fr <del>AESTHETICS OF CINEMA</del> to <u>CINEMATIC STORYTELLING</u> , cat desc, sch desc, assign, txt
FAMT	ETT 41	836030.00	LIGHTING DESIGN FUND	assign, txt
FAMT	ETT 101	433965.00	DESIGN FUNDAMENTALS	txt
FAMT	ETT 142	836080.00	THEATRE PRODUCTION	txt, rpt fr <del>3-times</del> to <u>1 time</u>
FAMT	ETT 144	836070.00	THEATRE SCENERY PAINT	assign
FAMT	ETT 242	992523.00	THEME/STYLES OF PAINT	pcs fr <del>not program applicable</del> to <u>program applicable</u>
FAMT	ETT 244	992522.00	ADVAN SCENERY PAINT	pcs fr <del>not program applicable</del> to <u>program applicable</u>
FAMT	FA 27	332010.00	INTRO. TO FINE ARTS	cat desc, sch desc, SLOs, assign, txt
FAMT	MUS 82	608040.00	VOC REP PERF PROCED	cat desc, sch desc, assign, txt
FAMT	PHOT 55	174040.00	DIGITAL PHOTO II	tps, moe, assign, txt
FAMT	TA 15	818055.20	REHEARSAL/PERF DRAMA	units fr <del>2.0</del> to <u>3.0</u> , hrs fr <del>0 lec/6 lab/0 lrng cntr</del> to <u>0 lec/9 lab/0 lrng cntr</u> , sch desc, txt, val, rpt fr <del>3-times</del> to <u>2 times</u>
FAMT	TA 16	818056.20	REHEARSAL & PERF/COM	units fr <del>2.0</del> to <u>3.0</u> , hrs fr <del>0 lec/6 lab/0 lrng cntr</del> to <u>0 lec/9 lab/0 lrng cntr</u> , sch desc, assign, txt, val, rpt fr <del>3-times</del> to <u>2 times</u>



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FAMT	TA 17	818057.20	REH & PERF: MIXED GEN	units fr <del>2.0</del> to <u>3.0</u> , hrs fr <del>0 lec/6 lab/0 lng</del> <del>cntr</del> to <u>0 lec/9 lab/0 lng cntr</u> , sch desc, txt, val, rpt fr <del>3 times</del> to <u>2 times</u>
FAMT	TA 19	818059.20	REH/PERF:MUSIC TH	units fr <del>2.0</del> to <u>3.0</u> , hrs fr <del>0 lec/6 lab/0 lng</del> <del>cntr</del> to <u>0 lec/9 lab/0 lng cntr</u> , txt, rpt fr <del>3</del> <del>times</del> to <u>2 times</u>
FAMT	TA 113	818035.20	REH & PERF: CHILD TH	units fr <del>2.0</del> to <u>3.0</u> , hrs fr <del>0 lec/6 lab/0 lng</del> <del>cntr</del> to <u>0 lec/9 lab/0 lng cntr</u> , cat desc, sch desc, txt, val, rpt fr <del>3 times</del> to <u>2 times</u>
FAMT	TA 290	812070.00	ACTING FOR TV-FILM	crs id fr <del>TA 290</del> to <u>TA 190</u> , CSU GE code fr <del>Not Applicable</del> to <u>Transferable as an</u> <u>elective--does not fit GE pattern</u> , cat desc, sch desc, assign
HS	CWE 180	992512.00	CWE, NEW RN INTERN	dc
HS	HSC 222	130004.00	CPR-HEALTHCARE PRVDRS	crs id fr <del>HSC 222</del> to <u>HSC 222NC</u> , cat desc, sch desc, tps, lng obj, SLOs, moe, assign, txt
HS	MA 217A	429438.00	MA CLINICAL EXP-ADMIN	lim fr <del>Enrollment requires: 1) completion of all administrative medical assistant program requirements 2) health screening physical examination and immunizations 3) Basic Cardiac Life Support Certificate (BLS) 4) Proof of Medical Liability Insurance</del> to <u>Enrollment requires: 1) completion of all administrative medical assistant program requirements 2) health screening physical examination and immunizations 3) Basic Cardiac Life Support Certificate (BLS) 4) Proof of Medical Liability Insurance 5) clearance and drug screening</u> , cat desc, lng obj, SLOs, txt, val

HS	N 171	639210.00	MENTAL HEALTH NURSING LAB	lim fr <del>Official admission to the nursing program: 1. Completion of program application 2. Current physical exam 3. Current CPR certification 4. Current liability insurance 5. Current background check</del> to <u>Official admission to the nursing program: 1. Completion of program application 2. Completion of required ATI Tests of Essential Academic Skills (TEAS) 3. Current physical exam 4. Current approved CPR Basic Life Support certification 5. Current liability insurance 6. Current background check</u> , rec prep fr <del>PSYC 1</del> to <u>PSYC 1 and completion of or concurrent enrollment in N 160 and N 165 with a grade of a "C" or better</u> , lng obj, moe, txt, val
HS	N 171	639200.00	MENTAL HEALTH NURSING	lim fr <del>Official admission to the nursing program: 1. Completion of program application 2. Current physical exam 3. Current CPR certification 4. Current liability insurance 5. Current background check</del> to <u>Official admission to the nursing program: 1. Completion of program application 2. Completion of required ATI Tests of Essential Academic Skills (TEAS) 3. Current physical exam 4. Current approved CPR Basic Life Support certification 5. Current liability insurance 6. Current background check</u> , rec prep fr <del>PSYC 1</del> to <u>PSYC 1 and completion of or concurrent enrollment in N 160 and N 165 with a grade of a "C" or better</u> , lng obj, SLOs, moe, txt, val
KNES	DANC 8	680200.00	DANCE PEDAGOGY	txt
KNES	DANC 17	430343.00	SITE SPECIFIC PERF	txt
KNES	DANC 71	430323.00	ADVANCED BALLET	cat desc, sch desc, assign, txt, retaining rpt 3 times
KNES	DANC 71	430323.05	ADVANCED BALLET	cat desc, sch desc, assign, txt, retaining rpt 3 times
KNES	DANC 72	430324.00	ADVANCED MODERN DANCE	cat desc, sch desc, assign, txt, val, retaining rpt 3 times
KNES	DANC 72	430324.05	ADVANCED MODERN DANCE	cat desc, sch desc, assign, txt, val, retaining rpt 3 times

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KNES	DANC 73	430325.00	ADVANCED JAZZ DANCE	cat desc, sch desc, assign, txt, rpt fr <del>1 time</del> to <u>non-repeatable</u>
KNES	IA 1	668010.00	MEN'S FOOTBALL	lim fr <del>Physical Examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, SLOs, moe, assign, txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 2	668020.00	MEN'S BASKETBALL	lim fr <del>Physical Examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , tps, moe, assign, txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 2	668020.05	MEN'S BASKETBALL	lim fr <del>Physical Examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , moe, txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 3	668030.00	MEN'S BASEBALL	lim fr <del>Physical Examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 4	668040.00	MEN'S TRACK AND FIELD	lim fr <del>Physical Examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times

KNES	IA 5	668050.00	MEN'S CROSS COUNTRY	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 6	668060.00	MEN'S GOLF	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 7	668070.00	MEN'S WATER POLO	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 8	668080.00	MEN'S SWIM & DIVE	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , lng obj, txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 9	668090.00	MEN'S TENNIS	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 10	668100.00	WOMEN'S VOLLEYBALL	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , moe, txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times

KNES	IA 11	668110.00	WOMEN'S SOFTBALL	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 12	668120.00	WOMEN'S BASKETBALL	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 12	668120.05	WOMEN'S BASKETBALL	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , assign, txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 13	668130.00	WOMEN'S TENNIS	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , assign, txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 14	668140.00	WOMEN'S SWIM AND DIVE	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 16	668160.00	WOMEN'S TRACK & FIELD	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program-applicable</del> to <u>not program applicable</u> , retaining rpt 3 times

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KNES	IA 17	668170.00	WOMEN'S CROSS COUNTRY	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 18	429923.00	WOMEN'S WATER POLO	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , assign, txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 19	431087.00	WOMEN'S GOLF	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , assign, txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 20	992693.00	OFF SEASON TRAINING	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>None</u> , rec prep fr <del>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</del> to <u>None</u> , cat desc, sch desc, lrng obj, SLOs, txt, val, retaining rpt 3 times
KNES	IA 20	992693.05	OFF SEASON TRAINING	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>None</u> , rec prep fr <del>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</del> to <u>None</u> , cat desc, sch desc, lrng obj, SLOs, txt, val, retaining rpt 3 times

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KNES	IA 20	992693.10	OFF SEASON TRAINING	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>None</u> , rec prep fr <del>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</del> to <u>None</u> , lrng obj, SLOs, txt, val, retaining rpt 3 times
KNES	IA 21	432084.00	WOMEN'S SOCCER	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , txt, val, pcs fr <del>program applicable</del> to <u>not program applicable</u> , retaining rpt 3 times
KNES	IA 22	668180.00	WOMEN'S SAND VLYBALL	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>Pre-participation physical examination and be declared fit for athletics by a medical doctor (MD)</u> , assign, txt, val, retaining rpt 3 times
KNES	IA 30	992689.00	OFF SEASON TRAINING	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>None</u> , rec prep fr <del>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</del> to <u>None</u> , cat desc, sch desc, lrng obj, SLOs, txt, val, retaining rpt 3 times
KNES	IA 30	992689.05	OFF SEASON TRAINING	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>None</u> , rec prep fr <del>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</del> to <u>None</u> , cat desc, sch desc, lrng obj, SLOs, txt, val, retaining rpt 3 times

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KNES	IA 30	992689.10	OFF SEASON TRAINING	lim fr <del>Physical examination and be declared fit for athletics by a medical doctor (MD)</del> to <u>None</u> , rec prep fr <del>Previously competed at the high school, competitive club level, community college, or 4-year college in interscholastic or intercollegiate athletics</del> to <u>None</u> , lrng obj, SLOs, txt, val, retaining rpt 3 times
KNES	KNES 57	680100.00	PEP SQUAD I	txt, pcs fr <del>program applicable to not</del> <u>program applicable</u>
KNES	KNES 58	992766.00	PEP SQUAD II	cat desc, sch desc, txt
KNES	KNES 59	992708.00	ATH. TRAINING-SPRING	TOP code fr <del>0835.00</del> to <u>0835.20</u> , SAM code fr <del>E</del> to <u>D</u> , cat desc, sch desc, txt
KNES	KNES 62	675383.00	PHILOSOPHY OF YOGA	TOP code fr <del>0835.00</del> to <u>0835.20</u> , SAM code fr <del>E</del> to <u>C</u> , cat desc, sch desc, tps, txt, pcs fr <del>not program applicable to program</del> <u>applicable</u>
LA	ESL 350 (180)	302210.05	ACADEMIC SKILLS	crs id fr <del>ESL 350</del> to <u>ESL 180</u> , prereq fr <del>Placement by the current assessment process or successful completion of ESL 340 or 345 with a grade of "C" or better</del> to <u>Placement by the current assessment process or successful completion of ESL 340 or comparable course with a grade of C or better or P if taken for no credit.</u> , ti <del>Essential Academic Writing I</del> to <u>Advanced Academic Writing I</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val
LA	ESL 350NC	302215.10	ACADEMIC SKILLS	crs id fr <del>ESL 350NC</del> to <u>ESL 380NC</u> , prereq fr <del>Placement by the current assessment process or successful completion of ESL 340 or 345 with a grade of "C" or better</del> to <u>Placement by the current assessment process or successful completion of ESL 340 or comparable course with a grade of C or better or P if taken for no credit.</u> , ti <del>Essential Academic Writing I</del> to <u>Advanced Academic Writing I</u> , gr opt fr <del>NC (Noncredit)</del> to <u>SP (Noncredit Graded pass/SP/No Pass)</u> , cat desc, sch desc, tps, lrng obj, SLOs, moe, assign, txt, val



SADDLEBACK COLLEGE  
REVISED AND DELETED COURSES  
ACADEMIC YEAR 2020-2021

Exhibit B  
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MS	BIO 3BH	405120.00	HONORS GEN BIO II	prereq fr <del>BIO 3A, BIO 3A Honors or BIO 4A</del> to <b>BIO 3AH or BIO 4A</b> , cat desc, sch desc, tps, lrng cntr, SLOs, moe, assign, txt, val
MS	BIO 3C	429218.00	BIOCHEM/MOLECULAR BIO	prereq fr <del>CHEM 12A and BIO 3A or BIO 3AH</del> to <b>BIO 3AH or BIO 4A and CHEM 12A</b> , tps, SLOs, assign, txt, val
SS	GIS 110	430513.00	INTRODUCTION TO GIS	SAM code fr <del>E</del> to <b>D</b>
SS	GIS 211	430514.00	INTERMEDIATE GIS	SAM code fr <del>E</del> to <b>D</b>
SS	HIST 20	404140.05	ETHNIC CULTURES U.S.	SLOs, moe, assist, txt
SS	PSYC 125	992369.00	PSYCHOLOGY OF AGING	crs id fr <del>PSYC 125</del> to <b>PSYC 25</b> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <b>Y - UC Credit</b>
SS	SOC 20	404140.10	ETHNIC CULTURES U.S.	SLOs, moe, assist, txt
SS	SOC 126	992292.00	DEATH AND DYING	crs id fr <del>SOC 126</del> to <b>SOC 16</b> , cat desc, sch desc, UC Transferable Course code fr <del>N-No-UC Credit</del> to <b>Y - UC Credit</b>
SS	SOC 180	992290.00	INTRO TO GERONTOLOGY	ti fr <del>INTRO TO GERONTOLOGY</del> to <b>INTRO TO AGING</b> , SAM code fr <del>E</del> to <b>D</b> , SLOs, assign, txt

SADDLEBACK COLLEGE  
NEW PROGRAMS  
ACADEMIC YEAR 2020-2021

**New**  
**Basic Culinary Skills**  
**Certificate of Completion**

The Basic Culinary Skills Certificate of Completion program prepares students for many entry level culinary employment opportunities. These include positions as institution and cafeteria cooks, restaurant cooks, and food preparation workers. Students will be provided with the essential skills of sanitation as well as foundational cooking and baking, operations, and production in order to obtain entry level employment in the food service industry.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for entry level employment in the food service industry.
- Demonstrate practical skills related to the food service.
- Demonstrate proficient safety and sanitation production practices as related to the food service industry.

**Required Core**

<b><u>Course ID</u></b>	<b><u>Title</u></b>	<b><u>Hours</u></b>
<b><u>FN 210NC❖</u></b>	<b><u>ServSafe in Food Production NC</u></b>	<b><u>16.6</u></b>
<b><u>AEFN 789NC*</u></b>	<b><u>Basic Food Preparation</u></b>	<b><u>66.4</u></b>
<b><u>AEFN 790NC*</u></b>	<b><u>Baking Basics</u></b>	<b><u>66.4</u></b>
<b><u>AEFN 791NC*</u></b>	<b><u>Healthy Cooking</u></b>	<b><u>66.4</u></b>

**Total Hours for the Certificate** **199.2 – 215.8**

**\*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  
NEW PROGRAMS  
ACADEMIC YEAR 2020-2021

**New**  
**Industrial Automation Fundamentals**  
**Certificate of Achievement**

The Industrial Automation Fundamentals Certificate of Achievement trains workers for entry-level employment and provides skill upgrading for existing workers in companies related to Industrial Automation. Typical jobs include: Automation Control Specialist/Technician, Motion Control Specialist/Technician, Industrial Control Specialist/Technician, Electrical and/or Electronics Engineering Technician, Electro-Mechanical Technician, Industrial Engineering Technician, and Mechanical Engineering Technician. Major topics include: electronics fundamentals, microcontroller programming and interfacing, robotics fundamentals (theory, construction, and programming), modern manufacturing processes and techniques, and basics of Computer Numerical Control (CNC) programming.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate knowledge of common electronic components, circuits, and test equipment: identify, describe, and determine the performance of common electronic components and circuits and properly use electronics test equipment to measure the performance.
- Demonstrate knowledge of common microcontrollers, software for programming them, and hardware interfacing with sensors: program a microcontroller to acquire information from sensors, perform analysis, and properly control an electronic circuit or system.
- Demonstrate knowledge of common industrial robots, including their hardware, software, and sensors: program a robot to perform specified tasks and respond properly to position and environmental sensors.
- Demonstrate knowledge of how common materials are used in modern manufacturing: identify and describe the processing steps for metals, plastics, composites, and other common materials.
- Demonstrate knowledge of the major steps in Computer Numerical Control (CNC) programming: identify and describe CNC milling, programming, cycles, and completion of the production run.

**Required Core**

<i><u>Course ID</u></i>	<i><u>Title</u></i>	<i><u>Units</u></i>
ET 133	DC and AC Fundamentals	4
ET 200*	Digital Signal Processing and Microcontrollers	4
ET 114*	Digital Electronic Circuits	4
ET 201	Robotics Fundamentals	2
MFG 203	Introduction to Manufacturing Processes	2
MFG 207	CNC Computer Numerical Control Programming I	3

**Total Units for the Certificate 19**

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

SADDLEBACK COLLEGE  
NEW PROGRAMS  
ACADEMIC YEAR 2020-2021

**New  
Personal Training Specialist  
Certificate of Achievement**

The Personal Training Specialist Certificate of Achievement is designed for students interested in the field of personal training and fitness instruction. Students completing this certification will learn the fundamentals of exercise science, theory, and application techniques for various modes of fitness training, as well as how to perform fitness assessments, the effects of social, psychological, and behavioral factors on training, basics of sports nutrition, and how to create personalized training programs. Upon completion of this certification program, students will be prepared for entry-level personal training and fitness specialist positions in fitness clubs, health and wellness centers, educational institutes, and community establishments. Courses in this program also prepare students to further their certification through the nationally recognized, American Council on Exercise (ACE).

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate an understanding of basic exercise science.
- Demonstrate an understanding of various techniques and modes of fitness training.
- Explain the effects of various social, psychological, and behavioral factors on health, wellness, and fitness training.
- Design a personalized training program that meets the needs and desires of an individual.
- Demonstrate an understanding of business policies and legal guidelines.
- Identify health and safety concerns and respond with the appropriate care and/or procedures.

**Required Core**

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
KNES 210	Theory and Techniques of Personal Training	3
KNES 212	The Profession of Personal Training	2
HLTH 2	First Aid, CPR, and Automated External Defibrillator	1.5
<u>Select Two Courses from Restricted Electives</u>		<u>2-3</u>

Total Units for the Certificate 8.5 - 9.5

**Restricted Electives**

KNES 1	Cardiovascular Conditioning	1-1.5
KNES 2	Strength Training	1.5
KNES 3	Circuit Weight Training	1-1.5
KNES 4	Beginning Weight Lifting	1-1.5
KNES 5*	Intermediate Weight Lifting	1-1.5
KNES 6*	Advanced Weight Lifting	1-1.5
KNES 10	Cross Training	1-1.5
KNES 31	Muscle Toning for Women	1-1.5
KNES 66	Core Training	1-1.5

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

SADDLEBACK COLLEGE  
NEW PROGRAMS  
ACADEMIC YEAR 2020-2021

**New  
Yoga Instructor  
Certificate of Achievement**

The Yoga Instructor Certificate of Achievement is designed to deepen students' understanding of yoga by investigating the biomechanics of yoga postures, learning to use anatomical cueing for proper alignment in poses, examining effective teaching techniques for a variety of settings, and exploring the history and philosophy of yoga. Upon successful completion of the Yoga Instructor Certificate, students will be eligible to apply for their Yoga Alliance 200-hour instructor certification and will be prepared for employment as a trained yoga teacher in public and private settings. Yoga Alliance is the largest and most influential governing body in the yoga field, thus providing our Yoga Instructor students with a prestigious certification. A minimum grade of "C" in all courses is required to receive this award, and 10 additional hours of practice teaching hours and feedback forms are mandated for those students applying for the Yoga Alliance credential.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Explain and demonstrate basic skills of practicing Hatha yoga.
- Identify anatomical structures and explain the biomechanics of asanas.
- Demonstrate skills for instructing yoga, including developing sequences, verbal cueing, providing variations, modifications, and adjustments.
- Illustrate stress management techniques through use of pranayama and asanas.
- Describe the philosophy of yoga through history, the development of the asanas and major lineages of yoga.

**Required Core**

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
KNES 60*	Anatomy and Fundamentals of Yoga	3
KNES 61*	Teaching of Yoga	3
KNES 62	Philosophy of Yoga	3
<u>Select two courses from Restricted Electives</u>		
	<u>Electives</u>	<u>2-3</u>

Total Units for the Certificate 11-12

**Restricted Electives**

KNES 28	Beginning Yoga	1-1.5
KNES 39*	Intermediate Yoga	1-1.5
KNES 40*	Advanced Yoga	1-1.5
DANC 28	Yoga for Dancers	1.5

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current  
Architecture  
Certificate of Achievement**

The Architecture Certificate of Achievement program is a two-year sequence of courses designed for students who wish to train for entry-level employment in architecture or a field related to the construction industry. It also provides returning students with ongoing education to increase their job skills. Careers that the program allows students to pursue include: architectural draftsman, construction manager, real estate developer, and government building code administration, as well as related construction industry jobs.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Communicate designs in 3 languages of architectural visualization: Board Drafting, AutoCAD, and Revit.
- Demonstrate knowledge of at least 7 of the major periods of architectural history: Ancient Egyptian, Ancient Greek, Ancient Roman, Byzantine, Romanesque, Gothic, Renaissance, Baroque, Neoclassical, Craftsman, Art Nouveau, Art Deco, Modern, and Contemporary Architecture.
- Demonstrate knowledge of current construction materials and techniques for residential and commercial construction.
- Write contract documents used in the architecture, engineering and construction industry.

**Required Core**

Course ID	Title	Units
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*	Introduction to Computer-Aided Drafting	3
or		
DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*	Computer-Aided Drafting	3
or		
DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 218	Foundation Studio in Architecture	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 120*	Revit and Building Information Management(BIM)	4
ARCH 34*	Basic Architectural Design I	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124B	Architectural Drawing II	4
ARCH 124C	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
	Select from Restricted Electives	3-6

**Total Units for the Certificate 49-52**

**Restricted Electives**

ARCH 44*	Architectural Presentation and Rendering	2
ARCH 132*	Residential Planning, Principles and Design	3
ARCH 152*	Advanced Computer-Aided Design	3
or		
DR 152*	Advanced Computer-Aided Design	3
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	International Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 200	Design in Arizona, Riverside and Palm Springs	1.5
ARCH 211	Concrete Inspection	3
ARCH 212	Plumbing Codes - Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code – Heating, AC, Refrigeration, and Ductwork	3
ARCH 121*	Advanced Revit and Building Information Management II	4
ARCH 260	Architecture in Northern California	1

**Revised  
Architecture  
Certificate of Achievement**

The Architecture Certificate of Achievement program is a two-year sequence of courses designed for students who wish to train for entry-level employment in architecture or a field related to the construction industry. It also provides returning students with ongoing education to increase their job skills. Careers that the program allows students to pursue include: architectural draftsman, construction manager, real estate developer, and government building code administration, as well as related construction industry jobs.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Communicate designs in 3 languages of architectural visualization: Board Drafting, AutoCAD, and Revit.
- Demonstrate knowledge of at least 7 of the major periods of architectural history: Ancient Egyptian, Ancient Greek, Ancient Roman, Byzantine, Romanesque, Gothic, Renaissance, Baroque, Neoclassical, Craftsman, Art Nouveau, Art Deco, Modern, and Contemporary Architecture.
- Demonstrate knowledge of current construction materials and techniques for residential and commercial construction.
- Write contract documents used in the architecture, engineering and construction industry.

**Required Core**

Course ID	Title	Units
ARCH 10	Introduction to Architecture	2
ARCH 12	History of Architecture	3
ARCH 50*	Introduction to Computer-Aided Drafting	3
or		
DR 50*	Introduction to Computer-Aided Drafting	3
ARCH 51*	Computer-Aided Drafting	3
or		
DR 51*	Computer-Aided Drafting	3
ARCH 124A	Architectural Drawing I	4
ARCH 218	Foundation Studio in Architecture	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 120*	Revit and Building Information Management(BIM)	4
ARCH 34*	Basic Architectural Design I	3
ARCH 42*	Descriptive Drawing and Perspective	3
ARCH 122	Architectural Practice	2
ARCH 124B	Architectural Drawing II	4
ARCH 124C	Architectural Drawing III	4
ARCH 126	Materials and Methods of Construction	3
	Select from Restricted Electives	3-6

**Total Units for the Certificate 49-52**

**Restricted Electives**

ARCH 44*	Architectural Presentation and Rendering	2
ARCH 132*	Residential Planning, Principles and Design	3
ARCH 152*	Advanced Computer-Aided Design	3
or		
DR 152*	Advanced Computer-Aided Design	3
ARCH 161	Blueprint Plans and Specification Reading	4
ARCH 163	International Building Code Inspection	4
ARCH 164*	Combination Residential Dwelling Inspection	3
ARCH 165	Electrical Code Inspection	3
ARCH 200	Design in Arizona, Riverside and Palm Springs	1.5
ARCH 211	Concrete Inspection	3
ARCH 212	Plumbing Codes - Drains, Waste, Vents, Water and Gas	3
ARCH 213	Mechanical Code – Heating, AC, Refrigeration, and Ductwork	3
ARCH 121*	Advanced Revit and Building Information Management II	4
ARCH 260	Architecture in Northern California	1

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

ARCH 261	Orange and San Diego Architecture	1
ARCH 262	Los Angeles Architecture	1
DR 200*	3D Parametric Modeling – Solidworks	3
MFG 200*	Introduction to Rapid Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2

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

ARCH 261	Orange and San Diego Architecture	1
ARCH 262	Los Angeles Architecture	1
<b>CWE 180*</b>	<b>Cooperative Work Experience – Architectural</b>	
	<b>Internship</b>	<b>1</b>
DR 200*	3D Parametric Modeling – Solidworks	3
MFG 200*	Introduction to Rapid Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Basic Culinary Arts**  
**Certificate of Achievement**

The Basic Culinary Arts Certificate of Achievement program prepares students for many contemporary employment opportunities. These include jobs as institution and cafeteria cooks, private household cooks, food preparation workers, food service managers, chefs and head cooks, and first line supervisors of food preparation and serving workers. 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 marketplace.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for employment in the food service industry.
- Demonstrate practical skills in a wide variety of applications related to the food service.
- Demonstrate proficient safety and sanitation production practices as related to the food service industry.

**Required Core**

Course ID	Title	Units
FN 171❖	Sanitation and Safety	2
or		
FN 210❖	ServSafe in Food Production	1
FN 246*	Introduction to Culinary Arts	3
FN 120*	Sustainable Meals	3
FN 110*	Food Preparation Essentials	3
FN 101*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3
CWE 180†	Co-Op-Ed Culinary Arts	2
and		
FN 261†	Internship	1
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
Select <b>Two</b> Courses from Restricted Electives		<b>2-6</b>

**Total Units for the Certificate 26-32**

**Restricted Electives**

FN 220*	French Bistro Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 140*	World Cuisines	2
FN 222*	Chinese Cuisine	2
<b>FN 245*</b>	<b>Baking Fundamentals II</b>	<b>3</b>
FN 142*	Classical French Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 230*	Vegetarian Cuisine	2
FN 236*	American Regional Cuisine	2
<b>FN 281</b>	<b>Flavor Dynamics</b>	<b>3</b>
FN 235	European Regional Foods Tour	2
FN 282	Introduction to Herbs	2
<b>FN 286*</b>	<b>Sugar Confectionery</b>	<b>1</b>
<b>FN 287*</b>	<b>Chocolate Confectionery</b>	<b>1</b>
<b>FN 288*</b>	<b>Advanced Baking and Pastry</b>	<b>3</b>

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

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

†Recommended to be taken in last semester of program.

**Revised**  
**Basic Culinary Arts**  
**Certificate of Achievement**

The Basic Culinary Arts Certificate of Achievement program prepares students for many contemporary employment opportunities. These include jobs as institution and cafeteria cooks, private household cooks, food preparation workers, food service managers, chefs and head cooks, and first line supervisors of food preparation and serving workers. 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 marketplace.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for employment in the food service industry.
- Demonstrate practical skills in a wide variety of applications related to the food service.
- Demonstrate proficient safety and sanitation production practices as related to the food service industry.

**Required Core**

Course ID	Title	Units
FN 171❖	Sanitation and Safety	2
or		
FN 210❖	ServSafe in Food Production	1
FN 246*	Introduction to Culinary Arts	3
FN 120*	Sustainable Meals	3
FN 110*	Food Preparation Essentials	3
FN 101*	Culinary Principles I	3
FN 241*	Culinary Principles II	3
FN 244*	Baking Fundamentals I	3
CWE 180†	Co-Op-Ed Culinary Arts	2
and		
FN 261†	Internship	1
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
Select <b>Three</b> Courses from Restricted Electives		<b>6</b>

**Total Units for the Certificate 30-32**

**Restricted Electives**

FN 220*	French Bistro Cuisine	2
FN 232*	Techniques of Healthy Cooking	2
FN 140*	World Cuisines	2
FN 222*	Chinese Cuisine	2
FN 142*	Classical French Cuisine	2
FN 223*	Asian Cuisine	2
FN 226*	Mexican Cuisine	2
FN 227*	Mediterranean Cuisine	2
FN 228*	Italian Cuisine	2
FN 230*	Vegetarian Cuisine	2
FN 236*	American Regional Cuisine	2
FN 235	European Regional Foods Tour	2
FN 282	Introduction to Herbs	2

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

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

†Recommended to be taken in **the** last semester of **the** program.



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Basic Culinary Arts**  
**Associate of Science**

The Basic Culinary Arts Associate of Science degree program prepares students for many contemporary employment opportunities. These include jobs as institution and cafeteria cooks, private household cooks, food preparation workers, food service managers, chefs and head cooks, and first line supervisors of food preparation and serving workers. 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 marketplace.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for employment in the food service industry.
- Demonstrate practical skills in a wide variety of applications related to the food service.
- Demonstrate proficient safety and sanitation production practices as related to the food service industry.

**Required Core**

Course ID	Title	Units
FN 171 ♦	Sanitation and Safety	2
or		
FN 210 ♦	ServSafe in Food Production	1
FN 246 *	Introduction to Culinary Arts	3
FN 120 *	Sustainable Meals	3
FN 110 *	Food Preparation Essentials	3
FN 101 *	Culinary Principles I	3
FN 241 *	Culinary Principles II	3
FN 244 *	Baking Fundamentals I	3
CWE 180†	Co-Op-Ed Culinary Arts	2
and		
FN 261†	Internship	1
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
	Select <del>from Two</del> Courses from Restricted Electives	<del>2-6</del>

**Total Units for the Major 26-32**

**Restricted Electives**

FN 220 *	French Bistro Cuisine	2
FN 232 *	Techniques of Healthy Cooking	2
FN 140 *	World Cuisines	2
FN 222 *	Chinese Cuisine	2
<del>FN 245 *</del>	<del>Baking Fundamentals II</del>	<del>3</del>
FN 142 *	Classical French Cuisine	2
FN 223 *	Asian Cuisine	2
FN 226 *	Mexican Cuisine	2
FN 227 *	Mediterranean Cuisine	2
FN 228 *	Italian Cuisine	2
FN 230 *	Vegetarian Cuisine	2
FN 236 *	American Regional Cuisine	2
<del>FN 281</del>	<del>Flavor Dynamics</del>	<del>3</del>
FN 235	European Regional Foods Tour	2
FN 282	Introduction to Herbs	2
<del>FN 286 *</del>	<del>Sugar Confectionery</del>	<del>1</del>
<del>FN 287 *</del>	<del>Chocolate Confectionery</del>	<del>1</del>
<del>FN 288 *</del>	<del>Advanced Baking and Pastry</del>	<del>3</del>

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

♦Students with valid California ServSafe Certification may have this core requirement waived. †Recommended to be taken in last semester of program.

**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.

**Revised**  
**Basic Culinary Arts**  
**Associate of Science**

The Basic Culinary Arts Associate of Science degree program prepares students for many contemporary employment opportunities. These include jobs as institution and cafeteria cooks, private household cooks, food preparation workers, food service managers, chefs and head cooks, and first line supervisors of food preparation and serving workers. 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 marketplace.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for employment in the food service industry.
- Demonstrate practical skills in a wide variety of applications related to the food service.
- Demonstrate proficient safety and sanitation production practices as related to the food service industry.

**Required Core**

Course ID	Title	Units
FN 171 ♦	Sanitation and Safety	2
or		
FN 210 ♦	ServSafe in Food Production	1
FN 246 *	Introduction to Culinary Arts	3
FN 120 *	Sustainable Meals	3
FN 110 *	Food Preparation Essentials	3
FN 101 *	Culinary Principles I	3
FN 241 *	Culinary Principles II	3
FN 244 *	Baking Fundamentals I	3
CWE 180†	Co-Op-Ed Culinary Arts	2
and		
FN 261†	Internship	1
FN 50	Fundamentals of Nutrition	3
or		
FN 205	Nutrition for Culinary Professionals	3
	Select <del>from Three</del> Courses from Restricted Electives	<del>6</del>

**Total Units for the Major 30-32**

**Restricted Electives**

FN 220 *	French Bistro Cuisine	2
FN 232 *	Techniques of Healthy Cooking	2
FN 140 *	World Cuisines	2
FN 222 *	Chinese Cuisine	2
FN 142 *	Classical French Cuisine	2
FN 223 *	Asian Cuisine	2
FN 226 *	Mexican Cuisine	2
FN 227 *	Mediterranean Cuisine	2
FN 228 *	Italian Cuisine	2
FN 230 *	Vegetarian Cuisine	2
FN 236 *	American Regional Cuisine	2
FN 235	European Regional Foods Tour	2
FN 282	Introduction to Herbs	2

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

♦Students with valid California ServSafe Certification may have this core requirement waived. †Recommended to be taken in the last semester of the program.

**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  
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**Current**  
**Cinema-Television-Radio**  
**Certificate of Achievement**

**This program** is designed for seasoned professionals who wish to hone their skills and/or cross-over to another area of media production. It provides opportunities to gain the fundamental proficiencies and understanding to work in the media industry through six specialty options: Cinema, Television, Radio, Post Production, Screen Acting or Critical Studies. The courses focus on specialized technical skills that mirror real-world tasks as well as specific media analysis. Additionally, they build the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field. Students who complete this certificate can work in a variety of jobs including camera operator, video journalist, TV show researcher, film editor, voice-over talent and/or film/TV show talent.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Accurately use the language and vocabulary of video production.
- **Apply** skills and knowledge required for employment in their selected specialty.
- Produce a demo reel showcasing media industry skills.

**Required Courses**

Course ID	Title	Units
CTVR 101	Video Production Basics	3
	Completion of one specialty area	9-10

**Total Units for the Certificate 12-13**

**Cinema Specialty**

**Required Course:**

CTVR 31*	Film Production I	3
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**Restricted Electives: (6-7 units)**

CTVR 32*	Film Production II	3
CTVR 40	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1

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

**Television Specialty**

**Required Course:**

CTVR 124*	Television Production I	3
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**Restricted Electives: (6-7 units)**

CTVR 40	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 151	Non-Linear Editing I	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1

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

**Revised**  
**Cinema-Television-Radio Career Skills**  
**Certificate of Achievement**

**The Cinema-Television-Radio Career Skills Certificate of Achievement** is designed for seasoned professionals who wish to hone their skills and/or cross-over to another area of media production. It provides opportunities to gain the fundamental proficiencies and understanding **in career skills, including film/TV producing, directing, cinematography, video editing, production design, radio announcing and acting.** to work in the media industry through six specialty options: Cinema, Television, Radio, Post Production, Screen Acting or Critical Studies. The courses focus on specialized technical skills that mirror real-world tasks as well as specific media analysis. Additionally, they build the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field. Students who complete this certificate can work in a variety of jobs including camera operator, video journalist, TV show researcher, film editor, voice-over talent and/or film/TV show talent.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Accurately use the language and vocabulary of video production.
- **Demonstrate upgraded** skills and knowledge required for employment in their selected specialty.
- Produce a demo reel showcasing media industry skills.

**Required Courses**

Course ID	Title	Units
CTVR 101	Video Production Basics	3
	Completion of one specialty area	9-10

**Total Units for the Certificate 12-13**

**Cinema Specialty**

**Required Course:**

CTVR 31*	Film Production I	3
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**Restricted Electives: (6-7 units)**

CTVR 32*	Film Production II	3
CTVR 40	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1

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

**Television Specialty**

**Required Course:**

CTVR 124*	Television Production I	3
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**Restricted Electives: (6-7 units)**

CTVR 40	Television and Film Scriptwriting I	3
CTVR 42*	Television and Film Directing	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 151	Non-Linear Editing I	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1

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

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**Radio Specialty**

**Required Course:**

CTVR 110 Audio Production 3

**Restricted Electives: (6-7 units)**

CTVR 40 Television and Film Scriptwriting I 3

CTVR 113\* Radio Broadcasting 3

CTVR 114\* Radio Station Activities 2

CTVR 115\* Advanced Radio Performance and Studio Operations 2

CTVR 191 Voice-Over and Announcing 3

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Post Production Specialty**

**Required Course:**

CTVR 151 Non-Linear Editing I 3

**Restricted Electives: (6-7 units)**

CTVR 40 Television and Film Scriptwriting I 3

CTVR 111\* Audio and Sound Design for Television and Film 3

CTVR 251\* Non-Linear Editing II 3

CTVR 253\* Digital Special Effects 3

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Screen Acting and Voice Performance Specialty**

**Required Course:**

CTVR 290 Acting for the Camera I 3

**Restricted Electives: (6-7 units)**

CTVR 40 Television and Film Scriptwriting I 3

CTVR 42\* Television and Film Directing 3

CTVR 104 Cold Reading and Interview Techniques 3

CTVR 191 Voice-Over and Announcing 3

CTVR 291 Acting for the Camera II – Creating a Character 3

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Critical Studies Specialty**

**Required Course:**

CTVR 3 The History and Appreciation of American Cinema 3

**Restricted Electives: (6-7 units)**

CTVR 2 History and Appreciation of Television Broadcasting 3

CTVR 4 ~~Aesthetics of Cinema~~ 3

CTVR 5 History and Appreciation of International Cinema 3

CTVR 7 Cross Cultural Cinema 3

CTVR 9 Women in Cinema and Television 3

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Radio Specialty**

**Required Course:**

CTVR 110 Audio Production 3

**Restricted Electives: (6-7 units)**

CTVR 40 Television and Film Scriptwriting I 3

CTVR 113\* Radio Broadcasting 3

CTVR 114\* Radio Station Activities 2

CTVR 115\* Advanced Radio Performance and Studio Operations 2

CTVR 191 Voice-Over and Announcing 3

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Post Production Specialty**

**Required Course:**

CTVR 151 Non-Linear Editing I 3

**Restricted Electives: (6-7 units)**

CTVR 40 Television and Film Scriptwriting I 3

CTVR 111\* Audio and Sound Design for Television and Film 3

CTVR 251\* Non-Linear Editing II 3

CTVR 253\* Digital Special Effects 3

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Screen Acting and Voice Performance Specialty**

**Required Course:**

CTVR 290 Acting for the Camera I 3

**Restricted Electives: (6-7 units)**

CTVR 40 Television and Film Scriptwriting I 3

CTVR 42\* Television and Film Directing 3

CTVR 104 Cold Reading and Interview Techniques 3

CTVR 191 Voice-Over and Announcing 3

CTVR 291 Acting for the Camera II – Creating a Character 3

**TA 190 Acting for Television and Film 3**

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

**Critical Studies Specialty**

**Required Course:**

CTVR 3 The History and Appreciation of American Cinema 3

**Restricted Electives: (6-7 units)**

CTVR 2 History and Appreciation of Television Broadcasting 3

CTVR 4 **Cinematic Storytelling** 3

CTVR 5 History and Appreciation of International Cinema 3

CTVR 7 Cross Cultural Cinema 3

CTVR 9 Women in Cinema and Television 3

**CTVR 100 Introduction to Cinema, Television, and Radio 3**

CWE 180 Cooperative Work Experience-Cinema, TV, Radio 1

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
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Division	Program Control Number	Program Title	Action Taken
			CIP code=numerical classification code used to facilitate the organization, collection, and reporting of fields of study and program completions
FAMT	36628	Cinema-Television-Radio Career Skills Certificate of Achievement	CIP code fr <del>50.0601 – Film/Cinema Studies</del> to <u>09.0701 - Radio and Television</u>

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**Current  
Cinema-Television-Radio  
Certificate of Achievement**

The Cinema/Television/Radio certificate provides preparation for work in the media industry through six specialty options: Cinema, Television, Radio, Post Production, Screen Acting, or Critical Studies. The courses focus on specialized technical skills that mirror real-world tasks as well as specific media analysis. Additionally, courses offer the opportunity to build the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field. Students who complete this certificate can work in a variety of jobs including camera operator, video journalist, TV show researcher, film editor, voice-over talent and/or film/TV show talent.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- ~~Accurately use the language and vocabulary of video production.~~
- Apply skills and knowledge required for employment in ~~their selected specialty.~~
- Produce a demo reel showcasing media industry skills.

**Required Courses**

Course ID	Title	Units
CTVR 40	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Completion of one of the following specialty areas	15
<b>Total Units for the Certificate</b>		<b>21</b>

**Cinema Specialty**

**Required Courses:**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

**Restricted Electives: (9 units)**

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II - Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Television Specialty**

**Required Courses:**

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 191	Voice-Over and Announcing	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3

**Revised  
Cinema-Television-Radio  
Certificate of Achievement**

The Cinema-Television-Radio **Certificate of Achievement** provides preparation for work in the media industry through six specialty options: Cinema, Television, Radio, Post Production, Screen Acting, or Critical Studies. The courses focus on specialized technical skills, **including film/TV producing, directing, cinematography, video editing, production design, radio announcing and acting**, that mirror real-world tasks as well as specific media analysis. Additionally, courses offer the opportunity to build the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field. Students who complete this certificate can work in a variety of jobs including camera operator, video journalist, TV show researcher, film editor, voice-over talent and/or film/TV show talent.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- **Demonstrate readiness for employment in the media production industry.**
- Apply skills and knowledge required for employment in **the media production industry.**
- Produce a demo reel showcasing media industry skills.

**Required Courses**

Course ID	Title	Units
CTVR 40	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Completion of one of the following specialty areas	15
<b>Total Units for the Certificate</b>		<b>21</b>

**Cinema Specialty**

**Required Courses:**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

**Restricted Electives: (9 units)**

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II - Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Television Specialty**

**Required Courses:**

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 191	Voice-Over and Announcing	3

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CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Radio Specialty**

**Required Courses:**

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Performance and Studio Operations	2
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Post Production Specialty**

**Required Courses:**

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 110	Audio Production	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Screen Acting and Voice Performance Specialty**

**Required Courses:**

CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 104	Cold Reading and Interview Techniques	3
CTVR 110	Audio Production	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 262	Production Management	3

CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Radio Specialty**

**Required Courses:**

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Performance and Studio Operations	2
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Post Production Specialty**

**Required Courses:**

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 110	Audio Production	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Screen Acting and Voice Performance Specialty**

**Required Courses:**

CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 104	Cold Reading and Interview Techniques	3
CTVR 110	Audio Production	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3

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CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Critical Studies Specialty**

**Required Courses:**

CTVR 2	History and Appreciation of Television Broadcasting	3
CTVR 3	The History and Appreciation of American Cinema	3

**Restricted Electives: (9 units)**

CTVR 4	<del>Aesthetics of Cinema</del>	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2
ENG 52*	The Film as Literature	3

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

CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
<b>TA 190</b>	<b>Acting for Television and Film</b>	<b>3</b>
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Critical Studies Specialty**

**Required Courses:**

CTVR 2	History and Appreciation of Television Broadcasting	3
CTVR 3	The History and Appreciation of American Cinema	3

**Restricted Electives: (9 units)**

CTVR 4	<b>Cinematic Storytelling</b>	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3
<b>CTVR 100</b>	<b>Introduction to Cinema, Television, and Radio</b>	<b>3</b>
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2
ENG 52*	The Film as Literature	3

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

Division	Program Control Number	Program Title	Action Taken
			CIP code=numerical classification code used to facilitate the organization, collection, and reporting of fields of study and program completions
FAMT	30207	Cinema-Television-Radio Certificate of Achievement	CIP code fr <del>50.0601 - Film/Cinema Studies</del> to <b>09.0701 - Radio and Television</b>

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**Current**  
**Cinema-Television-Radio**  
**Associate of Science**

The Cinema/Television/Radio degree provides preparation for work in the media industry through six specialty options: Cinema, Television, Radio, Post Production, Screen Acting, or Critical Studies. **The core coursework provides a foundation for students who intend to transfer into majors such as Radio-Television-Film, Television, Video, Film, and Electronic Arts.** Topics focus on specialized technical skills that mirror real-world tasks as well as specific media analysis. Opportunities to build the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field are embedded throughout the program. Jobs that utilize the knowledge and skills in this degree include camera operator, video journalist, TV show researcher, film editor, voice-over talent and/or film/TV show talent. This program provides and encourages both field and studio work in the student's area of specialty. Course options include participation in internships at various stations and facilities.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply skills and knowledge required to be successful in the media production industry **and/or to excel in four-year institutions.**
- Produce a demo reel which can showcase their skills and knowledge and help them find employment.
- Demonstrate readiness for employment in the industry **and/or transfer to a four-year institution.**
- Describe the technical, cultural and economic history and trends of radio, television or film.

**Required Courses**

Course ID	Title	Units
CTVR 40	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Completion of one of the following specialty areas	15

**Total Units for the Major 21**

**Cinema Specialty**

**Required Courses:**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

**Restricted Electives: (9 units)**

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II - Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Television Specialty**

**Required Courses:**

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3

**Revised**  
**Cinema-Television-Radio**  
**Associate of Science**

The Cinema-Television-Radio degree provides preparation for work in the media industry through six specialty options: Cinema, Television, Radio, Post Production, Screen Acting, or Critical Studies. Topics focus on specialized technical skills, **including film/TV producing, directing, cinematography, video editing, production design, radio announcing and acting,** that mirror real-world tasks as well as specific media analysis. Opportunities to build the technical, aesthetic, and project management skills needed for employment and advancement in a career in this field are embedded throughout the program. Jobs that utilize the knowledge and skills in this degree include camera operator, video journalist, TV show researcher, film editor, voice-over talent and/or film/TV show talent. This program provides and encourages both field and studio work in the student's area of specialty. Course options include participation in internships at various stations and facilities.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply skills and knowledge required to be successful in the media production industry.
- Produce a demo reel which can showcase their skills and knowledge and help them find employment.
- Demonstrate readiness for employment in the industry.
- Describe the technical, cultural and economic history and trends of radio, television or film.

**Required Courses**

Course ID	Title	Units
CTVR 40	Television and Film Scriptwriting I	3
CTVR 101	Video Production Basics	3
	Completion of one of the following specialty areas	15

**Total Units for the Major 21**

**Cinema Specialty**

**Required Courses:**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3

**Restricted Electives: (9 units)**

CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 233*	Film Production III	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II - Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Television Specialty**

**Required Courses:**

CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 111*	Audio and Sound Design for Television and Film	3



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CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 191	Voice-Over and Announcing	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Radio Specialty**

**Required Courses:**

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Performance and Studio Operations	2
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Post Production Specialty**

**Required Courses:**

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 110	Audio Production	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Screen Acting and Voice Performance Specialty**

**Required Courses:**

CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3

CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 151	Non-Linear Editing I	3
CTVR 191	Voice-Over and Announcing	3
CTVR 251*	Non-Linear Editing II	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Radio Specialty**

**Required Courses:**

CTVR 110	Audio Production	3
CTVR 113*	Radio Broadcasting	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 114*	Radio Station Activities	2
CTVR 115*	Advanced Radio Performance and Studio Operations	2
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Post Production Specialty**

**Required Courses:**

CTVR 151	Non-Linear Editing I	3
CTVR 251*	Non-Linear Editing II	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3
CTVR 110	Audio Production	3
CTVR 111*	Audio and Sound Design for Television and Film	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 253*	Digital Special Effects	3
CTVR 262	Production Management	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Screen Acting and Voice Performance Specialty**

**Required Courses:**

CTVR 290	Acting for the Camera I	3
CTVR 291	Acting for the Camera II – Creating a Character	3

**Restricted Electives: (9 units)**

CTVR 31*	Film Production I	3
CTVR 32*	Film Production II	3
CTVR 42*	Television and Film Directing	3

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CTVR 104	Cold Reading and Interview Techniques	3
CTVR 110	Audio Production	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Critical Studies Specialty**

**Required Courses:**

CTVR 2	History and Appreciation of Television Broadcasting	3
CTVR 3	The History and Appreciation of American Cinema	3

**Restricted Electives: (9 units)**

CTVR 4	<del>Aesthetics of Cinema</del>	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2
ENG 52*	The Film as Literature	3

\*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.

CTVR 104	Cold Reading and Interview Techniques	3
CTVR 110	Audio Production	3
CTVR 124*	Television Production I	3
CTVR 125*	Television Production II	3
CTVR 129*	Documentary Production	3
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 191	Voice-Over and Announcing	3
CTVR 262	Production Management	3
CTVR 264*	Cinematography	2
CTVR 280*	Cinema-Television-Radio Employment Skills	3
<b>TA 190</b>	<b>Acting for Television and Film</b>	<b>3</b>
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2

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

**Critical Studies Specialty**

**Required Courses:**

CTVR 2	History and Appreciation of Television Broadcasting	3
CTVR 3	The History and Appreciation of American Cinema	3

**Restricted Electives: (9 units)**

CTVR 4	<u>Cinematic Storytelling</u>	3
CTVR 5	History and Appreciation of International Cinema	3
CTVR 7	Cross Cultural Cinema	3
CTVR 9	Women in Cinema and Television	3
<b>CTVR 100</b>	<b>Introduction to Cinema, Television, and Radio</b>	<b>3</b>
CTVR 140*	Television and Film Scriptwriting II	3
CTVR 280*	Cinema-Television-Radio Employment Skills	3
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	1
CWE 180	Cooperative Work Experience-Cinema, TV, Radio	2
ENG 52*	The Film as Literature	3

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

**Associate Degree**

**Associate in Science Degree**

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Division	Program Control Number	Program Title	Action Taken
			CIP code=numerical classification code used to facilitate the organization, collection, and reporting of fields of study and program completions
FAMT	30206	Cinema-Television Radio A.S. Degree	CIP code fr <del>50.0601—Film/Cinema Studies</del> to <u>09.0701 - Radio and Television</u>

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**Current**  
**Environmental Studies**  
**Associate of Arts**

Environmental Studies is an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

The curriculum in the Environmental Studies Associate Degree program is designed to prepare students to transfer to a baccalaureate institution and complete a four year degree in an environmental related field of study, including, but not limited to, Environmental Studies, Environmental Science and Management, Environmental Policy, Energy Studies, Sustainability Studies, Conservation Biology, Ecology, and Wildlife Management. While a baccalaureate or higher degree is recommended for those considering professional careers related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment and promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate social responsibility by using critical thinking skills.
- Demonstrate scientific literacy and ability to engage in scientific inquiry concerning environmental issues through the evaluation and analysis of scientific literature, and presentation of results in written and oral form.
- Evaluate environmental impact of personal decisions on the local, regional, national, and global environment.

**Required Courses**

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
CHEM 3*	Fundamental Chemistry	4
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
ENG 1B*	Principles of Composition II	3
or		
ENG 1BH*	Honors Principles of Composition II	3
or		
ENG 70	<b>Reasoning and College Reading</b>	3
MATH 10*	Introduction to Statistics	3
	Select from Restricted Electives	9-12

**Total Units for the Major 30-33**

**Restricted Electives**

ENV 5	Biodiversity Conservation	3
ENV 6*	Scarcity and Environment	3
ENV 16	Environmental Disasters	3
ENV 23	Environmental Geology	4
or		
GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	4
ENV 25	Environmental Hazards to Health	3

**Revised**  
**Environmental Studies**  
**Associate of Arts**

Environmental Studies is an interdisciplinary program that provides students with an integrated and critical knowledge of the natural environment and the relationships and interactions humans have with it. The program provides students with the understanding that environmental challenges face every aspect of society, and it provides them with the skills needed to help solve these complex problems through cooperation and negotiation with the different and often competing stakeholders. The program combines classroom, laboratory, and field study instruction giving students a well-rounded preparation in the field of environmental studies.

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- Evaluate environmental impact of personal decisions on the local, regional, national, and global environment.

**Required Core**

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
CHEM 3*	Fundamental Chemistry	4
ENG 1A*	Principles of Composition I	4
or		
ENG 1AH*	Honors Principles of Composition I	4
ENG 1B*	Principles of Composition II	3
or		
ENG 1BH*	Honors Principles of Composition II	3
or		
ENG 70*	<b>Critical Thinking, Reading, and Writing</b>	3
MATH 10*	Introduction to Statistics	3
	Select from Restricted Electives	9-12

**Total Units for the Major 30-33**

**Restricted Electives**

ENV 5	Biodiversity Conservation	3
ENV 6*	Scarcity and Environment	3
ENV 16	Environmental Disasters	3
ENV 23	Environmental Geology	4
or		
GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	4
ENV 25	Environmental Hazards to Health	3

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ENV 30	Alternative Energy Technologies	3
ENV 37	Environmental Ethics	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3
ENV <del>140</del>	Water Quality and Monitoring	3
ENV 141	Water Resources and Management	4
CWE 180	Co-Op-Ed Environmental Monitoring and Assessment	1
or		
CWE 180	Co-Op-Ed Environmental Monitoring and Assessment	2
GEOG 110	Introduction to Geographic Information Systems (GIS)	2
or		
GIS 110	Introduction to Geographic Information Systems (GIS)	2

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

**Associate of Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

ENV 30	Alternative Energy Technologies	3
ENV 37	Environmental Ethics	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
ENV 106	Natural Resource Conservation	3
ENV 123	Water and Soil Conservation	3
ENV <del>38</del>	Water Quality and Monitoring	3
ENV 141	Water Resources and Management	4
CWE 180	Co-Op-Ed Environmental Monitoring and Assessment	1
or		
CWE 180	Co-Op- Ed Environmental Monitoring and Assessment	2
GEOG 110	Introduction to Geographic Information Systems (GIS)	2
or		
GIS 110	Introduction to Geographic Information Systems (GIS)	2

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

**Associate of Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

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**Current**  
**Gerontology Interdisciplinary Certificate of Achievement**

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

**Program Student Learning Outcomes**

Students who complete this program will be able to:

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

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

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

**Pathway 1 - Business**

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

**Revised**  
**Aging Studies Interdisciplinary Certificate of Achievement**

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

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Explain the key sociological, psychological, and biological concepts associated with the study of aging.
- Apply theoretical perspectives to analyze current and historical topics associated with the study of aging.
- Evaluate the family, government, and community support systems for diverse **groups of** aging individuals.
- Demonstrate knowledge and skills in one of the suggested pathways of study within the **Aging Studies** Certificate Program.

Course ID	Title	Units
<b>Required Core (3 Units)</b>		
SOC 180	Introduction to <b>Aging</b>	3
<b>Required Core (6 Units), Choose Two of the following:</b>		
SOC <del>16</del>	Death and Dying	3
SOC 125	Sociology of Aging	3
PSYC <del>25*</del>	Psychology of Aging	3
	Restricted Electives:	3-4
	<b>Total Units for the Certificate:</b>	<b>12-13</b>

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

**Pathway - Business**

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

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**Pathway 2 – Environmental Design**

ARCH 124A	Architectural Drawing I	4
ARCH 219*	Residential and Commercial Space Planning	4
ID 210*	Hospitality Design	3
ID 214*	Bath Design	3
ID 215*	Kitchen Design	3

**Pathway 3 – Foods/Nutrition**

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 169*	Lifecycle Nutrition	3
FN 210	ServSafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 246*	Pantry	3

**Pathway 4 – Health and Well-Being**

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

**Pathway 5 – Health Sciences**

HIT 101	Alternative Healthcare Delivery Systems	2
HSC 106	Legal and Ethical Aspects of Health Information	3
HSC 291	Management of Aggressive Behavior in Healthcare Settings	0.5
MA 206	Introduction to Medical Assisting	3
N 204	Beginning Nursing Concepts	2

**Pathway 6 – Human Services**

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

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

**Pathway – Environmental Design**

ARCH 124A	Architectural Drawing I	4
ARCH 219*	Residential and Commercial Space Planning	4
ID 210*	Hospitality Design	3
ID 214*	Bath Design	3
ID 215*	Kitchen Design	3

**Pathway – Foods/Nutrition**

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 169*	Lifecycle Nutrition	3
FN 210	ServSafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2
FN 246*	Pantry	3

**Pathway – Health and Well-Being**

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

**Pathway – Health Sciences**

HIT 101	Alternative Healthcare Delivery Systems	2
HSC 106	Legal and Ethical Aspects of Health Information	3
HSC 291	Management of Aggressive Behavior in Healthcare Settings	0.5
MA 206	Introduction to Medical Assisting	3
N 204	Beginning Nursing Concepts	2

**Pathway – Human Services**

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

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

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**Current**

**Gerontology Certificate of Achievement**

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

**Program Student Learning Outcomes**

Student who complete this program will be able to:

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

Course ID	Title	Units
<b>Core/Required Courses</b>		
SOC 180	Introduction to <b>Gerontology</b>	3
SOC 426	Death and Dying	3
PSYC 425*	Psychology of Aging	3
SOC 125	Sociology of Aging	3
	<b>Restricted Electives</b>	<b>9-10</b>
	<b>Total Units for the Certificate</b>	<b>21-22</b>

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

**Pathway 1 - Business**

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

**Pathway 2 – Environmental Design**

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

**Revised**

**Aging Studies Certificate of Achievement**

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

**Program Student Learning Outcomes**

Student who complete this program will be able to:

- Explain the key sociological, psychological, and biological concepts associated with the study of aging.
- Apply theoretical perspectives to analyze current and historical topics associated with the study of aging.
- Evaluate the family, government, and community support systems for diverse groups of aging individuals.
- Demonstrate knowledge and skills in one of the suggested pathways of study within the Aging Studies Certificate Program.

Course ID	Title	Units
<b>Core/Required Courses</b>		
SOC 180	Introduction to <b>Aging</b>	3
SOC 16	Death and Dying	3
PSYC 25*	Psychology of Aging	3
SOC 125	Sociology of Aging	3
	<b>Restricted Electives</b>	<b>9-10</b>
	<b>Total Units for the Certificate</b>	<b>21-22</b>

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

**Pathway - Business**

ACCT 120	Introduction to Financial Planning	3
BUS 16	Personal Law, Street Law	3
BUS 135	Marketing	3
<b>BUS 160</b>	<b>Entrepreneurship</b>	<b>3</b>

**Pathway – Environmental Design**

ARCH 124A	Architectural Drawing I	4
ARCH 219*	Residential and Commercial Space Planning	4
ARCH 163	International Building Code Inspection	4
ID 214*	Bath Design	3
Or		
ID 215*	Kitchen Design	3

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**Pathway 3 – Food/Nutrition**

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 161*	<b>Nutrition for Health Occupations</b>	<b>2</b>
FN 169*	Lifecycle Nutrition	3
FN 210	Servsafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2

**HS 131** **Multicultural and Diverse Populations**  
**In the United States** **3**

**Pathway 4 – Health**

HLTH 1	Contemporary Health Issues	3
HLTH 2	First AID, CPR, and Automated External Defibrillator	1.5
HSC 106	Legal and Ethical Aspects of Health Information	3
HSC 291	Management of Aggressive Behavior in Healthcare Settings	0.5
HIT 101	Alternative Healthcare Delivery Systems 2	
MA 206	Introduction to Medical Assisting	3

**HS 131** **Multicultural and Diverse Populations**  
**In the United States** **3**

**Pathway 5 – Recreation/Fitness**

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

**HS 131** **Multicultural and Diverse Populations**  
**In the United States** **3**

**Pathway 6 – Human Services**

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

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

**Pathway – Food/Nutrition**

FN 50	Fundamentals of Nutrition	3
FN 110*	Food Preparation Essentials	3
FN 161*	<b>Clinical Nutrition</b>	<b>3</b>
FN 169*	Lifecycle Nutrition	3
FN 210	Servsafe in Food Production	1
FN 232*	Techniques of Healthy Cooking	2

**Pathway – Health**

HLTH 1	Contemporary Health Issues	3
HLTH 2	First AID, CPR, and Automated External Defibrillator	1.5
HSC 106	Legal and Ethical Aspects of Health Information	3
HSC 291	Management of Aggressive Behavior in Healthcare Settings	0.5
HIT 101	Alternative Healthcare Delivery Systems 2	
MA 206	Introduction to Medical Assisting	3

**Pathway – Recreation/Fitness**

<b>HSC 151</b>	Intro to Therapy and Career Exploration Of Rehabilitation	3
<b>Or</b>		
<b>KNEA 151</b>	Intro to Therapy and Career Exploration Of Rehabilitation	3
KNES 51	Introduction to Kinesiology	3
KNES 52	Fundamentals of Human Movement	3
<b>KNES 60*</b>	<b>Anatomy and Fundamentals of Yoga</b>	<b>3</b>

**Pathway – Human Services**

HS 100*	Introduction to Human Services	3
HS 140	Group Leadership and Group Process	3
HS 174	Case Administration, Crisis Intervention And Referral	3
HS 220	Benefits and Entitlement	3
HS 105	Ethical Issues and Client's Rights	3
HS 131	Multicultural and Diverse Populations In the United States	3
SOC 10	Introduction to Marriage and The Family	3

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



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**Current**  
**Human Services Generalist  
Certificate of Achievement**

The Human Services (HS) Generalist Certificate of Achievement is a Career Technical Education program designed to provide historical and current perspectives of the basic issues within the human services field. It is an introduction to the growing career options within the helping professions field including, but not limited to, social work, psychology, sociology, anthropology, community-based corrections, and more. This program provides an opportunity to explore and work with diverse populations including children, adolescents, adults, and older adults. The HS Generalist program will enable students to make informed decisions about career directions and will prepare students for an array of careers in the behavioral health and the helping professions. This program option combines the Human Services behavioral core skills training and supervised experiential learning in beginning and advanced practicums in diverse Human Services Generalist fieldwork settings. The HS Generalist program serves as a natural gateway to the Social Work profession and other behavioral health career options. It provides students with the knowledge and skills to help individuals, groups, communities, and organizations function at optimal levels.

Completion of the five (5) Human Services Core Courses are prerequisites for the application to the **HS-110** Fieldwork and Seminar I (Beginning Practicum) and is required for the completion of the Human Services Generalist Program. Visit the Human Services website at <https://www.saddleback.edu/hs/human-services> for the HS Generalist Roadmap chart. Fieldwork and Seminar Information Sessions are scheduled in the **fall** and **spring** semesters to inform students of the application process. Check the Human Services website **or Facebook page** for the dates and times.

The application process is competitive and completion of an application does not guarantee acceptance into the **HS-110** Fieldwork & Seminar I (Beginning Practicum) course. A minimum grade of "C" in all courses is required to receive the certificate. Students who successfully complete the **HS-110** Fieldwork & Seminar I (Beginning Practicum) course may self-enroll in the **HS-150** Fieldwork & Seminar II (Advanced Practicum) course.

**Potential Careers:** ~~Case Worker, Residential Manager/Monitor, Juvenile Court Liaison, Home Health Aide, Crisis Intervention Counselor, Community Organizer, Advocate, Community Action Worker, Gerontology Aide, Group Home Worker, and much more.~~

**Revision**  
**Human Services Generalist  
Certificate of Achievement**

The Human Services (HS) Generalist Certificate of Achievement is a Career Technical Education program designed to provide historical and current perspectives of the basic issues within the human services field. It is an introduction to the growing career options within the helping professions field including, but not limited to, social work, psychology, sociology, anthropology, community-based corrections, and more. This program provides an opportunity to explore and work with diverse populations including children, adolescents, adults, and older adults. The HS Generalist program will enable students to make informed decisions about career directions and will prepare students for an array of careers in the behavioral health and the helping professions. This program option combines the Human Services behavioral core skills training and supervised experiential learning in beginning and advanced practicums in diverse Human Services Generalist fieldwork settings. The HS Generalist program serves as a natural gateway to the Social Work profession and other behavioral health career options. It provides students with the knowledge and skills to help individuals, groups, communities, and organizations function at optimal levels.

Completion of the five (5) Human Services Core Courses are prerequisites for the application to the Fieldwork and Seminar I **[HS 110]** (Beginning Practicum) **course** and is required for the completion of the Human Services Generalist Program. Visit the Human Services website at, <https://www.saddleback.edu/hs/human-services> **to review** the HS Generalist Roadmap chart. Fieldwork and Seminar Information Sessions are scheduled **at the end of** the **Fall** and **Spring** semesters to inform students of the application process **for HS 110**. Check the Human Services website for the dates and times.

The application process is competitive, and completion of an application does not guarantee acceptance into the Fieldwork and Seminar I **[HS 110]** (Beginning Practicum) course. A minimum grade of "C" in all courses is required to receive the certificate. Students who successfully complete the Fieldwork and Seminar I **[HS 110]** (Beginning Practicum) course may self-enroll in the Fieldwork & Seminar II **[HS 150]** (Advanced Practicum) course.

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**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Exemplify knowledge of the breadth of the Human Services profession.
- Engage human services intervention skills on a micro and macro level.
- Use Human Services behavioral core skills training and experiential learning in a human services setting.
- Impart effective rapport, and communication and attending skills.

**Core Courses:**

Course ID	Title	Units
HS 100*	Introduction to Human Services	3
HS 120*	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 170	Alcohol and Other Drugs in our Society	3
<b>HS-285</b>	Ethical Issues and Client's Rights	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 131	Multicultural and Diverse Populations In the United States	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 176*	Co-Occurring Disorders	3
HS 110*	Field Instruction and Seminar I	3.5
HS 150*	Field Instruction and Seminar II	3.5
	<b>Select from Restricted Electives:</b>	3
	<b>Total Units for the Certificate:</b>	37

**Restricted Electives:**

HS 112*	Conflict Resolution and Mediation	3
HS 172*	Physiological Effects and Pharmacology Of Alcohol and Drugs	3
HS 171	Substance Abuse – Intervention, Treatment and Recovery	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
HS 220	Benefits and Entitlement	3
SOC 1	Introduction to Sociology	3
SOC 10	Introduction to Marriage and the Family	3
<b>COUN-150</b>	Helping Relationships	3
<b>PSYC-125*</b>	Psychology of Aging	3

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

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Exemplify knowledge of the breadth of the Human Services profession.
- Engage human services intervention skills on a micro and macro level.
- Use Human Services behavioral core skills training and experiential learning in a human services setting.
- Impart effective rapport, and communication and attending skills.

**Core Courses:**

Course ID	Title	Units
HS 100*	Introduction to Human Services	3
<b>HS 105</b>	Ethical Issues and Client's Rights	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120*	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Populations In the United States	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-Occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
	<b>Restricted Electives:</b>	3
	<b>Total Units for the Certificate:</b>	37

**Restricted Electives: Select 3 Units from the following**

HS 112*	Conflict Resolution and Mediation	3
HS 172*	Physiological Effects and Pharmacology Of Alcohol and Drugs	3
HS 171	Substance Abuse – Intervention, Treatment and Recovery	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
HS 220	Benefits and Entitlement	3
SOC 1	Introduction to Sociology	3
<b>Or</b>		
<b>SOC 1H</b>	<b>Honors Introduction to Sociology</b>	<b>3</b>
SOC 10	Introduction to Marriage and the Family	3
<b>COUN 50</b>	Helping Relationships	3
<b>PSYC 25*</b>	Psychology of Aging	3

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

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**Current**  
**Human Services Generalist**  
**Associate of Science**

The Human Services (HS) Generalist Associate of Science program is designed to provide historical and current perspectives of the basic issues within the human services field. It is an introduction to the growing career options within the helping professions field including, but not limited to, social work, psychology, sociology, anthropology, community-based corrections, and more. This program provides an opportunity to explore and work with diverse populations including children, adolescents, adults, and older adults. The HS Generalist program will enable students to make informed decisions about career directions and will prepare students for an array of careers in the behavioral health and the helping professions. This program option combines the Human Services behavioral core skills training and supervised experiential learning in beginning and advanced practicums in diverse Human Services Generalist fieldwork settings. The HS Generalist program serves as a natural gateway to the Social Work profession and other behavioral health career options. It provides students with the knowledge and skills to help individuals, groups, communities, and organizations function at optimal levels.

Completion of the five (5) Human Services Core Courses are prerequisites for the application to the **HS-110** Fieldwork and Seminar I (Beginning Practicum) and is required for the completion of the Human Services Generalist Program. Visit the Human Services website at <https://www.saddleback.edu/hs/human-services> for the HS Generalist Roadmap chart. Fieldwork and Seminar Information Sessions are scheduled in the fall and spring semesters to inform students of the application process. Check the Human Services website or **Facebook page** for the dates and times.

The application process is competitive and completion of an application does not guarantee acceptance into the **HS-110** Fieldwork & Seminar I (Beginning Practicum) course. A minimum grade of "C" in all courses is required to receive the certificate. Students who successfully complete the **HS-110** Fieldwork & Seminar I (Beginning Practicum) course may self-enroll in the **HS-150** Fieldwork & Seminar II (Advanced Practicum) course.

**Potential Careers:** ~~Case Worker, Residential Manager/Monitor, Juvenile Court Liaison, Home Health Aide, Crisis Intervention Counselor, Community Organizer, Advocate, Community Action Worker, Gerontology Aide, Group Home Worker, and much more.~~

**Revised**  
**Human Services Generalist**  
**Associate of Science**

The Human Services (HS) Generalist Associate of Science is a Career Technical Education program designed to provide historical and current perspectives of the basic issues within the human services field. It is an introduction to the growing career options within the helping professions field including, but not limited to, social work, psychology, sociology, anthropology, community-based corrections, and more. This program provides an opportunity to explore and work with diverse populations including children, adolescents, adults, and older adults. The HS Generalist program will enable students to make informed decisions about career directions and will prepare students for four-year college degrees in field of behavioral health and the helping professions. This program option combines the Human Services behavioral core skills training and supervised experiential learning in beginning and advanced practicums in diverse Human Services Generalist fieldwork settings. The HS Generalist program serves as a natural gateway to the Social Work profession and other behavioral health career options. It provides students with the knowledge and skills to help individuals, groups, communities, and organizations function at optimal levels.

Completion of the five (5) Human Services Core Courses are prerequisites for the application to the Fieldwork and Seminar I **[HS 110]** (Beginning Practicum) **course** and is required for the completion of the Human Services Generalist Program. Visit the Human Services website at, <https://www.saddleback.edu/hs/human-services> **to review** the HS Generalist Roadmap chart. Fieldwork and Seminar Information Sessions are scheduled **at the end of** the Fall and Spring semesters to inform students of the application process **for HS 110**. Check the Human Services website for the dates and times.

The application process is competitive, and completion of an application does not guarantee acceptance into the Fieldwork and Seminar I **[HS 110]** (Beginning Practicum) course. A minimum grade of "C" in all courses is required to receive the certificate. Students who successfully complete the Fieldwork and Seminar I **[HS 110]** (Beginning Practicum) course may self-enroll in the Fieldwork & Seminar II **[HS 150]** (Advanced Practicum) course.

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### Program Student Learning Outcomes

Students who complete this program will be able to:

- Engage human services intervention skills on a micro and macro level.
- Use Human Services behavioral core skills training and experiential learning in a human services setting.
- Impart effective rapport, and communication and attending skills.

#### Core Courses:

Course ID	Title	Units
HS 100*	Introduction to Human Services	3
HS 120*	Human Development in the Social Environment	3
HS 140	Group Leadership and Group Process	3
HS 170	Alcohol and Other Drugs in our Society	3
<b>HS-285</b>	Ethical Issues and Client's Rights	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 131	Multicultural and Diverse Populations In the United States	3
HS 177	Family Dynamics of Addiction and Abuse	3
HS 176*	Co-Occurring Disorders	3
HS 110*	Field Instruction and Seminar I	3.5
HS 150*	Field Instruction and Seminar II	3.5
<b>Select from Restricted Electives:</b>		<b>3</b>
<b>Total Units for the Major:</b>		<b>37</b>

#### Restricted Electives:

HS 112*	Conflict Resolution and Mediation	3
HS 172*	Physiological Effects and Pharmacology Of Alcohol and Drugs	3
HS 171	Substance Abuse – Intervention, Treatment and Recovery	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
HS 220	Benefits and Entitlement	3
SOC 1	Introduction to Sociology	3
SOC 10	Introduction to Marriage and the Family	3
<b>COUN-150</b>	Helping Relationships	3
<b>PSYC-125*</b>	Psychology of Aging	3

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

### Associate of Science Degree

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

#### General Education Requirements for Associate Degrees

Refer to the Graduation Requirements 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.

### Program Student Learning Outcomes

Students who complete this program will be able to:

- **Exemplify knowledge of the breadth of the Human Services profession.**
- Engage human services intervention skills on a micro and macro level.
- Use Human Services behavioral core skills training and experiential learning in a human services setting.
- Impart effective rapport, and communication and attending skills.

#### Core Courses:

Course ID	Title	Units
HS 100*	Introduction to Human Services	3
<b>HS 105</b>	Ethical Issues and Client's Rights	3
HS 110*	Field Instruction and Seminar I	3.5
HS 120*	Human Development in the Social Environment	3
HS 131	Multicultural and Diverse Populations In the United States	3
HS 140	Group Leadership and Group Process	3
HS 150*	Field Instruction and Seminar II	3.5
HS 170	Alcohol and Other Drugs in our Society	3
HS 174	Case Administration, Crisis Intervention and Referral	3
HS 176*	Co-Occurring Disorders	3
HS 177	Family Dynamics of Addiction and Abuse	3
<b>Restricted Electives:</b>		<b>3</b>
<b>Total Units for the Major:</b>		<b>37</b>

#### Restricted Electives: **Select 3 Units from the following**

HS 112*	Conflict Resolution and Mediation	3
HS 171	Substance Abuse – Intervention, Treatment and Recovery	3
HS 172*	Physiological Effects and Pharmacology Of Alcohol and Drugs	3
HS 187	Juvenile Violence, Gangs, and Victimization	3
HS 220	Benefits and Entitlement	3
SOC 1	Introduction to Sociology	3

#### **Or**

#### **SOC 1H Honors Introduction to Sociology 3**

SOC 10	Introduction to Marriage and the Family	3
<b>COUN 50</b>	Helping Relationships	3
<b>PSYC 25*</b>	Psychology of Aging	3

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

### Associate of Science Degree

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

#### General Education Requirements for Associate Degrees

Refer to the Graduation Requirements 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.

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**Current  
Kinesiology  
Associate of Arts**

The curriculum in the Kinesiology Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. Kinesiology provides a critical element in a comprehensive, well-balanced educational program. The learning opportunities offered in this area can be an essential factor to the optimum development of a student in all areas of life; physical, mental, emotional, and social. Kinesiology courses contribute significantly toward the achievement of desirable educational outcomes, such as transfer to four-year colleges and universities into majors such as Kinesiology with an Option in Fitness at CSU Long Beach, and prepares students for successful outcomes through the means of physical activity and related experiences. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate cognitive knowledge of fitness terminology and training in a specific subject area.
- Correctly perform the skills or strategy for a particular fitness activity or sport.
- Display affective gains through social interactions, teamwork, and sportsmanship in Kinesiology courses.
- Distinguish and articulate fundamental concepts or skills of a specific activity or sport.

**Required Courses**

Course ID	Title	Units
FN 50	Fundamentals of Nutrition	3
HLTH 1	Contemporary Health Issues	3
or		
HLTH 3	Women's Health Issues	3
HLTH 2	First Aid, CPR, and Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	3
KNES 52	Fundamentals of Human Movement	3
BIO 20	Introduction to Biology	0-4
or		
	One year of high school biology with a grade of "C" or better	
BIO 11*	Human Anatomy	4
	Select One Course from Training and Theory	3
	Required Movement Based Skills Courses	7
	Select One Additional Movement Based Skill Course From the Provided List	1-1.5

**Total Units for the Major 28.5-33**

**Training and Theory (3 units):**

KNES 53	Introduction to Athletic Training	3
KNES 54*	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3

**Required Movement Based Skills Courses: Select 7 Courses from the Following in at Least 4 Areas (7 units)**

<b>Aquatics</b>		
KNES 41<<	Swimming for Nonswimmers	1
or		
KNES 42*<<	Intermediate Swimming	1
KNES 44*	Aquatic Conditioning	1
KNES 49	Aqua Aerobics	1
<b>Combative</b>		
KNES 90	Beginning Self-Defense	1
KNES 93	Beginning Karate	1
<b>Fitness</b>		
KNES 1	Cardiovascular Conditioning	1
KNES 4	Beginning Weight Lifting	1
KNES 28	Beginning Yoga	1
KNES 29	Introduction to Tai Chi Ch'uan	1

**Revised  
Kinesiology  
Associate of Arts**

The curriculum in the Kinesiology Associate Degree program is designed to provide the transfer student the opportunity to achieve an Associate degree. Kinesiology provides a critical element in a comprehensive, well-balanced educational program. The learning opportunities offered in this area can be an essential factor to the optimum development of a student in all areas of life; physical, mental, emotional, and social. Kinesiology courses contribute significantly toward the achievement of desirable educational outcomes, such as transfer to four-year colleges and universities into majors such as Kinesiology with an Option in Fitness at CSU Long Beach, and prepares students for successful outcomes through the means of physical activity and related experiences. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree may support attempts to gain entry-level employment or promotion.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate cognitive knowledge of fitness terminology and training in a specific subject area.
- Correctly perform the skills or strategy for a particular fitness activity or sport.
- Display affective gains through social interactions, teamwork, and sportsmanship in Kinesiology courses.
- Distinguish and articulate fundamental concepts or skills of a specific activity or sport.

**Required Core**

Course ID	Title	Units
FN 50 ►	Fundamentals of Nutrition	3
HLTH 1	Contemporary Health Issues	3
or		
HLTH 3	Women's Health Issues	3
HLTH 2	First Aid, CPR, and Automated External Defibrillator	1.5
KNES 51	Introduction to Kinesiology	3
KNES 52	Fundamentals of Human Movement	3
BIO 20	Introduction to Biology	0-4
or		
	One year of high school biology with a grade of "C" or better	
BIO 11* ►	Human Anatomy	4
	Select One Course from Training and Theory	3
	Required Movement Based Skills Courses	7
	Select One Additional Movement Based Skill Course From the Provided List	1-1.5

**Total Units for the Major 28.5-33**

**Training and Theory (3 units):**

KNES 53	Introduction to Athletic Training	3
KNES 54*	Principles and Fundamentals of Coaching	3
KNES 105	Mental Skills for Sports Performance	3

**Required Movement Based Skills Courses: Select 7 Courses from the Following in at Least 4 Areas (7 units)**

<b>Aquatics</b>		
KNES 41<<	Swimming for Nonswimmers	1
or		
KNES 42*<<	Intermediate Swimming	1
KNES 44*	Aquatic Conditioning	1
KNES 49	Aqua Aerobics	1
<b>Combative</b>		
KNES 90	Beginning Self-Defense	1
KNES 93	Beginning Karate	1
<b>Fitness</b>		
KNES 1	Cardiovascular Conditioning	1
KNES 4	Beginning Weight Lifting	1
KNES 28	Beginning Yoga	1
KNES 29	Introduction to Tai Chi Ch'uan	1

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KNES/DANC 65	Introduction to Mat Pilates	1
KNES 68*	Walking for Fitness	1

**Individual Sports**

KNES 17	Beginning Bowling	1
KNES 20	Beginning Golf I	1
KNES 24	Beginning Tennis I	1
KNES 25	Beginning Tennis II	1

**Team Sports**

KNES 70	Basketball	1
KNES 72	Beginning Soccer	1
KNES 76	Beginning Volleyball	1
KNES 77*	Intermediate Volleyball	1
KNES 78*	Advanced Volleyball	1
KNES 81	Beginning Beach Volleyball	1

KNES/DANC 65	Introduction to Mat Pilates	1
KNES 68*	Walking for Fitness	1

**Individual Sports**

KNES 17	Beginning Bowling	1
KNES 20	Beginning Golf I	1
KNES 24	Beginning Tennis I	1
KNES 25	Beginning Tennis II	1

**Team Sports**

KNES 70	Basketball	1
KNES 72	Beginning Soccer	1
KNES 76	Beginning Volleyball	1
KNES 77*	Intermediate Volleyball	1
KNES 78*	Advanced Volleyball	1
KNES 81	Beginning Beach Volleyball	1

Select One Additional Movement Based Skill Course from the Following Six Categories (1-1.5 units):

**Aquatics**

KNES 41	Swimming for Nonswimmers	1-1.5
KNES 42*	Intermediate Swimming	1-1.5
KNES 43*	Advanced Swimming and Diving	1-1.5
KNES 44*	Aquatic Conditioning	1-1.5
KNES 49	Aqua Aerobics	1-1.5

**Combative**

KNES 90	Beginning Self-Defense	1
KNES 91*	Intermediate Self-Defense	1
KNES 93	Beginning Karate	1
KNES 94	Beginning Aikido	1
KNES 95*	Intermediate Aikido	1
KNES 96*	Advanced Aikido	1
KNES 97*	Intermediate Karate	1
KNES 199	Street Martial Arts	1

**Dance**

DANC 51	Introduction to Ballet	1-1.5
DANC 54	Introduction to Modern Dance	1-1.5
DANC 57	Introduction to Jazz Dancing	1-1.5
DANC 60	Introduction to Tap Dancing	1
DANC 66	Introduction to Latin Dance	1
DANC 68	Introduction to Social Dance	1

**Fitness**

KNES 1	Cardiovascular Conditioning	1-1.5
KNES 3	Circuit Weight Training	1-1.5
KNES 4	Beginning Weight Lifting	1-1.5
KNES 5*	Intermediate Weight Lifting	1-1.5
KNES 6*	Advanced Weight Lifting	1-1.5
KNES 7	Step Training	1
KNES 8	Beginning Cardio Kickboxing	1-1.5
KNES 9	Stretching, Flexibility, & Conditioning	1-1.5
KNES 10	Cross Training	1-1.5
KNES 28	Beginning Yoga	1-1.5
KNES 29	Introduction to Tai Chi Ch'uan	1
KNES 31	Muscle Toning for Women	1-1.5
KNES 37*	Intermediate Tai Chi Ch'uan	1
KNES/DANC 38*	Intermediate Mat Pilates	1-1.5
KNES 39*	Intermediate Yoga	1-1.5
KNES 40*	Advanced Yoga	1-1.5
KNES 50	Aerobic Dance	1-1.5
KNES/DANC 65	Introduction to Mat Pilates	1-1.5
KNES 66	Core Training	1-1.5
KNES 68*	Walking for Fitness	1
KNES 69*	Trail Hiking	1
KNES 107	Fitness Assessment and Survey	1

**Individual Sports**

KNES 17	Beginning Bowling	1
KNES 18*	Intermediate Bowling	1

Select One Additional Movement Based Skill Course from the Following Six Categories (1-1.5 units):

**Aquatics**

KNES 41	Swimming for Nonswimmers	1-1.5
KNES 42*	Intermediate Swimming	1-1.5
KNES 43*	Advanced Swimming and Diving	1-1.5
KNES 44*	Aquatic Conditioning	1-1.5
KNES 49	Aqua Aerobics	1-1.5

**Combative**

KNES 90	Beginning Self-Defense	1
KNES 91*	Intermediate Self-Defense	1
KNES 93	Beginning Karate	1
KNES 94	Beginning Aikido	1
KNES 95*	Intermediate Aikido	1
KNES 96*	Advanced Aikido	1
KNES 97*	Intermediate Karate	1
KNES 199	Street Martial Arts	1

**Dance**

DANC 51	Introduction to Ballet	1-1.5
DANC 54	Introduction to Modern Dance	1-1.5
DANC 57	Introduction to Jazz Dancing	1-1.5
DANC 60	Introduction to Tap Dancing	1
DANC 66	Introduction to Latin Dance	1
DANC 68	Introduction to Social Dance	1

**Fitness**

KNES 1	Cardiovascular Conditioning	1-1.5
KNES 3	Circuit Weight Training	1-1.5
KNES 4	Beginning Weight Lifting	1-1.5
KNES 5*	Intermediate Weight Lifting	1-1.5
KNES 6*	Advanced Weight Lifting	1-1.5
KNES 7	Step Training	1
KNES 8	Beginning Cardio Kickboxing	1-1.5
KNES 9	Stretching, Flexibility, & Conditioning	1-1.5
KNES 10	Cross Training	1-1.5
KNES 28	Beginning Yoga	1-1.5
KNES 29	Introduction to Tai Chi Ch'uan	1
KNES 31	Muscle Toning for Women	1-1.5
KNES 37*	Intermediate Tai Chi Ch'uan	1
KNES/DANC 38*	Intermediate Mat Pilates	1-1.5
KNES 39*	Intermediate Yoga	1-1.5
KNES 40*	Advanced Yoga	1-1.5
KNES 50	Aerobic Dance	1-1.5
KNES/DANC 65	Introduction to Mat Pilates	1-1.5
KNES 66	Core Training	1-1.5
KNES 68*	Walking for Fitness	1
KNES 69*	Trail Hiking	1
KNES 107	Fitness Assessment and Survey	1

**Individual Sports**

KNES 17	Beginning Bowling	1
KNES 18*	Intermediate Bowling	1

SADDLEBACK COLLEGE  
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ACADEMIC YEAR 2020-2021

KNES 19	Beginning Cycling and Spinning	1-1.5
KNES 20	Beginning Golf I	<del>1-1.5</del>
KNES 21*	Beginning Golf II	<del>1-1.5</del>
KNES 22*	Intermediate Golf	1
KNES 23*	Advanced Golf	<del>1-1.5</del>
KNES 24	Beginning Tennis I	1-1.5
KNES 25*	Beginning Tennis II	1-1.5
KNES 26*	Intermediate Tennis	1-1.5
KNES 27*	Advanced Tennis	1-1.5
KNES 35*	Intermediate Surfing	1
KNES 36*	Advanced Surfing	1
KNES 63	Beginning Rock Climbing	1
KNES 88*	Intermediate Rock Climbing	1
KNES 89*	Advanced Rock Climbing	1

**Team Sports**

KNES 70	Basketball	1-1.5
KNES 71*	Advanced Basketball	1-1.5
KNES 72	Beginning Soccer	1-1.5
KNES 73*	Advanced Soccer	1-1.5
KNES 76	Beginning Volleyball	1
KNES 77*	Intermediate Volleyball	1
KNES 78*	Advanced Volleyball	1
KNES 81	Beginning Beach Volleyball	1
KNES 84*	Intermediate Beach Volleyball	1

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

<<Students may take either KNES 41 or KNES 42, but not both.

KNES 19	Beginning Cycling and Spinning	1-1.5
KNES 20	Beginning Golf I	<b>1</b>
KNES 21*	Beginning Golf II	<b>1</b>
KNES 22*	Intermediate Golf	1
KNES 23*	Advanced Golf	<b>1</b>
KNES 24	Beginning Tennis I	1-1.5
KNES 25*	Beginning Tennis II	1-1.5
KNES 26*	Intermediate Tennis	1-1.5
KNES 27*	Advanced Tennis	1-1.5
KNES 35*	Intermediate Surfing	1
KNES 36*	Advanced Surfing	1
KNES 63	Beginning Rock Climbing	1
KNES 88*	Intermediate Rock Climbing	1
KNES 89*	Advanced Rock Climbing	1

**Team Sports**

KNES 70	Basketball	1-1.5
KNES 71*	Advanced Basketball	1-1.5
KNES 72	Beginning Soccer	1-1.5
KNES 73*	Advanced Soccer	1-1.5
KNES 76	Beginning Volleyball	1
KNES 77*	Intermediate Volleyball	1
KNES 78*	Advanced Volleyball	1
KNES 81	Beginning Beach Volleyball	1
KNES 84*	Intermediate Beach Volleyball	1
<b>KNES 175</b>	<b>Futsal-Indoor Soccer</b>	<b>1</b>

**►A grade of C or better is required.**

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

<<Students may take either KNES 41 or KNES 42, but not both.

**Associate Degree**

**Associate of Arts Degree**

Complete units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 to qualify for the Associate of Arts degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

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

**Associate Degree**

**Associate of Arts Degree**

Complete units as described above and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 to qualify for the Associate of Arts degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Music Production Entrepreneurship**  
**Certificate of Achievement**

The Music Production Entrepreneurship certificate prepares students to use industry-recognized software and hardware to create, edit, record, and perform music. Its entrepreneurial focus prepares students with the knowledge necessary to market, promote and monetize their music. The certificate will ~~prepare~~ students to enter the following occupations: music producer, professional musician, recording engineer, film composer, video game composer, electronic musician, music supervisor, music library owner or digital media composer/producer. The field of Music Production is inherently competitive, and completion of the program does not guarantee employment. Success in the occupations listed above is based on a number of factors including musical, technical and entrepreneurial ability.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Create, edit, record and perform music using a Digital Audio Workstation.
- Describe, analyze and discuss trends in electronic music production, including sampling, controllerism and drum programming.
- Analyze and evaluate various methods of music distribution.
- Discuss and identify various careers within the music industry.
- Analyze and illustrate various principles of the music industry including but not limited to music copyright, music publishing, music licensing, artist ~~team~~ and performing rights organizations.
- Compare models for digital music monetization and self-promotion.

**Required Courses**

Course ID	Title	Units
MUS 120	Introduction to the Music Industry	3
MUS 130	Music Production I	2.5
MUS 118	Digital Multi-Track Music Recording	2.5
MUS 131*	Music Production II	2
<del>CWE 180</del>	<del>Co-Op-Ed Commercial Music</del>	<del>2</del>

**Total Units for the Certificate 42**

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

**Revised**  
**Music Production Entrepreneurship**  
**Certificate of Achievement**

The Music Production Entrepreneurship certificate prepares students to use industry-recognized software and hardware to create, edit, record, and perform music. Its entrepreneurial focus prepares students with the knowledge necessary to market, promote and monetize their music. The certificate will ~~equip~~ students to enter the following occupations: music producer, professional musician, recording engineer, film composer, video game composer, electronic musician, music supervisor, music library owner or digital media composer/producer. The field of Music Production is inherently competitive, and completion of the program does not guarantee employment. Success in the occupations listed above is based on a number of factors including musical, technical and entrepreneurial ability.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Create, edit, record and perform music using a Digital Audio Workstation.
- Describe, analyze and discuss trends in electronic music production, including sampling, controllerism and drum programming.
- Analyze and evaluate various methods of music distribution.
- Discuss and identify various careers within the music industry.
- Analyze and illustrate various principles of the music industry including but not limited to music copyright, music publishing, music licensing, artist and performing rights organizations.
- Compare models for digital music monetization and self-promotion.

**Required Core**

Course ID	Title	Units
MUS 120	Introduction to the Music Industry	3
MUS 130	Music Production I	2.5
MUS 118	Digital Multi-Track Music Recording	2.5
MUS 131*	Music Production II	2
	<b>Select from Restricted Electives</b>	<b>2-3</b>

**Total Units for the Certificate 12-13**

**Restricted Electives**

<b>MUS 1</b>	<b>The Basics of Music</b>	<b>3</b>
<b>MUS 10*</b>	<b>Harmony I</b>	<b>3</b>
<b>MUS 54A</b>	<b>Beginning Piano I</b>	<b>2</b>
<b>CWE 180</b>	<b>Co-Op-Ed Commercial Music</b>	<b>2</b>

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



SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current  
Network Administrator  
Certificate of Achievement**

This program prepares the student for an entry-level position as **an information systems network administrator**.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Design a basic high speed computer network to fulfill a customer's requirements.
- ~~Demonstrate ability to physically assemble and cable a basic high speed computer network.~~
- ~~Program and configure network components for basic network connectivity.~~
- ~~Demonstrate key skills for employment in the area of Network Administrator.~~

Course ID	Title	Units
CIM 1	Computer Information Systems	4
-Or		
CIM 112	Microsoft Office	3
CIMN 130	Computer Operating Systems - UNIX/Linux	3
CIMN 100+	Computer Operating Systems- Windows	3
CIMN 200	Introduction to Networking	3
CIMN 210	Networking Essentials and Technologies	3.5
	Select from Restricted Electives:	6
	<b>Total Units for the Certificate:</b>	<b>24.5-22.5</b>

**Restricted Electives:**

CIMP 7A	Business Programming – Java – Beginning	3
CIMP 7B*	Business Programming – Java – Advanced	3
CIMW 105	Web Development and DB – Intro SQL and MySQL	3
CIMA 106	Database – Access	3
CIMW 207	Social Media & Web Fundamentals	1.5
CIMA 108	Business Presentations – PowerPoint	3
CIMN 240*	Fundamental UNIX/Linux System Administration	3
CIMN 250*	Network and Security Administration Using UNIX/Linux	3
CIMW 100A*	Web Site Development – HTML – Beginning	1.5
CIMW 100B*	Web Site Development – HTML – Advanced	1.5
CIMS 200*	Information Security Fundamentals	3
CIMS 230	Security+	3
CIMN 220A	MCSE Certification Exam Prep I	3
CIMN 220B	MCSE Certification Exam Prep II	3
CIMN 220C	MCSE Certification Exam Prep III	3
CIMS 250	Cyberlaw	3
CIMN 260	CISCO CCNA	3

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

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

**Revised  
Network Administrator  
Certificate of Achievement**

This program prepares students for entry-level positions as **either operating system or network administrators**. The core requirements for the certificate include preparation for industrial coveted **CompTIA A+ and Network+ certificates**. The restrictive electives allow students to either emphasize **networking with Cisco, a worldwide leader in cybersecurity solutions and computers networking, or students can emphasize Microsoft Window's system administration**. Other emphases might be **Microsoft Window's desktop applications or SQL databases**.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Design a basic high-speed computer network to fulfill a customer's requirements.
- **Demonstrate knowledge of IT and network terminology.**
- **Describe various command line operating system commands.**

Course ID	Title	Units
CIMN 100	Computer Operating Systems- Windows	3
CIMN 110	Networking Essentials and Technologies for IT Cybersecurity	3
CIMN 120	Introduction to Networking: CompTIA Network+	3
CIMN 130	Computer Operating Systems – UNIX and Linux	3
	Restricted Electives:	6-7
	<b>Total Units for the Certificate:</b>	<b>18-19</b>

**Restricted Electives: Select 6-7 Units from the following:**

CIM 1	Computer Information Systems	4
-Or		
CIM 112	Microsoft Office	3
CIMW 105	Web Development and DB – Intro SQL and MySQL	3
CIMN 140*	Fundamental UNIX/Linux System Administration	3
CIMN 160	CISCO CCNA: Routing and Switching Essentials	3
CIMN 220A	MCSE Certification Exam Prep I	3
CIMN 220B	MCSE Certification Exam Prep II	3
CIMN 220C	MCSE Certification Exam Prep III	3
CIMS 130	Intro to Information Systems Security: CompTIA Security+	3
CIMS 150	Introduction to Cybersecurity: Ethical Hacking	3

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current  
Network Administrator  
Associate in Science**

**This program prepares the student for an entry-level position as an information systems network administrator.**

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Design a basic high speed computer network to fulfill a customer's requirements.
- **Demonstrate ability to physically assemble and cable a basic high speed computer network.**
- **Program and configure network components for basic network connectivity.**
- **Demonstrate key skills for employment in the area of Network Administrator.**

Course ID	Title	Units
<b>CIM 1</b>	<b>Computer Information Systems</b>	<b>4</b>
<b>-Or</b>		
<b>CIM 112</b>	<b>Microsoft Office</b>	<b>3</b>
CIMN 130	Computer Operating Systems - UNIX/Linux	3
CIMN 100+	Computer Operating Systems- Windows	3
<b>CIMN 200</b>	<b>Introduction to Networking</b>	<b>3</b>
<b>CIMN 210</b>	<b>Networking Essentials and Technologies</b>	<b>3.5</b>
	<b>Select from Restricted Electives:</b>	<b>6</b>
	<b>Total Units for the Major:</b>	<b>21.5-22.5</b>
<b>Restricted Electives:</b>		
CIMP 7A	Business Programming – Java – Beginning	3
CIMP 7B*	Business Programming – Java—Advanced	3
CIMW 105	Web Development and DB – Intro SQL and MySQL	3
<b>CIMA 106</b>	<b>Database – Access</b>	<b>3</b>
<b>CIMW 207</b>	<b>Social Media &amp; Web Fundamentals</b>	<b>1.5</b>
<b>CIMA 108</b>	<b>Business Presentations – PowerPoint</b>	<b>3</b>
<b>CIMN 240*</b>	<b>Fundamental UNIX/Linux System Administration</b>	<b>3</b>
<b>CIMN 250*</b>	<b>Network and Security Administration Using UNIX/Linux</b>	<b>3</b>
<b>CIMW 100A*</b>	<b>Web Site Development – HTML-Beginning</b>	<b>1.5</b>
<b>CIMW 100B*</b>	<b>Web Site Development – HTML – Advanced</b>	<b>1.5</b>
<b>CIMS 200*</b>	<b>Information Security Fundamentals</b>	<b>3</b>
<b>CIMS 230</b>	<b>Security+</b>	<b>3</b>
CIMN 220A	MCSE Certification Exam Prep I	3
CIMN 220B	MCSE Certification Exam Prep II	3
CIMN 220C	MCSE Certification Exam Prep III	3
<b>CIMS 250</b>	<b>Cyberlaw</b>	<b>3</b>
<b>CIMN 260</b>	<b>CISCO CCNA</b>	<b>3</b>

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

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

**Associate in Science Degree**

Complete a minimum of 60 units including the total number of units described above and the General Education requirements with an overall GPA of 2.0 to qualify for the Associate in Science degree. A minimum of 12 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  
Network Administrator  
Associate of Science**

This program prepares students for entry-level positions as either operating system or network administrators. The core requirements for the certificate include preparation for industrial coveted CompTIA A+ and Network+ certificates. The restrictive electives allow students to either emphasize networking with Cisco, a worldwide leader in cybersecurity solutions and computers networking, or students can emphasize Microsoft Window's system administration. Other emphases might be Microsoft Window's desktop applications or SQL databases.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Design a basic high-speed computer network to fulfill a customer's requirements.
- **Demonstrate knowledge of IT and network terminology.**
- **Describe various command line operating system commands.**

Course ID	Title	Units
CIMN 100	Computer Operating Systems- Windows	3
<b>CIMN 110</b>	<b>Networking Essentials and Technologies for IT Cybersecurity</b>	<b>3</b>
<b>CIMN 120</b>	<b>Introduction to Networking: CompTIA Network+</b>	<b>3</b>
CIMN 130	Computer Operating Systems – UNIX and Linux	3
	<b>Restricted Electives:</b>	<b>6-7</b>
	<b>Total Units for the Major:</b>	<b>18-19</b>

**Restricted Electives: Select 6-7 Units from the following:**

<b>CIM 1</b>	<b>Computer Information Systems</b>	<b>4</b>
<b>-Or</b>		
<b>CIM 112</b>	<b>Microsoft Office</b>	<b>3</b>
CIMP 7A	Business Programming – Java – Beginning	3
CIMP 7B*	Business Programming – Java—Advanced	3
<b>CIMP 8A</b>	<b>Programming with Python</b>	<b>3</b>
CIMW 105	Web Development and DB – Intro SQL and MySQL	3
<b>CIMN 140*</b>	<b>Fundamental UNIX/Linux System Administration</b>	<b>3</b>
<b>CIMN 160</b>	<b>CISCO CCNA: Routing and Switching Essentials</b>	<b>3</b>
CIMN 220A	MCSE Certification Exam Prep I	3
CIMN 220B	MCSE Certification Exam Prep II	3
CIMN 220C	MCSE Certification Exam Prep III	3
<b>CIMS 130</b>	<b>Intro to Information Systems Security: CompTIA Security+</b>	<b>3</b>
<b>CIMS 150</b>	<b>Introduction to Cybersecurity: Ethical Hacking</b>	<b>3</b>

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

**Associate of Science Degree**

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

**General Education Requirements for Associate Degrees**

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Theatre Arts**  
**Associate in Arts for Transfer**

The Associate in Arts in Theatre Arts for Transfer degree will provide students with a broad introduction to making theatre. This degree is designed for students with an interest in pursuing theatre as a profession who have not yet decided where to specialize. As such, students will receive a broad overview of the many aspects of theatre, including performance, design, theatre history, lighting, costumes, and stagecraft. Students who complete the Associate in Arts in Theatre Arts for transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Recognize standard practices of ensemble playing in a rehearsal/performance environment.
- Compare and analyze the theories and techniques of acting from a historical perspective.
- Analyze texts and scripts as they pertain to performance.
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements.
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwrighting, and technical elements.
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character.
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script.

**Graduation Requirements**

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

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

**Required Core Courses: (9 units)**

Course ID	Title	Units
TA 20	Theatre Appreciation	3
or		
TA 25	Theatre History – Primitive to Renaissance	3
TA 1	Fundamentals of Acting	3

**Complete 3 units in Technical Theatre in Production**

<b>ETT 142*</b>	<b>Theatre Production</b>	<b>4</b>
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**List A: Select three courses (9 units)**

TA 2*	Scene Study I	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
TA 43	Stage Make-Up	3
ETT 40	Stagecraft	3

**Total Units for the Major 18**

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

**Revised**  
**Theatre Arts**  
**Associate in Arts for Transfer**

The Associate in Arts in Theatre Arts for Transfer degree will provide students with a broad introduction to making theatre. This degree is designed for students with an interest in pursuing theatre as a profession who have not yet decided where to specialize. As such, students will receive a broad overview of the many aspects of theatre, including performance, design, theatre history, lighting, costumes, and stagecraft. Students who complete the Associate in Arts in Theatre Arts for transfer degree receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Recognize standard practices of ensemble playing in a rehearsal/performance environment.
- Compare and analyze the theories and techniques of acting from a historical perspective.
- Analyze texts and scripts as they pertain to performance.
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements.
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwrighting, and technical elements.
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character.
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script.

**Graduation Requirements**

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

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

**Required Core Courses: (9 units)**

Course ID	Title	Units
TA 20	Theatre Appreciation	3
or		
TA 25	Theatre History – Primitive to Renaissance	3
TA 1	Fundamentals of Acting	3

**Complete 3 units in Rehearsal and Performance Production**

<b>TA 15*</b>	<b>Rehearsal and Performance – Drama</b>	<b>3</b>
<b>TA 16*</b>	<b>Rehearsal and Performance – Comedy</b>	<b>3</b>
<b>TA 17*</b>	<b>Rehearsal and Performance – Mixed Genres</b>	<b>3</b>
<b>TA 19*</b>	<b>Rehearsal and Performance – Musical Theatre</b>	<b>3</b>
<b>TA 113*</b>	<b>Rehearsal and Performance – Children's Theatre</b>	<b>3</b>

**List A: Select three courses (9 units)**

TA 2*	Scene Study I	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
TA 43	Stage Make-Up	3
ETT 40	Stagecraft	3
<b>TA 15**</b>	<b>Rehearsal and Performance – Drama</b>	<b>3</b>
<b>TA 16**</b>	<b>Rehearsal and Performance – Comedy</b>	<b>3</b>
<b>TA 17**</b>	<b>Rehearsal and Performance – Mixed Genres</b>	<b>3</b>
<b>TA 19**</b>	<b>Rehearsal and Performance – Musical Theatre</b>	<b>3</b>
<b>TA 113**</b>	<b>Rehearsal and Performance – Children's Theatre</b>	<b>3</b>

**Total Units for the Major 18**

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

**•A maximum of three units may be taken in Rehearsal and Performance Production (TA 15, TA 16, TA 17, TA 19, TA 113) to be counted toward List A requirements. Course taken to fulfill core requirement may not be taken again to meet List A requirements.**

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**

**Theatre Arts Entertainment and Theatre Technology  
Certificate of Achievement**

The Saddleback College Department of Theatre Arts' Entertainment and Theatre Technology Certificate of Achievement program provides students with a career preparation for entry-level positions in the professional entertainment industry. This comprehensive and intensive program offers students the opportunity to explore fundamentals of a wide variety of practical career opportunities in the entertainment industry including Theatre Technician, Theatrical Stage Employee, Moving Picture Technician, Theatre Artist and its Allied Crafts. Technical theatre students participate in the hands-on experience of creating all of the technical elements of Department of Theatre Arts' productions as well as other live events on the Saddleback College campus.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for entry level positions in the professional entertainment industry.
- Demonstrate technical skills in a wide variety of applications related to theatrical production.
- Demonstrate competence in the production of live events.

**Required Core:**

Course ID	Title	Units
ETT 40	Stagecraft	3
ETT 100*	Applied Technical Theatre Production	2
ETT 142✧	Theatre Production	1
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
TA 1	Fundamentals of Acting	3
ETT 240*	Advanced Stagecraft	3
TA 20	Theatre Appreciation	3
CWE 180*	Co-Op-Ed Entertainment and Theatre Technology	2
ETT 144	Theatre Scenery Painting	2
	Select one course from Group 1: Appreciation and History	3
	Select one course from Group 2: Industry Skills	2-3

**Total Units for the Certificate 29-30**

**Group 1: Appreciation and History**

ARTH 20	Art Appreciation	3
CTVR 3	The History and Appreciation of American Cinema	3
DANC 64	History of Dance	3
MUS 20	Music Appreciation	3
MUS 27	History of Jazz	3
MUS 28	History of Rock	3
TA 22	Musical Theatre History and Appreciation	3

**Group 2: Industry Skills**

ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
MUS 118	Digital Multi-Track Music Recording	2.5
MUS 130	Music Production I	2.5
MUS 132	Introduction to Music Technology	2

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

✧ Course needs to be taken ~~three~~ times.

**Revised**

**Theatre Arts Entertainment and Theatre Technology  
Certificate of Achievement**

The Saddleback College Department of Theatre Arts' Entertainment and Theatre Technology Certificate of Achievement program provides students with a career preparation for entry-level positions in the professional entertainment industry. This comprehensive and intensive program offers students the opportunity to explore fundamentals of a wide variety of practical career opportunities in the entertainment industry including Theatre Technician, Theatrical Stage Employee, Moving Picture Technician, Theatre Artist and its Allied Crafts. Technical theatre students participate in the hands-on experience of creating all of the technical elements of Department of Theatre Arts' productions as well as other live events on the Saddleback College campus.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate preparation for entry level positions in the professional entertainment industry.
- Demonstrate technical skills in a wide variety of applications related to theatrical production.
- Demonstrate competence in the production of live events.

**Required Core:**

Course ID	Title	Units
ETT 40	Stagecraft	3
ETT 100*	Applied Technical Theatre Production	2
ETT 142✧	Theatre Production	1 <b>(2)</b>
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
TA 1	Fundamentals of Acting	3
ETT 240*	Advanced Stagecraft	3
TA 20	Theatre Appreciation	3
CWE 180*	Co-Op-Ed Entertainment and Theatre Technology	2
ETT 144	Theatre Scenery Painting	2
	Select one course from Group 1: Appreciation and History	3
	Select one course from Group 2: Industry Skills	2-3

**Total Units for the Certificate 28-29**

**Group 1: Appreciation and History**

ARTH 20	Art Appreciation	3
CTVR 3	The History and Appreciation of American Cinema	3
DANC 64	History of Dance	3
MUS 20	Music Appreciation	3
MUS 27	History of Jazz	3
MUS 28	History of Rock	3
TA 22	Musical Theatre History and Appreciation	3

**Group 2: Industry Skills**

ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
<b>ETT 242*</b>	<b>Styles of Paint for the Entertainment Industry</b>	<b>3</b>
<b>ETT 244*</b>	<b>Advanced Scenery Painting</b>	<b>3</b>
MUS 118	Digital Multi-Track Music Recording	2.5
MUS 130	Music Production I	2.5
MUS 132	Introduction to Music Technology	2

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

✧ Course needs to be taken ~~two~~ times.

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Theatre Arts Performance and Acting**  
**Associate of Arts**

The Theatre Arts Performance and Acting Associate of Arts Degree program is designed to provide the student the opportunity to obtain professional training and achieve an Associate Degree in Theatre Arts. With this degree, a student can transfer to an institution of higher learning which offers a BA or BFA in Drama Studies, Theatre Arts, Theatre Education and other related Liberal Arts degrees. Students should consult the transfer institutions for concentration specific requirements. A Baccalaureate Degree in Theatre Arts or higher is recommended for those considering a professional career in Performance and Acting. An Associate of Arts degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain employment in performance, acting, or voice over work.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Recognize standard practices of ensemble playing in a rehearsal/performance environment
- Compare and analyze the theories and techniques of acting from a historical perspective
- Analyze texts and scripts as they pertain to performance
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwriting, and technical elements
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script

**Required Courses:**

Course ID	Title	Units
ETT 40	Stagecraft	3
TA 1	Fundamentals of Acting	3
TA 2*	Scene Study I	3
TA 3*	Scene Study II	3
TA 11	Stage Movement	3
TA 35	Voice and Diction	3
	Select <b>two</b> units from Group 1: Rehearsal, Performance, and Production	<b>2</b>
	Select one course from Group 2: Appreciation and History	3
	Select one course from Group 3: Theatre Electives	3

**Total Units for the Major 26**

**Group 1: Rehearsal, Performance, and Production (select 2 units)**

ETT 142✧	Theatre Production	1 (2)
TA 15*	Rehearsal and Performance – Drama	<b>2</b>
TA 16*	Rehearsal and Performance – Comedy	<b>2</b>
TA 17*	Rehearsal and Performance – Mixed Genres	<b>2</b>
TA 19*	Rehearsal and Performance – Musical Theatre	<b>2</b>
TA 113*	Rehearsal and Performance – Children's Theatre	<b>2</b>

**Group 2: Appreciation and History (select one course)**

TA 20	Theatre Appreciation	3
TA 25	Theatre History – Primitive to Renaissance	3
TA 22	Musical Theatre History and Appreciation	3

**Group 3: Theatre Electives (select one course)**

ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
TA 4*	Acting Styles I	3
TA 10	Musical Theatre Techniques	3
TA 12*	Directing	3

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

✧ If ETT 142 is selected, **the student will need to take it twice to reach 2 units.**

**Associate of Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

**Revised**  
**Theatre Arts Performance and Acting**  
**Associate of Arts**

The Theatre Arts Performance and Acting Associate of Arts Degree program is designed to provide the student the opportunity to obtain professional training and achieve an Associate Degree in Theatre Arts. With this degree, a student can transfer to an institution of higher learning which offers a BA or BFA in Drama Studies, Theatre Arts, Theatre Education and other related Liberal Arts degrees. Students should consult the transfer institutions for concentration specific requirements. A Baccalaureate Degree in Theatre Arts or higher is recommended for those considering a professional career in Performance and Acting. An Associate of Arts degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain employment in performance, acting, or voice over work.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Recognize standard practices of ensemble playing in a rehearsal/performance environment
- Compare and analyze the theories and techniques of acting from a historical perspective
- Analyze texts and scripts as they pertain to performance
- Demonstrate skill for technical aspects of acting, including physical, vocal, imaginative, analytical and emotional elements
- Compare and contrast theatrical periods and styles in terms of acting, directing, playwriting, and technical elements
- Apply imagination and character analysis to identify and describe the personality and motivations of a given character
- Apply technical processes, including lighting, set, costume, and/or stage make-up design, as they pertain to a given dramatic script

**Required Core:**

Course ID	Title	Units
ETT 40	Stagecraft	3
TA 1	Fundamentals of Acting	3
TA 2*	Scene Study I	3
TA 3*	Scene Study II	3
TA 11	Stage Movement	3
TA 35	Voice and Diction	3
	Select <b>2-3</b> units from Group 1: Rehearsal, Performance, and Production	<b>2-3</b>
	Select one course from Group 2: Appreciation and History	3
	Select one course from Group 3: Theatre Electives	3

**Total Units for the Major 26-27**

**Group 1: Rehearsal, Performance, and Production (select 2-3 units)**

ETT 142✧	Theatre Production	1 (2)
TA 15*	Rehearsal and Performance – Drama	<b>3</b>
TA 16*	Rehearsal and Performance – Comedy	<b>3</b>
TA 17*	Rehearsal and Performance – Mixed Genres	<b>3</b>
TA 19*	Rehearsal and Performance – Musical Theatre	<b>3</b>
TA 113*	Rehearsal and Performance – Children's Theatre	<b>3</b>

**Group 2: Appreciation and History (select one course)**

TA 20	Theatre Appreciation	3
TA 25	Theatre History – Primitive to Renaissance	3
TA 22	Musical Theatre History and Appreciation	3

**Group 3: Theatre Electives (select one course)**

ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
TA 4*	Acting Styles I	3
TA 10	Musical Theatre Techniques	3
TA 12*	Directing	3

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

✧ If ETT 142 is selected, **course needs to be taken two times.**

**Associate of Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Theatre Arts Technical Theatre**  
**Associate of Arts**

The Theatre Arts Technical Theatre Associate of Arts degree program is designed to provide the student the opportunity to obtain professional training and achieve an Associate Degree in Technical Theatre. With this degree, a student can transfer to an institution of higher learning which offers a BA in Drama Studies, Theatre Arts, Theatre Education, Technical Theatre and other related Liberal Arts degrees. A Baccalaureate Degree in Theatre Arts or higher is recommended for those considering a professional career in the entertainment industry or theatre. An Associate Degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain entry-level employment as a Theatre Technician, Theatrical Stage Employee, Moving Picture Technician, Entertainment Artist, or in Allied Crafts.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate skills for entry level positions in the professional entertainment industry.
- Demonstrate the basic components of stagecraft.
- Demonstrate a variety of acting techniques.

**Required Core:**

Course ID	Title	Units
ETT 40	Stagecraft	3
ETT 100*	Applied Technical Theatre Production	2
ETT 142 ⇄	Theatre Production	1 <b>(3)</b>
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
TA 1	Fundamentals of Acting	3
	Select one course from Group 1	3
	Select one course from Group 2	2-3

**Total Units for the Major** **19-20**

**Group 1:**

TA 20	Theatre Appreciation	3
TA 22	Musical Theatre History and Appreciation	3
TA 25	Theatre History – Primitive to Renaissance	3

**Group 2:**

ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
ETT 144	Theatre Scenery Painting	2

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

⇄ Course needs to be taken **three** times.

**Associate of Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

**Revised**  
**Theatre Arts Technical Theatre**  
**Associate of Arts**

The Theatre Arts Technical Theatre Associate of Arts degree program is designed to provide the student the opportunity to obtain professional training and achieve an Associate Degree in Technical Theatre. With this degree, a student can transfer to an institution of higher learning which offers a BA in Drama Studies, Theatre Arts, Theatre Education, Technical Theatre and other related Liberal Arts degrees. A Baccalaureate Degree in Theatre Arts or higher is recommended for those considering a professional career in the entertainment industry or theatre. An Associate Degree would demonstrate commitment to the major for those transferring to other institutes of higher learning and may support attempts to gain entry-level employment as a Theatre Technician, Theatrical Stage Employee, Moving Picture Technician, Entertainment Artist, or in Allied Crafts.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate skills for entry level positions in the professional entertainment industry.
- Demonstrate the basic components of stagecraft.
- Demonstrate a variety of acting techniques.

**Required Core:**

Course ID	Title	Units
ETT 40	Stagecraft	3
ETT 100*	Applied Technical Theatre Production	2
ETT 142 ⇄	Theatre Production	1 <b>(2)</b>
ETT 101*	Fundamentals of Design and Graphics for Theatre	3
TA 1	Fundamentals of Acting	3
	Select one course from Group 1	3
	Select one course from Group 2	2-3

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

**Group 1:**

TA 20	Theatre Appreciation	3
TA 22	Musical Theatre History and Appreciation	3
TA 25	Theatre History – Primitive to Renaissance	3

**Group 2:**

ETT 41*	Lighting Design Fundamentals	3
ETT 42	Costume Design	3
ETT 144	Theatre Scenery Painting	2

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

⇄ Course needs to be taken **two** times.

**Associate of Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2020-2021

**Current**  
**Water Resources and Conservation**  
**Certificate of Achievement**

Water Resources and Conservation provides students with an integrated background and critical knowledge of water resources and conservation issues. Students will gain skills and practical application of those skills to design, implement, and evaluate water conservation programs that address current and future water issues at a local, national, and global level. The program combines classroom, laboratory, and field study instruction providing students with a well-rounded preparation in the water resources and conservation field. The goal of the program is to train and prepare students for a career in the water field as water efficiency/conservation technicians, coordinators, or specialists, or as water resources specialists and technicians. The program will also prepare students for water conservation certification examinations administered by professional associations within the water industry.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Design, implement, evaluate and market water conservation programs to a broad audience.
- Evaluate water usage patterns for rural, urban, residential, and commercial sites; recommend water efficiency measures as well as alternate water sources.
- Understand water distribution, flow, and elimination systems; basic hydraulics; quality issues; balance and time of use.
- Understand the many stressors to water accessibility and how they interact to affect supply and demand along with other issues.
- Monitor, collect, interpret and analyze data to evaluate effectiveness of programs and modify them over time.
- Calculate water and cost savings and produce comprehensive cost/benefit analysis reports.
- Develop basic knowledge of water resource economics and how economics relates to supply and demand.

**Required Courses**

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 6*	Scarcity and Environment	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
ENV 123	Water and Soil Conservation	3
ENV <del>140</del>	Water Quality and Monitoring	3
ENV 141	Water Resources and Management	4
CWE 180	Co-Op-Ed Environmental <del>Studies</del>	1

**Total Units for the Certificate 22**

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

**Revised**  
**Water Resources and Conservation**  
**Certificate of Achievement**

Water Resources and Conservation provides students with an integrated background and critical knowledge of water resources and conservation issues. Students will gain skills and practical application of those skills to design, implement, and evaluate water conservation programs that address current and future water issues at a local, national, and global level. The program combines classroom, laboratory, and field study instruction providing students with a well-rounded preparation in the water resources and conservation field. The goal of the program is to train and prepare students for a career in the water field as water efficiency/conservation technicians, coordinators, or specialists, or as water resources specialists and technicians. The program will also prepare students for water conservation certification examinations administered by professional associations within the water industry.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Design, implement, evaluate and market water conservation programs to a broad audience.
- Evaluate water usage patterns for rural, urban, residential, and commercial sites; recommend water efficiency measures as well as alternate water sources.
- Understand water distribution, flow, and elimination systems; basic hydraulics; quality issues; balance and time of use.
- Understand the many stressors to water accessibility and how they interact to affect supply and demand along with other issues.
- Monitor, collect, interpret and analyze data to evaluate effectiveness of programs and modify them over time.
- Calculate water and cost savings and produce comprehensive cost/benefit analysis reports.
- Develop basic knowledge of water resource economics and how economics relates to supply and demand.

**Required Core**

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 6*	Scarcity and Environment	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
ENV 123	Water and Soil Conservation	3
ENV <del>38</del>	Water Quality and Monitoring	3
ENV 141	Water Resources and Management	4
CWE 180	Co-Op-Ed Environmental <del>Monitoring and</del>	1
<b>Assessment</b>		1

**Total Units for the Certificate 22**

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

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

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

### **RECOMMENDATION**

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

Item Submitted By: *Dr. Cindy Vyskocil, Acting President, Irvine Valley College*  
*Dr. Elliot Stern, President, Saddleback College*  
*Ann-Marie Gabel, Vice Chancellor, Business Services*



Out of State Student Travel  
December 16, 2019  
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
2020 California Community College Forensics Association State Championship Tournament Sacramento, CA	March 11-15, 2020	10	3	\$9,100	General Fund: \$2,700  ASIVC: \$6,400	IVC
Model United Nations (MUN) Political Science Club To attend and participate in the National Model United Nations – 2020 New York  Sheraton New York Times Square 811 Seventh Avenue New York, NY 10019	Conference A: March 27–April 2, 2020 OR Conference B: April 3–9, 2020  Final dates will be assigned by organizers upon registration confirmation.	16	2	\$39,712	General Fund: \$15,619  ASIVC: \$8,000  IVC MUN Foundation: \$1,273  Individual Student Contributions: \$14,820	IVC
2020 Phi Rho Pi National Speech and Debate Championship Tournament Albuquerque, NM	April 4–12, 2020	10	3	\$22,436	General Fund: \$6,384  ASIVC: \$16,052	IVC
American College Dance Association Conference 2020 University of West Virginia (Morgantown, WV)	March 12-18, 2020	8	2	\$12,430	ASG \$10,000  General Fund \$2,430	SC

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adopt Resolution No. 19-32: Update Account Information for Local Agency Investment Fund

**ACTION:** Approval

---

### **BACKGROUND**

The Local Agency Investment Fund (LAIF) is an agency of the State of California created by Assembly Bill 3107, and incorporated into the law under Chapter 730 of the statutes of 1976 Section 16429.1 of the California Government Code. The fund allows voluntary participation in an investment pool controlled by the State Treasurer.

### **STATUS**

The information on file at LAIF has not been updated since Resolution No. 13-15 dated May 20, 2013 (EXHIBIT A). Changes in personnel as well as changes in position titles have occurred since that resolution. LAIF requested that the District submit a new resolution with updated information (EXHIBIT B).

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 19-32 to update the LAIF account information with current position titles and personnel. These changes will allow investment activity of District funds to continue in the Local Agency Investment Fund.

RESOLUTION AUTHORIZATION INVESTMENT  
OF MONIES IN ALL FUNDS OF THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

LOCAL AGENCY INVESTMENT FUND

RESOLUTION No. 13-15

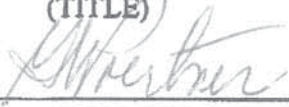
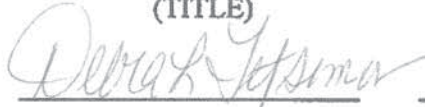
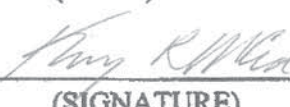
May 20, 2013

WHEREAS, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

WHEREAS, The Board of Trustees of the South Orange County Community College District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein as in the best interests of the District.

NOW THEREFORE, BE IT RESOLVED, that the Board of Trustees of the South Orange County Community College District does hereby authorize the deposit and withdrawal of South Orange County Community College monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

BE IT FURTHER RESOLVED, that the following South Orange County Community College District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

<u>Gary Poertner</u>	<u>Debra L. Fitzsimons</u>	<u>Kimberly R. McCord</u>
(NAME)	(NAME)	(NAME)
<u>Chancellor</u>	<u>Vice Chancellor,</u>	<u>Executive Director,</u>
(TITLE)	<u>Business Services</u>	<u>Business Services</u>
(TITLE)	(TITLE)	(TITLE)
		
(SIGNATURE)	(SIGNATURE)	(SIGNATURE)

MAY 21 2013

20130520 5:34 PM 1047

December 16, 2019

**WHEREAS**, Pursuant to Chapter 730 of the statutes of 1976 Section 16429.1 was added to the California Government Code to create a Local Agency Investment Fund in the State Treasury for the deposit of money of a local agency for purposes of investment by the State Treasurer; and

**WHEREAS**, the Board of Trustees of the South Orange County Community College District does hereby find that the deposit and withdrawal of money in the Local Agency Investment Fund in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein is in the best interest of the District.

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Trustees of the South Orange County Community College District does hereby authorize the deposit and withdrawal of South Orange County Community College District monies in the Local Agency Investment Fund in the State Treasury in accordance with the provisions of Section 16429.1 of the Government Code for the purpose of investment as stated therein.

**BE IT FURTHER RESOLVED**, that the following South Orange County Community College District officers or their successors in office shall be authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund:

<u>Kathleen Burke</u>	<u>Ann-Marie Gabel</u>	<u>Kimberly R. McCord</u>
(NAME)	(NAME)	(NAME)
<u>Chancellor</u>	Vice Chancellor, <u>Business Services</u>	Executive Director, <u>Fiscal Services</u>
(TITLE)	(TITLE)	(TITLE)
  _____ (SIGNATURE)	  _____ (SIGNATURE)	  _____ (SIGNATURE)

**TO:** Board of Trustees

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

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

## TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
ACCT Governance Leadership Institute Pima Community College Tucson, AZ	April 15-17, 2020	\$1,910*	none	

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

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Transfer of Budget Appropriations

**ACTION:** Ratification

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### **BACKGROUND**

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

### **STATUS**

For the reporting period ending November 30, 2019 and in accordance with Administrative Regulation 3101, the transfer of budget appropriations are summarized on EXHIBIT A and presented for ratification.

### **RECOMMENDATION**

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

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TRANSFER OF BUDGET APPROPRIATIONS SUMMARY  
For the period ended November 30, 2019**

**General Fund**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$113,997
2000	Classified Salaries	\$35,929	
3000	Employee Benefits	\$11,388	
4000	Books and Supplies	\$18,433	
5000	Other Operating Expenses & Services	\$170,292	
6000	Capital Outlay		\$151,016
7500	Student Financial Aid		\$37,329
7600	Other Payments to Students	\$66,300	
<b>Total Transfers - General Fund</b>		<b>\$302,342</b>	<b>\$302,342</b>

**Child Development Fund**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies	\$1,201	
5000	Other Operating Expenses & Services		\$1,201
<b>Total Transfers - Child Development Fund</b>		<b>\$1,201</b>	<b>\$1,201</b>

**Capital Outlay Fund**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
5000	Other Operating Expenses & Services		\$17,212
6000	Capital Outlay	\$17,212	
<b>Total Transfers - Capital Outlay Fund</b>		<b>\$17,212</b>	<b>\$17,212</b>

**Associated Student Government - Saddleback College**

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

**Associated Student Government - Irvine Valley College**

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$2,750
5000	Other Operating Expenses & Services	\$11,750	
6000	Capital Outlay		\$9,000
<b>Total Transfers - Associated Student Gov't. - IVC</b>		<b>\$11,750</b>	<b>\$11,750</b>

<b>Total Transfers</b>		<b>\$335,005</b>	<b>\$335,005</b>
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**TO:** Board of Trustees**FROM:** Kathleen F. Burke, Chancellor**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 19-33 to Amend FY 2019-2020 Adopted Budget**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

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

**General Fund**

Veterans Resource Center, Irvine Valley	(\$36)
College Work Study (CWS), Irvine Valley	(\$1,529)
2017-18 Strong Workforce Local Direct, Saddleback	<u>(\$7,057)</u>
Total Decrease to the General Fund	<u><u>(\$8,622)</u></u>

<b>Total Budget Amendment</b>	<b><u><u>(\$8,622)</u></u></b>
-------------------------------	--------------------------------

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution No. 19-33 to amend the FY 2019-2020 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 19-33**

December 16, 2019

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of (\$8,622) is assured to said District as a decrease of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2019-2020 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

**General Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8100	Federal Revenue	(\$1,529)
8600	State Revenue	(\$7,093)
		<u><b>(\$8,622)</b></u>

<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
2000	Classified Salaries	(\$1,529)
5000	Other Operating Expenses & Services	(\$307)
6000	Capital Outlay	(\$6,786)
		<u><b>(\$8,622)</b></u>

<b>Total Budget Amendment</b>	<u><b>(\$8,622)</b></u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2019-2020

**RESOLUTION NO. 19-33**

December 16, 2019

STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE    )

I, Kathleen F. Burke, Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of (\$8,622) was duly and regularly adopted by the said Board at a regular meeting thereof held on December 16, 2019.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 17th day of December 2019.

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Kathleen F. Burke  
Secretary to the Board of Trustees

**TO:** Board of Trustees

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

**RE:** SOCCCD: October 2019 Amendments

**ACTION:** Ratification

---

**BACKGROUND / STATUS**

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

Exhibit	Contractor Name/Description	Amendment Amount	Revised Total Contract Amount
A.	<u>JB Technology Consulting, LLC</u> Technology and Related Services Agreement Amendment No. 01 – To execute option to renew the agreement for 12 months under the same terms and conditions, from 10/31/2019 to 10/31/2020. SOCCCD	\$185,472	\$370,944
B.	<u>i3 Solutions</u> Technology and Related Services Agreement Amendment No. 01 – To execute option to renew the agreement for 12 months under the same terms and conditions, from 10/31/2019 to 10/31/2020. SOCCCD	\$177,408	\$354,816

**RECOMMENDATION**

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





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

**EXHIBIT A**  
**Page 1 of 1**

Amendment No: 01

THIS AMENDMENT to AGREEMENT dated August 28, 2018 between JB Technology Consulting, LLC and South Orange County Community College District for the Project Mgmt and System Maintenance.

JB TECHNOLOGY CONSULTING, LLC and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT do mutually agree as follows:

1. Exercise option to extend Agreement by an additional twelve (12) months through October 31, 2020 and increase contract amount by \$185,472 for a new total agreement value of \$370,944.

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

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

JB TECHNOLOGY CONSULTING, LLC

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

Signature of Authorized Representative

Print Name: Jonathan Byers

Print Title: CEO

Date: 10/25/2019

Email & Phone: 562-234-0291 / jbyers890@socccd.edu

Signature of Authorized Representative

Print Name: Ann-Marie Gabel

Print Title: Vice Chancellor, Business Services

Date: 10/24/19

Email & Phone: 949-582-4825





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

**EXHIBIT B**  
**Page 1 of 1**

Amendment No: 01

THIS AMENDMENT to AGREEMENT dated November 1, 2019 between i3 Solutions and South Orange County Community College District for the Project Management services.

I3 SOLUTIONS and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT do mutually agree as follows:

1. Exercise option to extend Agreement by an additional twelve (12) months through October 31, 2020 and increase contract amount by \$177,408 for a new total agreement value of \$354,816.

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

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

I3 SOLUTIONS

Signature of Authorized Representative

Print Name: Iden Sadeghieh

Print Title: Principal Managing Consultant

Date: 10/31/19

Email & Phone: 949-400-9065 / isadeghieh@socccd.edu

**SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT**

Signature of Authorized Representative

Print Name: Ann-Marie Gabel

Print Title: Vice Chancellor, Business Services

Date: 10/24/19

Email & Phone: 949-582-4825

**TO:** Board of Trustees

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

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

**ACTION:** Ratification

---

### **BACKGROUND**

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

### **STATUS**

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

- 35 purchase orders \$5,000 and above amounting to \$2,766,195.83
- 340 purchase orders below \$5,000 amounting to \$227,714.88
- Combined total for all purchase orders is \$2,993,910.71

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

The District processed 1,184 checks in the amount of \$11,072,902.78 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

EXHIBIT A  
Page 1 of 1

## Purchase Order Ratification (Supplier)

October 25, 2019 through November 19, 2019

PO #	Supplier	Location	Description	Amount
P195050	ACCJC - Events	IVC	2020 Annual Dues - Accrediting Commission for Community and Junior Colleges	34,622.00
P194836	Airwolf 3D	SC	EVO 22 Additive Manufacturing Center 3D Printer for Architecture Classes	13,124.61
P194908	CI Solutions	IVC	Student and Staff ID Card Replacements	5,965.75
P194915	College and Career Advantage	SC	Pass-Through Funds per AEBG Advisory Action	387,766.00
P194951	Dell Marketing	SOCCCD	Equipment for HVAC system in District Datacenter per Board Resolution #19-03	227,172.31
P194919	DiaMedical USA Equipment LLC	SC	Pediatric Simulation Equipment and Supplies for Nursing Program	11,132.77
P195103	DreamSeats, LLC	IVC	Chairs and Storage racks for the New Team Film Room	7,496.08
P194831	EBSCO Subscription Services	IVC	2020 Annual Periodical Subscription Renewals for Library	5,313.40
P194929	FHEG Saddleback College Bookstore	SC	Books for Eligible EOPS/CARE students	79,379.41
P194826	GST	SC	Parts and Equipment for AV Refresh Project per Board Resolution #18-28	99,418.31
P194883	Irvine Unified School District	IVC	Pass-Through Funds per AEBG Advisory Action	430,851.00
P195160	Iworx Systems, Inc.	IVC	Instructional Equipment for Psychology Lab	5,475.50
P194839	Laerdal Medical Corporation	SC	Pediatric Simulation Equipment for Health Sciences - FCCC Board Approved 06/25/18	37,922.32
P194884	Laguna Beach Unified School District	IVC	Pass-Through Funds per AEBG Advisory Action	98,811.00
P194844	Lucas-Nuelle, Inc.	IVC	Electrical Technology Department Equipment	30,835.36
P195030	Matrix Fitness	IVC	Fitness Equipment for the Life Fitness Center	8,804.93
P194959	Media Control Systems, LLC	IVC	Tightrope Cablecast VIO Lite System for Technology Services	11,895.31
P194917	Pocket Nurse Enterprises, Inc.	SC	Skills Lab Kits for Nursing Program	10,526.04
P194829	Pocket Nurse Enterprises, Inc.	SC	Pediatric Simulation Equipment for Health Sciences	9,085.73
P194920	Pocket Nurse Enterprises, Inc.	SC	Pediatric Simulation Equipment for Nursing Program	6,965.33
P194958	Saddleback Warehouse	IVC	White and Color Paper for Duplicating	9,069.30
P195173	SiteOne Landscape Supply, LLC	SC	Landscaping Supplies for Upper Quad Tree Project	5,180.08
P195197	Smart & Final	IVC	Food Supplies for Thanksgiving and Christmas Holiday Bags for Students in Need	6,000.00
P194971	Southern California News Group	SOCCCD	Blanket PO for Advertising for Bids and RFQ&Ps	45,000.00
P195040	Southwest Offset Printing Company	SC	Student Handbooks	8,299.66
P194942	Stratasys, Inc.	SC	Stratasys J735 3D Printer per Board Resolution #19-29	177,230.75
P195029	Sysco Riverside, Inc.	IVC	Food Purchases for the Food Resource Center	25,000.00
P194882	Tustin Unified School District	IVC	Pass-Through Funds per AEBG Advisory Action	886,177.00
P194845	United Interiors	SOCCCD	Office Furniture for Health Center - FCCC Board Approved 09/25/17	15,135.71
P195113	United Interiors	SOCCCD	Lounge Seating and Tables for Health Center - FCCC Board Approved 09/25/17	9,978.60
P194854	Virco, Inc.	IVC	Stools for Chemistry Labs	24,830.99
P194834	Walters Wholesale Electric	IVC	Parts for Installation of New Cameras	12,205.38
P194918	WAXIE Sanitary Supply	SC	Custodial Supplies - FCCC Board Approved 06/25/18	9,245.49
P195136	WAXIE Sanitary Supply	SC	Custodial Supplies - FCCC Board Approved 06/25/18	5,140.03
P195189	WAXIE Sanitary Supply	SC	Custodial Supplies - FCCC Board Approved 06/25/18	5,139.68

35 Purchase Orders \$5,000 and Above

2,766,195.83

340 Purchase Orders Under \$5,000

227,714.88

Total Purchase Orders

2,993,910.71





# South Orange County Community College District

EXHIBIT B

Page 1 of 1

## Purchase Order Ratification (Amount)

October 25, 2019 through November 19, 2019

PO #	Supplier	Location	Description	Amount
P194882	Tustin Unified School District	IVC	Pass-Through Funds per AEBG Advisory Action	886,177.00
P194883	Irvine Unified School District	IVC	Pass-Through Funds per AEBG Advisory Action	430,851.00
P194915	College and Career Advantage	SC	Pass-Through Funds per AEBG Advisory Action	387,766.00
P194951	Dell Marketing	SOCCCD	Equipment for HVAC system in District Datacenter per Board Resolution #19-03	227,172.31
P194942	Stratasys, Inc.	SC	Stratasys J735 3D Printer per Board Resolution #19-29	177,230.75
P194826	GST	SC	Parts and Equipment for AV Refresh Project per Board Resolution #18-28	99,418.31
P194884	Laguna Beach Unified School District	IVC	Pass-Through Funds per AEBG Advisory Action	98,811.00
P194929	FHEG Saddleback College Bookstore	SC	Books for Eligible EOPS/CARE students	79,379.41
P194971	Southern California News Group	SOCCCD	Blanket PO for Advertising for Bids and RFQ&Ps	45,000.00
P194839	Laerdal Medical Corporation	SC	Pediatric Simulation Equipment for Health Sciences - FCCC Board Approved 06/25/18	37,922.32
P195050	ACCJC - Events	IVC	2020 Annual Dues - Accrediting Commission for Community and Junior Colleges	34,622.00
P194844	Lucas-Nuelle, Inc.	IVC	Electrical Technology Department Equipment	30,835.36
P195029	Svsc Riverside, Inc.	IVC	Food Purchases for the Food Resource Center	25,000.00
P194854	Virco, Inc.	IVC	Stools for Chemistry Labs	24,830.99
P194845	United Interiors	SOCCCD	Office Furniture for Health Center - FCCC Board Approved 09/25/17	15,135.71
P194836	Airwolf 3D	SC	EVO 22 Additive Manufacturing Center 3D Printer for Architecture Classes	13,124.61
P194834	Walters Wholesale Electric	IVC	Parts for Installation of New Cameras	12,205.38
P194959	Media Control Systems, LLC	IVC	Tightrope Cablecast VIO Lite System for Technology Services	11,895.31
P194919	DiaMedical USA Equipment LLC	SC	Pediatric Simulation Equipment and Supplies for Nursing Program	11,132.77
P194917	Pocket Nurse Enterprises, Inc.	SC	Skills Lab Kits for Nursing Program	10,526.04
P195113	United Interiors	SOCCCD	Lounge Seating and Tables for Health Center - FCCC Board Approved 09/25/17	9,978.60
P194918	WAXIE Sanitary Supply	SC	Custodial Supplies - FCCC Board Approved 06/25/18	9,245.49
P194829	Pocket Nurse Enterprises, Inc.	SC	Pediatric Simulation equipment for Health Sciences	9,085.73
P194958	Saddleback Warehouse	IVC	White and Color Paper for Duplicating	9,069.30
P195030	Matrix Fitness	IVC	Fitness Equipment for the Life Fitness Center	8,804.93
P195040	Southwest Offset Printing Company	SC	Student Handbooks	8,299.66
P195103	DreamSeats, LLC	IVC	Chairs and Storing racks for the New Team Film Room	7,496.08
P194920	Pocket Nurse Enterprises, Inc.	SC	Pediatric Simulation Equipment for Nursing Program	6,965.33
P195197	Smart & Final	IVC	Food Supplies for Thanksgiving and Christmas Holiday Bags for Students in Need	6,000.00
P194908	CI Solutions	IVC	Student and Staff ID Card Replacements	5,965.75
P195160	Iworx Systems, Inc.	IVC	Instructional Equipment for Psychology Lab	5,475.50
P194831	EBSCO Subscription Services	IVC	2020 Annual Periodical Subscription Renewals for Library	5,313.40
P195173	SiteOne Landscape Supply, LLC	SC	Landscaping Supplies for Upper Quad Tree Project	5,180.08
P195136	WAXIE Sanitary Supply	SC	Custodial Supplies - FCCC Board Approved 06/25/18	5,140.03
P195189	WAXIE Sanitary Supply	SC	Custodial Supplies - FCCC Board Approved 06/25/18	5,139.68

35 Purchase Orders \$5,000 and Above

2,766,195.83

340 Purchase Orders Under \$5,000

227,714.88

Total Purchase Orders

2,993,910.71



**South Orange County Community College District**

EXHIBIT C

Page 1 of 1

**Check Ratification**

**October 25, 2019 through November 19, 2019**

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	1,037	6,766,177.49
09 SC Community Education	9	269,016.12
12 Child Development	2	566.72
40 Capital Outlay	96	3,448,103.78
68 Self Insurance	2	2,709.32
71 Retiree Benefit	2	499,317.30
95 SC Associated Student Government	13	48,458.60
96 IVC Associated Student Government	23	38,553.45
<b>Total</b>	<b>1,184</b>	<b>11,072,902.78</b>

**TO:** Board of Trustees

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

**RE:** SOCCCD: Contracts

**ACTION:** Ratification

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### **BACKGROUND**

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

### **STATUS**

From October 18, 2019 through November 12, 2019, the Vice Chancellor of Business Services, or appropriate designee, reviewed and approved 92 total contracts following review by legal counsel, when appropriate.

Contract summaries are as follows:

EXHIBIT	# OF CONTRACTS	CONTRACT AMOUNT	TOTAL
A	29	≥\$5,000 to <\$200,000	\$993,886.13
B	1	\$ Zero Value	\$0.00
C	5	≥\$15,000 to <\$200,000	\$298,799.60
N/A	57	Under \$5,000	\$90,231.15
TOTAL	<b>92</b>		<b>\$1,382,916.88</b>

### **RECOMMENDATION**

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



**October 18, 2019 through November 12, 2019**  
**Contracts with Values between \$5,000 and \$200,000**  
**Board Date: December 16, 2019**

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

<u>M. Arthur Gensler Jr. &amp; Associates, Inc.</u> Architectural Consultant Services Agreement (Amend No. 2) – No-cost 340 day extension for ATEP Wayfinding Signage Design Project through 9/2/2020. District Services	\$184,780.00
<u>LEBA Architects</u> Architectural Services Agreement (Amend No. 4) – To increase contract value by \$11,700 from current agreement amount of \$81,680 for additional design scope for the Veterans Center Tenant Improvement Project through 12/7/2020. Saddleback College	\$93,380.00
<u>S &amp; K Engineers</u> Engineering Services Agreement – To provide engineering services for Saddleback College Campus-wide BMS Controls Project from 11/1/2019 to 10/30/2021. District Services	\$85,000.00
<u>CampusLogic, Inc.</u> Software License Agreement – Renewal of cloud-based financial aid management software from 10/1/2019 to 9/30/2022. Saddleback College	\$83,500.00
<u>Amtech Elevator Services</u> Independent Contractor Agreement (Amend No. 2) – To increase contract value by \$15,000 from current agreement amount of \$45,000 for additional maintenance and testing services through 12/30/2019. Saddleback College	\$60,000.00
<u>Graylog, Inc.</u> Software License Agreement – Renewal of security incident monitoring software and support services from 11/1/2019 to 10/31/2022. District Services	\$57,000.00
<u>Fort Meade Alliance, Inc.</u> Professional Services Agreement – To provide career pathways development services in support of National Science Foundation (NSF) INCLUDES Alliance: STEM Core Expansion funded program from 9/1/2019 to 8/31/2023. Saddleback College	\$50,000.00

<u>U.S. VETS</u> Professional Services Agreement – To provide mental health services to veteran students at the Veterans Resource Center from 10/1/2019 to 6/30/2020. Irvine Valley College	\$36,000.00
<u>Ydraw, LLC</u> Independent Contractor Agreement – To design videos for Human Resources Equal Employment Opportunity (EEO) trainings from 10/17/2019 to 12/21/2019. District Services	\$36,000.00
<u>PPL, Inc.</u> Professional Services Agreement – To provide executive recruitment services for the Irvine Valley College President search from 12/17/2019 to 6/30/2020. District Services	\$30,000.00
<u>Dr. Miatta Snetter PsyD.</u> Professional Services Agreement – To provide consulting and guest speaker services for the Veterans Resource Center from 9/2/2019 to 6/30/2021. Irvine Valley College	\$30,000.00
<u>Hyland, LLC</u> Software License Agreement – Renewal of CaptureNow document capture and image recognition software for Admissions and Records from 10/1/2019 to 6/30/2020. Irvine Valley College	\$26,565.00
<u>Willdan Energy Solutions dba Newcomb Anderson McCormick, Inc.</u> Professional Services Agreement – To provide photovoltaic systems related technical advisory services for the Solar Shade Structures Project at Irvine Valley College from 11/6/2019 to 6/30/2020. District Services	\$25,000.00
<u>C.E.M. LAB Corp.</u> Geotechnical Services Agreement (Amend No. 1) – To increase contract value by \$6,531 from current agreement amount of \$14,800 for environmental consulting for Accessibility Upgrades, Phase 1 Project and to extend term by three months through 1/30/2020. Irvine Valley College	\$21,331.00
<u>Palomar Community College District</u> Facility Use Agreement – To provide use of location for American Council on Education (ACE) workshop in support of the Pathway to Completion – Veteran Articulation Track (V-CAT) funded program from 10/4/2019 to 10/5/2019. Saddleback College	\$20,000.00

<u>Concentric Sky, Inc.</u> Professional Services Agreement – To implement website design updates to align with the Orange County Future BUILT program from 9/20/2019 to 12/31/2019. Saddleback College	\$19,650.00
<u>D. Woolley &amp; Associates, Inc.</u> Land Survey Services Agreement – To provide land surveyor services for Irvine Valley College Fine Arts Building Project from 10/23/2019 to 12/7/2022. District Services	\$16,375.00
<u>Parchment, Inc.</u> Software License Agreement – Renewal of Parchment digital credential services software from 10/1/2019 to 9/30/2022. Irvine Valley College	\$15,000.00
<u>Haitbrink Asphalt Paving, Inc.</u> Field Services Agreement – To repair plumbing and replace asphalt at the Central Plant from 11/15/2019 to 2/15/2020. Saddleback College	\$14,980.00
<u>Otero Construction, Inc.</u> Field Services Agreement – To replace fire loop valve and patch with asphalt for Building B200 from 10/30/2019 to 12/30/2019. Irvine Valley College	\$13,162.00
<u>Southland Technology, Inc.</u> Task Order – To provide materials and implementation services to upgrade classroom AV technology in PE 301 at Saddleback College from 10/25/2019 to 11/1/2019. District Services	\$12,777.13
<u>AT&amp;T Corp. (AT&amp;T Consulting)</u> Professional Services Agreement – To upgrade existing District-wide telephone hardware from 11/1/2019 to 6/30/2020. District Services	\$10,000.00
<u>Cambridge West Partnership, LLC</u> Independent Contractor Agreement – To provide desk audit of IT-related job duties and work processes District-wide from 10/1/2019 to 6/30/2020. District Services	\$10,000.00
<u>25<sup>th</sup> Hour Communications, Inc.</u> Independent Contractor Agreement – To provide media buying services in support of the spring 2020 marketing campaign from 11/1/2019 to 1/11/2020. Saddleback College	\$10,000.00

<u>Otero Construction, Inc.</u> Field Services Agreement – To install new door and frame in Student Services Center 230G and 260G from 11/5/2019 to 12/5/2019. Irvine Valley College	\$9,589.00
<u>CollegeSource, Inc.</u> Software License Agreement – Renewal of Transfer Evaluation System (TES) course data management software from 11/13/2019 to 11/12/2020. Saddleback College	\$7,297.00
<u>AVID Center</u> Professional Services Agreement – Renewal of Advancement Via Individual Determination (AVID) College Readiness System products and services from 7/1/2019 to 6/30/2020. Saddleback College	\$6,100.00
<u>Dana Point Aquatic Foundation</u> Rental Agreement – To provide boat rentals for the Marine Science Technology department from 8/19/2019 to 6/30/2022. Saddleback College	\$5,400.00
<u>WealthEngine, Inc.</u> Software License Agreement – Renewal of donor software from 10/1/2019 to 10/30/2020. Saddleback College Foundation	\$5,000.00



**October 18, 2019 through November 12, 2019**  
**Contracts with Value of \$0**  
**Board Date: December 16, 2019**

**CONTRACTOR NAME**

**CONTRACT AMOUNT**

<u>The Corner Stoop, LLC</u> Catering Services Agreement – To provide food for sale at Humanities department event on 10/26/2019. <div>Irvine Valley College</div>	\$0.00
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**October 18, 2019 through November 12, 2019**

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

**Board Date: December 16, 2019**

Contractor Name / Description of Contract	Change Order # and Amount	Total Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
<u>C.I. Services, Inc.</u> Field Services Agreement – To repair and waterproof the roof of the HS Building.  Saddleback College	N/A	\$91,700.00	393	3	Contract awarded to lowest responsive, responsible bidder.
<u>Specialty Flooring, Inc.</u> Field Services Agreement – To install an epoxy floor in the Central Plant.  Saddleback College	N/A	\$89,000.00	61	3	Contract awarded to lowest responsive, responsible bidder.
<u>ACCO Engineered Systems</u> Field Services Agreement – To repair HVAC equipment for the LSB and B300 buildings.  Irvine Valley College	N/A	\$53,438	3	2	Contract awarded to lowest responsive, responsible bidder.
<u>Enviser</u> Field Services Agreement – To waterproof HVAC ductwork on the roof of the SCI Building.  Saddleback College	N/A	\$48,388.00	393	2	Contract awarded to lowest responsive, responsible bidder.

Contractor Name / Description of Contract	Change Order # and Amount	Total Contract Amount	# of Contractors Solicited	# of Bids Received	Rationale for Award
<u>Like-Nu Concrete, Inc.</u> Field Services Agreement – To repair the exterior stairs of the Learning Resource Center Building.  Saddleback College	1  \$1,438.00	\$16,273.60	N/A	N/A	Change Order due to additional patchwork needed in adjoining area and extension of completion date by 13 days.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Irvine Valley College Direct Access, Energy Services Provider Agreement, Constellation NewEnergy, Inc.

**ACTION:** Approval

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### **BACKGROUND**

California legislation caps the number of business customers that may select a retail energy supplier. Senate Bill 237, passed in September 2018, increased the cap on the state's Direct Access program allowing more businesses to take advantage of the benefits that come with energy choice. The cap is managed by a wait list. The wait list is reset for each calendar year when interested parties submit their request for service into the lottery, and via a random process, are assigned a position on the wait list for the ensuing calendar year. Opportunities are offered to customers on the wait list in the order that resulted from the random position assignments.

The Community College League of California has established an Electricity Consortium in partnership with Constellation NewEnergy, Inc. The ability to "lock in" electricity rates is an advantage in budgeting and managing costs and works hand in hand with solar and other renewable products and services. Community college districts participating in the program have benefited financially from direct access to the power markets since 1998 and have saved millions of dollars in reduced electricity rates. Constellation NewEnergy, Inc. ensures their power source is generated by 40% renewable energy.

In June 2018, the District requested entry into this lottery for both Saddleback College and Irvine Valley College. Saddleback College remains on the waitlist. Irvine Valley College was selected to participate in the Direct Access program.

### **STATUS**

District staff worked with legal counsel to evaluate the performa Master Retail Electricity Supply agreement (EXHIBIT A) and the associated Transaction Confirmation (EXHIBIT B). Constellation NewEnergy, Inc. developed an analysis of the "lock in" rate demonstrating Irvine Valley College is expected to realize an annual savings of \$39,497 prior to solar panel installation. After the upcoming solar panels project is complete, the annual savings are projected to be \$52,010.

Irvine Valley College has reviewed the potential savings and compared this savings with the offset to other power saving opportunities and determined it is in their best interest to move forward with obtaining Direct Access power in partnership with Constellation NewEnergy, Inc. Irvine Valley College and District staff recommend approval to use the performa Master Retail Electricity Supply agreement and associated Transaction Confirmation (EXHIBITS A and B) in pursuit of a Direct Access power supply.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the use of the perform a Master Retail Electricity Supply agreement and associated Transaction Confirmation with Constellation NewEnergy, Inc. and authorize the Vice Chancellor of Business Services or designee to finalize negotiations and execute agreement.



## PERFORMA

### MASTER RETAIL ELECTRICITY SUPPLY AGREEMENT

This Master Retail Electricity Supply Agreement ("**Master Agreement**" or "**Agreement**") is entered as of \_\_\_\_\_ ("**Effective Date**") by and between **Irvine Valley College** ("**Customer**" or "**Buyer**") and Constellation NewEnergy, Inc. ("**Constellation**" or "**Seller**"). Constellation and Customer are sometimes referred to individually as a "**Party**" and collectively as the "**Parties**." This Master Agreement sets forth the general terms and conditions governing transactions for the purchase and sale of electricity and related products and services to one or more of Customer's accounts (each an "**Account**") as agreed to from time to time (each a "**Transaction**"). Each Transaction shall be evidenced by a pricing schedule, rider or other form of transaction confirmation (each a "**TC**" or "**Confirmation**"). This Master Agreement and each TC executed pursuant hereto shall constitute a single integrated agreement between the Parties (collectively referred to as the "**Agreement**"). Any conflict between the terms and conditions of this Master Agreement and any TC shall be resolved in favor of the TC. The Parties intend that they are legally bound by the terms of each TC from the moment each Party agrees to those terms, whether via (i) e-mail transmission solely by designated authorized persons listed below under the Parties' signature, or (ii) a duly executed, written TC. Nothing in this Master Agreement obligates either Party to enter into a TC at any time.

- 1. Constellation and Customer Obligations.** Constellation shall sell and supply, and Customer shall purchase and receive, Customer's full requirements for electricity for each Account identified in a TC. Constellation, in its sole discretion, may select such sources of energy as it deems appropriate to meet its obligations under the Agreement. Furthermore, Constellation shall enroll each Account with the applicable UDC as being supplied by Constellation and shall take such other actions with the applicable UDC and ISO necessary for Constellation to meet its obligations under the Agreement. "UDC" or "Utility" means the local utility distribution company owning and/or controlling and maintaining the distribution system required for delivery of electricity to an Account. "ISO" means the independent system operator or regional transmission organization responsible for the service territory governing an Account, or any successor or replacement entity.
- 2. Term of Master Agreement.** The term of this Master Agreement will commence on the Effective Date and, unless terminated earlier as provided in this Master Agreement, will continue until terminated by either Party upon 30 days prior written notice to the other; provided any TC will continue to be governed by this Master Agreement until the TC has been separately terminated or expired.

**Term of TC.** The term of each TC (which may also be identified as a Delivery Period) shall commence on or about the date set forth under "Start Date", and end on or about the date set forth under "End Date" in accordance with the terms of this Master Agreement. The actual Start Date is dependent on the UDC successfully enrolling the Account(s) and furnishing Constellation with all necessary information regarding the Account(s) meter read cycle and meter read date(s). The dates set forth in the TC reflect UDC information available at that time or as otherwise estimated by Constellation. The actual meter read dates may occur on or about the dates set forth in the TC. Constellation will use commercially reasonable efforts to begin service to each Account(s) on the actual meter read date on or about the Start Date set forth in a TC. If Constellation is unable to timely enroll an Account, the Start Date will commence on the next regularly scheduled UDC meter read cycle date following successful enrollment. The End Date will remain the same unless extended for a holdover term. Constellation shall not be liable for any failure to enroll or drop an Account by the Start and End Date due to circumstances beyond its control.

- 3. Information and Authorization.** Customer hereby authorizes Constellation to take such actions it deems necessary to enroll the Account(s) with the UDC as to be served by Constellation and to otherwise meet its obligations under the Agreement. Customer's signature on a TC or acceptance of terms via e-mail transmission constitutes its written authorization for Constellation to obtain from time to time from the UDC and ISO all current and historical energy billing, usage data and other related information. Customer shall take any actions, execute any documents and provide any information as Constellation reasonably requires.
- 4. Billing and Payment.**

**Billing.** After receiving Customer's usage for the Accounts, Customer will be billed for electricity usage and related products and services supplied under the Agreement in one of the following ways based on availability and eligibility of Customer's Account(s), which may change from time to time: (a) Dual Billing: Customer will receive two invoices, one from Constellation for the Electricity Charge and one from the UDC for the amounts payable by Customer for services provided by the UDC ("Delivery Charges"); (b) UDC/Utility Consolidated Billing: Customer will receive one invoice from the UDC that includes both the Electricity Charge and the Delivery Charges; or (c) Constellation Consolidated Billing: Customer will receive one invoice from Constellation that includes both the Electricity Charge and the Delivery Charges. "Electricity Charge" means the product

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of (i) the fixed or variable price for electricity, and other related fixed and/or pass through charges for related products and services supplied, as set forth in the TC for each Account; and (ii) the billing units associated with such charges during the applicable period.

**Taxes.** Customer shall pay all federal, state, municipal and local taxes, duties, fees, levies, premiums or other charges imposed by any governmental authority, directly or indirectly, on or with respect to the electricity and related products and services provided under the Agreement, including any taxes enacted after the Effective Date (collectively, "Taxes"). **Constellation will apply all appropriate Taxes unless and until Customer provides a valid certification of tax exempt status.** Each Party shall indemnify, defend and hold harmless the other Party from and against any Taxes for which the indemnifying Party is responsible. All Taxes invoiced to Customer under the Agreement will be included on the invoice or in the applicable fixed price as allowed by Law.

**Estimates.** Constellation's ability to invoice Customer is dependent on the UDC's or ISO's ability to timely furnish Constellation with all necessary information, including Customer's metered usage. When there is a delay in receiving information from the UDC, ISO and/or other third parties, Constellation will, to the extent necessary, estimate charges and credits for a billing period and reconcile such estimates against actual charges and credits in a future invoice(s). Each invoice is also subject to adjustment for errors in arithmetic, computation, meter readings or other errors. Interest shall not accrue on such adjustments. For charges based on metered usage, if an Account is not equipped with meters that provide an hourly reading, Constellation will use either applicable load profiles provided by the UDC or, in their absence, an otherwise reasonable allocation method.

**Payment.** Constellation's invoices will be sent to Customer in accordance with Constellation's normal billing cycle, as adjusted from time to time consistent with the applicable UDC's meter read dates. The invoices will state any applicable Electricity Charge, Delivery Charges, Taxes and other amounts related to the purchase and delivery of electricity. Constellation's invoices are due and payable on the 20<sup>th</sup> day after the invoice date, or such other date as required by Law or as set forth in a TC ("Payment Date") without offset or reduction of any kind to the address on the invoice. If Customer disputes any invoice amount, Customer shall nonetheless pay the entire invoice amount when due. Upon resolution of a dispute, Constellation shall pay any agreed-to refund to Customer. Invoices not paid on or before the Payment Date will accrue interest daily on outstanding amounts from the Payment Date until paid in full, at the lesser of 1.50% per month or the highest rate permitted by Law. All invoices (including adjustments thereto) are conclusively presumed final and accurate unless such invoices are objected to by either Party in writing, including adequate explanation and/or documentation, within 24 months after the date such invoice was rendered, provided however, Constellation may rebill based on post-period audits or adjustments made by the ISO, UDC, or other governmental authority, commission or agency with jurisdiction in the state in which the Accounts are located.

5. **Holdover.** If following termination or expiration of a TC (whether in whole or in part), for any reason, some or all of the Accounts remain designated by the UDC as being supplied by Constellation, Constellation may continue to serve such Account(s) on a month-to-month holdover basis. During such holdover term, Constellation will calculate Customer's invoice as follows: (Each Account's metered usage, as adjusted by the applicable line loss factor(s)) *times* (the applicable ISO-published Real Time or Day Ahead Locational Based Marginal Price ("LMP") identified in each TC + the \$/kWh holdover fee set forth in each TC) + (a pass through of all costs and charges incurred by Constellation for the retail supply of electricity to Customer) + Taxes. This Master Agreement will continue to govern the service of such Account(s) during such holdover term. Either Party may terminate the holdover term at any time within its discretion at which time Constellation will drop each Account as of the next possible meter read date to the then-applicable tariff service, whether default service or otherwise.
6. **Adequate Assurance.** If Constellation has reasonable grounds: (i) to believe that Customer's creditworthiness has become unsatisfactory; or (ii) for insecurity with respect to Customer's performance under the Agreement, Constellation may demand, in writing, adequate assurance of future performance from Customer in a form, in an amount, from an issuer, and for a term, all as reasonably satisfactory to Constellation ("Adequate Assurance"). To satisfy a demand, Customer shall provide Adequate Assurance to Constellation within 3 Business Days of the date of the written demand. "Business Day" means any day except a Saturday, Sunday, or a Federal Reserve Bank holiday and shall open at 8:00 a.m. and close at 5:00 p.m. Eastern Prevailing Time.
7. **Event of Default.** An "Event of Default" means any one of the following: (a) Customer's failure to make, when due, any payment required under the Agreement if not paid within 5 Business Days (or such longer period required by applicable Law) following written notice to Customer that a payment is past due; (b) any representation or warranty made by a Party in the Agreement is false or misleading in any material respect when made or ceases to remain true in all material respects during the term of the Agreement, if not cured within 5 Business Days after written notice from the other Party; (c) Customer fails to provide Adequate Assurance as provided in the Agreement; (d) the failure by a Party to perform any material obligation set forth in the Agreement (other than the events that are otherwise specifically covered as a separate Event of Default hereunder) where such failure is not cured within 5 Business Days after receipt of written notice thereof; (e) either Party terminates the Agreement and/or any TC (or service to certain Account(s) under a TC) before the End Date of an effective TC for any reason other than Force Majeure or for a termination resulting from an Event of Default committed by the other Party; or (f) a Party: (i) makes an assignment or any general arrangement for the benefit of creditors; (ii) has a liquidator, administrator, receiver, trustee, conservator or similar official appointed for it or any substantial portion of its property or assets (iii) files a petition or otherwise commences, authorizes or acquiesces in the commencement of a proceeding or cause of action under any bankruptcy, insolvency, reorganization or similar law for the protection of creditors, or has such petition

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filed against it; (iv) otherwise becomes bankrupt or insolvent (however evidenced); (v) is unable to pay its debts as they fall due; or (vi) is dissolved (other than pursuant to a consolidation, amalgamation or merger).

8. **Remedies Upon Event of Default.** If an Event of Default occurs with respect to a Party (the "Defaulting Party"), the other Party (the "Non-Defaulting Party") may in addition to all remedies available to it at Law or in equity, in its discretion, at any time, (A) (i) suspend any deliveries hereunder and/or (ii) terminate the Agreement in whole or solely with respect to those Accounts adversely affected by such Event of Default, upon written notice to the Defaulting Party setting forth the effective date of termination (the "Early Termination Date") and/or (B) calculate a termination payment in good faith as described below. The Early Termination Date for any Accounts located in New York shall be no less than 15 calendar days from the date of written notice of termination and for any Accounts located in New Jersey shall be no less than 30 calendar days from the date of written notice of termination. The Non-Defaulting Party will in good faith calculate a termination payment. The Defaulting Party shall pay such termination payment together with any other amounts due as of such date to the Non-Defaulting Party within 3 Business Days of receipt of notice of the amount of the termination payment. The Parties acknowledge and agree that any termination payment under the Agreement constitutes a reasonable approximation of harm or loss, and is not a penalty or punitive in any respect. If Customer's property associated with an Account receiving electricity supply hereunder is closed, vacated, sold or otherwise disposed of by Customer, then either Party may terminate the TC with respect to such Account upon 30 days written notice to the other Party, in which event Customer shall make a termination payment to Constellation calculated in accordance with the next paragraph of this Section 8.

If Customer is the Defaulting Party, the termination payment shall be equal to the sum of: (i) the positive difference, if any, between the Energy Price or Retail Service Price set forth in the applicable TC and the Market Price, multiplied by the estimated undelivered volume of electricity which Customer would consume from the Early Termination Date through the original term of the TC, as reasonably calculated by Constellation; (ii) Constellation's Costs; and (iii) any unpaid amounts due from Customer to Constellation.

If Constellation is the Defaulting Party, the termination payment shall be equal to the sum of: (i) the positive difference, if any, between the Market Price and the Energy Price or Retail Service Price set forth in the applicable TC, multiplied by the estimated undelivered volume of electricity which Customer would consume from the Early Termination Date through the original term of the TC, as reasonably calculated by Customer; (ii) Customer's Costs; minus (iii) any unpaid amounts due from Customer to Constellation.

"Costs" means, with respect to the Non-Defaulting Party, brokerage fees, commissions and other similar transaction costs and expenses reasonably incurred by such Party as a result of the Event of Default. The "Market Price" shall be the price of electricity and services as of the Early Termination Date under terms substantially similar to those of the applicable terminated TC. The Non-Defaulting Party may determine the Market Price of a terminated transaction by reference to information either available to it internally or supplied by one or more third parties. The Non-Defaulting Party shall not be required to enter into a replacement transaction in order to determine or be entitled to a termination payment. Except for any unpaid amounts due prior to the Early Termination Date, no termination payment shall be owed by the Non-Defaulting Party to the Defaulting Party.

9. **Change in Law.** Constellation may pass through or allocate, as the case may be, to Customer any increase or decrease in Constellation's costs related to the electricity and related products and services sold to Customer that results from the implementation of new, or changes (including changes to formula rate calculations) to existing, Laws, or other requirements or changes in administration or interpretation of Laws or other requirements. "Law" means any law, rule, regulation, ordinance, statute, judicial decision, administrative order, ISO business practices or protocol, UDC or ISO tariff, rule of any commission or agency with jurisdiction in the state in which the Accounts are located. Such additional amounts will be included in subsequent invoices to Customer.
10. **Representations and Warranties.** Each Party warrants and represents to the other (now and deemed repeated by each Party on each date on which a TC is executed and delivered) that: (i) it is duly organized, validly operating and in good standing under the Laws of the jurisdiction of its formation; (ii) it is authorized and qualified to do business in the jurisdictions necessary to perform under the Agreement; (iii) execution, delivery and performance of the Agreement are duly authorized and do not violate any governing documents or any of its contracts or any applicable Law; (iv) there is no material event(s) or agreement(s) which would impair that Party's right, authority or ability to execute the Agreement and otherwise perform under the Agreement; and (v) it has the knowledge and experience to evaluate the merits and risks associated with the Agreement.

Furthermore, Customer warrants, represents and covenants that: (i) the data given and representations made concerning its Account(s) are true and correct; (ii) it is entering into the Agreement to purchase its energy requirements only and not for speculative or resale purposes; and that the energy purchased under the Agreement will be consumed at the facilities to which the Account(s) relate; and (iii) it is the party of record of the Account(s), or if it is not the party of record, it has the authority to enter into and bind the party of record to the Agreement. If Customer is a Governmental Entity, Customer represents and warrants that it has complied with all applicable bidding and procurement laws in awarding this Agreement and any TC hereunder, and covenants: (i) it will not claim immunity on the grounds of sovereignty or similar grounds from enforcement of the Agreement; and (ii) it will obtain all necessary budgetary approvals, appropriations and funding for all of its obligations under the Agreement, the failure of which shall not be an excuse for Governmental Entity's performance or failure to perform hereunder and upon request will provide proof of such authority. "Governmental Entity" means a municipality, county, governmental board or department, commission, agency, bureau,

administrative body, joint action agency, court or other similar political subdivision (including a public school district or special purpose district or authority), or public entity or instrumentality of the United States or one or more states.

11. **Force Majeure.** Notwithstanding any other provision of the Agreement, if a Party is unable to carry out any obligation under the Agreement due to a Force Majeure (other than a payment obligation, which shall not be excused for Force Majeure), the Agreement will remain in effect but such obligation will be suspended for the duration of the Force Majeure, provided: (i) the claiming Party notifies the other Party as soon as possible in writing of the particulars of the Force Majeure; (ii) suspension of performance is of no greater scope and duration than required by the Force Majeure; and (iii) the claiming Party uses commercially reasonable efforts to remedy its inability to perform. If the Force Majeure continues for a period of 30 days or more, or where it is impossible or impracticable for the claiming Party to carry out any obligation under the Agreement due to the Force Majeure either Party may terminate the Agreement with respect to the Accounts adversely affected by the Force Majeure upon 15 days prior written notice. "Force Majeure" means an event not within the reasonable control of the Party claiming Force Majeure and that by the exercise of due diligence, such Party is unable to prevent or overcome in a commercially reasonable manner. Force Majeure includes, but is not limited to, acts of God; fire; war; terrorism; flood; earthquake; civil disturbance; sabotage; facility failure; strike; curtailment, disruption or interruption of distribution, transmission, or supply; declaration of emergency by the UDC or ISO; regulatory, administrative, or legislative action, or action or restraint by court order or governmental authority; or any act or omission of a third party not under the control of either Party. Force Majeure shall not include loss or failure of either Party's markets or supplies.
12. **Limitations.** Notwithstanding any other provision of the Agreement to the contrary, neither Party nor their respective officers, directors, shareholders, associates, employees, agents, representatives, successors and assigns, shall be liable to the other Party for any consequential, exemplary, special, incidental, or punitive damages (including, without limitation, lost opportunities or lost profits) not contemplated by Section 8 above which are connected with or resulting from claims, losses, expenses (including reasonable attorneys' fees and court costs), damages, demands, judgments, causes of action or suits of any kind, arising out of, or in connection with, the performance or non-performance of a Party's obligations under the Agreement ("Claims"). The entire liability of each Party for any and all Claims will be limited to direct actual damages only as calculated pursuant to Section 8 above, subject in all cases to an affirmative obligation of each Party to mitigate its damages. Customer acknowledges and agrees that title passes from Constellation to Customer at the ISO/UDC interconnect, the UDC and ISO are exclusively responsible for the energy transmission and delivery system, that Constellation has no independent control over their systems and will have no liability for any of their acts or omissions.
13. **DISCLAIMER.** CUSTOMER ACKNOWLEDGES AND AGREES THAT NO WARRANTY, DUTY, OR REMEDY, WHETHER EXPRESSED, IMPLIED, OR STATUTORY, IS GIVEN OR INTENDED TO ARISE OUT OF THE AGREEMENT EXCEPT AS OTHERWISE EXPRESSLY STATED HEREIN, AND CONSTELLATION SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR USE.
14. **Waiver and Severability.** Failure to provide notice of, or object to, any default under the Agreement will not operate or be construed as a waiver of any future default, whether like or different in character. If any portion of the Agreement, or application thereof to any person or circumstance, is held legally invalid, the remainder will not be affected and will be valid and enforced to the fullest extent permitted by law and equity, and there will be deemed substituted for the invalid provisions such provisions as will most nearly carry out the mutual intent of the Parties as expressed in the Agreement to the fullest extent permitted by applicable Law; provided, however, that this severability provision will not be applicable if any provision of Sections 7 and 8 of this Master Agreement (or any definition or provision in the Agreement to the extent it relates to, or is used in connection with, such sections) is held invalid or unenforceable.
15. **Assignment.** Customer may assign all its rights and obligations under the Agreement; provided (A) it gives Constellation 45 days prior written notice of its intent to do so; (B) the assignee satisfies in full Constellation's credit requirements; (C) the assignee assumes in writing all of Customer's obligations under the Agreement; and (D) Customer continues to be liable for performance, including payment for goods and services received, prior to the assignment date. Constellation may assign, sell, pledge, transfer, or encumber any of its rights and obligations under the Agreement or the accounts, revenues, or proceeds hereof to any: (A) bank, insurer, or other financial institution; (B) person or entity (i) succeeding to all or substantially all of Constellation's assets or business or the division or region of Constellation to which the Agreement relates or (ii) into which Constellation is merged or otherwise combined or reorganized; provided (with respect to this clause (B)) the succeeding entity agrees to be bound to the Agreement; or (C) affiliate.
16. **Confidentiality.** Each Party agrees to keep all terms of the Agreement and related communications (including pricing) confidential to the extent not otherwise publicly available and not to disclose them to any third parties without the prior written consent of the other Party, except as otherwise required by Law. Each Party may disclose such information to its affiliates and to its affiliates' employees, agents, advisors, and on a need to know basis to its independent contractors, provided each such recipient agrees to hold such information in confidence. Constellation may disclose information regarding Customer to third parties that are representing Customer in the purchase of energy or related services. Furthermore, Constellation may make such other disclosures to third parties, including aggregate consumption data, provided they cannot be reasonably expected to specifically identify Customer. If disclosure of confidential information is sought through a court, or a state or federal regulatory agency or other legal compulsion, the Party receiving such request will notify the other Party immediately to afford it the opportunity to oppose such disclosure via a protective order or other relief as may be available and will provide reasonable support.

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17. **Choice of Law, Venue, Attorney Fees and Expenses.** The Agreement will be governed and interpreted in accordance with the laws of the state in which such Account is located (provided that the governing jurisdiction shall be deemed to be the State of New York if the matter at issue involves Accounts or matters in more than one state), without giving effect to conflict of law principles. Any controversy or claim arising from or relating to the Agreement will be settled in accordance with the express terms of the Agreement by a court located in the governing jurisdiction (and each Party hereto waives any right to object to venue in this regard). TO THE EXTENT ALLOWED BY APPLICABLE LAW, EACH PARTY HEREBY IRREVOCABLY AND UNCONDITIONALLY WAIVES ANY RIGHT SUCH PARTY MAY HAVE TO A TRIAL BY JURY OR TO INITIATE OR BECOME A PARTY TO ANY CLASS ACTION CLAIMS IN RESPECT OF ANY ACTION, SUIT OR PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF OR RELATING TO THE AGREEMENT OR THE TRANSACTIONS CONTEMPLATED BY THE AGREEMENT. If either Party pursues court action to enforce its rights under the Agreement, the non-prevailing Party shall promptly reimburse the prevailing Party for all its reasonable attorney fees, expenses and costs.
18. **Notices.** To be effective, all notices must be in writing delivered by hand, by certified mail return receipt requested, or by first class mail, or express carrier to the addresses provided in the TC. Notice by hand delivery shall be effective on the delivery date. All other notices shall be effective on the delivery date or the date delivery is attempted. A Party may change its address by providing notice of such change in accordance herewith. An authorized person may also name other authorized persons via email.
19. **Miscellaneous.** The Agreement embodies the Parties' entire agreement and understanding, supersedes all prior agreements and understandings (whether written or oral) regarding the subject matter of the Agreement, and may not be contradicted by any prior or contemporaneous oral or written agreement. A facsimile or e-mailed copy of either Party's signature will be considered an original for all purposes under the Agreement, and each Party will provide its original signature upon request. Each Party authorizes the other Party to affix an ink or digital stamp of its signature to this Master Agreement and any TC, and agrees to be bound by a document executed in such a manner. No amendment or edits to the Agreement, including the TC(s) or any purchase orders, will be valid or given any effect unless signed by both Parties. The applicable provisions of the Agreement will continue in effect after termination or expiration hereof to the extent necessary, including but not limited to providing for final billing, billing adjustments and payments, limitations of liability, the forum and manner of dispute resolution. The section headings used in this Master Agreement are for reference purposes only and will in no way affect the meaning of the provisions of this Master Agreement. The Parties acknowledge that any document generated by the Parties with respect to the Agreement, including the Agreement, may be imaged and stored electronically and such imaged documents may be introduced as evidence in any proceeding as if such were original business records and neither Party shall contest their admissibility as evidence in any proceeding. The rights, powers, remedies and privileges provided in the Agreement are cumulative and not exclusive of any rights, powers, remedies and privileges provided by Law. Constellation shall have the right to set-off and net against any amounts owed to it under the Agreement, including without limitation any termination payment, any amounts owed by Constellation to Customer under the Agreement or any other agreement between the Parties, including without limitation any Adequate Assurance. Except for Section 12 above, no third party will have any rights under the Agreement whatsoever and Customer will be fully responsible for any compensation owing any third party representing Customer in connection with the Agreement and will indemnify, defend and hold Constellation harmless from all related Claims. Customer further authorizes Constellation to utilize Customer's name for publicity and marketing purposes.
20. **Affirmation; Acknowledgements.** Customer affirms that it has read the Agreement in its entirety and agrees to the terms and conditions contained herein. Any ambiguity or question of intent or interpretation under the Agreement will be construed as if drafted jointly by the Parties, and no presumption or burden of proof will arise favoring or disfavoring either Party by virtue of the authorship of any of the provisions of the Agreement. The Parties acknowledge and agree that: (i) Constellation is an independent contractor under the Agreement and except as otherwise explicitly provided in the Agreement, neither Party has the authority to execute documents that purport to bind the other, and nothing in the Agreement will be construed to constitute a joint venture, fiduciary relationship, partnership or other joint undertaking; (ii) the Agreement and TCs entered into hereunder will constitute "forward contracts" under the U.S. Bankruptcy Code, as amended, the rights of the Parties under Section 8 above will constitute contractual rights to liquidate them, and the Parties are entities entitled to the rights and protections afforded to "forward contracts" by the U.S. Bankruptcy Code; (iii) Constellation is not Customer's consultant or advisor for any purpose including advice regarding the value or advisability of trading in "commodity interests" as defined in the Commodity Exchange Act, 7 U.S.C. §§ 1-25, et seq., as amended ("CEA"), including futures contracts and commodity options or any other activity which would cause Constellation or any of its affiliates to be considered a commodity trading advisor under the CEA; and (iv) Customer is making its own decisions based solely upon its own analysis and the advice of its own advisors, if any.

*\*Signature page to follow\**

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IN WITNESS WHERE OF, the Parties have executed this Master Agreement through their duly authorized representatives as of the Effective Date.

**CONSTELLATION NEWENERGY, INC.**

**CUSTOMER: Irvine Valley College**

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

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

Printed Name:

Title:

Date:

Printed Name: **Ann-Marie Gabel**

Title: **Vice Chancellor, Business Services**

Date:

Address: **28000 Marguerite Parkway  
Mission Viejo, CA 92692**

Fax:

Phone: **949-582-4663**

Email: **agabel@socccd.edu**

**Customer Authorized Persons:**

Name:

Title:

Email:

Phone:

**Constellation Authorized Persons:**

Commodities Management Group: 1-800-243-2113;

cmg@constellation.com

Transaction Group: #emailtransactions@constellation.com

**Notices for Constellation entities:**

Address: 1001 Louisiana St., Constellation Suite 2300

Houston, Texas 77002

Phone: (844) 6-ENERGY

Facsimile:

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<p>Agreement is Not Valid Unless Executed by CNE</p>
--

## PERFORMA

### Constellation NewEnergy, Inc. Fixed Price Solutions Transaction Confirmation

This TC is entered into pursuant to and in accordance with a Master Retail Electricity Supply Agreement executed on \_\_\_\_\_ by and between Constellation NewEnergy, Inc. ("CNE" or "NewEnergy") and Irvine Valley College ("Customer"), and is subject to all of the provisions, terms and conditions of such Master Agreement. Notwithstanding anything to the contrary, any conflict between this TC and the Master Agreement will be resolved in favor of this TC, but only with respect to the Account(s) listed on this TC. This TC supersedes all prior agreements and understandings with respect to the Account(s), and may not be contradicted by any prior or contemporaneous oral or written agreement. Capitalized terms used herein but not defined will have the meanings ascribed to them in the Master Agreement.

**Price Terms.** The prices contained in the Account Schedule include all the costs listed below as "Fixed", meaning that they will remain constant for the existing term of this TC and may only be subject to change as a result of a Change in Law as described in the Master Agreement. Costs listed below as "Passed Through" means that charges for these costs will change during the existing term of this TC to the extent the related charges assessed or charged to CNE vary for any reason. At any time during the term of this TC, Customer may request the purchase of renewable energy certificates in an amount equal to a prescribed percentage of Customer's load volume by entering into one or more Retail Trade Transactions ("RTTs"), which shall be evidence by a fully executed RTT Confirmation and be incorporated herein.

**Cost Components.** Each of the items listed as "Fixed" below is included in Customer's contract prices as set forth in the Account Schedule. For each of the items listed as "Passed Through" below, Customer will be charged the costs associated with the line item in accordance with the definitions of each item in Section 1.1, Definitions.

Energy Costs	<b>Fixed</b>
Ancillary Services And Other ISO Costs	<b>Passed Through</b>
Capacity Costs	<b>Passed Through</b>
Line Loss Costs	<b>Fixed</b>
Basis Costs	<b>Passed Through</b>
Renewable Portfolio Standards Costs	<b>Passed Through</b>
FERC Order 745 Costs	<b>Passed Through</b>

The contract prices contained in the Account Schedule include CNE's credit costs and margin.

**Billing.** Customer's Account(s) will be billed as follows per the Master Agreement: **Dual Billing/ UDC Consolidated Billing/ CNE Consolidated Billing.**

#### Section 1.1. Definitions.

**"Ancillary Services And Other ISO Costs"** means for any billing period the applicable charges regarding ancillary services as set forth in the applicable ISO Open Access Transmission Tariff ("OATT") and for other ISO costs not otherwise included in any of the defined cost components in this TC. CNE will determine Customer's monthly Ancillary Services And Other ISO Costs based on Customer's \$/kWh share of CNE's cost for Ancillary Services And Other ISO Costs incurred with respect to all of CNE's customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as CNE may determine from time to time based on how Ancillary Services And Other ISO Costs are assessed by the ISO.

**"Basis Costs"** means the difference in market prices between the energy zone of the service account (sometimes referred to as the "Load Aggregation Point" or "LAP") and the supply hub (sometimes call the "EZ Gen Hub") associated with the service account energy zone. The market rules determine which hub is used to supply an energy zone. Currently the rules require that the PGE energy zone be supplied from the NP15 hub, the SCE energy zone be supplied from the SP15 hub, and the SDGE energy zone be supplied from the SP15 hub. The day ahead market price will be used to calculate Basis Costs except that where the contract specifies use of the real time market price as the energy index for settlement, the real time index price will be used for calculating Basis Costs.

**"Capacity Costs"** means a charge for fulfilling the capacity (Resource Adequacy) requirements for the Account(s) imposed by the Public Utilities Commission, ISO, or otherwise.

**"Covered Bandwidth"** does not apply to this TC.

**"Energy Costs"** means a charge for the cost items included in the Locational Marginal Price for the ISO zone identified in the Account Schedule

**"FERC Order 745 Costs"** means any costs or charges imposed by the ISO on load served by CNE in accordance with complying with the provisions of Federal Energy Regulatory Commission ("FERC") in Order No. 745 18 CFR Part 35 (March 15, 2011). Any modifications or conditions to the treatment of FERC Order 745 Costs under the ISO tariff or otherwise shall be deemed a Change in Law pursuant to the Change in Law Section of the Master Agreement.

**"Holdover Fee"** means a cost of \$.015000 per kWh in the holdover rate.

**"Line Loss Costs"** means the costs (to the extent not already captured in the applicable Energy Costs) CNE incurs for each Account based on the kWh difference between the UDC metered usage and the ISO settlement volumes. If Line Loss Costs are "Fixed," the Line Loss Costs are included in the Energy Costs and will not be invoiced as a separate line item. If Line Loss Costs are "Passed Through," the Line Loss Costs will be invoiced as a separate line item and calculated based on the applicable fixed price or locational marginal price for the corresponding usage.

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**"LMP" or "Holdover Market Price"** means the ISO-published Day Ahead locational based marginal price for the ISO zone applicable to each Account expressed in \$/kWh. Such prices are published hourly or sub-hourly depending on the ISO.

**"Non Time Of Use" or "Non TOU"** means all hours of each day.

**"Off Peak"** means all hours other than Peak hours.

**"Payment Date"** means the date **twenty (20)** days following the invoice date, by which Customer's payment to CNE is due without offset or reduction of any kind.

**"Peak"** means the hours designated as peak from time to time by the UDC.

**"Pricing Schedule"** means "Transaction Confirmation" or "TC".

**"Renewable Portfolio Standards Costs"** means Customer's pro rata share of CNE's total cost of procuring renewable energy to comply with Renewable Portfolio Standards ("RPS") requirements for the State of California. CNE will determine Customer's Renewable Portfolio Standards Cost based on the percentage that Customer's usage for a calendar year bears to all of CNE's customers within the applicable ISO service territory or in the form of an otherwise reasonable allocation method as CNE may determine from time to time based on how costs are incurred by CNE to comply with its RPS requirements.

**"Utility"** means the "local electricity distribution company" or "UDC".

**Section 2.1. Initial Term.** With respect to each Account set forth in the Account Schedule below, electricity supply shall commence on or about the date set forth under "Start Date", and end on or about the date set forth under "End Date" in accordance with the terms of the Agreement. Service may be extended for a holdover term as described in the Master Agreement.

**Section 2.2. CNE and UDC Contact Information.** Customer may contact CNE regarding its invoice or other matters concerning this TC at CNE's Customer Service Department by toll-free telephone at 844-6-ENERGY, or email at [customer@constellation.com](mailto:customer@constellation.com). **CUSTOMER AGREES TO CONTACT ITS UDC IN THE EVENT OF A POWER OUTAGE OR OTHER ELECTRICITY RELATED EMERGENCY AT THE FOLLOWING TELEPHONE NUMBERS:**

UDC Name	UDC Abbreviation	Contact Numbers
Southern California Edison	SCE	1-800-611-1911

**Section 2.3. Certain Customer Representations and Warranties.** Customer warrants and represents that (1) the Accounts are eligible for direct access services, (2) its aggregate peak demand during any 12 month period is greater than 20 kilowatts and (3) the electricity supplied under this Agreement is not for residential use.

**Section 2.4 Rate Analysis.** Customer agrees and acknowledges that CNE utilizes certain consultant(s) ("Rate Consultant") for on-going utility rate and California market analysis. CNE will authorize Rate Consultant to make available to Customer and its representative, Community College League of California ("CCLC"), certain utility rate analysis conducted on behalf of CNE. CNE makes no representations or warranties as to the completeness or correctness of any information or analysis provided to Customer or CCLC by Rate Consultant and any use or reliance on Rate Consultant information or analysis is at Customer's or CCLC's own risk. Customer further acknowledges and affirms that Customer or any representative thereof will not share any Rate Consultant information or analysis with any third parties nor will they utilize any Rate Consultant information or analysis for the benefit of any third parties.

**Section 2.5 Net Energy Metering.** CNE shall provide Net Energy Metering to any Account(s) with the necessary metering installed to measure both (a) electricity flowing from the grid to the Account(s) and (b) electrical energy flowing from the Account(s) to the grid. Where Accounts have Net Energy Metering, CNE will use the Net Energy Metered Amount in any billing period to calculate its invoice to the Customer. If UDC metering is not in place to allow the calculation of Net Energy Metering, then CNE shall have no obligation to perform such calculation. If the Net Energy Metered Amount is negative for any billing period (i.e., more kWhs are transmitted from the Account(s) to the grid than are transmitted from the grid to the Account(s)), CNE will apply the Net Energy Metered Amount to the calculation of the next invoice. Notwithstanding, amounts existing at the end of the term set forth in this Pricing Schedule shall not survive past the term and under no circumstances will CNE be obligated to apply a credit or pay Customer for any such amounts; provided however that if the Customer has a subsequent agreement with CNE that ensures continuous, uninterrupted supply to the Customer by CNE, in which case any such negative Net Energy Metered Amounts will be applied to the calculation of the next invoice. "Net Energy Metering" means the measurement and calculation of the Net Energy Metered Amount, provided that for billing purposes, such measurement and calculation shall depend on the specific metering configuration in place by the UDC. "Net Energy Metered Amount" means, for a given billing period, the sum of (a) and (b), where (a) equals the number of kWhs taken from the grid by Account(s), which amount is taken to be a positive value; and (b) equals the number of kWhs transmitted to the grid from Account(s), which amount is taken to be a negative value, and which kWh production is produced by a Customer's solar or wind turbine electrical generating facility or a solar-wind hybrid on its premises ("Self-Generation") which is interconnected and operated in parallel with the UDC's transmission and distribution system.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK.]

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Each Party has caused this Transaction Confirmation to be executed by its authorized representative on the respective dates written below.

**Constellation NewEnergy, Inc.**

**Customer: Irvine Valley College**

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

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

Printed Name:

Title:

Address: 1001 Louisiana St. Constellation Suite 2300

Houston, TX 77002

Attn: Contracts Administration

Fax: 888-829-8738

Phone: 844-636-3749

Printed Name:

Title:

Date:

Address: 28000 Marguerite Parkway

Mission Viejo, CA 92692

Fax:

Phone:

Email:

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### Meter Acknowledgment Form

#### Meters

Customer acknowledges that it must have an approved direct access meter ("Meter") installed for each Account as a condition precedent to CNE's obligation to perform its responsibilities for Account(s) under this Agreement. Customer is responsible for loss, damage, theft or destruction of the meters as a result of any cause whatsoever and, in the event of such loss, damage, or destruction, Customer must immediately repair or replace any such meter. CNE will invoice and Customer must pay any Meter costs.

#### Installation of Meter and Telecommunications Equipment

If Customer does not have an approved Meter, CNE's meter service provider ("MSP") will install such meter and Customer agrees to install any necessary telecommunications equipment so the meter can be read remotely. The MSP will provide an estimate of costs and a schedule of standard rates for the work to be performed.

Customer will allow us to share the use of Customer's fax or voice phone number for meter data acquisition as required.

Customer will provide additional information and access to property within 30 calendar days of CNE's notification to Customer to facilitate the installation of the meter and any associated telecommunications equipment. Failure to provide additional information and/or access to property could result in monthly manual meter reading charges and could impair direct access meter compliance.

The costs listed above plus any adjustments for non-standard installations will be billed and attached to a monthly invoice. Payment terms outlined in the Agreement shall apply.

#### Meter Maintenance Plan

The prices fixed in this agreement include the costs of the Meter Maintenance Plan ("MMP").

The MMP covers:

i. dispatching trouble calls; ii. repairing or replacing malfunctioned meters caused by hardware (modem, mass memory, etc.) failure; iii. meter testing as required up to one annual visit; iv. test and calibration of transformer rated meter with annual usage of greater than 2,000,000 kWh per year prior to the 12-month anniversary of the installation date; initial manual meter read required if meter equipment failure or any change that prevents a remote meter reading; sample meter testing as required by the applicable state regulatory authority.

The MMP does not cover:

i. phone wiring malfunction except for defects in work by the MSP; ii. dial tone malfunction; iii. removal of the meter; iv. field programming, re-programming, re-configuration requested by Customer outside of the initial and basic meter programming specifications; v. repair, replacement, re-programming, or re-configuration of meters due to Customer's tampering with meters; vi. failure of external device such as AMR module, Datastar, Line Share Switch, Load Control Box, etc.; vii. troubleshooting not related to meter equipment failure; vii. trouble calls related to previous problems where Customer has not rectified the problem. Costs for services or equipment not covered by the MMP will be billed and attached to a monthly invoice.

Existing direct access meters that are out of compliance at the time of transfer of service to us shall be tested for an additional fee and thereafter the meter testing shall be covered by the MMP.

The MMP applies to all Account(s) on this TC and any subsequent direct access metered accounts. It is a required service under this TC.

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**ACCOUNT SCHEDULE:**

**For: Irvine Valley College**

**The Pricing set forth below is only valid until 5:00 PM Pacific Prevailing Time on December 3, 2019**

**Seller shall have no obligation to enroll or supply electricity to any account(s) that are not identified on the Account Schedule below.**

**Please verify that your specific information is COMPLETE and ACCURATE.**

**Your review and acceptance of this information will help ensure accurate future invoices**

*Notes: Accounts and Service Addresses listed in the Account(s) Schedule may be updated or replaced with a new account number issued by the UDC, ISO or other entity.*

No. of Service Accounts: 2

UDC	UDC Account Number	Service Address	Start Date	End Date	Energy Price Non TOU (\$/kWh)
SCE	3022453399	5500 1/2 IRVINE CENTER DR, IRVINE, CA 92618	01/15/21	01/14/22	\$0.03990
SCE	3029051480	5500 IRVINE CENTER DR, IRVINE, CA 92618	01/15/21	01/14/22	\$0.03990

**TO ACCEPT THE PRICING ABOVE, PLEASE FAX A SIGNED COPY OF THIS AGREEMENT TO SELLER AT 888-829-8738.**

**Payments to Certain Third-Parties:** Customer acknowledges and understands that:

- NewEnergy is making a payment to the Community College League of California in connection with its efforts to facilitate NewEnergy entering into this Agreement; and
- Customer's price reflects the fee NewEnergy is paying to the Community College League of California
- the Community College League of California is acting on Customer's behalf as Customer's representative and is **not** a representative or agent of NewEnergy.
- Customer should direct any questions regarding such fee to the Community College League of California.

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**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College IT IDF Room ePower Project, Award of Bid No. 2087, Inter-Pacific, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On May 21, 2018, the Board of Trustees approved basic aid funding of \$600,000 for the Saddleback College Information Technologies (IT) power upgrade to the Intermediate Distribution Frame (IDF) and Main Distribution Frame (MDF) rooms campus-wide, including the construction of electrical power feeds to support new larger Uninterrupted Power Supply units (UPS) and future connection to emergency generators.

### **STATUS**

On October 7, 2019 and October 14, 2019, the District ran newspaper advertisements requesting bids for the Saddleback College IT IDF Room ePower Project. The request for bids was also posted on the District website and sent through the PlanetBids portal. A total of 263 contractors were solicited. Three bids were received on November 8, 2019. The lowest responsive, responsible bid was submitted by Inter-Pacific, Inc. in the amount of \$399,000 (EXHIBIT A). The District and college staff have reviewed the bids and recommend approval of bid and award of agreement to Inter-Pacific, Inc.

Funding is from the Saddleback College approved basic aid funds.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve award of Bid No. 2087, IT IDF Room ePower Project, and approve the agreement (EXHIBIT B) with Inter-Pacific, Inc., in the amount of \$399,000.



**Bid No. 2087  
IT IDF Room ePower Project  
Saddleback College**

**South Orange County Community College District**

**December 16, 2019**

<u>CONTRACTORS</u>	<u>LOCATION</u>	<u>AMOUNT</u>
<b>*Inter-Pacific, Inc.</b>	Tustin, CA	\$399,000
J. Kim Electric, Inc.	Fullerton, CA	\$436,200
AMTEK Construction	Whittier, CA	\$446,133

**\*Recommended Award**



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**CONSTRUCTION SERVICES AGREEMENT**

**IT IDF Room ePower Project  
Saddleback College**

**Inter-Pacific, Inc.**

**December 17, 2019**

THIS AGREEMENT, dated the 17<sup>th</sup> day of December, 2019, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "District"), and Inter-Pacific, Inc., (hereinafter referred to as "Contractor").

The District and the Contractor, for the consideration stated herein, agree as follows:

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

2. Contractor shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The Contractor shall be liable to the District for any damages arising as a result of a failure to fully comply with this obligation, and the Contractor shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the Contractor from fully complying with the requirements of the Project Documents, and unless the

Contractor protests at the time of such alleged prevention that the act or omission is preventing the Contractor from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the District within three (3) working days of the date of occurrence of the act or omission preventing the Contractor from fully complying with the Project Documents.

3. District shall pay to the Contractor, as full consideration for the faithful performance of this Agreement , subject to any additions or deductions as provided in the Project Documents, the sum of Three Hundred Ninety Nine Thousand Dollars (\$399,000.00).

4. The work shall be commenced on the date of the District's Notice to Proceed and shall be completed within Three Hundred Sixty Five (365) consecutive calendar days from the date specified in the Notice to Proceed.

5. Time is of the essence. Time extensions may be granted by the District as provided in Article 64 of the General Conditions.

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

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

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

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

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

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

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.
- (b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.
- (c) Any dispute between Contractor and Contractor's subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

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

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

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

9. Contractor shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the

insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. Contractor agrees to provide all evidences of coverage required by District including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
--	-------------

Subcontractors of every tier	\$1,000,000
------------------------------	-------------

and

Subject to the same limit for each person on account of one accident, in an amount not less than	\$2,000,000
--	-------------

Subcontractors of every tier	\$1,000,000
------------------------------	-------------

Property Damage Insurance in an amount not less than	\$2,000,000
--	-------------

Subcontractors of every tier	\$1,000,000
------------------------------	-------------

Course of Construction Insurance without exclusion or limitation in an amount not less than	\$2,000,000
---	-------------

Excess Liability Insurance (Contractor only)	\$2,000,000
--	-------------

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

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

#### **Waiver of Subrogation**

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

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

**Additional Insured Endorsement Requirements.**

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

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

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

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

12. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

*Schools Legal Service of O.C.*  
*June 2012*

*Bid Forms*  
*Page 5*

District: South Orange County Community College District  
Priya Jerome, Executive Director, Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
(949) 582-4850

Consultant: Inter-Pacific, Inc.  
Alex Tran, Project Manager  
1421 Edinger Avenue Unit A  
Tustin, CA 92780  
(949) 529-5977 [atran@inter-pacific.com](mailto:atran@inter-pacific.com)

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

13. If Contractor is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Alex Tran, whose title is Project Engineer, is authorized to act for and bind the corporation.

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

15. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

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

District

Contractor

By: \_\_\_\_\_  
Signature Date

By: \_\_\_\_\_  
Signature Date

Ann-Marie Gabel  
Vice-Chancellor, Business Services

Alex Tran  
Project Engineer

\_\_\_\_\_  
Contractor's License No.

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

(CORPORATE SEAL OF Contractor, if corporation)

**TO:** Board of Trustees

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

**RE:** |SOCCCD: Saddleback College Public Relations/Advertising Consulting Services for Orange County Regional Strong Workforce Program, Amendment No. 04, Interact Communications, Inc. |

**ACTION:** Approval

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### **BACKGROUND**

The California Community College Chancellor's Office (CCCCO) has a statewide marketing and branding program for career (technical) education that includes long-term marketing strategies, print and electronic materials, and media placements in strategic regions throughout California. The Orange County (OC) region has allocated funding for specific marketing and branding efforts focused for the benefit of the nine OC colleges' credit and non-credit career education programs.

The first round regional funding was for the period starting July 1, 2016 through December 31, 2018. The second round of funding for the funding years ending December 31, 2019 and December 31, 2020 were awarded to Saddleback College in the amounts of \$1,699,968 and \$1,335,296, respectively. These awards were accepted by the Board of Trustees on July 27, 2018.

### **STATUS**

On January 22, 2018, the Board of Trustees approved the contract with Interact Communications, Inc. for marketing and branding consulting services, content development, and media placement in the amount of \$1,164,500 which was funded in regional Strong Workforce Program (SWP) round one funding and Amendment No. 01 was executed to increase the contract value by \$26,000 for a new contract value of \$1,190,500. This contract allows for two (2) one-year extensions which would be funded with regional SWP round 2 funding as stated above.

On October 29, 2018, the Board of Trustees approved execution of Amendment No. 02, for the first of two one-year extensions and increased the total contract value by \$1,000,000 beginning on January 1, 2019. The scope of work for round two funding for services includes community/industry research, student intake ("secret shopper") analysis, ongoing content development, website maintenance, news center development, and media placement. On June 25, 2019, the District approved Amendment No. 03 which increased the contract by \$199,750. These proposed services and proposal were reviewed by the project steering committee whose representation included faculty/counselors, college public information officers, career education deans, industry/ community advisors, and fiscal agent representatives from the four OC community college districts.

Item Submitted By: *Dr. Elliott Stern, President, Saddleback College*  
*Ann-Marie Gabel, Vice Chancellor, Business Services*



The current Amendment No. 04 (EXHIBIT A) allows the addition of the continuing scope of work for this regional marketing and branding project (EXHIBIT B). This addition would increase the total contract value by \$1,215,400, and exercise the second of two one-year extensions by extending the term for an additional year from January 1, 2020 through December 31, 2020.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Interact Communications, Inc. Amendment No. 04 for Saddleback College Public Relations/ Advertising Consulting Services for Orange County Strong Workforce Program to increase the total contract amount by \$1,215,400 for a new total contract value not to exceed \$3,605,650 and exercise the option to extend the term for an additional one year from January 1, 2020 through December 31, 2020.



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



**EXHIBIT A**  
**Page 1 of 1**

Amendment No: 4

THIS AMENDMENT to AGREEMENT No. SN006298 between Interact Communications, Inc. and South Orange County Community College District for the Year 3 of the Strong Workforce Regional Career Education Marketing Campaign (see Attachment). Additional enhancements include Spanish and Vietnamese languages for career education websites, advertising, media buys, outreach, website, etc.; research for student retention; directing traffic to career education websites, etc..

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

1. Extend the contract for another year (year 3). New contract end date 12/31/2020. Increase contract total amount by \$1,215,400. New Total Contract Amount \$3,605,650. Year 3 of the Strong Workforce Regional Career Education Marketing Campaign for expanding to the scope of work (See Attachment). Additional enhancements such as Spanish and Vietnamese languages for career education websites, advertising, media buys, outreach, website, etc.; research why students are leaving the program; directing traffic to career education websites, etc.

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

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

**INTERACT COMMUNICATIONS, INC.**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

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

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Ann-Marie Gabel

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Vice Chancellor, Business Services

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

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

# ORANGE COUNTY COMMUNITY COLLEGES STRONG WORKFORCE INITIATIVE

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Career Education  
Marketing Campaign,  
Public Relations & Research Services  
January 1, 2020-December 31, 2020

Prepared by  
Cheryl Broom, President

October 24, 2019

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# COVER LETTER

October 28, 2019

Interact Communications  
550 Seagaze Dr. Unit 9  
Oceanside, CA 92054

Interact Communications, Inc., a full-service marketing and communications company, is pleased to submit this proposal to the Orange County Community Colleges Strong Workforce Initiative for year three of the Career Education marketing campaign. This third year of the campaign will continue to build upon the momentum established during the first two years, while also expanding the reach of the campaign to a wider audience throughout the region. New this year is a focus on integrating Spanish-language and Vietnamese advertisements in order to more effectively target parents and other influencers. We are also proposing custom research to help each college in the region better understand why students have left Career Education programs before completing and how the colleges can integrate more effective communications strategies into their retention efforts.

As a communications and research company, we bring a single-minded focus on the marketing and enrollment needs of colleges, as well as complete, in-house research, marketing, strategic, and creative services. Founded in 1996, Interact is entering its 24<sup>th</sup> year as one of the only full-service marketing agencies in the country that works *solely* with two-year colleges. We have developed and implemented marketing plans and brands for colleges nationwide. Some of our current clients include the California Community Colleges Chancellor's Office, Los Angeles Community College District, Inland Empire/Desert Regional Consortium, Oakland Community College, and South Texas College.

We appreciate your consideration of this proposal and look forward to the opportunity to continue to serve the Orange County Community Colleges Strong Workforce Initiative.

Regards,



Cheryl Broom, M.A.  
President, Interact Communications  
(760) 698-3194  
[Cheryl.broom@interactcom.com](mailto:Cheryl.broom@interactcom.com)  
[www.interactcom.com](http://www.interactcom.com)

# SCOPE OF WORK

## Research & Brand Awareness

Research conducted in Year 1 and Year 2 of the RFP has now become the benchmark against which we can measure past successes and predict future success. In order to improve the efficiency and efficacy of media buying, as well as provide all individual colleges in the region with data and analysis that will assist them individually and collectively, we recommend the redeployment of Media Preferences.

New this year is a proposal to conduct research with Career Education certificate- and degree-seeking students who completed at least 15 units of coursework but stopped out before receiving a degree or certificate. This “failure to continue” research will assist colleges in pinpointing the reasons that students leave and how colleges can build better retention and communication strategies to help students complete their studies. This research will be conducted for each college individually, with a full report on regional consistencies and areas for improvement.

### Media Preferences

Building on the 2018 and 2019 Media Prefs survey conducted for the Orange County community colleges, a third year of surveying will help measure the efficacy of the campaign. Your custom questions will be repeated as a way for us to measure how attitudes have changed over the course of the past three years. As part of this contract, Interact Communications provides support for the survey deployment as well as incentives to encourage student participation. In addition, Interact will design five student demographic profiles in a way that can be easily shared with all Orange County colleges, regional partners, and interested parties. The information contained in each of these profiles will assist all your regional colleges and partners in drafting communications, marketing, and media buying plans that best reach each of your key target audiences.

**What it Costs:** \$34,500 for 10 Orange County institutions (10% discount for third year), including 5 regional custom questions and five custom student demographic profiles.

**Value Added:** Interact Communications will present the findings of this survey to the Regional Consortium

**Timeline for Completion:** Survey launches in late September/early October 2020 with results available in January 2021. Demographic profiles will be analyzed and designed in spring 2021.

### Failure to Return (Stop-Out) Research

Most colleges lose more than half of their students during any given semester, more from fall to spring, and again from spring to fall. These students didn't transfer, they were in good standing, and many had financial aid.

Failure to return research uses your lists of “stop-outs” to identify students who could have stayed at your region's colleges but chose not to. We will interview up to 50 of your 10 institutions' former students, by phone, to identify the factors and the patterns that led them to drop out. Our reports, custom to each college, will provide detailed recommendations on how to improve persistence and retention, with a special focus on communication tactics.

Each of the region's colleges will be responsible for providing Interact with a list of students who completed at least 15 units of coursework and did not earn a degree or certificate. We recommend that these students' declared area of interest (as indicated on CCC Apply) also be included so that we can focus on students who were interested in Career Education programs. In addition, should the colleges choose, we can also focus on one type of student demographic or one unique program. More specific demographic requests can be accommodated but may incur extra charges depending on the complexity of execution.

**Deliverable:** Following the completion of the interviews, Interact will prepare a thorough written report with observations and recommendations for each college, followed by a regional report. Interact Communications will also be available to present the findings of the reports to each college, either in person or virtually.

**Timeline:** Interviews will occur spring semester 2020, with the full report and walkthroughs in summer 2020. Timing is dependent on receiving lists from participating colleges in a timely matter.

**What it Costs:** \$150,000 (\$15,000 per college with regional report offered at no additional charge). Should colleges choose not to participate, funds can be reallocated to other projects.

**Timeline for Completion:** Spring and summer 2020

## Advertising Campaign & Collateral Materials

### Advertising Collaterals: Future BUILT

In this stage of the project, we will update marketing materials for the 2020 campaigns to integrate Spanish- and Vietnamese-language marketing efforts, targeting parents and influencers. We also suggest creating one high-quality television-style commercial for continued advertising on Spectrum and Hulu. In addition, we will revamp social media efforts with high-quality, creative social media content, focusing exclusively on the “story” sections of Instagram and Facebook.

#### Spanish/Vietnamese-Language Materials

- One authentic narration advertisement featuring a Vietnamese student, alumnus, or faculty member, filmed in English and Vietnamese and then produced into two 30-second advertisements: one in English and one in Vietnamese. Filming will take place in one single day.
  - This ad will be filmed in late January/early February and completed by April 2020.
  - Pricing is inclusive of travel.
- Four video ads: two 15-second spots and two 30-second spots. These will be high-energy, graphical ads that incorporate video and photography already taken around the region. One set (:15/:30) will be made in Spanish and one set (:15/:30) will be made in Vietnamese.
  - Ads will be completed by mid-March 2020 for integration into the fall enrollment 2020 campaign.
- Two radio ads (one in Vietnamese, one in Spanish)
  - These will be completed by April 2020 for integration into the fall enrollment 2020 campaign.
- Two postcards: one in Spanish and one in Vietnamese, targeting parents and influencers.
  - This will be completed by April 2020.
  - Printing and mailing will occur in June 2020. (For costs for printing and mailing, see printing section of this proposal.)

#### English-Language Materials

- Digital/social media ads (English)
  - Four new Instagram/Facebook Story ads (video-based)
    - One new ad each quarter, starting in January (then April, July, October)
  - Four new carousel ads for Facebook/Instagram
    - One new ad each quarter, starting in January (then April, July, October)
  - Four new video Snapchat ads
    - One new ad each quarter, starting in January (then April, July, October)
  - 2 Spanish-language digital/social ads, in 9 formats, and 1 Vietnamese digital/social advertisement, sized in 9 formats.
    - These ads include both static as well as Facebook and Instagram Story advertisements.
- Two general Career Education posters that could be posted at high schools, job centers, colleges, libraries, etc. (For costs for printing and mailing, see printing section of this proposal.)
- Two Future BUILT posters that will be sent to education neural sites such as non-profits, Workforce Development Boards, etc.

**What it Costs:** \$54,000

**Timeline for Completion:** January 2020-December 2020 or as outlined above.

## Orange County Parent & High School Student Outreach

In Year 2, Interact Communications developed four fliers, in both English and in Spanish, that highlighted the types of careers available in Orange County, and which invited students to speak to a career coach. Flyers targeted high school students and their parents and were sent out via PeachJar. In Year 3, Interact Communications will make any necessary updates to these flyers and translate them into Vietnamese.

Flyers will be sent by Interact via a PeachJar subscription. PeachJar allows users to easily reach the parents of school-aged children by delivering school-approved digital flyers directly to their email inbox. Flyers are sent alongside important school information and are posted to the school's website to increase visibility. Currently, more than 30 Orange County high schools use this service. Flyers will be distributed via PeachJar once a quarter.

In addition, Interact Communications will add downloadable versions of these flyers to the resources page of the Future BUILT website.

### **Budget: \$13,500**

- Flyer design updates (Spanish and English): \$3,000
- Translation of all 4 flyers into Vietnamese: \$3,500
- PeachJar subscription: \$7,000

**Timing:** Two Vietnamese flyers developed, translated, and approved by February 1, 2020; two additional flyers developed, translated, and approved by April 1, 2019.

## Viewbook and Flipbook Updates

Interact Communications will update the Future BUILT viewbook and make changes requested by colleges/industry sectors in preparation for a 2021 reprint. In addition, Interact will make updates to the flipbook in fall 2020 in preparation for a 2021 reprint.

**Budget:** \$7,500 for viewbook and flipbook updates (This includes textual updates and light copyediting. Additional pages or major design work will be evaluated for cost and separate proposal given.)

**Timing:** All viewbook and flipbook updates made by October 2020.

## Application and Degree Completion Campaigns

### **“Completer” Campaign**

Community college students—even motivated ones—lead distraction-filled lives. The average CC grad in California earns more than 25 credits ABOVE the 60 required to matriculate. Often, this is due to confusion over degree requirements.

With our “completer campaign,” once colleges identify those current students who are close to graduation, we develop motivational messaging that acknowledges their hard work while also encouraging persistence.

The fall-focused mini-campaign would be revamped in the spring and disseminated in July to encourage fall enrollment. The messaging focuses on the general benefits of completing an educational outcome, as well as “You’ve Got This”-style messages of encouragement and support. The campaign will be distributed via email for a total of 2 emails a week for 2 weeks (4 emails total). The campaign will be repeated in November 2020 to encourage spring enrollment.

### **“One More Class” Campaign**

Every class counts—for the student’s expedited degree plan and for the college’s bottom line. By targeting students already registered, colleges can fill struggling classes or bolster credit enrollment statistics with a low-cost, last-minute push.

“One More Class” messaging is all about motivation. For the overachiever, including the early registrant or completer of 45+ units, it’s a challenge (i.e. “C’mon, surely you can handle ONE MORE!”) For the struggling or working student, it’s a message of support (i.e. “You can totally do this—we’ve got your back.”) For all audiences,



it's about reminding the student that faster completion means taking the next step *sooner*, with potential for more immediate (and bigger!) earnings.

"One More Class" campaigns will be employed in the last two weeks of registration season, using email lists filtered to include all registered students (recommended: 2 emails per week for a total of 4 emails). The campaign will be repeated in November 2020 to encourage spring enrollment.

**What it Costs:** \$10,000

**Timeline for Completion:** Email campaigns to be refreshed in late spring based upon 2019 campaigns. Emails will be sent six weeks prior to fall 2020 semester and six weeks prior to spring 2021 semester.

## OC Strong Workforce Project Consultation and Integration and Additional Work

To support regional initiatives and effectively integrate them into the Future BUILT campaign, Interact Communications will work directly with project leads on an as-needed basis to create and disseminate marketing and communications efforts. This work will include consultation services to regional partners including Program Finder, among others. We will also support these projects through the development of marketing and communications materials that are professionally designed and integrated into the Future BUILT campaign.

In addition, this line item can be used to charge any fees associated with the creation and maintenance of a regional phone number associated with the campaign. Design and development of any additional, unplanned for collateral, advertisements or websites will also be covered by this line item.

**What it Costs:** \$27,000: Estimated \$10,000 for consultation, meetings, and planning (to be billed at \$130/hour for an estimated 100 hours total) and estimated \$17,000 for material development (to be billed at Interact's hourly rate per attached sheet). Any funds not spent will be allocated to other areas of the campaign as needed.

**Timeline for Completion:** Year-round, as needed

## Printing Services

To ensure that viewbooks, flyers, posters, and the flipbook are updated with the most recent and relevant information, Interact Communications has set aside money for printing services. Any unused funds will be reallocated to other projects.

This estimate includes printing for:

- Viewbooks and flipbooks
- The printing of up to 10,000 Spanish and up to 10,000 Vietnamese postcards, plus purchase of lists and mailing costs.
  - Lists will center around Vietnamese- and Spanish-speaking low-income households with children age 16 and older.
- Printing of up to 500 posters
- Printing and mailing of quarterly magazines (up to 300 printed magazines per edition)

**What it Costs:** \$33,000

**Timeline for Completion:** Year-round, as needed

## Public Relations Activities

### Monthly Feature Story Writing and Newsletter

Interact will continue the following services:

- Three feature stories will be written and researched each month. Content of stories will be determined in conjunction with Strong Workforce leadership, but can include a monthly profile on a sector, a student success profile, a spotlight on an exceptional program or faculty member, stories showcasing local businesses' relationships with colleges and students, and more. As part of this process, Interact Communications will reach out to administrators, faculty, and staff in the field to collect stories, tips, and ideas that may be helpful for other colleges. (Note: Additional stories can be written at Interact's standard hourly writing fee.)
- On a monthly basis, Interact Communications will create and distribute an electronic newsletter, featuring the aforementioned content, to be distributed to a list of internal and external stakeholders. The newsletter will present content in a consistent and easily digestible manner, with stories starting in the e-newsletter and pointing back to the News Center. It will also enable us to post individual social media content while pointing people back to the News Center.
- One brief letter of introduction to accompany electronic newsletter, ghostwritten on behalf of consortium leader (dean, OC director, or sector navigator).
- A monthly e-blast featuring the three stories of the month, with links to the News Center, campaign landing page, and social media sites.
- Posting approved articles and sharing on the campaign social media sites.
- Media relations: Bi-weekly press releases (top two feature stories) and contact information sent to Orange County-based reporters; this includes the creation of Future BUILT letterhead, the creation of an Orange County news reporter distribution list, and interaction with reporters interested in covering local stories.
- Tracking news items about Orange County community colleges to include on the site.
- Measuring and growing the distribution list of the newsletter using the following tactics:
  - Integrating the names and emails of all OC and LAOCRC members and attendees at regional events and conferences into the distribution list.
  - Adding a "Sign up for our Newsletter" pop up on the Future BUILT newscenter and integrating all sign ups into the newsletter distribution.
  - Reach out to all OC deans, twice annually, with a request to include Career Education advisory board members in the newsletter.
  - Reach out to all Orange County PIOs, deans and presidents, on a quarterly basis, with a message they can send to their campuses inviting people to sign up to receive the newsletter.

**What it Costs:** \$50,400 (\$4,200 per month)

**Timeline for Completion:** January 2020-December 2020

## Career Ed Social Media & News Editorial Calendar

In addition to the paid placement on social media outlined in the media buying section of this Scope of Work, Interact Communications will continue to execute a monthly content plan/editorial calendar that will guide organic social media posts. The core focus of the plan is to leverage the region's advertising budget and public relations activities for the greatest possible impact on awareness. The content in this plan will be curated to circulate the appropriate messages, with the appropriate timing and choice of platform, and to engage our target audiences and inspire action.

This plan will not only guide the type and timing of messages sent out on behalf of Orange County; it will be distributed to Orange County colleges so that they can use it in their own social media outreach efforts.

As part of this plan, we will update the calendar based on this year's success and come up with fresh ideas to continue the calendar from October-December 2020 (three months). During these three months, monthly posts will be developed around key topics that resonate with your audiences and can be boosted on your social media channels.

Interact Communications will provide the writing and photography selection/design of up to four posts a month (one a week) and will post these to the Future BUILT social media accounts as well as distribute to local colleges for their own social media/external outreach channels. We will also make hashtag recommendations so that community college content will show up in searches around the content we are creating. In addition, we have set aside a small budget for boosting posts (up to \$500/month).

**What it Costs:** \$5,000

**Timeline for Completion:** August 2020 for continued implementation starting in October 2020

## Quarterly Print Magazine

Orange County community colleges have a litany of feature articles that will be repurposed into an eight-page, professionally designed print newsletter that the Consortium can mail to Chambers of Commerce, service organizations, employers, Board of Trustee members (K-12 and community colleges) and other organizations in the region. In addition, research conducted to write the viewbook, sector posters, and other campaign pieces will be integrated into the newsletter as pullouts to showcase the breadth and depth of Career Education programs in the region.

Interact Communications will design the magazine. New writing will be limited to ghostwriting a column by a person designated by the consortium and editing items from the viewbook, sector posters, and previous articles to fit a print design. Interact will maintain the mailing list and provide all printing and mailing services and fees.

**Timing:** Newsletters will be print ready by March 1, June 1, September 1 and December 1.

**Revisions:** Interact Communications will send the newsletter to the Consortium three weeks prior to providing print-ready files. The Consortium will have two weeks to provide any edits. One round of edits will be accommodated.

**Total Cost:** \$48,000

## Employer/Union Outreach Activities

The below communications and business outreach plan aims to increase the visibility of Orange County community colleges, strengthen individual colleges' and the region's relationships with the business community, and encourage potential new partnerships in the business community. The plan centers around the creation of a speaker's bureau, identifying and targeting key influencers in the community, and connecting college representatives directly with business and professional organizations in order to educate them on the impact of local community colleges.

To effectively communicate with the business community, Interact will use the findings from 2019 business focus groups to craft key messages that promote the significant contribution of Orange County community colleges to the economy and their important role in the development of a smart workforce.

## Speaker's Bureau Program

Interact Communications will create an Orange County Career Education Speaker's Bureau with the goal of informing the business community across the region of the wide range of opportunities in Career Education at local community colleges and their impact on the regional economy.

### Deliverables:

- 1) Interact Communications will develop a recruitment plan to maximize impact and reduce the time needed to form a sustainable bureau.
- 2) Interact Communications will then lead efforts to regional directors; college presidents and administrators; and community college faculty, public information officers, and graduates to participate in the speaker's bureau. Interact will commit to garnering the support and interest of up to 15 individuals, will collect their bios and headshots, and will create a master list of speakers.
- 3) Interact will create a new section of the Future Built website that showcases the members of the speaker's bureau as well as topics of interest to local Chambers of Commerce, unions, civic groups, and other business entities. This section will also include a sign-up form for people interested in requesting a speaker. Interact Communications will respond to all requests and work with speaker's bureau participants on logistics.
- 4) Based upon the communication needs outlined in the 2019 Business research, Interact will develop:
  - A PowerPoint presentation and speaking toolkit, which will be used at speaking sessions. The toolkit will contain:
    - An employer-focused elevator pitch (boilerplate)
    - A key messages document to use in social media posts, infographics, ads, additional collateral, etc., which can also be distributed to internal stakeholders
    - Talking points to be used in presentations, media interviews, and one-on-one meetings
    - One leave-behind piece with key takeaways and additional information about the region
- 5) Interact Communications will host up to four webinars to train participants; two during the spring 2020 semester and two during the fall 2021 semester.
- 6) Interact will develop a list of all Chambers of Commerce, potential businesses, civic groups, and union organizations throughout the region, including contact information for each. During the spring 2020 semester, Interact will develop an outreach plan to reach these groups and inform them about the speaker's bureau.
- 7) The ability to book speakers will be folded into the Future BUILT monthly e-newsletter starting in late spring 2020.
- 8) As speakers are booked, Interact Communications will create a calendar of speaking events and will assist in the preparation of speakers, including sending calendar invitations for times, locations, and other details of note.
- 9) Interact Communications will ensure speakers are thanked and recognized following speaking engagements.

**Budget:** \$60,000

## Timing and Fees

### PHASE ONE: PLANNING AND PREPERATION (\$42,500)

- Recruitment of speakers: January-March 2020
- Webinars to train speakers: April 2020
- PowerPoint presentation and toolkit developed in January-March 2020, with distribution in April 2020
- Development of outreach plan: January-March 2020
- Website development and sign up pages: March-May 2020
- Implementation begins: May 2020

### PHASE ONE: IMPLEMENTATION & MAINTENANCE (\$17,500 // \$2,500 month, June-December)

- Start of speaker's bureau and ongoing booking of speakers: June-December 2020
- Webinars to train additional speakers: September 2020
- Ongoing gratitude campaign to thank speakers: August 2020-December 2020

#### *Timing adjustments/assessment - if needed:*

Once the planning phase is developed and approved (April) calls to local organizations will begin in May and will extend throughout the year. Any need for timing changes to the rollout can be requested with a 30 day notice.

All of the materials, plans, and the website pages will be finalized by end of May, which will conclude the planning and preparation phase of the project. Beginning in June 2020, a monthly fee of \$2,500 will be charged for ongoing implementation, additional trainings, and the ongoing gratitude campaign targeted to speakers. Should the consortium wish to cancel the project due to low enrollment or participation, cancellation can occur any point after May 2020 and any unused funds can be reallocated into other campaign strategies.

Phase	Phase Description	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	Interact Communications will develop a recruitment plan													
2	Interact Communications will then lead efforts to regional directors; college presidents and administrators; and community college faculty, public information officers, and graduates to participate in the speaker's bureau. Interact will commit to garnering the support and interest of up to 15 individuals, will collect their bios and headshots, and will create a master list of speakers													
3	Interact will create a new section of the Future Built website that showcases the members of the speaker's bureau as well as topics of interest to local Chambers of Commerce, unions, civic groups, and other business entities. This section will also include a sign-up form for people interested in requesting a speaker.													
4	A PowerPoint presentation and speaking toolkit.													
5	Interact Communications will host up to four webinars to train participants; two during the spring 2020 semester and two during the fall 2021 semester.													
6a	Interact will develop a list of all Chambers of Commerce, potential businesses, civic groups, and union organizations throughout the region, including contact information for each.													
6b	During the spring 2020 semester, Interact will develop an outreach plan to reach these groups and inform them about the speaker's bureau.													
7	The ability to book speakers will be folded into the Future BUILT monthly e-newsletter starting in late spring 2020.													
8	As speakers are booked, Interact Communications will create a calendar of speaking events and will assist in the preparation of speakers, including sending calendar invitations for times, locations, and other details of note.													
9	Interact Communications will ensure speakers are thanked and recognized following speaking engagements.													

## YouTube Orange County Community Colleges "Teach" Campaign Videos

The "teach" campaign will consist of a video series that highlights faculty and students teaching "how to" do short tasks relevant to career education. Videos will range from 2-3 minutes in length and will showcase a "how to", with a faculty, student or alumni showcasing a task or skill within their area of study. Videos will be captioned, tagged, and posted on the Future BUILT YouTube page. They will also be integrated into the paid social media campaign as well as the Future BUILT newsletter and social media pages.

The videos take a different stance on marketing by "giving something" to the viewer while allowing them an insight into the skills they could gain from a Career Education field. They will boost awareness of Orange County community colleges, industry sectors and specific, local career education programs.

Sample topics could include:

- How to take a patient's vitals (Health)
- How to change a break light (Automotive)
- A "trick in" welding [https://www.youtube.com/watch?v=BY\\_nsNzGlaA](https://www.youtube.com/watch?v=BY_nsNzGlaA)

Participating faculty and students will be identified during a "casting call" process that will create excitement at each college. The videos will be recorded over two, 4-day periods with two videos being recorded per day. Over the course of the video filming, a total of 16 videos will be recorded, with the goal of having at least one recorded at each of Orange County's community colleges.

**Deliverables:**

- 16, 2-3 minute "How To" videos repurposed for all digital media campaigns
- Interact Communications will provide colleges with the Raw video footage, upon video completion, and upon request. A \$500 packaging fee will be charged per video request.

**Budget:** \$110,400. This price is inclusive of all travel, recruitment filming and production costs. Travel must occur during two trips, each 4 consecutive days.

**Timing:** 8 videos will be recorded and produced during spring 2020 semester; 8 additional videos will be recorded and produced during the summer or fall 2020 semesters (depending on faculty availability)

## Planning & Execution

### Administrative: Project Management, Website, and Support Costs

Interact Communications will provide all administrative and project management and support, including News Center and website updates. This year's administrative fee also contains the cost of creating a Vietnamese- and Spanish-language landing page on the Future BUILT website (to be complete by March 2020) with integration of these pages into the home page of the full website. In addition, Interact will oversee all media buying placement, measurement, and evaluation. Interact Communications will provide a monthly update, which can be made in person, remotely, or in writing, quarterly campaign updates and an annual in-person regional update. Interact Communication will also participate in regional activities.

**What it Costs:** \$66,000

**Timeline for Completion:** January 2020-December 2020; new landing pages by March 2020

## Media Buying

Interact Communications will continue to provide media buying services across multiple digital and traditional mediums. New this year will be the integration of Spanish-language and Vietnamese advertising, which will both commence in spring 2020 for promotion of the fall 2020 semester. We also suggest integrating Hulu into the OTT advertising this coming year.

**What it Costs:** \$553,600

**Timeline for Completion:** January 2020-December 2020

# FEE PROPOSAL

	Element	Flat Fee for Service	
1.	<b>Student Research, Brand Awareness Testing &amp; Failure to Return Research</b>		<b>\$184,500</b>
	Media Preferences Survey at 10 Institutions and Regional Consortium and Presentation (with 10% discount)	\$34,500	
	Failure to Return Research (with regional report as a value add)	\$150,000	
2.	<b>Marketing Campaigns, Consultation &amp; Collateral Materials</b>		<b>\$137,500</b>
	Update Campaign Collateral Items (as outlined above)	\$54,000	
	Orange County Parent & High School Student Outreach	\$13,500	
	Application and Degree Completion Campaigns	\$10,000	
	OC Strong Workforce Project Consultation Integration	\$27,000	
	Printing, Mailing, List Purchase Services, plus funds set aside for design, PR, or marketing work not outlined in this contract	\$33,000	
3.	<b>Public Relations Activities and News Center</b>		<b>\$103,400</b>
	PR and News Center Writing and Public Relations Support	\$50,400	
	Social Media Editorial Calendar and Organic Social Media Posts (October-December 2020)	\$5,000	
	Quarterly Print Magazine	\$48,000	
4.	<b>Employer &amp; Union Outreach Activities</b>		<b>\$60,000</b>
	Phase One: Message and plan development and Speaker's Bureau formation	\$42,500	
	Phase Two: Implementation, gratitude program, and monthly management	\$17,500	
5.	<b>YouTube "Teach" Videos</b>		<b>\$110,400</b>
	16, 2-3 minutes videos showcasing faculty and/or students teaching Career Education spots in a YouTube format.	\$110,400	
6.	<b>Plan Implementation, Website, and Administrative Fees</b>		<b>\$66,000</b>
	Administrative: Project Management, Media Buying, Website Hosting, and Updates Including New Spanish-Language and Vietnamese Landing Pages, Travel & Support Costs	\$66,000	
	<b>SUBTOTAL</b>		<b>\$661,800</b>
7.	<b>Media Buy: Digital and Traditional in English, Spanish and Vietnamese</b>		<b>\$553,600</b>
	<b>TOTAL WITH MEDIA BUYS</b>		<b>\$1,215,400</b>



# SIGNATURE

## Payment terms:

*One-time full payment of Item #7: media buy (\$553,600), to be invoiced at least 30 days prior to first month of media placement.*

*Item #1, 2, 3, and 5 will be invoiced 50% upon contract signing (\$267,900) with the remaining 50% (\$267,900) to due upon the completion of individual milestones and monthly.*

*Item #4 will be invoiced at 50% (\$21,250) upon contract signing and then 50% (\$21,250) at the end of Phase 1, and then \$2,500/month from June-December 2020.*

*Item #6 will be billed in four quarterly payments of \$16,500.*

*Any other services required outside of the stated parameters of this contract will be furnished at our best client pricing under separate contracts. Any changes to the contract will be noted and will require signed authorization in the form of a change order.*

*This agreement contains the entire agreement and understanding between the parties with respect to the subject matter herein.*

Agreed to on behalf of:

**Orange County Strong Workforce**

\_\_\_\_\_

Name/Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Agreed to on behalf of:

**Interact Communications, Inc.**

Cheryl Broom

*Cheryl Broom*

October 28, 2019



2 0 1 9 R A T E S

# interact

## 2-Year College Experts

### Hourly and Contract Rates

#### Specialty Areas

##### Dr. Pamela Cox-Otto

A nationally-recognized speaker on topics ranging from the internet, persuasive messaging and generational marketing.

**Presentation Rate:**  
**\$10,000**

(Includes presentation & Travel)

##### Enrollment Management Assessment & Planning

We assess your recruitment and retention systems & recommend ways to improve them.

##### Full Audio Crew for Podcast & Broadcast

A producer and Audio engineer

**\$300 @ hour**  
**(8 hours min.)**

##### Full Video Crew for Broadcast

A Producer, Videographer and Second Camera Crew

**\$525 @ hour**

**Day Rate: \$4,200 (8 hrs)**  
**(4 days min.)**

##### Training

Interact's Cheryl Broom, MA, offers training on every aspect of community college marketing and planning & marketing for bond campaigns.

**Day Rate: \$3,600**

##### Facilitation

Interact's Pamela Cox-Otto, Ph.D., Cheryl Broom, M.A. or Terry Kinney, Ph.D., can help facilitate your planning process or retreat.

**Day Rate: \$3,600**

### Open Rates

This is the rate for hourly work without a contract or a project agreement.

Creative Services (Remote):	Hour
Senior Marketing Counsel	\$315
Marketing/PR Counsel	\$150
Advertising Concepts	\$120
Project Management	\$110
Web Analysis & Consulting	\$180
Design (Layout)	\$85
Art Direction	\$120
Copy Writing	\$95
Illustration	\$90

#### Advertising Services:

Media Buying & Campaign Management Fee	15%
Storyboard/Design	\$95
Broadcast Production	\$210
Videographer (1) 8 hour min.	\$225
Videography Crew (3) 4 days min.	\$525
Digitization & Editing	\$150
Photography (8 hour min.)	\$300
Talent, Props and Outside Costs	\$ Billed at actual cost

#### Research Services:

Day rate for 4 Focus Groups, analysts and reporting \$15,000

Phone surveys, 500 completes \$30,000

### Client Rates

This is the rate for hourly work when we are the agency of record or have an existing contract.

Creative Services (Remote):	Hour
Senior Marketing Counsel	\$250
Marketing/PR Counsel	\$130
Advertising Concepts	\$105
Project Management	\$95
Web Analysis & Consulting	\$150
Design (Layout)	\$75
Art Direction	\$105
Copy Writing	\$85
Illustration	\$80

#### Advertising Services:

Media Buying & Campaign Management Fee	15%
Storyboard/Design	\$85
Broadcast Production	\$190
Videographer (1) 8 hour min.	\$200
Videography Crew (3) 4 days min.	\$500
Digitization & Editing	\$140
Photography (8 hour min.)	\$280
Talent, Props and Outside Costs	\$ Billed at actual cost

### Estimates & Project Rates

No one likes to give someone a blank check. So, Interact will provide a project cost which we will not exceed, an hourly estimate which we will not exceed, or simply our hourly costs so you pay us when you use us.

We guarantee we will not exceed the estimates, unless you as our client significantly changes the parameters of the job.

And then we will let you know beforehand, so you don't suffer from "sticker shock."

**Interact is the ONLY**  
**full-service marketing agency**  
**in the nation**  
**that serves ONLY**  
**Two-year colleges**

**interact**  
2-Year College Experts

Valid for 2019

**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Stadium and Site Improvement Project, Material Testing and Inspection Services Amendment No. 03, C.E.M. Lab Corp.

**ACTION:** Approval

---

### **BACKGROUND**

On May 21, 2018, the Board of Trustees approved an agreement with C.E.M. Lab Corp. for Material Testing and Inspection services for the Saddleback College Stadium and Site Improvement project, in the amount of \$472,453. On June 24, 2019, the Board of Trustees approved Amendment No. 01 to address delayed construction, design revision to the bleacher connection details and weather impacts in the amount of \$264,600. On August 26, 2019, the Board of Trustees approved Amendment No. 02 to address a revision to the bleacher fabrication locations, schedule delay, and the need for off-site truss fabrication inspection in the amount of \$311,835. The original agreement provided for an amendment of the terms by mutual consent of both parties.

Additional testing and inspection services are required due to contractor changes resulting in additional work scope requiring inspection, inspection required at additional fabrication shops located in various states and contractor delay. A portion of these costs will be pursued in the form of a back charge to the general contractor for failed tests, re-inspection for non-conforming work, contractor requested overtime and for contractor changes to work already installed.

### **STATUS**

The required modifications contained in Amendment No. 03 are described in EXHIBIT A. Approval of the Material Testing and Inspection Services amendment will result in an increase of \$797,691, for a revised contract total of \$1,846,579.

Basic aid funds are available in the approved project budget of \$62,230,000.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Amendment No. 03 to the Saddleback College Stadium and Site Improvement project, Material Testing and Inspection Services agreement with C.E.M. Lab Corp., increasing the contract amount by \$797,691, for a not to exceed amount of \$1,846,579.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**AMENDMENT**  
**TO THE MATERIAL TESTING AND INSPECTION SERVICES AGREEMENT**  
**AT SADDLEBACK COLLEGE**

Amendment No: 03

THIS AMENDMENT to AGREEMENT dated May 21, 2018 between C.E.M. Lab Corp. and South Orange County Community College District for the Athletics Stadium and Site Improvement project at Saddleback College.

C.E.M. Lab Corp. and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT do mutually agree as follows:

1. Article 11.15 of the original agreement provides that the Agreement may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT. Due to the addition of scope requiring inspection, changes by the contractor, tests not previously defined and contractor overall delay in the schedule, additional services in the amount of \$797,691 are necessary. The completion date remains July 31, 2020.
2. Original Contract Amount: \$ 472,453  
Amendment No. 1: \$ 264,600  
Amendment No. 2: \$ 311,835  
**Amendment No. 3: \$ 797,691**  
**Total Contract Amount: \$1,846,579**

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

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

**C.E.M. Lab Corp.**

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print Name: Soheil A. Binaei

\_\_\_\_\_  
Print Name: Ann-Marie Gabel

\_\_\_\_\_  
Print Title: President

\_\_\_\_\_  
Print Title: Vice Chancellor, Business Services

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

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

\_\_\_\_\_  
Email & Phone: tony@cemlabcorp.com/(714)749-0212

\_\_\_\_\_  
Email & Phone: (949)582-4405

**TO:** Board of Trustees

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

**RE:** SOCCCD: Dual Enrollment SOCCCD (Saddleback College) – Capistrano Unified School District, College and Career Access Pathways Partnership Agreement, 2020

**ACTION:** Approval

---

### **BACKGROUND**

Assembly Bill 288 Public Schools: College and Career Pathways, passed in 2015, allows Capistrano Unified School District (CUSD) and South Orange County Community College District (SOCCCD) to enter into agreement to deliver Saddleback College (SC) courses to students in CUSD high schools. This partnership will provide the opportunity for students to gain an early start to certificate and/or degree programs in a variety of fields. The agreement addresses all sections of Education Code 76004 and complies with the SOCCCD College Service Area Agreement.

### **STATUS**

Saddleback College has worked in close collaboration with CUSD to develop the College and Career Access Pathways Partnership agreement, with initial approval given in February 2019. This renewal agreement (EXHIBIT A) includes offering Counseling 100 courses in spring 2020 as identified in the Appendix. This agreement also lays the groundwork for expanding dual enrollment into other disciplines, including Business and Spanish in spring 2020. All terms and conditions are outlined in the Dual Enrollment, SOCCCD (Saddleback College) - Capistrano Unified School District College and Career Access Pathways Partnership Agreement.

This agreement is a renewal of the College and Career Access Pathways Partnership agreement between CUSD and Saddleback College and was presented to the Board of Trustees at the November 18, 2019 meeting for review and study.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Dual Enrollment, SOCCCD (Saddleback College) - Capistrano Unified School District College and Career Access Pathways Partnership Agreement, for the term of January 1, 2020 to December 31, 2021.

Item Submitted By: *Dr. Elliot Stern, President, Saddleback College*  
*Ann-Marie Gabel, Vice Chancellor, Business Services*



## **COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

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

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

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

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

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

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

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k) (3)

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

### **1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall begin on January 1, 2020 and ending on December 31, 2021. Any amendments to this agreement will be submitted for Board approval by the community college Board and the school district Board.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses Sec. 2(c) (1). The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c) (2)
- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c) (3)

- 1.4 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

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

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SOCCCD and applicable law. Sec. 2 (a)
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

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

- 3.1 Student Eligibility - Students who “may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness” Sec. 2 (a) and “underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate.” Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3) (g)

- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out an authorization form.
- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

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

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f) (q). The SOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring). If the location is at a SCHOOL DISTRICT site, then the SCHOOL DISTRICT will coordinate. If the location is at a COLLEGE site, the COLLEGE will coordinate.

#### **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o) (1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.

- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the SOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c) (1)
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the SOCCCD Board of Trustees and the state Chancellor's Office.
- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SOCCCD Administrative Procedures.
- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or SOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SOCCCD academic standards.
- 6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as



determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

**7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the SOCCCD and become SOCCCD employees or be provided by the District and be District employees.
- 7.2 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SOCCCD specifically with regard to their duties as instructors.
- 7.3 Supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE employees, which extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.4 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.
- 7.5 SCHOOL DISTRICT or COLLEGE will be selected as the Employer of Record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m) (1)
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m) (2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT may receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

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

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SOCCCD policies and standards. Sec. 2 (c) (2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c) (2)
- 9.3 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE on all the following information: Sec. 2 (t) (1) (A-D)
  - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t) (1) (A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t) (1) (B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t) (C)
  - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t) (1) (D)

## 10. APPORTIONMENT

- 10.1 SOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o) (2)
- 10.3 SOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s) Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and Title 5.

## 11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k) (1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k) (2)

- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to the displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k) (3)

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

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

## **13. RECORDS**

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

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

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

## **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

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

14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1

## **15. PRIVACY OF STUDENT RECORDS**

15.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

15.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

15.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and

under Education Code § 49064 as applicable. d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

**16. REIMBURSEMENT**

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

**17. FACILITIES**

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

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

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

**18. INDEMNIFICATION**

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

**19. INSURANCE**

- 19.1 The SCHOOL DISTRICT, in order to protect the SOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved

program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to SOCCCD.

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

## **20. NON-DISCRIMINATION**

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

## **21. TERMINATION**

- 21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 22.
- 21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1 agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **22. NOTICES**

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

### **COLLEGE**

Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Kari Irwin, Assistant Dean, Career Technical Education

### **SOCCCD**

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Priya Jerome, Executive Director of Business Services

**SCHOOL DISTRICT**

Capistrano Unified School District  
33122 Valle Road  
San Juan Capistrano, CA 92675  
Attn: Josh Hill, Assistant Superintendent, Curriculum & Instruction

**23. INTEGRATION**

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

**24. MODIFICATION AND AMENDMENT**

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

**25. GOVERNING LAWS**

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

**26. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

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

**27. SEVERABILITY**

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

**28. COUNTERPARTS**

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

**South Orange County Community College District Board Meetings:**

- (a) Information Board Meeting Date: Monday, November 18, 2019  
(b) Public Comment Board Meeting Date: Monday, December 16, 2019

**School District Board Meetings:**

- (a) Information Board Meeting Date: Wednesday, November 20, 2019  
(b) Public Comment Board Meeting Date: Wednesday, December 11, 2019

**SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_

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

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT**

**By:** \_\_\_\_\_

**Print Name:** Ann-Marie Gabel

**Print Title:** Vice Chancellor, Business Services

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

District Initiating Department:	Saddleback College, Economic & Workforce Development & Business
District Contact Name:	Kari Irwin
District Contact Phone & Email:	949-582-4273



## APPENDIX

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

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

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

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

LOCATION	NAME	TELEPHONE	EMAIL
SOCCCD:	Priya Jerome	949-582-4680	pjerome@socccd.edu
College:	Kari Irwin	949-582-4273	kirwin@saddleback.edu
School District:	Josh Hill	949-234-9261	JJHill@capousd.org

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

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

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

PROGRAM YEAR(S): 20/21-21/22 COLLEGE: Saddleback College  
EDUCATIONAL PROGRAM: College & Career, Business  
SCHOOL DISTRICT: Capistrano Unified School District  
HIGH SCHOOLS: Aliso Niguel, Cal Prep, Capistrano Valley, Dana Hills, San Clemente, San Juan Hills, Serra, and Tesoro

TOTAL NUMBER OF STUDENTS TO BE SERVED: 350	TOTAL PROJECTED FTES: 18
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR(S)	LOCATION*
1. College and Career	CNSL 100	Spring 2020	Various	Various	Various	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. Advanced Conversational Spanish	SPAN 11	Spring 2020	1:03pm-2:45pm	T/TH	B. Garcia Lua	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Human Relations in Business	BUS 125	Spring 2020	6:54am-7:44am	M/T/TH	J. Wooten	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

\*Due to availability or unforeseen circumstances, location site may change as needed.

**Required:** Describe the criteria used to assess the ability of students to benefit from the course(s) offered (Sec. 2 (c) (1):

Students will work with their High School counselor.

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

COURSE NAME	TEXT	ESTIMATED COST	OTHER INSTRUCTIONAL MATERIALS	COST
College and Career	N/A	\$ \$0	N/A	\$ \$0
Advanced Conversational Spanish		\$	N/A	\$
Human Relations in Business		\$	N/A	\$

## 5. FACILITIES USE

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.

5.2 COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
Aliso Niguel, Cal Prep, Capistrano Valley, Dana Hills, San Clemente, San Juan Hills, Serra, and Tesoro	Various	Tues or Wed or Thurs.	Various

### SCHOOL DISTRICT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

Print Name: Ann-Marie Gabel

Print Title: Vice-Chancellor, Business Services

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Dual Enrollment, SOCCCD (Saddleback College) – Saddleback Valley Unified School District, College and Career Access Pathways Partnership Agreement, 2020

**ACTION:** Approval

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### **BACKGROUND**

Assembly Bill 288 Public Schools: College and Career Pathways, passed in 2015, allows Saddleback Valley Unified School District (SVUSD) and South Orange County Community College District (SOCCCD) to enter into agreement to deliver Saddleback College (SC) courses to students in SVUSD high schools. This partnership will provide opportunities for students to gain an early start to certificate and/or degree programs in a variety of fields. The agreement addresses all sections of Education Code 76004 and complies with the SOCCCD College Service Area Agreement.

### **STATUS**

Saddleback College has worked in close collaboration with SVUSD to develop their first College and Career Access Pathways Partnership agreement for the term of January 1, 2020 to December 31, 2021, as seen in EXHIBIT A. This agreement begins with offering Counseling 100 courses at SVUSD designated high schools in spring 2020, as identified in the Appendix, and lays the groundwork for expanding dual enrollment into other disciplines. All terms and conditions are outlined in the Dual Enrollment, SOCCCD (Saddleback College) – Saddleback Valley Unified School District College & Career Access Pathways Partnership Agreement.

This agreement was presented to the Board of Trustees at the November 18, 2019 meeting for review and study.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Dual Enrollment, SOCCCD (Saddleback College) – Saddleback Valley Unified School District College & Career Access Pathways Partnership Agreement for January 1, 2020 to December 31, 2021.



## **COLLEGE AND CAREER ACCESS PATHWAYS DUAL ENROLLMENT PARTNERSHIP AGREEMENT**

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

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

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

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

WHEREAS, COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

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

WHEREAS, participation in the CCAP Agreement is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP Agreement will not lead to enrollment displacement of otherwise eligible adults in the community college; Sec. 2 (k) (3)

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

### **1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall begin on January 1, 2020 and ending on December 31, 2021. Any amendments to this agreement will be submitted for Board approval by the community college Board and the school district Board.
- 1.2 This CCAP Agreement outlines the terms of the Agreement. The CCAP Agreement Appendix shall specify additional detail regarding, but not be limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses Sec. 2(c) (1). The CCAP Agreement Appendix shall identify a point of contact for the participating community college district and school district partner. Sec. 2 (c) (2)
- 1.3 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department [California Department of Education] before the start of the CCAP partnership. Sec. 2 (c) (3)

- 1.4 The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.
- 1.5 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)

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

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOL DISTRICT have been approved in accordance with the policies and guidelines of SOCCCD and applicable law. Sec. 2 (a)
- 2.2 High school pupils enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

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

- 3.1 Student Eligibility - Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Student selection criteria may be further specified in the CCAP Agreement Appendix. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and SOCCCD standards and policies.
- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and SOCCCD policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT unless otherwise specified in the Appendix.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3) (g)

- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Students will only be able to enroll into one Dual Enrollment class under this agreement. If they wish to enroll into an additional Dual Enrollment course, they must obtain approval by the high school by filling out an authorization form.
- 3.9 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

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

#### **5. PARTICIPATING STUDENTS**

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f) (q). The SOCCCD governing board shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be specified in the Appendix to this Agreement. Costs will be borne by SCHOOL DISTRICT.
- 5.3 Both COLLEGE and SCHOOL DISTRICT will insure that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring). If the location is at a SCHOOL DISTRICT site, then the SCHOOL DISTRICT will coordinate. If the location is at a COLLEGE site, the COLLEGE will coordinate.

#### **6. CCAP AGREEMENT COURSES**

- 6.1 COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to this CCAP Agreement. Sec. 2 (o) (1)
- 6.2 The COLLEGE is responsible for all courses and educational programs offered as part of this CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.

- 6.3 Degree and certificate programs that are included in the CCAP agreement must have been approved by the California Community College Chancellor's Office and courses offered at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated academic department within the COLLEGE, approved by the COLLEGE Curriculum Committee and COLLEGE Board and submitted to the Chancellor's office, unless course is a standalone class. Course outlines will be provided to the SCHOOL DISTRICT.
- 6.4 The scope, nature, time, location, and listing of courses offered by the COLLEGE shall be determined by COLLEGE with the approval of the SOCCCD Governing Board and will be recorded in the Appendix to this Agreement. Sec. 2 (c) (1)
- 6.5 Courses must meet the number of hours sufficient to meet the stated performance objectives as outlined in the course outlines provided to the SCHOOL DISTRICT on a semester basis.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with SOCCCD academic standards.
- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department and approved by the COLLEGE curriculum committee, the SOCCCD Board of Trustees and the state Chancellor's Office.
- 6.9 Courses offered as part of this CCAP Agreement and taught by SCHOOL DISTRICT instructor are part of an approved Instructional Service Agreement as required by SOCCCD Administrative Procedures.
- 6.10 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to SOCCCD and COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between SOCCCD and/or COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the SOCCCD regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.11 Site visits and instructor evaluations by one or more representatives of the COLLEGE and/or SOCCCD shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with SOCCCD academic standards.
- 6.12 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with SOCCCD and COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.13 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with SOCCCD guidelines, policies, pertinent statutes, and regulations.
- 6.14 COLLEGE has the sole right to control and direct the instructional activities of all instructors, including those who are SCHOOL DISTRICT employees.
- 6.15 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as



determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

**7. INSTRUCTOR(S)**

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the SOCCCD and become SOCCCD employees or be provided by the District and be District employees.
- 7.2 The COLLEGE may select instructors from SCHOOL DISTRICT personnel. SCHOOL DISTRICT personnel selected to be instructors remain employees of the SCHOOL DISTRICT, subject to the authority of the SCHOOL DISTRICT, but will also be subject to the authority of SOCCCD specifically with regard to their duties as instructors.
- 7.3 Supplemental instruction related to the material presented in classes conducted under this Agreement by COLLEGE employees, which extends beyond the college schedule, is the SCHOOL DISTRICT's responsibility.
- 7.4 The COLLEGE will be the employer of record for all community college-paid faculty teaching at the SCHOOL DISTRICT.
- 7.5 SCHOOL DISTRICT or COLLEGE will be selected as the Employer of Record for purposes of assignment monitoring and reporting to the county office of education. Sec. 2 (m) (1)
- 7.6 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m) (2)
- 7.7 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended, and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.8 Prior to teaching, faculty provided by the SCHOOL DISTRICT may receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training shall be approved by and provided by the COLLEGE.
- 7.9 Faculty provided by the SCHOOL DISTRICT will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to, course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.10 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the approval of SOCCCD.
- 7.11 Faculty provided by the SCHOOL DISTRICT who do not comply with the policies, regulations, standards, and expectations of the COLLEGE shall be ineligible to teach dual enrollment courses.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

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

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with SOCCCD policies and standards. Sec. 2 (c) (2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator, to be specified in the Appendix to this CCAP Agreement, who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c) (2)
- 9.3 This CCAP Agreement requires an annual report as specified in the Appendix, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE on all the following information: Sec. 2 (t) (1) (A-D)
  - The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t) (1) (A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t) (1) (B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t) (C)
  - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t) (1) (D)

**10. APPORTIONMENT**

- 10.1 SOCCCD shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o) (2)
- 10.3 SOCCCD shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s) Standard FTES computation rules, support documentation, Course selection tabulations, and record retention requirement continue to apply, including as prescribed by Cal. Code Regs. and Title 5.

**11. CERTIFICATIONS**

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 SOCCCD certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that SOCCCD will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k) (1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement. Sec. 2 (k) (2)

- The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead to the displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k) (3)

11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

## **12. PROGRAM IMPROVEMENT**

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

## **13. RECORDS**

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

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

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

## **14. CCAP AGREEMENT DATA MATCH AND REPORTING**

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

14.2 COLLEGE shall report all program and participating student data to the office of the Chancellor of the California Community Colleges. Note: All referenced Sections from AB 288 (Education Code § 76004) 13 | Page 005142.00043 13951870.1

## **15. PRIVACY OF STUDENT RECORDS**

15.1 COLLEGE and SCHOOL DISTRICT understand and agree that education records of students enrolled in the CCAP course and personally identifiable information contained in those educational records are subject to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 C.F.R. Part 99, including the disclosure provisions of § 99.30 and state law as set forth in Education Code §§ 49064 and 49076). COLLEGE and SCHOOL DISTRICT agree to hold all student education records generated pursuant to this CCAP Agreement in strict confidence, and further agrees not to re-disclose such records except as authorized by applicable law or regulation or by the parent or guardian's prior written consent. (34 C.F.R. § 99.33 (a), (b); 34 C.F.R. § 99.34(b) and Education Code §§ 49064 and 49076.)

15.2 Limitation on Use. COLLEGE and SCHOOL DISTRICT shall use each student education record that he or she may receive pursuant to this CCAP Agreement solely for a purpose(s) consistent with his or her authority to access that information pursuant to Federal and State law, as may be as applicable. (34 C.F.R. § 99.31, 34 C.F.R. § 99.34, and Education Code § 49076.)

15.3 Recordkeeping Requirements. COLLEGE and SCHOOL DISTRICT shall comply with the requirements governing maintenance of records of each request for access to and each disclosure of, student education records set forth under Title 34, Code of Federal Regulations § 99.32 and

under Education Code § 49064 as applicable. d. Acknowledgement of Receipt of Notice of FERPA Regulations. By signature of its authorized representative or agent on this Agreement, COLLEGE and SCHOOL DISTRICT hereby acknowledges that it has been provided with the notice required under 34 C.F.R. § 99.33(d) that it is strictly prohibited from disclosing student education records to any other person or entity except as authorized by applicable law or regulation or by the parent or guardian's prior written consent.

**16. REIMBURSEMENT**

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

**17. FACILITIES**

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

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

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

**18. INDEMNIFICATION**

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

**19. INSURANCE**

- 19.1 The SCHOOL DISTRICT, in order to protect the SOCCCD, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved

program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident/THREE MILLION DOLLARS (\$3,000,000) aggregate, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE and SOCCCD, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including a separate endorsement shall be furnished to the COLLEGE and to SOCCCD.

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

## **20. NON-DISCRIMINATION**

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

## **21. TERMINATION**

- 21.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 22.
- 21.2 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All Note: All referenced Sections from AB 288 (Education Code § 76004) 16 | Page 005142.00043 13951870.1 agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

## **22. NOTICES**

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

### **COLLEGE**

Saddleback College  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Kari Irwin, Assistant Dean, Career Technical Education

### **SOCCCD**

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Priya Jerome, Executive Director of Business Services

**SCHOOL DISTRICT**

Saddleback Valley Unified School District  
25631 Peter A. Hartman Way  
Mission Viejo, CA 92691

Attn: Kimberly Thomason, District Coordinator, College/Career Readiness

**23. INTEGRATION**

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

**24. MODIFICATION AND AMENDMENT**

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

**25. GOVERNING LAWS**

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

**26. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

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

**27. SEVERABILITY**

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

**28. COUNTERPARTS**

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

**South Orange County Community College District Board Meetings:**

- (a) Information Board Meeting Date: Monday, November 18, 2019  
(b) Public Comment Board Meeting Date: Monday, December 16, 2019

**School District Board Meetings:**

- (a) Information Board Meeting Date: Thursday, November 14, 2019  
(b) Public Comment Board Meeting Date: Thursday, December 12, 2019

**SCHOOL DISTRICT**

**By:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Print Title:** \_\_\_\_\_

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

**SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT**

**By:** \_\_\_\_\_

**Print Name:** Ann-Marie Gabel

**Print Title:** Vice Chancellor, Business Services

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

District Initiating Department:	Saddleback College, Economic & Workforce Development & Business
District Contact Name:	Kari Irwin
District Contact Phone & Email:	949-582-4273



## APPENDIX

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

WHEREAS, the COLLEGE and the SCHOOL DISTRICT agree to record COLLEGE and SCHOOL DISTRICT specific components of the CCAP Agreement using the Appendix for purposes of addressing mandated reporting requirements to include, but not limited to, the total number of high school students to be served and the total number of full-time equivalent students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses; and Sec. 2 (c)(1)

WHEREAS, the CCAP Agreement Appendix shall also be used to record protocols for information sharing in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses; and Sec. 2 (c)(1)

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

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

LOCATION	NAME	TELEPHONE	EMAIL
SOCCCD:	Priya Jerome	949-582-4680	pjerome@socccd.edu
College:	Kari Irwin	949-582-4273	kirwin@saddleback.edu
School District:	Kimberly Thomason	949-580-3441	Kimberly.Thomason@svusd.org

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

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

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

PROGRAM YEAR(S): 20/21-21/22      COLLEGE: Saddleback College  
EDUCATIONAL PROGRAM: College and Career  
SCHOOL DISTRICT: Saddleback Valley Unified School District  
HIGH SCHOOLS: El Toro, Laguna Hills, Mission Viejo, Silverado, Trabuco Hills

TOTAL NUMBER OF STUDENTS TO BE SERVED: 350	TOTAL PROJECTED FTES: 18
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COURSE NAME	COURSE NUMBER	TERM	TIME	DAYS/HOURS	INSTRUCTOR(S)	LOCATION*
1. Counseling 100	CNSL 100	Spring 2020, Spring 2021	Various	Various	Various	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
2. ServSafe- Culinary	FN210	Spring 2021	11:11am-1:06pm	Monday-Friday	TBD- Silverado HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS
3. Intro to Culinary Arts	FN 246	Spring 2021	11:11am-1:06pm	Monday-Friday	TBD- Silverado HS	<input type="checkbox"/> CC <input checked="" type="checkbox"/> HS

\*Due to availability or unforeseen circumstances, location site may change as needed.

**Required:** Describe the criteria used to assess the ability of students to benefit from the course(s) offered (Sec. 2 (c) (1):

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

COURSE NAME	TEXT	ESTIMATED COST	OTHER INSTRUCTIONAL MATERIALS	COST
Counseling 100	N/A	\$0	N/A	\$ 0
ServSafe- Culinary	ServSafe plus Exam	\$148.25	N/A	\$ 0
Intro to Culinary Arts	On Cooking	\$195.50	Material Fee	\$ 80.00

## 5. FACILITIES USE

5.1 COLLEGE and SCHOOL DISTRICT shall adhere to the terms outlined in Section 17, Facilities, of this CCAP Agreement.

5.2 COLLEGE, as part of Section 15.3 of this CCAP Agreement, shall extend access and use of the following COLLEGE facilities:

BUILDING	CLASSROOM	DAYS	HOURS
El Toro HS Laguna Hills HS Mission Viejo HS Silverado HS Trabuco Hills HS	Various	Tues or Wed or Thurs.	Various

### SCHOOL DISTRICT

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

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

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_

Print Name: Ann-Marie Gabel

Print Title: Vice Chancellor, Business Services

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

**TO:** Board of Trustees**FROM:** Kathleen F. Burke, Chancellor**RE:** SOCCCD: District-wide Standards, Professional Services Agreement, Perkins Eastman Dougherty**ACTION:** Approval

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**BACKGROUND**

On April 22, 2019, the Board of Trustees allocated basic aid funds equaling \$1,500,000 for the District-wide Standards project. There is a need to obtain services for this project.

The Public Contract Code section 6106 and the Government Code section 4526 require that professional services be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required and at a fair and reasonable price to the public agency. After providing notification to the successful firm, negotiations commence. If an impasse is reached, negotiations may terminate and the public agency may enter into negotiations with the next most qualified firm.

**STATUS**

On July 17, 2019, Request for Qualifications and Proposals 377D for District-wide Standards (RFQ&P) was issued by placing advertisements in the OC Register on July 17, 2019 and July 24, 2019. The RFQ&P document was made available on the District's website and sent out to 182 firms through the PlanetBids system. The District further identified and reached out to 73 firms and distributed the RFQ&P. On August 19, 2019, only one proposal was received and was deemed to be non-responsive in conformance to RFQ&P specifications.

District staff inquired with the firms that attended the pre-proposal meeting but did not submit a proposal. Firms stated that they elected not to participate due to a lack of bandwidth and/or not being interested in pursuing standards-type work. It was determined that a second attempt to secure a contract by soliciting proposals from a few targeted firms would be in the best interest of the District. Four firms were contacted on September 12, 2019 and were invited to submit competitive proposals. On October 10, 2019, three proposals were received (EXHIBIT A).

District and college staff evaluated the submittals. Criteria for evaluation included experience with similar community college projects, number of years performing services, commitment to seeing projects through to completion and assurance that fees are fair and reasonable. Staff recommends award of the Professional Services Agreement (EXHIBIT B) to Perkins Eastman Dougherty for the District-wide Standards project in the amount of \$499,690.

Basic aid funds are available in the approved project budget of \$1,500,000.

## **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Professional Services Agreement with Perkins Eastman Dougherty, for District-wide Standards project, in the amount of \$499,690 from December 17, 2019 to June 16, 2021.



## District-wide Standards

### Submittals

South Orange County Community College District

December 16, 2019

COMPANY NAME	CITY	PROPOSAL EVALUATION SCORE	TOTAL PROPOSED FEE
*Perkins Eastman Dougherty	Costa Mesa, CA	73	**\$499,690
Gensler	Newport Beach, CA	68	\$826,186
Cordoba Corporation	Santa Ana, CA	63	\$1,358,439

\* Firm recommended for award of contract.

\*\*Final negotiated fee.

After consideration and committee review of the RFQ&P response, the committee recommends the above noted Architectural Services firm to develop the District-wide Standards for the following reasons:

- Proven company track record with extensive community college experience.
- Demonstrated best fit in understanding the project's needs and end user expectations while contemplating the needs of the students and the community.
- The proposed team has past experience supporting various standards-related needs across Saddleback College, Irvine Valley College and ATEP which will assist in creating and compiling the District-wide standards.



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is between South Orange County Community College District (SOCCCD) ("District"), a California community college district and political subdivision of the State of California, and **Perkins Eastman Dougherty** ("Consultant"). District and Consultant are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Consultant is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. **Scope of Service.** Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession. Services to be provided by Consultant "Work"):

Consultant shall provide and deliver all aspects of services related to the District-wide Standards as identified in the District's Request for Proposals referenced herein and made a part hereof, as Attachment A and the proposal ("Proposal") submitted by Consultant to District, dated October 10, 2019, referenced herein and made a part hereof, as Attachment B are also included as reference to the scope of Consultant's services. Attachments A and B shall collectively be defined as the "Services to the District". The Parties understand and agree that the Agreement along with the Revised Fee and Rate Proposal - Attachment C shall be the prevailing and governing documents and that Attachments B and C are intended to cooperate and be complementary.

Consultant agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of Consultant's instructional materials, textbooks, etc., and/or other supplies related to this program.

2. **Term.** This Agreement shall commence on December 17, 2019, and shall continue in full force and effect thereafter until and including June 16, 2021 ("Term"), unless this Agreement is terminated during the Term pursuant to this Agreement.

3. **Payment.**

A. **Amount of Compensation.** District agrees to pay Consultant, as full consideration and compensation for Consultant's performance of the Work under this Agreement, a total amount not to exceed Four Hundred Ninety Nine Thousand Six Hundred Ninety Dollars (\$499,690.00) "Contract Amount". Additional details: Attachment C - Revised Fee and Rate Proposal.

B. **For Reimbursement of Expenses.** Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Consultant shall assume and pay, at Consultant's sole expense, all costs and expenses incurred by Consultant in performing the Work under this Agreement ("Expenses").

C. **Method and Schedule of Payment.** District shall pay to Consultant the Contract Amount pursuant to invoice from Consultant in accordance with this Agreement.

i. **Invoice.** Consultant shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, if applicable, District-authorized Expenses incurred during the billing period. All District-authorized Expenses shall be documented with original receipts and shall be pre-approved in writing by District, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Agreement Number /Purchase Order number, and Consultant's Taxpayer Identification Number. Unless noted in Section 3A, invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Consultant and has been properly executed by District, and Consultant has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department.

Contractor to send invoices to [AccountsPayable@socccd.edu](mailto:AccountsPayable@socccd.edu) or mail to South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, CA 92692, Attn: Accounts Payable.

4. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Consultant is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Consultants is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Consultant's California State Income Tax Account, settlement of which must be made by Consultant directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Consultant and Consultant shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Consultant's acts or omissions with respect to this nonresident requirement. Consultant shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Trademark/Logo Use. Consultant must obtain written approval from District's Public and Government Affairs, Public Information Office ("PIO") to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Consultant with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Consultant's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Consultant shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

6. Independent Consultant. Consultant, in the performance of this Agreement, shall be and act as an independent Consultant and not an employee of District. Consultant, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Consultant assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. Consultant shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Consultant and Consultant's employees. Consultant should be aware the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Consultant or Consultant's employees or independent subcontractors. Consultant agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of Consultant to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Consultant's employees.

7. Use of Subcontractors. Consultant must obtain District's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Consultant and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. District retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between District and any approved subcontractor. Notwithstanding District's approval of any subcontractor's contract, Consultant shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 13.

8. Materials and Expenses. Consultant shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Work to be provided pursuant to this Agreement. District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing Work for District.

9. Originality of Services.

A. Matters Produced Under this Agreement. Consultant understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Consultant consents to use of Consultant's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

B. Consultant Use of Other Copyright/Trademark/Patent Materials. Consultant is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Consultant agrees to indemnify, defend and hold harmless the District



from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.

10. 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 Consultant only for Work satisfactorily rendered to the date of termination. If District terminates for cause, it shall be entitled to compensation from Consultant for all costs associated with addressing and rectifying Consultant's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Consultant. In such case, notice shall be deemed given when received by the Consultant or no later than three (3) days after the day of mailing, whichever is sooner.

11. Hold Harmless and Indemnification. To the fullest extent permitted by law, the Consultant shall defend (with counsel of District's choosing), indemnify, and hold harmless the District, its Board of Trustees, officers, agents, employees, representatives, and volunteers (collectively "Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, in law or equity, property damage, personal injury, damages or injuries of any kind, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, negligence, recklessness or willful misconduct of Consultant, its officials, officers, agents, employees, representatives, subconsultant, or volunteers, in connection with the performance of the Consultant's Work of this Agreement or obligations hereunder, including without limitation the payment of all consequential damages, expert witness fees, attorney's fees, and other related costs and expenses. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Consultant shall defend, indemnify, and hold harmless South Orange County Community College District, its Board of Trustees, officers, agents, employees, representatives, and volunteers from any and all losses, costs or expenses resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. Consultant shall reimburse the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers for all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity provided herein. This hold harmless and indemnification includes, but is not limited to, compensatory damages, regulatory fines, penalties, and extra-contractual liability. In no event shall the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers be liable for any loss of Consultant's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District its Board of Trustees, officers, agents, employees, representatives, and/or volunteers have been advised in advance of the possibility of such damages.

- a. Consultant's obligation to indemnify the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers shall not be restricted to insurance proceeds, if any, received by the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers.
- b. The Parties understand and agree that this shall be the sole indemnity, as defined by California Civil Code § 2772, governing this Agreement. Any other indemnity that may be attached to this Agreement as an Exhibit shall be void and unenforceable between the Parties.
- c. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release Consultant from its obligations to indemnify as to any claims or causes of action asserted so long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

12. Insurance. The Consultant and its subconsultants shall maintain in full force and effect throughout the term of this Agreement the following policies of insurance with no less than the limits set forth herein. District may adjust, Consultant's required minimum coverage limits set forth herein at the commencement of a renewal term by providing Consultant and subconsultant (if applicable) written notice.

- a. A.M. Best Financial Rating. Consultant and its subconsultants' policies of insurance required herein shall be issued by insurers with an A.M. Best financial rating of A:VII or better.
- b. Admitted Carrier(s). Consultant and its subconsultants' policies of insurance shall be afforded by insurers who are admitted - licensed to transact business in the State of California.
- c. Workers' Compensation and Employer's Liability. In accordance with the laws of the State of California, Consultant and subconsultants shall maintain Workers' Compensation insurance and Employer's Liability coverage with not less than One Million Dollars (\$1,000,000) for Each Accident, One Million Dollars (\$1,000,000) for Disease - Each Employee, and One Million Dollars (\$1,000,000) for Disease - Policy Limit.
- d. Commercial General Liability. Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses including, but not limited to blanket contractual, broad form property damage, products & completed operations, personal injury, and wrongful death.

- e. Automobile Liability. Insurance with combined single limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses involving "Any Auto".
- f. Professional Liability aka Errors and Omissions. Consultant and its subconsultants shall each procure and maintain throughout the term of this Agreement, Professional Liability insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) general aggregate to cover against liability claims/lawsuits related to the professional Work as stated herein. If coverage is written on a claims made and reported form, such coverage shall contain an Extended Reporting Period (aka tail coverage) for a minimum of two (2) years following the termination date of this Agreement.
- g. Additional Insured Endorsement. Consultant and its subconsultants shall each issue District an endorsement naming District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers as Additional Insureds to Consultant's and Consultant's subconsultants Commercial General Liability and Automobile Liability insurance policies.
- h. Primary and non-contributory endorsement. Consultant and its subconsultant's insurance coverage and limits shall be primary and any of the District's insurance coverage and limits shall be non-contributory.
- i. Waiver of Subrogation Endorsements. Consultant and its subconsultants shall each issue District an endorsement waiving all rights of subrogation against the District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers with respect to Consultant and subconsultant's liability and workers' compensation policies.
- j. No Cancellation or Material Modification. Consultant and its subconsultant's policies of insurance and accompanying endorsements required by this Agreement shall not be cancelled or materially modified, except upon thirty (30) days' advance written notice to District. Written notice of cancellation or material modification shall be from the insurer(s) issuing the policy(ies) of insurance to the District.
- k. Certificate(s) of Insurance and Endorsement(s). Certificate(s) and Endorsement(s) evidencing the required coverages and limits set forth herein shall be provided to District upon Consultant's execution of this Agreement. No work shall commence by Consultant or its subconsultants until the required certificate(s) of insurance and endorsement(s) have been furnished to the District.

13. Transportation. Consultant hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all Work necessary and/or required by this Agreement and is solely responsible for all associated costs. The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from Consultant's transportation for which the Consultant shall indemnify the District in accordance with Section 13 above.

14. Assignment. The obligations of the Consultant pursuant to this Agreement shall not be assigned by the Consultant without the express, written approval of the District.

15. The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. If District disapproves of any service provided by Consultant, or if Consultant fails to comply with any applicable Rule, Consultant shall address the issue immediately at no additional cost to District.

16. Permits/Licenses. Consultant and all Consultant's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

17. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.

18. Confidentiality. Subject to any state or federal laws requiring disclosure (e.g., the California Public Records Act), the Parties agree, during the term of this Agreement and for five (5) years after termination or expiration of Agreement, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. Parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of, and as specified in, this Agreement. Each Party agrees to take all reasonable steps to ensure that proprietary or confidential information of either Party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Agreement.

19. Employment with Public Agency. Consultant, if an employee of another public agency, agrees that Consultant will not

receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Work is actually being performed pursuant to this Agreement.

20. Entire Agreement/Amendment. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by District's Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.

21. Equal Opportunity/Non-Discrimination. Consultant shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.

Consultant shall ensure that all services and benefits rendered to the District, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. Consultant shall comply with Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

22. Standard of Care and Professional Conduct. The Consultant will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The Consultant will furnish, at its expense, those Services that are set forth in this Agreement and represents that the Services set forth in said EXHIBIT are within the technical and professional areas of expertise of the Consultant or any sub-Consultant the Consultant has engaged or will engage to perform the Service(s). The District shall request in writing if the District desires the Consultant to provide Services in addition to, or different from, the Services described. The Consultant shall advise the District in writing of any Services that, in the Consultant's opinion, lie outside of the technical and professional expertise of the Consultant. The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

Consultant or Consultant's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or who fail or refuse to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project and shall not be re-employed to perform any of the Services or to work on the Project.

23. Compliance with Applicable Laws, Policies, Procedures, Rules & Regulations. Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now and may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in services covered by this Agreement or accruing out of the performance of such services. Additionally, Consultant shall comply with District's policies, procedures, rules, regulations and/or guidelines that include but are not limited to smoke free campus, alcohol and controlled substances, conflict of interest, workplace violence, code of conduct, harassment and discrimination prevention and drug-free environment.

24. Non-Waiver. The failure of District or Consultant to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

25. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:

District: South Orange County Community College District  
Priya Jerome, Executive Director, Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
(949) 582-4850

Consultant: Perkins Eastman Dougherty

Brian Dougherty, Principal-in-Charge  
3194 D Airport Loop Drive  
Costa Mesa, CA 92626  
(714) 427-0277 / brian.dougherty@perkinseastman.com

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

26. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

27. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.

28. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

29. Conflict of Interest. Consultant hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Consultant has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Consultant has no business or financial interests which are in conflict with Consultant's obligations to District under this Agreement; and (iii) Consultant shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

30. 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.

31. Authority to Execute. The individual(s) executing this Agreement on behalf of the Consultant is/are duly and fully authorized to execute this Agreement on behalf of Consultant and to bind the Consultant to each and every term, condition and covenant of this Agreement.

32. Approval by District's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

33. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.

34. Accessibility of Information Technology. Consultant hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Products covered under this provision include, without limitation, the following: Software applications; operating systems; web-based intranet and internet information and applications; telecommunications products; video or multimedia products; self-contained closed products such as copiers; source codes and desktop and portable computers. Consultant agrees to respond promptly and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Consultant further agrees to indemnify and hold harmless the District from and against any claim arising out of Consultant's failure to comply with these requirements. Consultant acknowledges that failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement or cancellation of the order..

35. Certification Regarding Debarment, Suspension or Other Ineligibility. (Applicable to all agreements funded in part or whole with federal funds).

- a. By executing this contractual instrument, Consultant agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98) (see Appendix 15).
- b. By executing this contractual instrument, Consultant certifies to the best of its knowledge and belief that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in

connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Consultant's present responsibility;

- 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2) above, of this certification;
- 4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
- 5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
- 6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

IN WITNESS WHEREOF, Parties hereby agree.

CONSULTANT

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BY: \_\_\_\_\_

Signature of Authorized Representative

BY: \_\_\_\_\_

Signature of Authorized Representative

Print Name: \_\_\_\_\_

Print Name: Ann-Marie Gabel

Print Title: \_\_\_\_\_

Print Title: Vice-Chancellor, Business Services

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

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

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

**Facilities Planning**

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

**Mary Opel**

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

**(949) 348-6021 / mopel@socccd.edu**

## ATTACHMENT C

**PROPOSAL FORM D**  
**REVISED FEE AND RATE PROPOSAL - FINAL PRICING PER NEGOTIATIONS 11/25/19**

The proposed fee schedule shall include fully burdened hourly rates for each title/individual proposed for the work. It is the proposer's responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

1. The Fee Proposal shall include all costs to complete the scope of work.
2. Please indicate the title of each team member to be assigned to this project, along with the billable hourly rate and estimated total hours required to fulfill their duties. Such rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. Actual contract rates and project fees will be subject to negotiation prior to issuance of any agreement.

Team Member Title	Hourly Billable Rate	Total Est. Project Hours	Extended Cost
Principal	\$265	120	\$31,800
Project Architect/Manager	\$210	363	\$76,230
Senior Architectural Staff	\$190	160	\$30,400
Intermediate Arch. Staff	\$140	721	\$100,940
Junior Arch. Staff	\$95	80	\$7,600
Furniture	\$210	81	\$17,010
Administrative	\$85	100	\$8,500
Civil Engineer	\$200	420	\$84,000
Structural Engineer	\$220	48	\$10,560
Mechanical Eng./Fire	\$275	90	\$24,750
Electrical Eng./Low Volage	\$275	80	\$22,000
Plumbing Engineer	\$275	60	\$16,500
Landscape Architect	\$220	240	\$52,800
Acoustics	\$175	32	\$5,600
Building Envelope	\$275	40	\$11,000

3. **Other Costs:** Please indicate below any costs not specified above, and list any applicable reimbursable and their respective unit costs:  
It is anticipated that all deliverables will be submitted in digital format. As such we do not anticipate that there will be any reimbursable costs for the scope of work included in this RFP.

4. **TOTAL PROPOSAL FEE NOT TO EXCEED: \$499,690**  
**(Including all billable hours, costs and deliverables)**

**TO:** Board of Trustees**FROM:** Kathleen F. Burke, Chancellor**RE:** SOCCCD: Agreement for Comprehensive Construction Management Services for District-wide Capital Construction Projects, Bernards**ACTION:** Approval

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**BACKGROUND**

The District employs construction management services at various times for capital improvement projects. Projects anticipated in the near future include Saddleback College ATAS and Gateway Buildings, Irvine Valley College Fine Arts and Student Services Center Buildings, Irvine Valley College Soccer and Practice Fields, and ATEP Signage and Wayfinding.

The Public Contract Code section 6106 and the Government Code section 4526 require that professional services be selected on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required and at a fair and reasonable price to the public agency. After providing notification to the successful firm, negotiations commence. If an impasse is reached, negotiations may terminate and the public agency may enter into negotiations with the next most qualified firm.

**STATUS**

District staff performed a comparative analysis to evaluate if construction management services rendered by one firm for all District appointed projects was more economical than appointing multiple construction management firms for each individual project. The District paid a total of \$9,113,403 for all construction management services contracts on various projects over the past five years. The comparative analysis resulted in the finding that contracting with one construction management firm for a five-year period presented distinct advantages such as technical competencies between projects and significant cost savings. When compared to the currently negotiated contract, this savings is in excess of \$250,000 over a five-year term (not factoring price escalation).

On September 9, 2019, District staff issued a request for proposals to the pre-qualified Construction Management Services pool. On October 3, 2019 five proposals were received (EXHIBIT A). District and college staff evaluated the submittals. Criteria for evaluation included experience with similar community college projects, number of years performing services, commitment to seeing projects through to completion and fees that are fair and reasonable. Staff recommends award of the Construction Management Services Agreement (EXHIBIT B) to Bernards for five years for comprehensive construction management services for District-wide capital construction projects in the amount of \$8,861,186 plus approved reimbursable expenses.

Basic aid funds are available in the approved project budget for various projects.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Construction Management Services agreement with Bernards for five years, from December 17, 2019 to December 16, 2024, for comprehensive construction management services for District-wide capital construction projects in the amount of \$8,861,186 plus approved reimbursable expenses.





**Comprehensive Construction Management Services  
for District-wide Capital Construction Projects**

**Submittals**

**South Orange County Community College District**

**December 16, 2019**

<b>COMPANY NAME</b>	<b>CITY</b>	<b>PROPOSAL EVALUATION SCORE</b>	<b>PROPOSED HOURS PER YEAR PER PERSON</b>	<b>AVERAGE HOURLY RATE PER YEAR</b>	<b>TOTAL PROPOSED FEE</b>
<b>*Bernards</b>	Irvine, CA	87	2,080	\$142.01	<b>**\$8,861,186</b>
AECOM Technical Services, Inc.	Orange, CA	85	2,000	\$151.55	\$9,093,200
Balfour Beatty Construction, LLC	Newport Beach, CA	83	2,080	\$157.28	\$9,814,230
Cordoba Corporation	Santa Ana, CA	76	1,920	\$152.06	\$8,758,398
Gafcon, Inc.	Laguna Hills, CA	75	2,080	\$169.00	\$10,545,600

\* Firm recommended for award of contract.

\*\*Final negotiated fee.

After consideration and committee review of the RFP response, the committee recommends the above noted construction management firm for the following reasons:

- Proven company track record with extensive community college experience.
- Presented the construction manager/ field engineer teams best suited to meet the District's project specific needs.
- Demonstrated the best fit in understanding District's project needs and user group expectations.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**COMPREHENSIVE CONSTRUCTION MANAGEMENT SERVICES AGREEMENT**  
**BERNARDS**

This Comprehensive Construction Management Services Agreement ("Agreement") is made and entered into this 17<sup>th</sup> day of December in the year 2019 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "District", and **Bernards**, 2569 McCabe Way, Irvine, California 92614, hereinafter referred to as "CM";

WHEREAS, District is authorized by Section 53060 of the California Government Code to Agreement with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, District desires to obtain construction management services;

WHEREAS, in on September 9, 2019, the District issued RFP - Comprehensive CM Services for District-wide Capital Construction Projects ("RFP") from its pre-qualified construction management services pool in conformity with state and local laws. The RFP is referenced herein and made a part hereof, as Attachment A, and the CM's response to the RFP ("CM Proposal") to District, dated November 1, 2019, is referenced herein and made a part hereof, as Attachment B.

WHEREAS, the District desires to retain the CM to provide and perform the CM Services described herein for various projects over the five year contract term.

WHEREAS, CM represents that it has the necessary personnel, professional qualifications, expertise, and financial capability to assist the District with meeting the CM Services requirements described herein; and

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE 1      CM'S SERVICES AND RESPONSIBILITIES**

- 1.1. **Services.** The CM'S services shall consist of those services performed by the CM and CM'S employees as enumerated in this Agreement, along with all aspects of services as identified in the RFP (Attachment A), CM Proposal (Attachment B). The Agreement, Attachment A and Attachment B shall collectively be defined as the "Services". The Parties understand and agree that the Agreement along with the Revised Fee and Rate Proposal (Attachment C) shall be the prevailing and governing documents and that Attachments B and C are intended to cooperate and be complementary.
- 1.2. **Standard of Care.** The CM will perform its Services hereunder in a professional manner, using the degree of care and skill ordinarily exercised by, and consistent with, the current professional practices and standards of a professional practicing in California. The CM will furnish, at its expense, those Services that are set forth in this Agreement and represents that the Services are within the technical and professional areas of expertise of the CM or any sub-consultant the CM has engaged or will engage to perform the Service(s). The District shall request

in writing if the District desires the CM to provide Services in addition to, or different from, the Services described. The CM shall advise the District in writing of any Services that, in the CM's opinion, lie outside of the technical and professional expertise of the CM. The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof.

CM or CM's employees who are determined by District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or who fail or refuse to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project and shall not be re-employed to perform any of the Services or to work on the Project.

- 1.3. **Key Individual Assignment.** The CM has been selected to perform the work herein because of the skills and expertise of key individuals. CM assignment for Assigned Projects are expected to be for one Project Executive, three Construction Managers and three Field Engineers per Attachment C – Revised Fee Proposal. So long as their performance continues to be acceptable to the District, these named individuals shall remain dedicated to providing the Services contemplated through the entirety of this Agreement. Additionally, the CM must furnish the name of all other key people in CM'S Firm that will be associated with any Project.
- 1.4. **Replacement of Key Individuals.** If any of the key individuals fail to perform to the satisfaction of the District, then upon written notice, the CM will have ten working days to remove that person from the Services provided to the District and replace that person with one acceptable to the District after review of resume and/or interview.
- 1.5. **Relationship of CM to Other Service Providers.** CM's services hereunder shall be provided in conjunction with Agreements between the District and: (a) the Architect; (b) the Contractor ; (c) the Inspector; (d) Test/Inspection Service Providers; and (e) others providing services in connection with bidding and/or construction of a Project. Except as expressly set forth herein, neither this Agreement, nor CM's rendition of services hereunder shall be deemed CM's assumption of responsibility for the adequacy or sufficiency of the Project design which remains that of the Architect. CM shall coordinate all work with District Representative as necessary to complete Agreement requirements.
- 1.6. **Duration.** The services covered by this Agreement shall be completed within **Five Years** of the date of this Agreement.

## ARTICLE 2 SCOPE OF CM'S SERVICES

- 2.1. **Scope of Services.** The construction management services include those described in this article, and in general, all those necessary to assure completeness of Contract Documents.
- 2.2. **Pre-Construction Phase.**
  - a. **Preliminary Project Schedule.** CM shall provide a written preliminary evaluation of the project and schedule requirements. Such evaluation shall include alternative approaches to design and construction of the Project. CM shall provide a preliminary project schedule ("Project Schedule") for review and approval by the District. The Project Schedule shall include all activity sequences and durations, construction phasing, milestone dates, and delivery of materials or equipment requiring long-lead time procurements. The Project Schedule shall be prepared with the most recent edition of commercially available software. Examples are Microsoft Project Professional 2016, or Primavera Project Planner P6, however, CM may recommend an alternate for the District's consideration. Scheduling software must be designed specifically for the scheduling of construction projects and utilize the critical path method of scheduling.

- b. **Meetings.** CM shall attend weekly project coordination meetings and workshops during project development for the project, commencing upon effective date and continuing until execution of Agreement with the Contractor or earlier termination of this Agreement, between District's representative(s), and other consultants of the District as required. CM shall make formal presentations to the governing board of District, if required.
- c. **Construction Feasibility.** CM shall provide recommendations on construction feasibility to minimize adverse effects of labor issues or material shortages, schedule requirements for procurement, installation, and construction cost including estimates of alternative designs or materials and possible economic savings or costs.
- d. **Detailed Cost Estimate.** CM shall evaluate the detailed cost estimate for the Construction Budget based upon current market conditions. The cost estimate shall be evaluated to confirm all costs for the project, including all trades and unit costs. CM shall also evaluate all allowances, contingencies, General Condition costs and fees. If cost estimate exceeds previously approved estimates for the Construction Budget, the CM shall make appropriate recommendations to the District for bringing the project into budget. CM shall consider sustainability and/or LEED equivalent certification and operating or maintenance costs when recommending systems modifications for the District.
- e. **Value Engineering.** The CM'S review of Design Documents shall include value-engineering analysis. Work of the project depicted in the Design Documents, construction processes/procedures, specified materials/equipment or other aspects of the Design Documents must be modified to reduce Construction Costs and/or the time for achieving Final Completion of the project and/or to extend life cycle and/or to reduce maintenance/operations costs. Each modification to the Design Documents recommended by the CM shall equal **30% minimum** saving of the identified costs and be set forth in writing and submitted to the District for review. The District shall have the sole and exclusive discretion to incorporate some, all or none of the CM'S recommendations. If the District accepts any of the CM'S recommendation relative to modification(s) to the Design Documents, the CM shall review the Design Documents as modified by the Architect for confirmation that the District accepted modifications to the Design Documents are incorporated into the final revision of the Design Documents issued by the District for bidding by the Contractor(s).
- f. **Constructability Review.** The CM shall review the Design Documents to ascertain whether the project, as depicted in the Design Documents are accurate and complete and that the Contractor can construct the project as depicted in the Design Documents. The scope of the CM'S constructability reviews shall include, without limitation, (a) confirmation that requirements noted in the drawings and specifications are consistent and in conformity with District requirements for the project and (b) that the work product of the Architect and its design consultants have been coordinated and are consistent. CM'S constructability review and recommendations(s) shall be provided in a written report to the District.
- g. **No Assumed Responsibility.** In conducting the document review, the CM shall not be responsible for providing nor will the CM have control or assume responsibility or liability, in whole or in part, over the project design, design requirements, design criteria, or the substance or contents of the Design Documents. The CM'S actions in conducting reviews and recommendations as provided herein are to be advisory only to the District and the Architect.
- h. **Bidding and Construction Strategy.** CM shall, in conjunction with the District, review the current status of completion and approvals of the Design Documents. The objective of these reviews is to confirm constructability and for the development of an overall strategy for constructing the project. The CM shall

conduct such interviews and participate in meetings and conferences with the Architect, District staff, and others as necessary to develop a construction strategy consistent with the objectives for the project. Upon completion of these services and prior to commencing any other Services under this Agreement, the CM shall submit its written construction strategy to the District for review and acceptance. This recommendation shall identify any phasing necessary and identify project-staging strategies. The CM shall modify its written project construction strategy as necessary to obtain mutual acceptance of the District and the CM. This portion of the work is to be complete within the District's appointed construction schedules. CM to recommend Bid Strategies such as add alternates, etc. to ensure the project budget is maintained.

- i. **Construction Budget - CM Estimate of Construction Costs:** The CM shall review the District's Construction Budget for the assigned Project and Construction Cost Estimates prepared by others for the Projects as depicted in Design Documents as of the date of this Agreement. Based upon such reviews, the CM shall prepare the Construction Cost Estimates for the Projects depicted in such Design Documents. The Construction Cost Estimate shall be based upon the then current market conditions and shall include a construction cost contingency equal to ten percent (10%) of the Construction Cost Estimates. If the Construction Cost Estimates exceed the Construction Budget by ten percent (10%) or greater, the CM shall make written recommendations to the District to reduce the Construction Cost Estimates to conform to the Construction Budget. If the Construction Cost Estimates are less than the Construction Budget by ten percent (10%) or more, the CM shall make written recommendations to the District for items to incorporate into the Project to conform the Construction Cost Estimates to the Construction Budget. Evaluations of the District's Project Budget, preliminary estimates of Construction Costs and detailed estimates of construction costs prepared by the CM represent the CM'S best judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the CM nor the District has control over the cost of labor, materials or equipment, over Contractor's methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the CM cannot and does not warrant or represent that bids or negotiated prices will not vary from the Project budget proposed, established or approved by the District , or from any cost estimate or evaluation prepared by the CM
- j. **Review and Assembly of Project Bid Documents.** CM shall assist the District with the bidding process. This will include bidding strategies to ensure project budget is maintained, assisting the District with prequalification's of licensed Contractors, advertisement and outreach, pre-bid agendas, site walks, respond to pre-bid RFI's, addendums, receive and evaluation of bids for completeness, responsiveness, price, and value. Assist the District with issuance recommendation to the District for Board Approval, Notice of Award and Notice to Proceed.
- k. **The Authority to Bid.** The CM shall review all approvals obtained by or on behalf of the District relating to authority of the District to engage in bidding construction of the Project. If there are limitations to the District's authority to bid the Project, the CM shall advise the District in writing of the same and assist the District in removing such limitations.
- l. **Bidding of Project:**
  - 1. **Advertisements.** The CM shall assist the District in development and placement of advertisements for competitively bidding the Project in a newspaper of general circulation in Orange County. The CM shall also make written recommendations to the District for placement of notices and issuance of other communications for the purpose of publicizing the availability of

the Project for bidding by Contractors. The CM shall assist the District in placing such notices and issuing communications for such purposes.

2. **Contractor Pre-Qualification.** The District has a policy of pre-qualifying Contractors for all Agreements over One Million Dollars (\$1,000,000). The CM shall assist the District in: (a) development of pre-qualification criteria and the pre-qualification application; (b) development and placement of an advertisement in a newspaper of general circulation in Orange County of the availability of pre-qualification applications; (c) development and implementation of a program to inform potential Contractors subject to pre-qualification of the pre-qualification process and to encourage potential Contractors to engage in the pre-qualification process; and (d) review and evaluation of responses to the pre-qualification application. CM shall provide District with written recommendations for selection of Contractor(s) deemed qualified to submit bids for the Project. During the Bid Process, compliance with Disabled Veteran Business Enterprise (DVBE) contracting goals is required. In accordance with Education Code section 71028 the District has a DVBE participation goal of 3% for this project. The District is seeking DVBE participation under this Agreement. The CM must make a good faith effort to contact and utilize DVBE Contractors and suppliers in securing bids for performance of the project. Information regarding certified DVBE firms can be obtained from Office of Small Business & Disabled Veteran Business Enterprise Services (OSDS) at (916) 375-4940 or (916) 375-4950 as well as the OSDS website at <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx>. Verification of DVBE status must be obtained from the OSDS by receiving an approved certification letter and reference number from that office. The CM is encouraged to retain documentation of its good faith efforts, in the event such documentation is requested by the District. Good faith efforts are demonstrated by evidence of the following: a) Contact was made with the District regarding the identification of DVBEs; b) Contact was made with other state agencies and with local DVBE organizations to identify DVBEs; c) Advertising was published in trade papers and papers focusing on DVBEs; d) Invitations to bid were submitted to potential DVBE Contractor s; e) Available DVBEs were considered and f) CM provides a list of DVBE Contractor s and percentage of participation.
3. **Dissemination of Project Bid Documents to Contractors.** The CM shall establish a system for dissemination of Project bid documents to Contractors and for maintaining records of the identities/addresses/telephone-fax numbers/email addresses of the Contractor s who have obtained Project bid documents. The CM shall, by all appropriate means of communication, advise Contractors of the availability of the Project for bidding by Contractors. The CM shall endeavor to maximize the participation of qualified Contractors whose principal place of business is situated in the Orange County area. The CM shall maintain records of contacts made and communications transmitted to/received from Contractors. All such records shall be available for review and/or reproduction by the District
4. **Pre-Bid Conference(s).** The CM shall conduct pre-bid conferences, including the job walk(s), if one is required or scheduled in the Project bid documents. The pre-bid conference shall include without limitation: (a) description of the Project; (b) description of the process for bidding and award of Agreement; and (c) material requirements of the Agreement relating to bonds, insurance and similar administrative matters. The job walk shall provide Contractors with an overview of the Site and an understanding of the physical limitations and constraints affecting the Project. As necessary or appropriate, the CM shall conduct separate, detailed pre-bid conferences

with Contractors. The CM shall record and transcribe minutes of the pre-bid conferences and job walk(s).

5. **Opening/Reading of Bid Proposals.** The CM shall assist the District in the public opening and reading of bid proposals. Upon completing the public opening and reading of bid proposals, the CM shall summarize the results of bidding for the District in the format required by the District.
6. **Review of Bid Proposals.** Recommendations for Award of Agreement. The CM shall review submitted bid proposals to determine: (a) whether the bid proposal is responsive to material bidding requirements; (b) whether the Contractor submitting the bid proposal is a responsible bidder; and (c) the lowest price proposed for the Project. The CM shall make written recommendations to the District regarding: (a) rejection of a bid proposal for non-responsiveness to material bidding requirements; (b) rejection of a bid proposal based upon the “non-responsibility” of the Contractor; (c) rejection of a bid proposal for any other reason; (d) rejection of all bid proposals; and (e) award of the Agreement and to the extent that the bidding for the Agreement included Alternate Bid Items, written recommendations for the Alternate Bid Items, if any, to be included in the scope of the Agreement. The CM is not authorized to award the Agreement. Award of the Agreement shall only be by action of the District’s Board of Trustees

2.3. **Preparation for Entering Construction Phase.**

- a. **Review of Construction Documents.** The CM, including the CM’S Project Manager and Project Engineer for project construction, if assigned, shall review the Design Documents completed by the Architect to attain a complete understanding of the design and scope of the project. No later than **thirty (30) days** of the execution of CM Services Agreement, the CM shall provide the District with comprehensive review report itemizing all critical items that may impact project’s schedule, procurement of long-lead items, cost, quality, and implementation of any specialty system specified in the Design Documents. The report should include recommendations and potential claim mitigation measures for the District’s review and consideration.
- b. **Master Construction Schedule.** The CM shall work with District, Architect and Contractor to develop and submit to the District for review and acceptance a Master Construction Schedule, which shall reflect all of the work necessary to complete project construction. This effort will occur through a pull planning exercise facilitated by the Contractor with the Sub Contractor s and including District, Architect and CM. The Master Construction Schedule shall be prepared by the Contractor with the most recent edition of commercially available software designed specifically for the scheduling of construction projects and which utilizes the critical path method of scheduling. The CM will be responsible to review the Master Construction Schedule for completeness, appropriate logic ties, project submittals, and procurement considerations and change review through digger or comparable software upon the initial and each subsequent monthly submittal. The CM’S use of scheduling software other than Microsoft Project Professional 2016, or Primavera Project Planner P6, will require written approval of the District, which may be granted, withheld or conditioned in the sole discretion of the District. CM shall review the Master Construction Schedule to confirm that it indicates (a) the start/finish dates for the principal activities necessary to complete project construction, (b) a sequence, in a logical, reasonable and orderly manner so that project construction is completed within the Construction Budget and within the time established by the District. If the District’s requirements for the project include phasing elements of project construction, or coordination relative to infrastructure shut-downs such as those that will be required in the case of Central Plant work, the District’s phasing/coordination requirements shall be set forth in the Master Construction Schedule. The CM acknowledges that time of the essence to completion construction

of each Project. The CM'S review of the Master Construction Schedule prepared by the Contractor will be relied upon during the initial and subsequent monthly schedule submittals to arrive at acceptance.

- c. **Construction Budget & CM Estimate of Construction Costs & Contractor Schedule of Values.** The CM shall review Construction Cost Estimates prepared by others for the project as depicted in Design Documents as of the date of this Agreement. Based upon such reviews, the CM shall prepare Construction Cost Estimates for the project in order to perform a comparative analysis with the Contractor's proposed project costs (Schedule of Values) and provide recommendations to the District for how to proceed with the Contractor's recommendation. The Construction Cost Estimate shall be based upon the current market conditions.
- d. **CM'S Best Judgment.** Evaluations of the District's project preliminary estimates of Construction Costs and detailed estimates of construction costs prepared by the CM represent the CM'S best judgment as a person or entity familiar with the construction industry. It is recognized, however, that neither the CM nor the District has control over the cost of labor, materials or equipment, over Contractor's methods of determining bid prices, or over market or negotiating conditions. Accordingly, the CM cannot and does not warrant or represent that final negotiated prices will not vary from the project cost estimate or evaluation prepared by the CM.
- e. **Furniture, Fixture and Equipment (FF&E) Selection Coordination.** Facilitate the coordination of FF&E selection, procurement, and installation with District, Architect, FF&E CM, and User Groups.

2.4. **Construction Phase.**

- a. **Administration and Coordination of the Agreement and Construction.** CM will provide administrative, management, and related services necessary to administer the project and to coordinate the work of the Contractor during the Construction Phase of the project, including but not limited to: (a) schedule, coordinate and conduct weekly construction meetings; (b) record, maintain and distribute minutes of construction meetings; (c) in consultation with the Architect and Contractor, review procedures for the receipt and processing of Submittals with recommendations for improvement, if necessary; (d) in consultation with the District, the Architect, and the Contractor review and/or implement procedures for the handling and disposition of the Contractor's requests for interpretation or clarifications; (e) review and/or establish and implement procedures for the transmittal and receipt of communications, drawings and other information between District, Architect and the Contractor relating to project construction; (f) coordinate activities of the Contractor, Inspector of Record (IOR) and Test/Inspection Service Providers, commissioning authority, and other District consultants, as directed by the District.
- b. **Monitoring of Construction Costs.** CM will monitor on-going Construction Costs and advise the District of the financial condition of the Project by: (a) development of Project financial reports to the District, including those reflecting variations between actual Construction Costs and the Construction Budget and estimated costs of unperformed Project activities; (b) maintaining records reflecting the actual costs for activities completed or in progress, including records relating to work performed on a unit costs basis and additional work performed by the Contractor; (c) monitoring and advising the District of costs pertaining to potential, pending and completed changes to the work of the Contractor; and (d) advising and making written recommendations to the District for adjustments to the Construction Budget relative to actual or anticipated Construction Costs. The CM shall prepare and submit cost reports to the District on a monthly basis. The extent of detail and the nature of the format of such reports, the information compiled by the CM, and reports generated by the CM shall specifically indicate the original amount of the Agreement, the extent of adjustment to the Agreement by District approved Change Orders or approvals to allowance



expenditures and the extent of potential further adjustment of the Agreement as of the date of the CM'S report based upon potential changes known at the time of the CM'S preparation of the cost report. The format for such reports must be pre-approved in writing by the District.

- c. Applications for Progress Payments. CM will participate in the review of progress payments to the Contractor and in consultation with the District, the Architect and the DSA Inspector of Record, make written recommendations for the disbursement of progress payments to the Contractor as follows: (a) CM will review and recommend modifications if necessary to procedures for submittal, review, processing, and disbursement of progress payments to Contractor, along with associated forms and reporting systems; (b) based upon CM'S observations and evaluations of each Project in accordance with the schedule for construction of the Project. CM will review and certify to the District the amount due on each application for progress payment and CM'S written certifications constitute a representation to the District that, based on CM'S observations and evaluations at the Site, the data in the application for progress payment accurately reflects that the work has progressed to the point indicated in the application for progress payment and the quality of the work is in accordance with the Agreement for the Project; and (c) CM'S representations relative to each application for progress payment are subject to an evaluation of the work for conformity with the requirements of the Agreement for the Substantial Completion of the Project, results of subsequent tests, inspections and other procedures, minor deviations correctable prior to completion and any specific qualifications expressed by CM. CM'S acceptance of an application for progress payment pursuant to the preceding shall be a representation that the Contractor is entitled to payment in the amount so certified. The CM'S review of each application for progress payment shall be undertaken and completed within one week of receipt by CM so that the District can meet its obligations to make progress payment due the Contractor within the time permitted by applicable law without incurring interest liability or other penalties/liabilities.
- d. Construction Phase Master Construction Schedule. During the Preparation for Entering the Construction Phase, CM will, in consultation with the District, the Architect and the Contractor, participate in the development of an overall comprehensive Master Construction Schedule for construction of the project showing the activities of the Contractor necessary for completion of project construction. CM shall monitor the Master Construction Schedule on a monthly basis to determine conformity with requirements of the Agreement including the cost and resource loading pursuant to the project General Conditions and Division One, so that the District is kept fully informed at all times of the status and progress of overall project construction and status of the Contractor's construction progress. Where the actual rate of project construction progress is behind that indicated by the Master Construction Schedule, CM shall advise and make written recommendation to the District for remedial action and facilitate the improvement by Contractor.
- e. Coordination of Construction Activities. CM shall coordinate the activities of the Contractor with those of the CM, the Architect, Inspector, Test/Inspection Service Providers, other District's Consultants as needed and the District in conformity with the Master Construction Schedule, including the coordination and sequencing of Contractor's construction activities so that Site space is appropriately allocated and the Master Construction Schedule is maintained. A material obligation of the CM under this Agreement is the coordination of the activities of the Contractor in a manner so that project construction is completed in accordance with the Master Construction Schedule and within the Construction Budget.
- f. Progress Reports. CM will maintain records of the progress of project construction, including written progress reports and photographs reflecting the status of project construction and percentage completion. A semi-monthly narrative with four (4) pictures minimum will be provided to the District for

website reporting in the format directed by the District. CM shall review all changes will be documented on an "As-Built" set of documents, electronically and/or hard copy, which will record all Contractor Request for Information (RFI), architectural supplement information (ASI), substitutions and change orders. The Contractor's field changes (location, material, undocumented changes, etc.) will be incorporated monthly during the pay application review and reviewed monthly with the District. CM will maintain daily reports during project construction showing weather conditions, the Contractor and their Sub Contractor s by count, visitors at the Site, work accomplished, problems encountered and other matters materially affecting the project, completion of the project or Construction Costs in a format approved by the District. CM will provide a monthly progress report including a narrative on the construction progress identifying any critical items and proposed solutions, an on-going chronology of milestone events, a graph with one axis for expenditure and the other for time showing actual in comparison to anticipated, an on-going and updated change order log, a pay request summary including percent complete and a bulleted 30 day look ahead list of upcoming activities to be reviewed in a meeting between the CM and District. All documents shall be in a format approved by the District.

- g. Substantial Completion and Final Completion. Upon request of the Contractor, CM will in conjunction with the District, Inspector, and the Architect determine that Substantial Completion and Final Completion have been achieved for the project. Upon determining that Substantial Completion/Final Completion of the project has been achieved, the CM shall issue Certificates of Substantial Completion and Final Completion, as applicable.
- h. Punch list. Upon the Contractor achieving Substantial Completion, the CM will participate with the District and the Architect to inspect the work completed by the Contractor to note punch list items to be completed by the Contractor as a condition to achieving Final Completion of the project.
- i. Furniture, Fixture and Equipment (FF&E) Delivery and Installation and Furniture move. Coordinate new furniture and equipment delivery and installation in the building and coordinate move of users from their existing building.
  - a. Site Observations. CM On-Site. At all times during which there are construction activities, CM shall have its management team as identified in Article I Item 3 agreed by the District, or other authorized representative at the Site to observe Site construction activities and to coordinate the activities of the Contractor . CM shall maintain at the Site the Agreement, Drawings, Specifications, approved Change Orders, Submittals, applicable laws, codes, rules, regulations and ordinances and other written or electronic materials relating to the project.
  - b. CM and Contractor. With respect to the Contractor's work, the CM shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of the Contractor since these are solely the Contractor's responsibility under the Agreement. The CM shall not be responsible for a Contractor's failure to carry out the work in accordance with the respective Agreement. The CM shall not have control over or charge of acts or omissions of the Contractor, Sub Contractors, or their agents or employees, or any other persons performing portions of the work not directly employed by the CM.
  - c. Construction Quality. The CM will guard the District against defects and deficiencies in construction and workmanship on the basis of its Site observations, and CM will be responsible to report observations of any of the above mentioned activities to the District and to coordinate quality control efforts with the DSA Inspector of Record. CM will establish and implement a quality

control program to monitor the workmanship of the Contractor for conformity with: (a) accepted industry standards; (b) applicable laws, codes, rules, regulations, or ordinances; (c) and the requirements of the Agreement.

- d. Rejection of Work. Whenever in the ordinary course of construction of a Project and while discharging its services hereunder, CM shall discover or observe patent conditions of defective or deficient construction or workmanship which has or may have an adverse impact upon building life-safety systems or operations, structural elements or integrity or the safety of persons or property, CM shall take prompt action appropriate under the circumstances, including stopping the work and thereupon notifying the District in writing. In other circumstances, where defective or deficient work is observed by CM, the District shall be notified in writing by the CM of such conditions and if directed by the District, the CM shall stop or reject such work. CM'S responsibilities hereunder shall be limited to defective or deficient work of an apparent and patent nature.

2.5. **Sub-consultants.** The CM is responsible for the management of its sub-consultants. Nothing in the foregoing shall create any contractual relationship between DISTRICT and any sub-consultants employed by CM to complete any of the CM obligations under this Agreement. CM is as responsible for the performance of its sub-CMs as it would be if it had rendered these services itself. The foregoing notwithstanding, any sub-consultant to the CM for completing any CM obligations under this Agreement is subject to the prior consent and acceptance by the District. The District may grant, deny or condition consent and acceptance of a proposed sub-consultant in the sole reasonable discretion of the District.

2.6. **Safety Compliance.**

- a. Contractor Safety Program. CM shall review the safety program of the Contractor for conformity with requirements of the Agreement and applicable law. CM shall monitor the Contractor's compliance with the Contractor's safety programs and advise the District of measures, if any, necessary or appropriate to obtain the Contractor's compliance. The CM is responsible for verifying that the Contractor has established a safety program, that the safety program established by the Contractor is in compliance with applicable law, and that the Contractor has implemented its safety program.
- b. Safety Violations; Safety Conditions. The CM shall promptly notify the District in writing of all CM observed instances of a Contractor's failure to comply with applicable safety requirements. In the event of a safety violation or other unsafe conditions on or about the Project Site which have an immediate potential or actual adverse effect on life or property, the CM is authorized, without prior notice or prior directive of the District, to take all actions deemed necessary and appropriate by the CM under the existing circumstances to prevent such actual or potential adverse effect.

2.7. **Changes and Claims.**

- a. Coordination & Evaluation of Changes. The CM shall assist the District and the Architect in evaluation of requests by Contractor for issuance of Change Orders and/or expenditures of allowance. Assist in negotiations with Contractor relative to Change Orders proposals and the adjustment of Agreement price or Agreement time. CM shall make written recommendations to the District and the Architect for handling and disposition of the Contractor's proposals relative to Change Orders. The CM evaluation should include recommendations for entitlement. CM shall coordinate and disseminate correspondence, drawings and other written materials by and between the Contractor, the District, Inspector, Test/Inspection Service Providers and the Architect relating to changes to the Agreement. CM shall coordinate and evaluate the Contractor's performance of changes authorized by the District. CM will maintain a log or other written

records in a format previously approved by the District to monitor the disposition of changes and Change Orders to keep the District advised of the status of the same and the actual or potential impact of any particular change or Change Order or the cumulative effects thereof on Construction Costs or time for completion of project construction. Upon written consent and approval of the District, the CM shall provide a third party independent cost estimate review as part of the evaluation process of Contractor change order that is in excess of \$50,000, or more. The CM shall provide the fees proposal to the District for review and approval. The cost of such service will be assessed against the allowance defined herein.

- b. Processing of Changes and Change Orders. If a change to the Agreement is approved or authorized by the District, CM will assist the District and the Architect in the preparation of a Change Order reflecting such approved or authorized change to the Agreement. The CM is not authorized, without the prior written consent and approval of the District, to effectuate or authorize any change to the Agreement. The CM shall be liable to the District for all direct and consequential costs, losses or damages resulting from the CM'S direction or authorization to effectuate a change to the Agreement without the prior consent and approval of the District.
- c. Claims Handling. CM will assist the Architect in the review, evaluation, and processing of claims asserted by Contractor. CM shall make written recommendations to the District as to merit, handling, and disposition of Contractor's claims. CM analysis shall include potential impacts on project costs and schedule, recommendation for negotiation strategies to mitigate claims.

2.8. **Post-Construction Phase.**

- a. Review and Transmittal of Contractor Closeout Documents. The CM shall begin to consider closeout requirements upon execution of the Agreement. The CM shall receive from the Contractor the close-out documents and items to be submitted by the Contractor under the terms of its Agreement upon completion of its obligations under the Agreement. The CM shall review the Contractor's closeout documents and items to determine conformity with requirements of the Agreement. CM shall schedule, coordinate, and facilitate any training sessions for the District personal. If the CM determines that the Contractor's closeout documents and items are not in conformity with requirements of the Agreement, the CM shall make written recommendations to the District for measures to secure compliance with the requirements of the Agreement. The CM shall deliver to the District all the Contractor's closeout documents and items, except for the Contractor's as-built drawings, which the CM shall transmit to the Architect.
- b. CM Project Records. Within thirty (30) days of the date of issuance of a certificate of Final Completion for the Project, the CM shall assemble and deliver to the District all of the project records maintained during the Construction Phase by the CM relating to the project. Notwithstanding any provision of this Agreement to the contrary or any provision of law to the contrary, all documents, work product, whether of a tangible or intangible nature, whether in draft or final form and whether recorded in writing or any other medium, including without limitation, electronic files relating to the project or this Agreement, are the sole and exclusive property of the District.
- c. Contractor's Post-Construction Obligations. If the Contractor is obligated under the terms of its Agreement to provide work, labor, materials or services after completion of project construction, the CM shall monitor Contractor's post-construction activities for conformity with requirements of the Agreement. The CM shall make written recommendations, as necessary, for securing Contractor's compliance with post-construction obligations including coordination of warranty items, and scheduling of the 11-month warranty walkthrough meeting at the project site.

- d. **Project Reports.** The CM shall monitor the filing of DSA reports and other actions required by applicable law, code rule, regulation or ordinance to be undertaken by the Architect, Inspector, Test/Inspection Service Provider, or Contractor upon completion of project construction. If the Architect, Inspector, Test/Inspection Service Provider, or the Contractor has not filed reports or taken other actions required upon completion of project construction, the CM shall make written recommendations to the District for measures to secure compliance by the Architect, Inspector, Test/Inspection Service Provider, or the Contractor with regard to such requirements. The CM will assist the District in completion and submission of reports and other actions required to be undertaken by the District upon completion of Project construction pursuant to applicable law, code, rule, regulation, or ordinance or otherwise required to allow the District to use/occupy the project for the purposes intended.
- 2.9. **Materials.** CM shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this Agreement.
- 2.10. **Written Modifications Only.** The duties, responsibilities and limitations of authority of the CM shall not be restricted, modified or extended without written Agreement between the District and CM other than through the Construction Management Services Agreement Documents, which may be entered into at a later time.
- 2.11. **No Damages for No Construction Management Services Agreement.** District shall not be responsible to CM for any claims or damages resulting from District's failure to enter into the Construction Management Services Agreement Documents with CM for any reason.
- 2.12. **Access.** CM shall have access to the primary project site at all times. Access to the project site shall be coordinated with District's representative(s).
- 2.13. **Record Retention.** CM's services shall include records retention of any Agreements or documents between CM and Contractors and subcontractors related to CM'S services provided hereunder. CM shall submit documents to the District for its records and use.
- 2.14. **CM Agrees to Bind.** Every sub consultant by terms of the Agreement as far as such terms are applicable to sub CM'S work. If CM sub contracted any part of the work, CM shall be as fully responsible to District for acts and omissions of any sub consultant and of persons either directly or indirectly employed by any sub consultant, as it is for acts and omissions of persons directly employed by CM. Nothing contained in Agreement shall create any contractual relation between any sub consultant and District, nor shall the Agreement be construed to be for the benefit of any sub consultants.
- 2.15. **District Consent to Sub-Consultant.** District's consent to any sub consultant shall not in any way relieve CM of any obligations under the Agreement and no such consent shall be deemed to waive any provision of any Contract Documents.

### ARTICLE 3     ADDITIONAL SERVICES

- 3.1. **Additional Services.** Additional Services are not included in the CM Services described in this Agreement. No Additional Services shall be provided by the CM and no payment will be made for Additional Services unless set forth previously in writing. If the DISTRICT requests in writing any Additional Services, CM shall be compensated for the same in accordance with the provisions of this Agreement relating to Additional Services which shall be consistent with and the amounts indicated in Attachment C. The District must approve an amendment to the Agreement, prior to CM performing any Additional Services for an Assigned Project. The CM shall request payment for

Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the District.

#### ARTICLE 4 TERMS OF SERVICE

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation CM's performance of the service required hereunder and District's payment of all sums due to CM.
- 4.2. **Term.** The term of this Agreement shall begin **December 17, 2019** and shall end **December 16, 2024**. This agreement will not exceed the term of five (5) years total.
- 4.3. **Suspension Notice.** District may suspend this Agreement at any time without penalty by written notice to CM of such suspension. The CM shall resume and complete CM Services upon the DISTRICT's rescission of a suspension directive with adjustment of the compensation due the CM.

#### ARTICLE 5 HOLD HARMLESS, INDEMNIFICATION AND INSURANCE

- 5.1. **Hold Harmless & Indemnification.** The fullest extent permitted by law, the Consultant shall defend (with counsel of District's choosing), indemnify, and hold harmless the District, its Board of Trustees, officers, agents, employees, representatives, and volunteers (collectively "Indemnified Parties") from any and all claims, demands, causes of action, costs, expenses, liabilities, losses, in law or equity, property damage, personal injury, damages or injuries of any kind, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions, negligence, recklessness or willful misconduct of Consultant, its officials, officers, agents, employees, representatives, subconsultant, or volunteers, in connection with the performance of the Consultant's Work of this Agreement or obligations hereunder, including without limitation the payment of all consequential damages, expert witness fees, attorney's fees, and other related costs and expenses. In the event any article sold and delivered hereunder is covered by any patent, copyright, or application thereof, Consultant shall defend, indemnify, and hold harmless South Orange County Community College District, its Board of Trustees, officers, agents, employees, representatives, and volunteers from any and all losses, costs or expenses resulting from claims, suits or judgments rendered for violation of rights under such patents, copyright, or application. Consultant shall reimburse the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers for all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity provided herein. This hold harmless and indemnification includes, but is not limited to, compensatory damages, regulatory fines, penalties, and extra-contractual liability. In no event shall the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers be liable for any loss of Consultant's business, revenues or profits, or special, consequential, incidental, indirect or punitive damages of any nature, even if the District its Board of Trustees, officers, agents, employees, representatives, and/or volunteers have been advised in advance of the possibility of such damages.
  - a. Consultant's obligation to indemnify the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers shall not be restricted to insurance proceeds, if any, received by the District, its Board of Trustees, officers, agents, employees, representatives, and/or volunteers.
  - b. The Parties understand and agree that this shall be the sole indemnity, as defined by California Civil Code § 2772, governing this Agreement. Any other indemnity that may be attached to this Agreement as an Exhibit shall be void and unenforceable between the Parties.
  - c. Neither termination of this Agreement nor completion of the acts to be performed under this Agreement shall release Consultant from its obligations to indemnify as to any claims or causes of action asserted so

long as the event(s) upon which such claim or cause of action is predicated shall have occurred prior to the effective date of termination or completion.

- 5.2. **INSURANCE.** The CM and its subconsultants shall maintain in full force and effect throughout the term of this Agreement the following policies of insurance with no less than the limits set forth herein. District may adjust, CM's required minimum coverage limits set forth herein at the commencement of a renewal term by providing CM and subconsultant (if applicable) written notice.
- a. A.M. Best Financial Rating. CM's policies of insurance required herein shall be issued by insurers with an A.M. Best financial rating of A:VII or better.
  - b. Admitted Carrier(s). CM's policies of insurance shall be afforded by insurers who are admitted - licensed to transact business in the State of California.
  - c. Workers' Compensation and Employer's Liability. In accordance with the laws of the State of California, CM shall maintain Workers' Compensation insurance and Employer's Liability coverage with not less than One Million Dollars (\$1,000,000) for Each Accident, One Million Dollars (\$1,000,000) for Disease - Each Employee, and One Million Dollars (\$1,000,000) for Disease - Policy Limit.
  - d. Commercial General Liability. Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses including, but not limited to blanket contractual, broad form property damage, products & completed operations, personal injury, and wrongful death.
  - e. Automobile Liability. Insurance with combined single limits of not less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) general aggregate to cover losses involving "Any Auto".
  - f. Professional Liability aka Errors and Omissions. CM shall each procure and maintain throughout the term of this Agreement, Professional Liability insurance with limits of not less than Two Million Dollars (\$2,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000) general aggregate to cover against liability claims/lawsuits related to the professional Work as stated herein. If coverage is written on a claims made and reported form, such coverage shall contain an Extended Reporting Period (aka tail coverage) for a minimum of two (2) years following the termination date of this Agreement.
  - g. Additional Insured Endorsement. CM shall each issue District an endorsement naming District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers as Additional Insureds to CM's Commercial General Liability and Automobile Liability insurance policies.
  - h. Primary and non-contributory endorsement. CM's insurance coverage and limits shall be primary and any of the District's insurance coverage and limits shall be non-contributory.
  - i. Waiver of Subrogation Endorsements. CM shall each issue District an endorsement waiving all rights of subrogation against the District, its Board of Trustees, officers, agents, employees, representatives, invitees, and volunteers with respect to CM's liability and workers' compensation policies.
  - j. No Cancellation or Material Modification. CM's policies of insurance and accompanying endorsements required by this Agreement shall not be cancelled or materially modified, except upon thirty (30) days' advance written notice to District. Written notice of cancellation or material modification shall be from the insurer(s) issuing the policy(ies) of insurance to the District.
  - k. Certificate(s) of Insurance and Endorsement(s). Certificate(s) and Endorsement(s) evidencing the required coverages and limits set forth herein shall be provided to District upon Consultant's execution of this

Agreement. No work shall commence by CM until the required certificate(s) of insurance and endorsement(s) have been furnished to the District.

## ARTICLE 6 COMPENSATION TO THE CM

The District shall compensate the CM as follows:

- 6.1. **Agreement Price for Services.** The Contract Price for the CM's performance of the Services under this Agreement shall be as set forth in Attachment C – Revised Fee and Rate Proposal.
- 6.2. **Price Inclusions.** The Agreement Price is inclusive of all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. No separate payment will be made for any other costs of performance or out of pocket expenses, including, without limitation, mileage or time required for dispatching personnel to District locations, subsistence, lodging, fuel charge, vehicle use, transmitting reports, administrative charges, CM support such as estimating or scheduling or other similar activities necessary for performance of the services.
- 6.3. **CM Monthly Billing Statements.** CM shall submit monthly billing invoices to the District for payment of the Contract Price, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the month immediately prior, in a format previously approved by the District. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CM.
- 6.1. **District Payment of** this Agreement, except where additional compensation is agreed upon between the CM and DISTRICT in writing provided for as additional services.
- 6.2. **Reimbursable Expenses.** Expenses incurred by the CM and CM'S employees to complete CM Services shall be borne by the CM without adjustment of the Contract Price due the CM for an Assigned Project, unless the CM obtains prior DISTRICT written approval for billing such Reimbursable Expenses. The DISTRICT shall not be liable to CM for any costs or expenses paid or incurred by CM in performing services for DISTRICT, except Reimbursable Expenses that have been pre-approved in writing.
  - a. Reimbursable expenses are in addition to the Contract Price set forth in this Agreement and include expenses incurred by the CM and CM'S employees and CMS in the interest of the Assigned Project.
  - b. Reimbursable expenses shall be the most economical expense of transportation in connection with the Assigned Project; the most economical expenses in connection with authorized out-of-town travel; and fees paid for securing approval of authorities having jurisdiction over the Assigned Project. CM'S normal travel expense (including to and from the Assigned Project) and meals are excluded.
  - c. Expense of reproductions (except those needed for the use of the CM and his or her CMS or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT'S prior written approval.
  - d. Expense of renderings, models and mock-ups additionally requested by the DISTRICT if not part of CM'S Services will be reimbursed.
- 6.3. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CM shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by



CM'S failure to fully and timely perform CM Services.

- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CM's billing invoices for an Assigned Project, District will make payment to CM of undisputed amounts of the Agreement Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CM hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the District from payment to the Contractor.
- 6.5. **Withholding Payment.** The District may, however, withhold or deduct from amounts otherwise due CM hereunder if CM shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CM has fully cured its failure of performance, less costs, damages or losses sustained by the District as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CM under the terms of this Agreement, except where additional compensation is agreed upon between the CM and District in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CM services shall be made monthly.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the District. Payments are due and payable upon receipt of the CM'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the Project.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of CM'S services is exceeded or extended through no fault of the CM, compensation for any services rendered during the additional period of time may be computed per Attachment C – Revised Fee and Rate Proposal.
- 6.10. Neither the District's review, approval of, nor payment for any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CM shall remain liable to the District in accordance with applicable law for all damages to the District caused by CM'S failure to perform any of the services furnished under this Agreement.

## ARTICLE 7 CM'S WORK PRODUCT

- 7.7. **District Ownership of Documents.** The documents prepared by the CM for this Project shall be and remain the property of the DISTRICT. All documents generated or received by the CM in completing CM Services under this Agreement are the sole property of the District whether or not the work for which they were made is executed. CM grants to the District the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CM pursuant to this Agreement.
- 7.8. **Documentation.** The CM shall make a written record of all meetings, conferences, discussions and decisions made between or among the District, CM and Contractor during all phases of the project and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CM shall provide a monthly copy of such record to the District for review and comment, make adjustments and provide a final copy to the District and a copy to the Contractor upon request.
- 7.9. **Electronic Copy of Documents.** The CM shall perform the work under this Agreement and shall deliver electronic copy of all reports and documentation via DVD or memory stick in PDF format upon completion of each of the assigned project's phases, pre-construction, preparation to enter into construction, construction, and post-

construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the District.

- 7.10. **Copyright/Trademark/Patent.** CM understands and agrees that all matters produced under this Agreement shall become the property of District and cannot be used without District's express written permission, except CM shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. CM consents to use of CM'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

## ARTICLE 8 TERMINATION

- 8.7. **Termination for Convenience.** District may, at any time, with or without reason, terminate this Agreement and compensate CM only for services satisfactorily rendered to the date of termination. Thirty (30) days written notice by District shall be sufficient to stop performance of services by CM. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CM or no later than three days after the day of mailing, whichever is sooner.
- 8.8. **Termination for Cause.** District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this Agreement by the CM; or (b) any act by CM exposing the District to liability to others for personal injury or property damage; or (c) CM is adjudged a bankrupt, CM makes a general assignment for the benefit of creditors or a receiver is appointed on account of CM'S insolvency. Written notice by District shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the District may secure the CM services subject to this Agreement from another Firm. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District. Written notice by District shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.9. **Suspension of Project.** The District may suspend this Agreement at any time without penalty by written notice to CM of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CM not less than fifteen days (15) prior to the suspension date. If the project is suspended by the District for more than ninety (90) consecutive days, the CM shall be compensated for services satisfactorily performed prior to such suspension.
- 8.10. **Abandonment of Assigned Project.** If the District abandons an Assigned Project for more than ninety (90) consecutive days, the CM shall be compensated for services satisfactorily performed prior to the abandonment and CM may terminate this Agreement by giving not less than seven days written notice to the District.
- 8.11. **Non-Payment.** The District's failure to make payments to the CM in accordance with this Agreement shall be considered substantial nonperformance and cause for termination by the CM.
- a. In the event the District fails to make timely payment, the CM may, upon 7 days written notice to the District, suspend performance of services under this Agreement.
  - b. Unless payment in full is received by the CM within 7 days of the date of the notice, the suspension shall take effect without further notice.
  - c. In the event of a suspension of services, the CM shall have no liability to the District for delay or damage caused the District because of such suspension of services.

- 8.12. **CM Compensation.** The CM shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CM. The District shall pay the CM only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.13. **Liability for District Damages.** In the event of termination due to the fault of CM, CM shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CM is liable for all damages suffered by the District due to CM'S failure to perform as provided in the Agreement.

#### ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.7. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CM agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CM agrees it will neither rescind this Agreement nor stop the progress of the work. The District and CM agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.8. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the Project or to this Agreement or the breach thereof shall be first attempted to be resolved through mediation using services such as JAMS, ADR, etc. and per the District's discretion.
- 9.9. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this Agreement will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the Contractor , District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
  - b. This Agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
  - c. Notice of demand for arbitration shall be filed in writing with the other party to this Agreement in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim; dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
  - d. In any judicial proceeding to enforce this Agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
  - e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

- f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.

## ARTICLE 10 DISTRICT 'S RESPONSIBILITIES

- 10.7. **District Provided Information.** The District shall provide to the CM full information regarding requirements for the Project, including information regarding the District's objectives, schedule, constraints and criteria.
- 10.8. **District Representative.** The District shall appoint a representative authorized to act on the District's behalf with respect to the Project. The District or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CM. CM shall consult with authorized employees, agents, and representatives of District relative to the design and construction of the Project. However, CM shall accept directives only from District's designated representative and not from other District employees or consultants. The District shall notify CM in writing if, at its sole option, it makes a change in the District representative. Unless modified by written notice by the District to the CM, the District Representative is:

**Brandye D'Lena, Executive Director of Facilities Planning**

- 10.9. **District Notification.** The District shall give prompt written notice to the CM if the District becomes aware of any fault or defect in the Project or nonconformance with the construction contract. However, the District's failure or omission to do so shall not relieve the CM of his/her responsibilities hereunder and the District shall have no duty to observe, inspect or investigate the Project.
- 10.10. **Tests/Inspections.** The District shall: (a) retain an Inspector ("Inspector") to provide construction observations and inspections as required by applicable laws, codes, rules, regulations, or ordinances; and (b) retain Test/Inspection Service Providers to conduct Construction Phase tests/inspections of materials/equipment forming a part of the Project as required by applicable laws, codes, rules, regulations, or ordinances. The foregoing notwithstanding, the Services of the CM include assistance to the District in identifying, selecting, and retaining the Inspector and Test/Inspection Service Providers.
- 10.11. **District Consultants.** Except to the extent of design consultants retained by the Architect, other consultants required or desired by the District in connection with the Project shall be retained and paid for by the District. Such other consultants include, but may not be limited to, legal counsel, insurance/surety consultants, audio-visual equipment/installation consultants, commissioning agent, and hazardous material assessment and abatement consultants. The foregoing notwithstanding, the Services of the CM include assistance to the District in identifying, selecting, and retaining any other District consultants, as needed.

## ARTICLE 11 MISCELLANEOUS

- 11.7. **Equal Opportunity/Non-Discrimination.** CM shall not discriminate against any individual with respect to his or her compensation, terms, conditions, or privileges of employment; or discriminate in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his or her status as an employee because of such individual's race, color, religion, sex, national origin, age, disability, medical condition, marital status, veteran status, or any other category protected by law.

CM shall ensure that all services and benefits rendered to the DISTRICT, its representatives, consultants/contractors and volunteers are provided free of any form of harassment and without regard to race, color, religion, sex, age, disability, medical condition, marital status, national origin, veteran status, or any other category protected by law. CM shall comply with Americans with Disabilities Act and the Rehabilitation Act of 1973, as amended.

- 11.8. **Background Check.** CM hereby certifies that CM has never been charged with a felony, including any “violent felony” as defined in California Civil Code section 667.5(c) or serious felony defined by California Civil Code section 1192.7 prior to, or on the date of, this Agreement. CM shall notify District in writing immediately if CM is charged with any felony during the term of this Agreement in which case District may terminate this Agreement immediately. CM further hereby authorizes the District or other organizations to conduct a comprehensive review of his/her background upon District’s request. CM hereby consents to the background check to the fullest extent permitted by law. CM agrees to indemnify, defend and hold harmless the District from any claims, damages, harms, and costs, including legal and processing fees arising from the requirements of this Section, including any such issue arising from any felony CM has been charged with, or is charged with, during this Agreement. Failure to complete any required step to provide the background check and information required herein upon District request within thirty (30) days shall be grounds for termination of this Agreement.
- 11.9. **Certification Regarding the California Penal Code Section 290.** By executing this Agreement, CM agrees to comply with the rules and regulations of the Sex Offender Registration Act, California Penal Code Section 290.95. CM certifies and understands that every person required to register under Section 290 shall disclose his or her status as a registrant, upon application or acceptance of a position, to that person, group, or organization. Furthermore, no person who is required to register under Section 290 because of a conviction for a crime where the victim was a minor under sixteen (16) years of age shall be an employer, employee, or independent contractor, or act as a volunteer with any person, group, or organization in a capacity in which the registrant would be working directly and in an unaccompanied setting with minor children on more than an incidental and occasional basis or have supervision or disciplinary power over minor children. A violation of this section is a misdemeanor punishable by imprisonment in a county jail for not exceeding six (6) months, by a fine not exceeding One Thousand Dollars (\$1,000), or by both that imprisonment and fine, and a violation of this section shall not constitute a continuing offense.
- 11.10. **Compliance with Applicable Laws, Policies, Procedures, Rule and Regulations.** CM agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now and may in the future become applicable to CM, CM’s business, equipment and personnel engaged in services covered by this Agreement or accruing out of the performance of such services. Additionally, CM shall comply with District’s policies, procedures, rules, regulations and/or guidelines that include but are not limited to smoke free campus, alcohol and controlled substances, conflict of interest, workplace violence, code of conduct, harassment and discrimination prevention and drug-free environment.
- 11.11. **CM Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the District and the CM, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the District or as part of any audit of the District for a period of three (3) years after final payment is made under this Agreement. During this time, CM shall maintain accounting records and make them available upon request of the District for reproduction or inspection.
- 11.12. **Review, Approval or Acceptance.** Review, approval or acceptance of CM’S work whether by District or others, shall not relieve CM from responsibility for errors and omissions in CM’S work.
- 11.13. **Cumulative Rights; Non-Waiver.** Duties and obligations imposed by this Agreement, rights, and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of District or CM to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

11.14. **Definitions**

- a. **Agreement.** An Agreement for Construction services awarded by the District to a Contractor /CM for the construction of a portion of the Project.
  - b. **Contractor.** A Contractor to the District under an Agreement awarded by the District for construction of the Project.
  - c. **Design Documents.** The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the Architect for the Project. Design Documents include surveys, soil reports and other documents prepared for the Project by a licensed Architect or registered Engineer, whether under Agreement to the Architect or District.
  - d. **Architect.** The Architect is the District's appointed design professional assigned to a project. References to the Architect include those individuals retained to prepare or provide any portion of the Design Documents.
  - e. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the Project.
  - f. **Site.** The physical area for construction and activities relating to construction of the Project.
  - g. **Construction Agreement Documents.** The Agreement Documents issued by or on behalf of the District under an Agreement for construction of the Project. Construction Agreement Documents include all modifications issued by or on behalf of the District. Unless otherwise expressly stated, references to the Construction Agreement Documents are referenced to all of the Agreement Documents issued for the Agreement awarded for Project construction.
  - h. **Substantial Completion.** Substantial Completion is when the Work of an Agreement has been completed and installed including completion of commissioning and the Work can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.
  - i. **Final Completion.** Final Completion is when all of the Work of an Agreement has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Agreement.
- 11.15. **Employment with Public Agency.** CM, if an employee of another public agency, agrees that CM will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this Agreement. Additionally, No member, officer or employee of the District during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.
- 11.16. **Full Force of Remaining Agreement.** If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions hereof will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
- 11.17. **Governing Law.** This Agreement shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.
- 11.18. **Independent Contractor.** CM, in the performance of this Agreement, shall be and act as an independent Contractor. CM understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided

employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CM assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this Agreement. CM shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CM'S employees.

- 11.19. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CM and District hereunder.
- 11.20. **Non-Assignment.** The District and CM, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement. The obligations of the CM pursuant to this Agreement shall not be assigned by the CM. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the District or CM. The sale or transfer of a majority membership interest in Firm or the admission of new member to the Firm which causes there to be a change in majority ownership and/or control of Firm shall be deemed and assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.
- 11.21. **Permits/Licenses.** CM and all CM'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this Agreement.
- 11.22. **Notifications.** All notices or demands to be given under this Agreement by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.23. **Communications** between the parties shall be sent to the following addresses:

**DISTRICT**

Brandye D'Lena  
Executive Director, Facilities Planning  
South Orange County  
Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
[bdlena@socccd.edu](mailto:bdlena@socccd.edu)

**CONSTRUCTION MANAGER**

Rick Fochtman  
Executive Vice President  
Bernards  
  
2569 McCabe Way  
Irvine, CA 92614  
[rfochtman@bernards.com](mailto:rfochtman@bernards.com)

**COPY**

Ann-Marie Gabel  
Vice Chancellor, Business Services  
South Orange County  
Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
[agabel@socccd.edu](mailto:agabel@socccd.edu)

- 11.24. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect
- 11.25. **Entire Agreement/Amendment.** The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by District's Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.
- 11.26. **Binding Agreement.** The District and CM, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement.

[SIGNATURE PAGE TO FOLLOW]



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

“DISTRICT”

“CONSTRUCTION MANAGER”

South Orange County Community College District

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Ann-Marie Gabel  
Vice Chancellor, Business Services

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Rick Fochtman  
Executive Vice President

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(Date)

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(Date)

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(Taxpayer number)

Attachment C – Revised Fee Proposal

Attachment D – General Conditions Items for CM’S Jobsite Offices

**ATTACHMENT C**  
**REVISED PROPOSAL FORM E – FEE PROPOSAL**  
**FINAL PRICING PER NEGOTIATIONS 11/26/19**

The proposed Fee Breakdown shall include fully burdened rates for each title/individual proposed for the work. It is the proposer's responsibility to understand the complexity of the District as well as the complexity of the proposed work and to submit a not-to-exceed fee accordingly using the form below.

Fees shall be firm and fixed through the entirety of the five year term.

1. The Fee Proposal shall include all costs to complete the scope of work.
2. Indicate the name of each team member for each position to be assigned to this project, along with the corresponding Fee Per Month, Fee Per Year and Fee for 5 Years. Rates shall include all labor, materials, overhead and profit (OH&P), and other direct and indirect costs including incidental travel. No separate payment will be made for any other costs of performance or out of pocket expenses, including, without limitation, mileage or time required for dispatching personnel to District locations, subsistence, lodging, fuel charge, vehicle use, transmitting reports, administrative charges, CM support such as estimating or scheduling or other similar activities necessary for performance of the services.

<b>FEE BREAKDOWN CM SERVICES</b>				
<b>Description</b>	<b>Individual's Name</b>	<b>Fee Per Month</b>	<b>Fee Per Year</b>	<b>Fee for 5 years</b>
Not to Exceed Fee for Construction Manager	William Perez	\$28,117.53	\$337,410.40	\$1,687,052.00
Not to Exceed Fee for Construction Manager	John Erickson	\$28,117.53	\$337,410.40	\$1,687,052.00
Not to Exceed Fee for Construction Manager	Alma Wagner	\$28,117.53	\$337,410.40	\$1,687,052.00
Not to Exceed Fee for Senior Field Engineer	Tania Boyd	\$20,498.58	\$245,983.00	\$1,229,915.00
Not to Exceed Fee for Senior Field Engineer	Jerry Lopez	\$20,498.58	\$245,983.00	\$1,229,915.00
Not to Exceed Fee for Senior Field Engineer	Sam Camacho	\$19,228.77	\$230,745.20	\$1,153,726.00
Project Executive Services (3 hours/week)	Rick Fochtman	\$3,107.90	\$37,294.80	\$186,474.00
<b>Total Fee</b>		<b>\$147,686.43</b>	<b>\$1,772,237.00</b>	<b>\$8,861,186.00</b>

\*Total Fee includes CM Services for the selection, implementation, training and management of the Construction Management Software System with the exception of tech-related support, programming and system customizations.

3. **Extra Services.** For the below table, provide hourly rate inclusive of all overhead expenses, profit, insurance, travel costs, administrative and related expenditures.

EXTRA CM SERVICES			
Description	Fee Per Hour	Overtime Rate	Weekend Rate
Project Executive	\$239.07	\$358.60	*\$239.07 / \$358.60
Construction Manager	\$162.22	\$243.32	*\$162.22 / \$243.32
Senior Field Engineer	\$118.26	\$177.39	*\$118.26 / \$177.39
Field Engineer	\$110.94	\$166.40	*\$110.94 / \$166.40

\*Weekend time will be billed at the same weekday rates; as straight time or overtime as applicable.

**Attachment D - General Conditions Items for CM'S Jobsite Offices**

- Jobsite Trailer – provided by Contractor and/or District
- Task chairs - provided by Contractor and/or District
- Desks – provided by Contractor and/or District
- Conference table – provided by Contractor and/or District
- Chairs for conference table – provided by Contractor and/or District
- Five drawer file cabinet – provided by Contractor and/or District
- Internet Connection – provided by Construction Manager
- Computers and necessary software – provided by Construction Manager
- Printer/Fax/Scanner/Copier – provided by the Construction Manager
- Phone line/Phone – provided by the District
- Cell Phones – provided by the Construction Manager
- Bottled Water Service – provided by the Construction Manager
- Hard Hats/ PPE – each provides own
- First Aid Kit – provided by the Contractor
- All necessary office supplies – provided by the Construction Manager
- Trash service/trailer cleaning – provided by Contractor and/or District
- Trailer rental – provided by Contractor and/or District

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-106 Board Elections, BP-3508  
Public Safety Camera System, BP-4207 Payroll Period for Personnel

**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 comply with current laws and regulations.

### **STATUS**

Three board policies (EXHIBITS A through C) are presented to the Board of Trustees for review and study. The new language to the board policies was reviewed and revised by the Board Policy Subcommittee (as required), the District's Board Policy and Administrative Regulation Advisory Council, and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on December 5, 2019 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees accept for review and study the board policies as listed.

# BOARD POLICY

106

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

## BOARD ELECTIONS

The term of office of each trustee shall be four years, commencing on the ~~first~~second Friday of December following the election. Elections shall be held every two years, in even numbered years~~s~~. Terms of trustees are staggered so that, as nearly as ~~practical~~practicable, one half of the trustees shall be elected at each trustee election~~s~~. Trustees shall be elected ~~at~~at-large throughout the ~~district~~District but have legal residence within one of the seven (7) trustee areas (trustee area boundary map is available at the District Office):

Area 1: Irvine\*

Area 2: Irvine\*, North Tustin (CDP), Orange\*, Santa Ana\*, unincorporated area

Area 3: Aliso Viejo, Dana Point, Laguna Beach, Laguna Hills\*, Newport Beach\*, San Clemente\*, unincorporated area

Area 4: Coto de Caza (CDP), Ladera Ranch (CDP), Las Flores (CDP), Rancho Santa Margarita\*, San Clemente\*, San Juan Capistrano\*, unincorporated area

Area 5: Laguna Hills\*, Laguna Niguel, Laguna Woods, San Juan Capistrano\*

Area 6: Irvine\*, Lake Forest, unincorporated area

Area 7: Mission Viejo\*, Rancho Santa Margarita\*

\* Not entire community / city

<sup>CDP</sup>= census designated place

Beginning with the November 2022 election, Trustees shall be elected within their respective trustee areas and will no longer be elected at-large.

The Chancellor shall submit recommendations to the Board of Trustees regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Chancellor shall submit the recommendation in time for the Board to act as required by law.

### *Reference:*

*Education Code Sections 5000 et seq., 72036*

Adopted: 8-27-07  
Revised: 4-29-13

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# BOARD POLICY

# 3508

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## PUBLIC SAFETY CAMERA SYSTEM

The South Orange County Community College District authorizes the use of a public safety camera system for the purpose of creating a safer environment for all those who work at or visit the District. Cameras may be placed in strategic public locations, such as parking lots, campus entrances, building entrances, exteriors, hallways, and lobbies, throughout the District at the direction of each college or district services and established procedures will be followed. This camera system is not intended for use in classrooms or private offices. These cameras can be used ~~for-to~~ detecting and deter~~ring~~ crime, ~~to~~ help safeguard against potential threats to the public, ~~to~~ help manage emergency response situations during natural and man-made disasters, promote the safety of students and staff where cash is collected or at other public service counters, and ~~to~~ assist District officials in providing services to the college community.

This policy does not apply to proctoring centers.

# BOARD POLICY

4207

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PAYROLL PERIOD FOR PERSONNEL

### I. ACADEMIC ADMINISTRATORS (STRS)

Academic administrators are twelve (12) month employees. Their annual salaries are paid once per month. All months are paid on the last working day of the month except December, which is issued the first business day in January.

### II. CLASSIFIED MANAGEMENT/ACADEMIC ADMINISTRATORS (PERS)

Full-time, classified/academic management employees in PERS who are not members of a collective bargaining unit may be paid twice per month. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

### III. CLASSIFIED

Full-time, classified employees will be paid twice per month on the 25<sup>th</sup> and the 10<sup>th</sup>. If the normal pay period date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the workday preceding the Saturday or holiday.

Part-time, classified employees and non-bargaining unit (NBU) employees will be paid once per month on the 10<sup>th</sup>.

### IV. FULL-TIME FACULTY

Full-time faculty are ten (10) month employees. Their annual salaries must be paid and reported only for the months in which they have scheduled duty days. They are paid ten (10) equal payments for the academic year in August through May, on the last day of the month except December, which is issued the first business day in January.

### V. PART-TIME/OVERLOAD/STIPEND

Part-time faculty, overload, and stipend payments are paid for the academic year in September, October, November, December, January, February, March, April, May and June.

### VI. FACULTY SUMMER ASSIGNMENTS

Faculty are paid for the summer session in July and August.

#### References:

Education Code Section 87821

Government Code Section 20630

CalSTRS Teachers Retirement Law, Section 23005

Adopted:

Page 1 of 1



**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-4091 Administrator Retreat Rights, BP-4113 Parental Leave for Management Personnel, BP-4201 Change in Position of Personnel Into or Within Management, BP-4220 Substitute Classified Employees, BP-6125 Field Trips, Excursions, and Field Study Courses, BP-6150 Study Abroad Programs

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Six board policies (EXHIBITS A through F) are presented to the Board of Trustees for approval. The new language to the board policies was reviewed and revised by the Board Policy Subcommittee (as required), the District's Board Policy and Administrative Regulation Advisory Council, and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved in the review process, as needed. The proposed policies were presented to the Chancellor's Council on November 7, 2019 for review and recommendation to the Chancellor. EXHIBITS A through F were brought to the Board of Trustees on November 18, 2019 for review and study. Additional changes recommended by the Board of Trustees from the November 18, 2019 meeting have been highlighted.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the board policies as listed.

# BOARD POLICY

# 4091

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## ADMINISTRATOR RETREAT RIGHTS

The South Orange County Community College District adopts the following administrator retreat rights policy to balance the rights of students, administrators, and faculty in accordance with California Education Code.

This policy does not apply to administrators employed prior to July 1, 1990. Such administrators have already acquired or will be eligible for faculty tenure after two years of satisfactory service, pursuant to provisions of former California Education Code. A tenured faculty member, previously tenured in the District, retains his or her~~their~~ status as a tenured faculty member upon advancement to an administrative assignment within the District. The reassignment of administrators hired after the effective date of California Education Code, to a faculty position shall be affected in accordance with the California Education Code 87458 and this policy. ~~Placement on the Faculty Salary Schedule will be identified at date of administrative hire. All subsequent years of service will accrue for placement on the Faculty Salary Schedule in the event of administrative retreat. Administrators employed after the effective date shall have the right to become probationary, tenure track faculty members as provided by California Education Code, and in accordance with the following conditions:~~

- ~~I. An administrator employed after the effective date without previous faculty tenure in the South Orange County Community College District at the time of employment may be reassigned to a first-year probationary, tenure track, faculty position provided that he or she meets all of the following conditions:~~
  - ~~A. The employee occupies an administrative position that is not part of the classified service. For every administrative position title, the records of the District shall indicate whether or not the position is part of the classified service or part of the academic service, and if part of the academic service whether it is an educational administrative position within the meaning of California Education Code. At the time of employment, the employee shall be certified by the Academic Senate as possessing qualifications in a specified discipline or disciplines similar in experience and education to those expected of a newly employed faculty member.~~
  - ~~B. The employee has satisfactorily served full time in the South Orange County Community College District for a minimum of two (2) years as a tenure track faculty member and/or an administrator.~~
  - ~~C. The administrator is not under contract in a program or project to perform services conducted under contract with public or private agencies, or in other categorically-funded projects of indeterminate duration.~~

- ~~— D. — The employee is reassigned due to the elimination of his/her current position as part of an administrative reorganization; or, as part of a reduction in force among~~  
~~— administrators; or, for reasons other than for the causes listed in the California Education Code as determined by the Chancellor, or his or her designee, and approved by the Board of Trustees.~~
- ~~— E. — The District can assign the administrator only to a discipline in which he or she possesses at least the minimum qualifications specified by the Calif. Ed. Code and Title 5, Calif. Code of Regulations.~~
- ~~— F. — Prior to re-assignment:~~
- ~~— 1. — The Academic Senate will be provided the opportunity to present its views to the Board of Trustees before the board makes its final determination, and~~
- ~~— 2. — That the written record of the decision, including the views of the Academic Senate, shall be available for review.~~
- ~~II. — Placement on the Faculty Salary Schedule will be identified at date of administrative hire. All subsequent years of service will accrue for placement on the Faculty Salary Schedule in the event of administrative retreat.~~

*References:*

*California Education Code, Section 87458, 87002, 87732*

Adopted: 6-24-91

Revised: 6-30-03

Reviewed by BPARAC & Chancellor on 2-27-12. No recommended change to policy
--

# BOARD POLICY

4113

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## PARENTAL LEAVE FOR ~~ADMINISTRATORS AND CLASSIFIED~~ MANAGEMENT PERSONNEL

Administrators and classified management personnel may request parental leave without pay with benefits for a period of up to six (6) months within one year of the birth or placement for adoption or foster care of a child. This leave shall run concurrently with any entitlement under the Family Medical Leave Act and the California Family Rights Act. Longer leaves or leave extensions may be granted by the ~~board~~Board. This leave shall be for the exclusive purpose of child care or child rearing of a natural or adoptive child of the employee, and shall not be available for pregnancy related disabilities, or for gainful employment. The decision to grant a parental leave in excess of statutory entitlement, and the length of the leave, if granted, shall be at the sole discretion of the Board of Trustees.

The employee shall, prior to submitting the written leave request for parental leave in excess of statutory entitlement, obtain the written approval of the immediate supervisor. In approving or denying the requested leave, the supervisor shall consider the proposed dates of the leave, and the length of the leave in light of the responsibilities of the employee's position. A written request approved by the supervisor shall be filed by the employee with the Office of Human Resources specifying the beginning and ending dates requested and the length of leave requested. The written request will be submitted no later than ten (10) working days prior to the requested commencement of the leave. Depending upon the individual circumstances of the employee's need for the parental leave, the Board of Trustees may shorten or waive the advance notice requirement.

Return rights of employees taking parental leave pursuant to state or federal family leave law shall be as set forth in those laws and Board Policy ~~4117~~.

For parental leaves of less than six months but in excess of any statutory entitlement, the employee shall be entitled to return to the same classification, but not necessarily to the same position as the employee served in, immediately prior to the leave, unless the position or classification has been discontinued and the employee has been served notice under the layoff provisions of the California Education Code.

Employees who do not return at the end of the authorized leave are required to reimburse the District for health and welfare benefits from the time of their leave and are subject to disciplinary action which may include dismissal.

Pregnancy related disabilities shall be treated as any other disability for purposes of sick leave.

### *Reference:*

*California Family Rights Act**Family Medical Leave Act*

Adopted: 7-02-69

Revised: 4-26-99

Revised: 9-26-69

Revised: 1-31-05

Revised: 7-10-73

Revised: 4-28-08

Revised: 4-24-89

Revised: 5-20-13

# BOARD POLICY

# 4201.2

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## CHANGE IN POSITION OF ~~PERSONNEL CLASSIFIED INTO OR WITHIN~~ MANAGEMENT ~~PERSONNEL~~

Whenever a change in position is granted to a ~~classified~~-management employee and the grade remains the same, the new salary placement will be at the same step on the salary schedule as the employee was on in the former position.

Any regular employee who is promoted to a position in a grade that has a higher salary range shall be moved to the step in the new grade ~~which enables the employee to receive a salary increase closest to a salary increase of five and one-half (5.5) percent.~~of at least five and a half (5.5) percent.

Adopted: 9-29-69

Revised: 6-05-72

Revised: 4-10-89

Technical Update: 4-26-99

Revised: 10-24-11

# BOARD POLICY

4220

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

## SUBSTITUTE CLASSIFIED EMPLOYEES

A substitute classified employee is a person employed to replace any classified employee who is temporarily absent from duty, or for a permanent, vacant position per CSEA contract. Persons employed as substitutes are not members of the Classified ~~Service~~Bargaining Unit.

The substitute pay rate is computed at Step 1 of the hourly rate of the classification the substitute is assigned. Exceptions may be made based on previous experience within the District in the same or similar position upon the review and request of the administration in consultation with the Office of Human Resources.

### *References:*

*California Education Code, Section 88003*

Adopted:	03-15-93	Revised:	05-26-09
Technical	04-26-99	Revised:	07-22-13
Update:			

# BOARD POLICY

6125

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## STUDENT TRAVEL: FIELD TRIPS, AND EXCURSIONS, AND FIELD STUDY COURSES

Pursuant to Title 5, Calif. Code of Regulations, Sections 55220, 55451, and 58166, ~~t~~The Chancellor shall establish ~~procedures that regulate~~ regulations regarding the use of District funds and resources for student travel and attendance at conferences and other activities which are in connection with courses of instruction or school instructionally-related social, educational, cultural, athletic, or college music activities.

~~Student travel is defined to include all course related travel and all travel related to District approved social, educational, cultural, athletic, or college musical activities, and/or performances. Transportation for field trips, excursions, and field study courses may be provided by use of District owned or rented vehicles or by contracting with a chartered transportation provider. All participants driving District owned or rented vehicles during field trips, excursions, and field study courses must adhere to Board Policy and Administrative Regulation 3207 - District Driver and Vehicle Use Policy. Unless the District provides transportation, classes convening at alternative locations, including but not limited to, clinicals, internships, and service learning are not considered student travel. The District assumes no liability for travel related to such courses.~~

All participants must satisfactorily complete all requisite activities and conditions associated with student travel, including, but not limited to, course prerequisites, conditions of participation, orientation, and completion of required forms.

~~All participants must satisfactorily complete all requisite activities and conditions associated with student travel, including, but not limited to, course prerequisites, conditions of participation, orientation, and completion of required forms.~~

~~All persons~~ persons with the exception of District employees participating in ~~student travel~~ field trips, excursions, or field study courses shall be deemed to have waived all claims against the District or the state of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion and, including study abroad activities (see BP-6150), and all parents and/or guardians of minor students participating in student travel shall have executed the District's Voluntary Field Trip/Excursion Waiver Form and Medical Authorization Agreement prior to engaging in such travel ~~have executed the District's waiver of liability form.~~

The District may pay for expenses of students participating in a field trip, ~~or excursions,~~ or field study course with auxiliary, grant or categorical program funds if the funds are used consistently with the funding source. The expense of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Adopted:	05-23-77	Revised	02-28-94	Revised	06-24-08	Page 1 of 2
Revised:	03-27-78	Revised	04-26-99			
Revised	06-26-89	Revised	09-26-05			

Reference:

California Code of Regulations, Title 5 Section 55220

California Government Code Section 11139.8

Adopted:	05-23-77	Revised	02-28-94	Revised	06-24-08	Page 2 of 2
Revised:	03-27-78	Revised	04-26-99			
Revised	06-26-89	Revised	09-26-05			



# BOARD POLICY

# 6150

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## STUDY ABROAD PROGRAMS

~~Because study abroad opportunities for students are important to the growing international society of cultures, languages, politics, business, and economics, the South Orange County Community College District recognizes and supports the movement of students across community, cultural, geographic, and national boundaries. The Chancellor shall establish administrative regulations for this policy.~~

~~Study abroad programs will be encouraged within the parameters contained in AR 6150, Study Abroad Programs.~~

The South Orange County Community College District permits study abroad programs in connection with courses of instruction for students enrolled in either Saddleback College or Irvine Valley College to enrich their academic training, perspectives, and personal development within the following parameters:

- I. Students participating in a study abroad program shall be supervised by academic employees of the District.
- II. While engaged in all study abroad travel and activities, students, faculty, and staff shall at all times adhere to the standards of conduct, which are applicable to conduct on campus.
- III. Transportation and all other associated travel arrangements for a study abroad program may be obtained by contracting with a third party travel services provider. The District shall secure liability insurance from a carrier licensed to transact insurance business in the foreign country.

The Chancellor shall establish regulations for the use of District funds and resources for students enrolled in a college course of instruction that conducts field trips or excursions to and from a foreign country.

### *References:*

*California Education Code Section 66015.7*

*Title 5, California Code of Regulations Sections ~~55450, 55451, 58166~~ 55220*

Adopted:	11-11-86	Revised:	04-26-99
Revised:	06-26-89	Revised:	09-26-11
Revised:	06-11-90		

**TO:** Board of Trustees

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

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

**ACTION:** Public Hearing

---

### **BACKGROUND**

On November 18, 2019, the Board of Trustees received and accepted the initial proposal from the SOCCCD District for review and study.

### **STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD District's initial proposal to the California School Employees Association for Article 8 – Wages and Allowances, initially sunshined on November 18, 2019, shown in Exhibit A.

**INITIAL PROPOSAL FROM THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 586 (CSEA)**

**DECEMBER 16, 2019**

The collective bargaining proposal submitted by the South Orange County Community College District to the South Orange County Community College District California School Employees Association Chapter 586 (CSEA) are expressly pursuant to the Educational Employment Relations Act, and in particular Government Code Section 3547, and the parties' collective bargaining agreement. It is the intention of the South Orange County Community College District to bargain in good faith over the proposals submitted by the respective parties. All articles in the Collective Bargaining Agreement shall be deemed to remain unchanged unless otherwise expressly stated.

**ARTICLE 8  
WAGES AND ALLOWANCES**

Pursuant to the automatic reopener in Article 8.6.3. of the CSEA Collective Bargaining Agreement, the Parties mutually agreed to open Article 8 ("Wages and Allowances") if any other employee group received more than CSEA, a condition that has been met. The District expects to negotiate terms related to Wages and Allowances in a manner that allows the District to adopt a prudent, conservative fiscal approach while attracting and retaining qualified personnel. The District also intends to submit proposals that would designate certain positions meeting the statutory requirements as exempt under the Internal Revenue Code and other applicable laws.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adoption of SOCCCD District Initial Proposal to California School Employees Association (CSEA)

**ACTION:** Approval

---

**BACKGROUND**

On November 18, 2019, the Board of Trustees received and accepted the initial proposal from the SOCCCD District for review and study.

**STATUS**

The Board conducted a public hearing on December 16, 2019, to provide an opportunity for the public to comment on the SOCCCD District's initial proposal to the California School Employees Association for Article 8.6.3.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the SOCCCD District's initial proposal for Article 8.6.3., shown in Exhibit A.

**INITIAL PROPOSAL FROM THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER 586 (CSEA)**

**DECEMBER 16, 2019**

The collective bargaining proposal submitted by the South Orange County Community College District to the South Orange County Community College District California School Employees Association Chapter 586 (CSEA) are expressly pursuant to the Educational Employment Relations Act, and in particular Government Code Section 3547, and the parties' collective bargaining agreement. It is the intention of the South Orange County Community College District to bargain in good faith over the proposals submitted by the respective parties. All articles in the Collective Bargaining Agreement shall be deemed to remain unchanged unless otherwise expressly stated.

**ARTICLE 8  
WAGES AND ALLOWANCES**

Pursuant to the automatic reopener in Article 8.6.3. of the CSEA Collective Bargaining Agreement, the Parties mutually agreed to open Article 8 ("Wages and Allowances") if any other employee group received more than CSEA, a condition that has been met. The District expects to negotiate terms related to Wages and Allowances in a manner that allows the District to adopt a prudent, conservative fiscal approach while attracting and retaining qualified personnel. The District also intends to submit proposals that would designate certain positions meeting the statutory requirements as exempt under the Internal Revenue Code and other applicable laws.

**TO:** Board of Trustees

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

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

**ACTION:** Public Hearing

---

**BACKGROUND**

On November 18, 2019, the Board of Trustees received and accepted the initial proposal from the SOCCCD District for review and study.

**STATUS**

The Board will conduct a public hearing to provide an opportunity for the public to comment on the SOCCCD District's initial proposal to the Police Officers Association for Article 6 – Pay and Allowances, initially sunshined on November 18, 2019, shown in Exhibit A.

**INITIAL PROPOSAL FROM THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
POLICE OFFICERS ASSOCIATION (POA)**

**DECEMBER 16, 2019**

The collective bargaining proposal submitted by the South Orange County Community College District to the South Orange County Community College District Police Officers Association ("POA") is expressly made pursuant to the Educational Employment Relations Act, and in particular Government Code Section 3547, and the parties' collective bargaining agreement. It is the intention of the South Orange County Community College District to bargain in good faith over the proposals submitted by the respective parties. All articles in the Collective Bargaining Agreement shall be deemed to remain unchanged unless otherwise expressly stated.

**ARTICLE 6  
PAY AND ALLOWANCES**

Pursuant to the automatic reopener in Article 6.1.2 of the POA Collective Bargaining Agreement, the Parties mutually agreed to open Article 6 ("Pay and Allowances") if any other employee group received more than POA, a condition that has been met. The District expects to negotiate terms related to Pay and Allowances in a manner that allows the District to adopt a prudent, conservative fiscal approach while attracting and retaining qualified personnel.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adoption of SOCCCD District Initial Proposal to Police Officers Association (POA)

**ACTION:** Approval

---

### **BACKGROUND**

On November 18, 2019, the Board of Trustees received and accepted the initial proposal from the SOCCCD District for review and study.

### **STATUS**

The Board conducted a public hearing on December 16, 2019, to provide an opportunity for the public to comment on the SOCCCD District's initial proposal to the Police Officers Association for Article 6.1.2.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the SOCCCD District's initial proposal for Article 6.1.2, shown in Exhibit A.



**INITIAL PROPOSAL FROM THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
TO THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
POLICE OFFICERS ASSOCIATION (POA)**

**DECEMBER 16, 2019**

The collective bargaining proposal submitted by the South Orange County Community College District to the South Orange County Community College District Police Officers Association ("POA") is expressly made pursuant to the Educational Employment Relations Act, and in particular Government Code Section 3547, and the parties' collective bargaining agreement. It is the intention of the South Orange County Community College District to bargain in good faith over the proposals submitted by the respective parties. All articles in the Collective Bargaining Agreement shall be deemed to remain unchanged unless otherwise expressly stated.

**ARTICLE 6  
PAY AND ALLOWANCES**

Pursuant to the automatic reopener in Article 6.1.2 of the POA Collective Bargaining Agreement, the Parties mutually agreed to open Article 6 ("Pay and Allowances") if any other employee group received more than POA, a condition that has been met. The District expects to negotiate terms related to Pay and Allowances in a manner that allows the District to adopt a prudent, conservative fiscal approach while attracting and retaining qualified personnel.

**TO:** Board of Trustees

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

**RE:** SOCCCD: 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, B, and C.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ACADEMIC EMPLOYEE AND CLASSIFIED ADMINISTRATOR PERSONNEL  
ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. **ADMINISTRATIVE EMPLOYMENT** (Ratified – Pursuant to Board Policy 4000)

- a. BEATY, JOHN, ID #006740, is to be employed as Interim Director of Technology Services, Pos. #P0016894, College Administrative Services, Irvine Valley College, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 20, Step 3, 40 hours per week, 12 months per year, effective October 19, 2019, ending on April 1, 2020, or sooner. This is a temporary replacement until the full time permanent position is filled.
- b. PHAM, LOC, ID #008982, is to be employed as Interim Systems Manager – Computers and Networking Operating Systems, Pos. #P0016882, Information Technology – Infrastructure and Security, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 14, Step 3, 40 hours per week, 12 months per year, effective November 25, 2019, ending on April 1, 2020, or sooner. This is a temporary replacement until the full time permanent position is filled.
- c. WIDDES, KIM, ID #023593, is to be employed as Acting Vice Chancellor of Human Resources, Pos. #P0016740, District Services, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 27, Step 3, 40 hours per week, 12 months per year, effective October 24, 2019, ending on June 30, 2020, or sooner. This is a temporary replacement until the President, IVC position is filled. (See Exhibit B)

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4000)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Boonyad, Sansanee	MFA/Painting	Emeritus/SC	2	01/13/20
Cunningham, Craig	MBA/Accounting	Accounting/SC	2	01/13/20
Elliott, Daniel	MA/Communication Studies	Speech/IVC	2	01/13/20
Fazio, Karen	MA/Gerontology	Emeritus/SC	2	01/13/20
Ford, Angelo	MFA/Film & TV Producing	Radio TV & Film/SC	2	01/13/20
Goodspeed, Joan	MFA/Theatre Arts	Fashion/SC	2	01/13/20
Hegarty, Patrick	MA/English/Literature	Emeritus/SC	2	01/13/20
Malinao, Jonah Grace	MA/Political Science	Political Science/SC	2	01/13/20
McNeil, Mark	MA/Economics	Economics/IVC	5	01/13/20
Pope, Laura	BA/Liberal Studies	Cosmetology/SC	1	01/13/20
Salameh, Rolla	BS/Accounting	Computer Information Mgt/SC	1	01/13/20
Sarjeant, Kevin	MS/Nursing Education	Nursing/SC	2	01/13/20
Stevens, David	BS/Landscape Architecture	Horticulture/SC	1	01/13/20

**A. NEW PERSONNEL APPOINTMENTS - Continued**

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4000)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Velati Tirona, Virginia	MS/Library & Information Science	Librarian/IVC	2	01/13/20
Yano, James	Equivalency	Chemistry/IVC	2	01/13/20

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE POSITIONS**

1. ASSISTANT DIRECTOR OF FACILITIES RENTALS AND GROUNDS, a classified manager, Pos. #P0016899, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 14, Facilities, Maintenance, and Operations, 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 November 4, 2019. This position was approved by the Chancellor on June 25, 2019.

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated upon completion of additional duties as indicated below.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Beck, Rebecca	Corequisite Support Training 1	\$87.66	09/06/19-09/06/19
Beck, Rebecca	Writing 302 Training 8	\$87.66	11/04/19-11/04/19
Cayanan, Nathan	Corequisite Support Training 5	\$175.32	09/09/19-10/07/19
Cayanan, Nathan	Writing 302 Training 1	\$87.66	11/01/19-11/01/19
Danufsky, Joshua	Math 124+347 Coordinator 1	\$1,416.00	05/28/19-08/11/19
Evans, Julie	Corequisite Support Training 3	\$175.32	09/06/19-10/04/19
Evans, Julie	Writing 302 Training 3	\$87.66	11/01/19-11/01/19
Granillo, Christine	Acceleration/Coreq Training 3	\$682.40	08/09/19-08/10/19
Henmi, Judy	DSPS Faculty Coordinator	\$3,665.06	08/19/19-12/18/19
Huggett, Danelle	WR 1 SI Coordinator	\$453.12	05/28/19-08/11/19
Johnson, Jeffrey	WR 302 Co-coordinator 2	\$750.48	05/28/19-08/11/19
Johnson, Jeffrey	WR 302 Co-coordinator	\$538.35	08/19/19-12/18/19
Kaminsky, Rebecca	Acceleration/Coreq Training 4	\$682.40	08/09/19-08/10/19
Kaminsky, Rebecca	Corequisite Support Training 6	\$175.32	09/09/19-10/07/19
Kaminsky, Rebecca	WR 302 Training 4	\$87.66	11/01/19-11/01/19
Liu, Emily	Acceleration/Coreq Training 6	\$682.40	08/09/19-08/10/19
Liu, Emily	WR 1 Coordinator	\$1,003.95	08/19/19-12/18/19
Meyer, Kurt	Corequisite Support Training 9	\$87.66	10/04/19-10/04/19
Meyer, Kurt	Writing 302 Training 6	\$87.66	11/01/19-11/01/19
Pham, Lan	Math 10+Math 317 Coordinator	\$1,455.00	08/19/19-12/18/19
Ponzillo, Gizelle	ESL Supplemental Instruction	\$2,985.50	07/01/19-08/16/19
Ponzillo, Gizelle	ESL SI Coordinator	\$7,886.10	08/19/19-12/18/19
Vernazza, Daniel	WR 302 Co-coordinator 1	\$750.48	05/28/19-08/11/19

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

1. It is recommended that the following **Irvine Valley College** faculty members be compensated upon completion of additional duties as indicated below.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Vernazza, Daniel	WR 302 Co-coordinator	\$538.35	08/19/19-12/18/19
Wankier, Alisa	Acceleration/Coreq Training 8	\$682.40	08/09/19-08/10/19
Warner, Brent	ESL 80 Coordinator	\$1,702.35	08/19/19-12/18/19
Wilson, Jeffrey	ESL 90 Coordinator	\$1,702.35	08/19/19-12/18/19
<b>Non-General Fund/IVC Month to Date:</b>		<b>\$ 28,716.27</b>	
<b>IVC APPROVED FISCAL YEAR TO DATE:</b>		<b>\$ 102,173.32</b>	

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of additional duties as indicated below.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Branch-Stewart, Kim	OEI POCR, HS 285	\$1,800.00	09/09/19-12/01/19
Branch-Stewart, Kim	Human Services Project Development	\$2,629.80	10/01/19-12/15/19
Brooks, Taylor	Program review for Autotech	\$1,095.75	08/19/19-09/01/19
Brooks, Taylor	California Automotive Teacher Conference	\$350.72	10/18/19-10/18/19
Camelot, Allison	OEI POCR, SOC 1	\$1,800.00	09/16/19-12/01/19
Cesareo, Claire	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Chu, Hencelyn	Medical Lab Tech Project Development	\$2,629.80	10/01/19-12/15/19
Clark, Jenny	OEI POCR, BIO 45	\$1,800.00	09/22/19-12/01/19
Combs, Mark	ZTC Conversion, PSYC 30	\$500.00	08/26/19-11/01/19
Cooper, Karin	(SEAP) English PLC	\$480.00	09/20/19-11/22/19
Cox, Barbara	OEI POCR Reviewer	\$2,500.00	08/26/19-12/01/19
Cubbage, April	OEI POCR Training	\$2,000.00	10/14/19-11/09/19
Cubbage, April	OEI POCR Reviewer	\$500.00	11/29/19-12/06/19
Damm, Kathryn	OEI POCR Reviewer	\$2,500.00	09/08/19-12/01/19
Dorner, Meredith	ZTC Conversion, ANTH 1	\$500.00	09/16/19-12/01/19
Douvillier, Aaron	BMW 2019 Model Year Update	\$682.40	07/16/19-07/17/19
Douvillier, Aaron	Mercedes Benz Training in Long Beach	\$1,706.00	07/29/19-08/02/19
Druce, Sharon	Clinical MA Success Coordinator	\$701.28	10/01/19-10/30/19
Ferreira, Mia	Human/Social Service Liaison	\$4,383.00	10/01/19-12/15/19
Frazier, Vanessa	(SEAP) English PLC	\$240.00	09/20/19-10/21/19
Garthoffner, Jennifer	ZTC Conversion, COMM 1	\$500.00	08/12/19-09/12/19
Gates, Alana	OEI POCR Reviewer	\$3,500.00	08/19/19-12/01/19
Gleason, Linda	Region Health Project Development	\$5,259.60	09/01/19-12/15/19

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of additional duties as indicated below.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Gleed, Patricia	Customized Paramedic Training	\$986.18	10/19/19-10/19/19
Gridley, Suzan	OEI POCR Reviewer	\$2,500.00	08/19/19-12/01/19
Gross, Cindy	Development CNA in OC	\$701.28	10/01/19-10/30/19
Hardick, Randy	Paramedic Project Development	\$2,629.80	10/01/19-12/15/19
Hedgecock, Jennifer	(SEAP) English PLC	\$600.00	09/20/19-11/22/19
Hedgecock, Jennifer	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Hijaz, Anwar	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Hitch, Ryan	(SEAP) English PLC	\$600.00	09/20/19-11/22/19
Hoida, Bridget	OEI POCR Reviewer	\$1,500.00	08/26/19-12/01/19
Homma, Mary	Customized Child Development & Nutrition Training	\$328.73	10/19/19-10/19/19
Hopkins, Dustin	(SEAP) English PLC	\$1,200.00	09/20/19-11/22/19
Huggins, Barbara	OEI POCR, N 165	\$1,800.00	09/16/19-12/01/19
Jones, Cristina	HS Social Services Liaison	\$2,191.50	10/01/19-10/30/19
Kihyet, Connie	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Lee, Ken	OEI POCR Reviewer	\$2,000.00	09/16/19-12/01/19
Luque, Jonathan	OEI POCR Reviewer	\$2,500.00	09/08/19-12/01/19
Major, Nicole	ZTC Conversion, SOC 125	\$500.00	09/01/19-12/01/19
Major, Nicole	ZTC Conversion, SOC 1	\$500.00	09/01/19-12/01/19
Mamoon, Safiah	Health Information Techonology Project Development	\$2,629.80	10/01/19-12/15/19
McMurtrey, Megan	(SEAP) English PLC	\$360.00	09/20/19-11/22/19
Metcalf, Tiffany	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Millovich, June	OEI POCR, CDE 7	\$1,800.00	09/16/19-12/01/19
Morrison, Anna	(SEAP) English PLC	\$240.00	10/14/19-10/25/19
Myhren, Brett	OEI POCR Reviewer	\$4,500.00	08/26/19-12/01/19
Nathan, Heather	Adminstrative MA Success Coord	\$2,191.50	10/01/19-10/30/19
Pakula, Jennifer	ZTC Conversion, ECON 2	\$500.00	09/01/19-12/01/19
Pakula, Jennifer	ZTC Conversion, ECON 4	\$500.00	09/01/19-12/01/19
Pedrals, Maricel	OEI POCR, HIT 119	\$1,800.00	08/12/19-12/01/19
Podolak, Mark	Car Show	\$306.81	10/25/19-10/25/19
Quinlan, Emily	OEI POCR Reviewer	\$3,000.00	08/26/19-12/01/19
Radden, Larry	Liberal Arts - Wall Literary Journal	\$200.00	10/17/19-10/17/19
Raynesford, Kim	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Rosa, Steve	OEI POCR, DANC 64	\$1,800.00	09/10/19-12/01/19
Rosa, Steve	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Rosa, Steve	OEI POCR Training	\$2,000.00	10/21/19-11/16/19
Selff, Sean	California Automotive Teacher Conference	\$701.28	10/18/19-10/19/19

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

2. It is recommended that the following **Saddleback College** faculty members be compensated upon completion of additional duties as indicated below.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Trodick, Scot	ZTC Conversion, BUS 105	\$500.00	08/26/19-12/01/19
Vogel, Erica	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
White-Alcover, Susan	Medical Assistant Project Development	\$2,629.80	10/01/19-12/15/19
Wolff, Michele	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19
Wolff, Michele	Customized Child Seizure Training	\$657.45	10/19/19-10/19/19
Worley, Michelle	ZTC Conversion, PSYC 5	\$500.00	09/01/19-12/01/19
Zemanek, Erika	(SEAP) English PLC	\$480.00	09/20/19-11/22/19
Zweigle, Poly	(SEAP) AHE Mentorship	\$438.30	10/04/19-12/06/19

**Non-General Fund/SC Month to Date: \$ 90,275.48**  
**SC APPROVED FISCAL YEAR TO DATE: \$ 375,539.69**

**D. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR**

1. DIRECTOR OF FOSTER AND KINSHIP CARE EDUCATION PROGRAM, CATEGORICAL, a classified manager, Pos. #P0005023, Academic Administrators and Classified Administrators/Managers Salary Schedule Range 12, Division of Health Sciences and Human Services, Saddleback College, seeks authorization to increase the hours per week for this full-time, 32 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective October 1, 2019. Employment in this position is contingent upon funding by the California Community Colleges Chancellors Office Foster and Kinship Care Education Program. (Position #P0005023, is appointed to Martine Wehr, ID #016591)

**E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. D'LENA, BRANDYE KENNA, ID #015600, Executive Director of Facilities Planning, #P0004570, Facilities Planning, Administrative and Business Services, District Services, retirement, effective July 14, 2020.



Office of Human Resources

**AGREEMENT FOR EMPLOYMENT OF  
ACTING VICE CHANCELLOR OF HUMAN RESOURCES  
BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
KIM WIDDES**

THIS EMPLOYMENT AGREEMENT (hereinafter "Agreement") is made and entered into this 24th day of October 2019, by and between the Governing Board of the South Orange County Community College District (hereinafter referred to as either the "District" or "Board", as appropriate) and Kim Widde (hereinafter "Ms. Widde").

**IT IS HEREBY AGREED AS FOLLOWS:**

1. Acting Vice Chancellor of Human Resources. Ms. Widde is hereby temporarily employed for a period of time commencing on October 24, 2019, and ending on June 30, 2020, or sooner, as the Acting Vice Chancellor of Human Resources. Ms. Widde is a classified employee as defined in Education Code Section 88001 and 88003(a), and a classified administrator or student services administrator as defined in Education Code Section 87002(b), and a management employee as defined by Government Code Section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This agreement shall prevail over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Ms. Widde shall perform all of the powers and duties of the position of Acting Vice Chancellor of Human Resources, as set forth in the position description, and such other duties as may be assigned. During the term of this contract, Ms. Widde 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 Acting Vice Chancellor of Human Resources shall be according to the Academic and Classified Administrators/Classified Managers Salary Schedule: Range 27, Step 3, \$213,480 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 Acting Vice Chancellor of Human Resources' salary from time to time. Any adjustment in salary during the term of this Agreement shall not be interpreted as a new agreement nor operate as an extension or renewal of this Agreement.

5. Professional Schedule and Vacation. Ms. Widde shall be required to render 12 months of full and regular service (approximately 243 days, depending on the calendar year) to the District during each annual period covered by this Agreement, or any successor. Ms. Widde shall accrue one day of sick leave for each full month of employment during the term of this Agreement. Ms. Widde shall also accrue two



(2) days of vacation with pay for each full month of employment during the term of this Agreement, exclusive of holidays provided in the California Education Code and any additional local holidays granted by the Board to 12-month administrative employees. Ms. Widdes may accrue vacation days up to a maximum of forty-eight (48) days. Once the Acting Vice Chancellor of Human Resources reaches this maximum amount, she will cease to accrue additional vacation benefits until her balance falls below the maximum amount. Upon termination or expiration of this Agreement, Ms. Widdes 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 Chancellor.

6. Performance Evaluations.

6.1 The Chancellor will provide Ms. Widdes with periodic opportunities to discuss the Chancellor/Acting Vice Chancellor of Human Resources relationship.

6.2 The Chancellor will set Ms. Widdes' goals for each 12-month period by June 20 of the preceding academic year. Ms. Widdes' performance in achieving those goals and carrying out her other duties will be evaluated by the Chancellor by October 20 of that academic year.

7. Expenses and Required Memberships.

7.1 The District shall reimburse Ms. Widdes, as actually budgeted, and in accordance with District policy and procedures, for all actual and necessary expenses incurred in attending meetings, conferences, and other activities required of Ms. Widdes in the performance of the duties of Acting Vice Chancellor of Human Resources.

7.2 In addition to any reimbursement provided under section 7.1, above, the District will reimburse Ms. Widdes for travel expenses outside the County of Orange in accordance with District policies and procedures. The District shall provide Ms. Widdes with a monthly stipend of \$625 to cover use of a personal automobile within Orange County. A monthly allowance of \$100 will be provided to cover telephone/internet expenses. A monthly allowance of \$165 will be provided to cover cellular telephone expenses.

8. Fringe Benefits The District shall provide to Ms. Widdes, her spouse and eligible dependents, all health and welfare benefits which presently include health, medical, dental, and vision insurance, as are granted to the District's 12-month administrative employees including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees. It is agreed and understood that these fringe benefits may be amended and modified or deleted in their entirety from time to time as determined by the Governing Board. Notwithstanding any such amendments or modifications, Ms. Widdes, her spouse and eligible dependents shall receive the same health and medical benefit package including any applicable deductibles and contributions that are provided to the District's 12-month administrative employees.

9. Amendment, Termination, or Non-renewal.

9.1 This Agreement may be amended by mutual written agreement between the parties.

9.2 Non-renewal of this Agreement shall be in accordance with Education Code section 72411. However, no later than December 31, 2019, or no later than December 31<sup>st</sup> of any final year of any extension of this contract, the Board shall advise Ms. Widdes 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. Widdes, this Agreement will terminate effective at the close of business on June 30, 2020. If the nonrenewal of this Agreement is for any of the causes enumerated in Education Code Section 87732, the notice of nonrenewal shall so state. Failure by the Board to issue a notice of non-renewal shall serve to extend this contract for one additional year under the same terms and conditions as are set forth herein.

9.3 This Agreement may be terminated by the Board prior to its expiration. Prior to exercising its right to early termination of this Agreement, the Board, the Chancellor, or designee, shall provide the Acting Vice Chancellor of Human Resources 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 Acting Vice Chancellor of Human Resources shall be entitled to meet with the Board in closed session to state why the Board should not terminate the Agreement. The Acting Vice Chancellor of Human Resources 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 Acting Vice Chancellor of Human Resources, provide the Acting Vice Chancellor of Human Resources with its final decision in writing. If the Board determines to terminate this Agreement pursuant to this Section, the Acting Vice Chancellor of Human Resources shall not be entitled to any additional procedural protections. Upon issuance of the Board's written decision pursuant to this Section, the Acting Vice Chancellor of Human Resources shall immediately cease to receive the compensation, benefits and allowances set forth in this Agreement.

9.4 In addition to any other provision of this Agreement relating to termination or non-renewal, the Board shall have the option to terminate this Agreement prior to its expiration by providing the Acting Vice Chancellor of Human Resources with a written notice of termination. If the Board elects to terminate this Agreement pursuant to this section, the Acting Vice Chancellor of Human Resources shall receive an amount equivalent to not more than eighteen (18) months of salary and benefits or an amount equal to the salary and benefits remaining on the contract, whichever is less. Any early termination pursuant to this Section shall not include any other noncash items, and Ms. Widdes' right to any allowances set forth herein shall end upon the Board's sending of the notice specified in this Section. This Agreement incorporates by reference and is subject to the provisions of California Government Code Section 53260.

9.5 Notwithstanding any other provision of this Agreement, and as mandated by Government Code section 53243 et seq., in the event the Acting Vice Chancellor of Human Resources is convicted of a crime constituting an "abuse of office," the Acting Vice Chancellor of Human Resources shall reimburse the District to the fullest extent mandated by Government Code Section 53243 et seq. (i.e. for paid leave, criminal defense expenditures or any cash settlement). In the event of such conviction, the District shall make no payments barred by Government Code section 53243 et seq.

10. Entire Agreement. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to the subject matter hereof. It supersedes all prior agreements and understandings of the parties in connection herewith. It is the product of arms-length negotiations between

the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.

11. Headings. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

12. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of the State of California.

13. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

GOVERNING BOARD OF THE SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

by \_\_\_\_\_  
Dr. Kathleen F. Burke  
Chancellor  
South Orange County Community College District

Dated \_\_\_\_\_

by \_\_\_\_\_  
Ms. Kim Widdes  
Acting Vice Chancellor of Human Resources  
South Orange County Community College District

Dated \_\_\_\_\_

South Orange County Community College District

**PRESIDENT – JC #712 – Range 27**  
Irvine Valley College (Academic Administration)

**DEFINITION**

To serve as educational leader and Chief Executive Officer at one of two community colleges in a multi-college district reporting to the Chancellor; assure the delivery of educational and other services provided by assigned college; provide visionary leadership in the overall administration of the college; develop an administrative organization which shall be the established authority on campus; develop and implement the district and college's strategic plan and implement Board of Trustee policies and district administrative procedures; and serve as the final authority at the college level.

To report to the Chancellor and execute all powers and duties in accordance to rules and regulations of the Board of Trustees, Board of Governors of the California Community Colleges, and the laws of the State of California; serve as the institutional leader and implement board policies and administrative regulations as applicable to the position; serve under contract and establish annual goals, which are approved by the Chancellor; and advise the Chancellor on matters related to District planning, policies, operations, as they affect the diverse body of students and employees at the college.

To formulate and articulate a vision of the college's future that addresses the evolving social, economic, and political forces that affect its mission and campus priorities, in which teaching, learning, student access and student success are central to the college mission.

To maintain effective working relationships with faculty, staff and students, as well as on a district-wide basis with the other college and district services; and advocate for the community college using a collaborative, collegial leadership style that also supports the district's strategic plan and achievement of the district-wide goals and objectives.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the district; lead by example; actively participate in and support district-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction and evaluation from the Chancellor. The President is a district team member on the Chancellor's Executive Council and on other committees and councils directed and delegated by the Chancellor.

Provides leadership and direction to the academic Vice President for Instruction, the academic Vice President for Student Services, the Vice President for College Administrative Services, other academic administrator and classified management personnel and related support staff.

**EXAMPLES OF DUTIES AND RESPONSIBILITIES** - (Listed examples may not include all tasks performed by positions assigned to this class.)

**General**

1. Keeps the Chancellor fully informed of important campus matters. Prepares all recommendations/resolutions concerning the college and submits them to the Chancellor with final

South Orange County Community College District  
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approval subject to the Board of Trustees, as appropriate. Recommends personnel decisions to the Chancellor. Recommends the overall organizational structure to the Chancellor. Provides leadership for the planning and development of instructional and student services programs, as well as general leadership of the college operations. Provides overall leadership for the College's accreditation process. Develops and maintains channels of communication with faculty, administrators, managers and staff regarding all aspects of college operations including curriculum, instruction, budget, administrative services, institutional planning, maintenance, student services, and educational planning.

Planning and Fiscal Management:

2. Provide leadership in the development and implementation of a sustainable master plan and integrated strategic plan based on on-going institutional research which considers accreditation standards and student success issues and which drives the budget process and resource allocation.
3. Envision, plan, formulate, develop, implement, review and evaluate short- and long-range goals and objectives and policies, standards and outcomes which are in support of the educational and facilities master plan and the instructional needs of the college's local community.
4. Develop and monitor the college budget and assume fiscal responsibility; ensure that financial resources are allocated efficiently and effectively.

Academic Quality and Student Success:

5. Promote and support learning, teaching and student success, including the maintenance and improvement of quality instructional and support services.
6. Assure optimum services to students in all areas of student life, including maintenance of student records; academic and personal counseling; recreational and sports activities; health services; student government and other clubs and organizations; tutorial services; financial aid and assistance programs for students with disabilities.
7. Ensure innovative and cost-effective formulation, development and implementation of state-of-the-art educational, training and enrichment opportunities for students that assure that students are afforded optimum opportunities to excel in academic and career technical fields of endeavor.
8. Provide leadership in the development and implementation of career education to meet the needs in the local community.
9. Encourage the assessment and improvement of instructional methodology, technology and materials; ensure the development, modification and enhancement of the curriculum; review and evaluate curricular recommendations and encourage expansion of the instructional program to meet the diverse needs of students, including new, transfer, re-entry, veterans and high school advanced placement students.
10. Provide leadership in the development and implementation of a comprehensive enrollment management plan.
11. Ensure development and implementation of corrective action, improvements or additional programs

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and services which are efficient, effective and responsive to the needs of the local community and college.

12. Provide for the timely and accurate preparation, distribution and storage of reports related to the college's programs, services, activities, financial resources and budget; direct the timely and accurate preparation of enrollment and revenue projections and consolidation of budgetary reports to facilitate attainment of short- and long-range plans.

District Responsibilities:

13. Serve as a member of the Chancellor's Executive Council and participate in establishing and achieving institutional goals in accordance with the district's educational master plan; ensure that college short- and long-range plans for all campus functions are developed in coordination with the leadership of other district entities; assume significant responsibility to provide clear direction and leadership regarding college and district plans and goals; communicate plans and goals to the community, faculty, staff and administrators, and assist the Chancellor to provide and communicate a plan for evaluating progress toward those goals; and, work cooperatively and collaboratively with Chancellor's Executive Council.
14. Build trust among all constituencies in the college and district through a commitment to transparency, participatory governance, collaboration, collegiality and cooperation.
15. Attend board meetings and present information as needed; confer with college and district administrators regarding board agenda items and management issues involving college programs and services, including recommendations for new or revised policies and procedures; and assure that all board policies, administrative regulations and legislative directives are carried out in all areas of the college.

Management and Administration:

16. Provide a participatory governance process; work closely with district and college administrators and leaders of the academic and classified senates to establish and achieve institutional goals in accordance with the district's and college's educational and facilities master plan.
17. Provide leadership and executive direction through subordinate academic administrators and classified management of all functions, programs, services, operations, activities, and academic and classified personnel related to instruction, student services and administration; review, monitor, control, promote and evaluate programs, services, resources and activities.
18. Motivate and mentor personnel to envision and develop new concepts, funding, approaches and methodology in the field of community college education and related support activities.
19. Provide leadership and empower the administrative team.
20. Provide leadership focusing on accountability and professional conduct.
21. Provide college employees the opportunity to successfully achieve high standards in their work by fostering a culture of teamwork and professional and leadership development; promote a climate which

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encourages staff development and formulation of clear job objectives.

22. Review and evaluate the effectiveness of the college's organizational structure, key personnel, functions, programs, and services; implement operational changes as appropriate to increase efficiency, effectiveness and quality of all college services.
23. Assure that all instructional, student services and administrative programs, services, activities, systems, policies and standards comply with applicable federal, state, local, and district laws, rules, regulations, policies and procedures.
24. Anticipate and identify legal issues and assure that administrators and managers are counseled in the development of strategies for resolution; and confer with legal counsel as appropriate.
25. Maintain current knowledge of applicable laws, trends, policies, procedures and practices.
26. Assure that the highest legal and ethical standards are maintained and clearly communicated to college personnel, the chancellor, the board of trustees and the community.
27. Ensure the safety and security of students; develop and implement emergency preparedness plans.
28. Propose strategies for selecting and retaining a diverse, high quality, full-time faculty, staff and administrators.
29. Select and extend offers of employment for faculty, administrators and classified positions for the college; establish and communicate clear expectations for effective performance of employees' duties and responsibilities.
30. Train, guide, mentor, supervise, support, and evaluate the performance of direct subordinates; delegate and review assignments and projects; establish and monitor timelines and prioritize work; and evaluate work products and results.
31. Recommend and implement effectively transfers, reassignment, termination, and disciplinary action; motivate staff and resolve conflicts within the college and promote an environment of cooperation and mutual support among all campus staff.
32. Ensure the establishment of required internal and external committees; recommend or appoint committee members as appropriate; direct, review, and evaluate the efforts, activities, communications, and recommendations of college committees, task forces, and work groups.

College Advancement:

33. Provide leadership to the college foundation. Provide leadership for college fundraising and development of a strong alumni base.
34. Assure the timely review, analysis and evaluation of pending legislation, legal mandates, regulations, and guidelines which could affect the college's resources, programs, functions, and activities.

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35. Assume a highly visible leadership role in the local community the college serves and build strategic partnerships with corporate, educational, and community-based organizations; represent the college to the community including other educational institutions, business interests, and service organizations, interact with leaders of the business and social communities within the college's local services area to identify and communicate emerging educational trends and seek alternative funding sources for the college.
36. Delegate responsibility to administrators for representing the college's interests in the local community and at state or national meetings; assure that information concerning college programs and services is available to the community and local organizations.
37. Maintain on-going contact with legislators to remain current regarding new and pending legislation related to state and federally-mandated instructional programs, funding and financial support, student services, and administration.
38. Represent the college to local, state, and federal governmental bodies and agencies; solicit and obtain financial support and other resources for new and enhanced instructional programs and services.
39. Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Minimum Qualifications:

Education:

An earned master's degree from an accredited college or university in education, business, or public administration, or related field. An earned doctorate from an accredited college or university is strongly preferred.

Experience:

At least five years of demonstrated and responsible senior executive administrative experience, preferably in a higher education environment, with a broad variety of instructional and student services programs, and physical, fiscal and technology resources.

Desired Qualifications:

Experience in a higher education environment, preferably at a community college.

Minimum three years' experience managing a multi-million dollar budget, preferably at a community college; and desirable if experience is within multi-college districts.

Teaching experience at a community college or higher education.

Experience in providing innovative and dynamic programs like Guided Pathways to ensure student



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success from enrollment to transfer/employment.

Demonstrate a commitment to the academic, artistic, culture and co-curricular aspects of the college.

Experience building successful teams.

Experience in a participatory governance environment in higher education.

Experience in and/or demonstrated knowledge of the role of the community colleges in economic and workforce development.

Desired Attributes:

Is transparent, inclusive, open, fair and equitable in decision making.

Exhibits integrity that will cultivate academic quality and inspire continuous collaboration, dedication and accountability from the college community to enhance student success.

Exhibits sensitivity to, understanding of, and commitment to the inclusion of all people, regardless of their race, ethnicity, heritage, national origin, immigration status, religion, age, gender, sexual orientation, gender identity, medical condition, or disability of students, staff and the community at large.

Values accountability in oneself and others.

Values diversity in all its forms as an institutional imperative, both in achieving student access and success, and in the composition of all employee groups.

Possesses intellectual humility to promote reflective thinking, need for cognition, intellectual engagement, curiosity, intellectual openness and open-minded thinking.

Licenses and other Requirements:

A valid California driver's license.

Knowledge of:

Leadership and management of fiscal, human, physical and technology resources that continually enhance student success and institutional effectiveness - preferably within the California community college system.

Trends in academic, career, community and contract education.

Knowledge of "10+1".

Experience in providing innovative and dynamic programs like Guided Pathways to ensure student success from enrollment to transfer/employment.

Contract negotiations and employee grievances at the community college level.

District organization, operations, and objectives.

Interpersonal skills including tact, patience, and diplomacy.

Local economic conditions, community leaders and service organizations.

Local, state and federal laws, codes and regulations related to public and community college

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administration, including the California Education Code and the California Government Code.  
Policies, objectives, procedures, organization, operations, guidelines, programs, and services applicable to the administration of a community college.  
Principles and practices of community college administration.  
Principles and practices of effective leadership, management, and supervision.  
Principles and practices of training, supervision, and performance evaluation.  
Principles, theories, practices, methods, and procedures of public administration specifically related to higher education.  
Programs and services of a community college district.  
Progressive discipline procedures and documentation.  
Participatory governance at the community college level.  
The role of community colleges in economic development.  
Trends in academic, career technical, community, and contract education.

Ability to:

Provide budget administration for a large, multi-faceted community college.  
Communicate effectively including oral and written communication and public speaking.  
Foster a culture of collaboration, mutual respect and effective working relationships within the college as well as with the leadership of both Saddleback College and the District; encourage a free exchange of ideas and is visible and accessible to discuss them.  
Promote an equity-minded culture and a sense of unity and pride within our suburban and multicultural college community.  
Lead in an inclusive and collaborative manner, supporting education and development initiatives for all students, faculty and staff.  
Participate in a multitude of college activities and events, including student activities, athletics, performances, poetry readings, science fairs and research conferences; and devotes time to learn the names of students and staff.  
Understand and address issues of equity and inclusion in all areas of campus life.  
Adhere to negotiated collective bargaining agreements as mandated for California Community Colleges. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Assure compliance with local, state and federal laws related to community colleges.  
Assure the development, approval and administration of a consolidated and balanced annual College budget according to legal timelines.  
Assure the preparation, maintenance and retention of all required District reports, files and data. Be fiscally responsible, resourceful and creative in ways that will generate new revenue.  
Be politically astute and communicate effectively with local, state and federal legislators.  
Build a sense of community within the College and establish viable linkages with external communities. Communicate effectively with diverse constituencies within and outside the College.  
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.  
Confer with legislators, community business leaders, and others regarding funding sources, cooperative instructional relationships and other matters.  
Create and maintain administrative and faculty environments that encourage and support innovation.  
Delegate authority and responsibility to subordinates effectively.

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Demonstrate dynamic, well-organized and visionary leadership.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Develop policy recommendations which will implement the district's master plan and other goals and objectives in accordance with local, state and federal laws and the needs of the college community.

Develop and maintain a visible presence on the campus and in the community.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Envision, plan, develop, organize, administer, review, monitor, control, and evaluate all functions, programs, services and activities of the College including instruction, student services, and administration.

Establish and maintain a climate of trust and collegiality.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Exercise initiative and work independently with little or no direction from the Chancellor. Identify needs and priorities and make decisions in a climate of competing interests.

Listen intently and communicate effectively with others in an inspirational, open and responsive manner.

Maintain current knowledge of the educational and career technical needs of the community.

Maintain and establish positive relationships and partnerships on a district-wide level with the other college and district services.

Maintain rapport with all personnel at both colleges and District.

Make effective public presentations.

Plan, organize, direct, administer, review and evaluate all functions of the College including instruction, student services and administration.

Prepare oral and written reports and recommendations.

Provide executive leadership and direction to administrators, managers, supervisors, faculty and support staff.

Recognize the important roles of all parts of the college and district (e.g. academic, student services, administrative services, library, facilities, human resources, etc.)

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

Review and analyze complex financial, statistical, and narrative data regarding all aspects of the District.

Select, train, lead, mentor, direct, supervise and evaluate the performance of subordinates effectively.

Serve as a member of the Chancellor's executive staff.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand and implement mandated participatory governance.

Work effectively with diverse populations, maximizing the benefits of diversity.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

South Orange County Community College District  
Page 9 – President, Irvine Valley College

Work Environment:

Duties are primarily performed in an office environment or in meetings at a college, district or community location. The incumbent is subject to frequent interruptions and contact in person and on the telephone with executives, administrators, faculty, members of the board of trustees, community and state and federal leaders and the general public. May be required to attend afternoon or evening board meetings.

Physical Demands:

Typically must sit for long periods, walk short distances on a regular basis, see clearly to read normal and fine print and operate computer keyboard, speak clearly and distinctly to provide information in person or on the telephone, hear and understand voices over telephone and in person to exchange information and make presentations, use hands and fingers to operate an electronic keyboard or other office machines, travel to various locations to attend meetings and conduct work and lift, carry and/or move objects weighing up to 10 pounds. Must remember key information and concentrate for long periods of time.

## **Timeline for President (IVC) Search 2019-2020**

### **FALL SEMESTER 2019**

November 4-5, 2019	Chancellor conducts open forums soliciting feedback on search process and candidate attributes
November 2019	SPAC to approve position; Committee composition determined
December 16, 2019	Board to ratify President Job Description (if needed) and Timeline
December 17, 2019	Edit and finalize Position Announcement, Position Brochure, and Advertisements for publications
Dec. 19, 2019-Feb. 3, 2020	Position advertised – District receives applications

### **SPRING SEMESTER 2020**

Jan. 28 & Feb. 5, 2020	Committee meets to finalize interview questions, writing assessment, presentation prompt, criteria for rating applications
February 4-7, 2020	HR prepares applications for review
February 10-17, 2020	Committee completes application screening/evaluations
February 18, 2020	Committee chair (and any committee members wishing to be present) meet to draw the line and determine number of candidates to interview
February 18-28, 2020	Consultant conducts reference checks on first level interviewees
March 9-13, 2020	Committee interviews candidates (first level interviews)
March 13, 2020	Consultant provides reference check report to Committee - Committee recommends candidates for second level interviews/public forums
March 14-20, 2020	Consultant conducts in-depth background checks on finalist candidates
March 30, Apr. 1-3, 2020	Finalist Interview Week – Campus Forums
April 20, 2020 (reg. Board Meeting or Spec. Meeting)	Board discussion regarding finalist candidates; Board provided in-depth background check information
July 1, 2020	New President projected start date (will be negotiated)

**TO:** Board of Trustees

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

**RE:** SOCCCD: Faculty Conversion to Canvas One-Time Stipends

**ACTION:** Ratification

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**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Those academic employees' personnel actions (Canvas Conversion one-time stipend) shown in Exhibit A are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the academic employee personnel actions as shown in Exhibit A.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ACADEMIC EMPLOYEE AND CLASSIFIED ADMINISTRATOR PERSONNEL  
ACTIONS/RATIFICATIONS**

**A. ADDITIONAL COMPENSATION: CANVAS CONVERSION-GENERAL FUND**

1. It is recommended that the following Saddleback College faculty members be compensated as indicated below for the **Canvas Conversion (SC converted beginning Fall 2017) - 2017/2018, 2018/2019 and 2019/2020** fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
<b>Hardick, Randy</b>	<b>Canvas Conversion, Web-Enhanced</b>	<b>\$1,000.00</b>	<b>01/14/19-05/22/19</b>
December 16, 2019	SC Canvas Conversion	\$ 1,000.00	
November 18, 2019	SC Canvas Conversion	6,000.00	
October 28, 2019	SC Canvas Conversion	10,000.00	
September 23, 2019	SC Canvas Conversion	1,000.00	
August 26, 2019	SC Canvas Conversion	13,000.00	
July 15, 2019	SC Canvas Conversion	2,000.00	
June 24, 2019	SC Canvas Conversion	11,000.00	
May 20, 2019	SC Canvas Conversion	36,500.00	
April 22, 2019	SC Canvas Conversion	4,000.00	
March 25, 2019	SC Canvas Conversion	60,000.00	
February 25, 2019	SC Canvas Conversion	49,500.00	
December 10, 2018	SC Canvas Conversion	14,000.00	
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	
<b>TOTAL TO DATE:</b>		<b>\$ 1,187,500.00</b>	

**TO:** Board of Trustees

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

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

**ACTION:** Ratification

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**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the classified personnel actions as shown in Exhibit A.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4000)
  - a. BAUM, ERIK is to be employed as Police Officer, Pos. #P0002572, Police Department - Administration, Saddleback College, Police Officer Salary Schedule Range II, Step 3, 40 hours per week, 12 months per year, effective November 25, 2019.
  - b. GONZALEZ, ANALI is to be employed as Library Assistant I, Pos. #P0006920, Library Services, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 115, Step 3, 20 hours per week, 12 months per year, effective November 4, 2019.
  - c. KEEN, ADAM is to be employed as Applications Specialist I, Pos. #P0004394, Innovation Technology Center, Irvine Valley College, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 134, Step 3, 40 hours per week, 12 months per year, effective November 4, 2019.

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE CLASSIFIED POSITIONS**

1. PROGRAM OUTREACH SPECIALIST, CATEGORICAL, Pos. #P0016910, 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 November 12, 2019. Employment in this position is contingent upon funding by the California College Promise. This position was approved by the Chancellor on November 12, 2019.

**C. REORGANIZATION/RECLASSIFICATION**

1. IRVINE VALLEY COLLEGE seeks authorization to reorganize, eliminate and replace with the following classified positions, within their organization as defined by Title 5 Education Code, Section 53021 (a), (b), and (c) Recruitment.
  - a. **REORGANIZE SENIOR LABORATORY TECHNICIAN, PERFORMING ARTS**, Pos. #P0002143, Theatre Arts, School of the Arts, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 130, full-time, 40 hours per week, 12 months per year;  
**TO LIGHTING AND SOUND DESIGNER**, Pos. #P0002143, Theatre Arts, School of the Arts, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 132, full-time, 40 hours per week, 12 months per year position, effective November 25, 2019. This reorganization was approved by the Chancellor on November 12, 2019.

**D. AUTHORIZATION TO INCREASE/DECREASE HOURS PER WEEK AND/OR MONTHS PER YEAR ON CLASSIFIED POSITIONS**

1. CUSTODIAN, Pos. #P0005170, C.S.E.A. Classified Bargaining Unit Salary Schedule Range 113, Facilities, Maintenance and Operations, Irvine Valley College, seeks authorization to increase the hours per week for this part-time, 29 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective November 12, 2019. This increase in hours per week was approved by the Chancellor on November 12, 2019

**E. CHANGE OF STATUS**

1. IRVINE VALLEY COLLEGE (IVC): CLASSIFIED CHANGE IN EMPLOYMENT STATUS (Information Items – Pursuant to Board Policy 4000)

<u>Name</u>	<u>Assignment From</u>	<u>Assignment To</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
<sup>1</sup> Zakaryan, Karine	P0005122 Admissions & Records Evaluator (Categorical)	P0003463 Admissions & Records Evaluator	127/7	40	11/12/2019

**F. OUT OF CLASS ASSIGNMENTS** – FOR POSITIONS THAT ARE VACANT DURING RECRUITMENT FOR PERMANENT APPOINTMENTS (LIMITED TO 960 HOURS PER FISCAL YEAR)

1. SADDLEBACK COLLEGE **returned** the following permanent Classified employee(s) from (a) temporary, out of class and/or interim 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>
Metcalf, Andria	P0002738, Admissions and Records Specialist I	P0015820, Admissions and Records Specialist II	116/4	40	11/25/2019

**G. 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>
Anaya, Tanya	P0005014, Office Assistant	P0016840, Disabled Student Program Specialist	113/4	40	12/03/2019

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<sup>1</sup> Lateral Transfer

**G. 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>
Gil, Chantelle	P0011295, Program Assistant, (Categorical Fund)	P0016598, Senior Administrative Assistant	118/1	40	11/12/2019
Ramos, Diana	P0005001, Program Assistant, (Categorical Fund)	P0016597, Senior Administrative Assistant	118/5	40	10/28/2019

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

<u>Name</u>	<u>Position Title</u>	<u>Resignation Date</u>	<u>Retirement Date</u>
Armstrong, Cecil	Performing Arts Center Operations Manager/IVC	11/25/2019	N/A
Barnhill, Jeanne	Admissions and Records Evaluator/SC	12/31/2019	01/01/2020

**TO:** Board of Trustees

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

**RE:** SOCCCD: Non-Bargaining Unit Personnel Actions – Regular Items

**ACTION:** Ratification

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**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of achieving the goals of the District while supporting and assisting students with respect to their educational goals.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the non-bargaining unit personnel actions as shown in 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>
Goodwin, Alicia	Office Asst./IVC	19.53	11/06/19-06/30/20
Novoa, Dalia	Office Asst./IVC	19.53	10/30/19-06/30/20
Smith, Dane	Public Safety Asst./IVC	19.53	10/28/19-06/30/20

2. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2019/2020** 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>
Cornaire, Natalie	Project Specialist/SC	30.00	07/01/19-01/31/20
Guzman, Alex	TMD/IVC	14.00	11/13/19-06/30/20
King, Katelyn	Project Specialist/SC	32.50	10/15/19-06/30/20
Lee, Kyle	Project Specialist/DS	15.00	11/19/19-06/30/20
Moughnieh, Talia	Project Specialist/DS	15.00	11/19/19-06/30/20
Shinn, Jennifer	Project Specialist/IVC	15.00	01/13/20-06/30/20
Tucker, Willard	Project Specialist/SC	45.00	10/29/19-06/30/20
Zowila, Radwa	Project Specialist/SC	13.00	11/01/19-06/30/20

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 **2019/2020** academic year.

<u>Name</u>	<u>Start/End Date</u>
Bednar, Phoenix	11/18/19-06/30/20
Beyk, Shervin	11/04/19-06/30/20
Caro, Sofia	11/19/19-06/30/20
Davison, Lynnsey	10/31/19-06/30/20
Inoshita, Kanna	11/04/19-06/30/20
Khatib, Feras	11/15/19-06/30/20
Lips, Daniel	11/04/19-06/30/20
Manafi, Yasmin	11/04/19-06/30/20
Martinez, Valerie	11/15/19-06/30/20
Ramos, Desiree	11/04/19-06/30/20
Ross, Brianna	11/15/19-06/30/20
Yau, Danielle	11/15/19-06/30/20

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. The following individuals are to be employed on a temporary basis, as **Professional Expert, Community and Contract Education**, Irvine Valley College and Saddleback College, as defined in the California Education Code 88003, for the **2019/2020** 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>
Burdiukova, Lidiia	Tutor/IVC	14.00	10/30/19-06/30/20
Cusick, Jeffrey	Clin. Skills Spec./SC	40.00	11/18/19-06/30/20
Dao, Angela	Tutor/IVC	14.00	11/15/19-06/30/20
Deutsch, Garrett	Clin. Skills Spec./SC	15.00	11/01/19-06/30/20
Esfandiari, Shohreh	Tutor/SC	14.00	10/15/19-06/30/20
Kaghazchi, Azita	Tutor/IVC	14.00	11/13/19-06/30/20
Karpaty, Rebecca	Tutor/SC	15.00	11/15/19-06/30/20
Lampe, Jacob	Medical Prof./IVC	45.00	10/28/19-06/30/20
Lance, Douglas	Tutor/SC	12.50	11/15/19-06/30/20
Luo, Shangwei	Tutor/IVC	14.00	11/04/19-06/30/20
Madani, Fariba	Tutor/IVC	14.00	11/15/19-06/30/20
Morales Crisostomo, Andrea	Tutor/SC	15.00	11/15/19-06/30/20
Valisharifabad, Khashayar	Tutor/IVC	14.00	11/15/19-06/30/20
Yang, Mo	Tutor/IVC	14.00	10/30/19-06/30/20

**B. VOLUNTEERS**

1. The following individuals are to be approved as **Volunteers** for the **2019/2020** and **2020/2021** academic years.

Communication Studies, The Arts, Irvine Valley College

Jukam, Weston

Division of Fine Arts and Media Technology, Saddleback College

Karuhaka, Yuji                      \*Roberts, Virginia

International Student Program, Irvine Valley College

Pando, Robert                      Pando, Vicki                      Swift, Paul

\*Approval valid to perform volunteer work for a two-year period

**C. AUTHORIZATION TO REVISE THE CLASSIFIED TEMPORARY NON-BARGAINING UNIT SALARY SCHEDULES**

1. Approval is requested to revise the classified temporary non-bargaining unit salary schedules to be effective December 15, 2019 as shown below and on the following exhibit. (Exhibit B)
  - a. Include additional pay ranges beginning at Range 058 through Range 067
  - b. Add the following job classifications: Contract Education (SC-EWD); FKCE Co-Trainer; FKCE Monitor; FKCE Trainer; HS Drug Court Liaison

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
NON-BARGAINING UNIT (NBU)**

**SHORT-TERM HOURLY, STUDENT, & PROFESSIONAL EXPERT SALARY  
SCHEDULES**

**2019 - 2020 (eff. 12/15/19)**

**NBU PAY RANGES:**

*Ranges 027+ require HR approval prior to use, unless otherwise noted.*

<b><u>Range</u></b>	<b><u>Hourly Rate</u></b>
Range 009 .....	13.50
Range 010 .....	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 .....	20.00
Range 023 .....	21.00
Range 024 .....	22.00
Range 025 .....	23.00
Range 026 .....	24.00
Range 027 .....	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

South Orange County Community College District  
Page 2 – NBU Salary Schedules, 2019-2020

**NBU PAY RANGES (cont'd):**

*Ranges 027+ require HR approval prior to use, unless otherwise noted.*

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
Range 058	.....105.00
Range 059	.....110.00
Range 060	.....115.00
Range 061	.....120.00
Range 062	.....125.00
Range 063	.....130.00
Range 064	.....135.00
Range 065	.....140.00
Range 066	.....145.00
Range 067	.....150.00



South Orange County Community College District  
Page 3 – NBU Salary Schedules, 2019-2020

**SHORT-TERM NBUS: (Live Scans required)**

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.

Adapted Kinesiology Aide	Ranges 009-022
Campus Security Officer (Short-Term)	Ranges 009-037
Certified Test Proctor	Ranges 009-022
Child Development Center Aide	Ranges 009-022
	(Depending on ECE units, Permit)
Clerk -- Short Term	Ranges 009-022
	(A&R /Comm. Ed./Fiscal Office use only)
Coaching Aide	Ranges 009-029
DSPS Notetaker	Ranges 009-022 (must be a SC/IVC student) (no LS req.)
DSPS Proctor	Ranges 009-022
Matriculation Proctor	Ranges 009-022
Outreach Aide	Ranges 009-022
Project Specialist	Ranges 009-057 (023+ require HR approval)
Theatre, Music, Dance (TMD) Aide	Ranges 009-057 (023+ require HR approval)

**STUDENT POSITIONS: (BP 4215 & EC88003)**

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 may only work 20 hours or less per week (excludes summer). 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.

Student Help	Ranges 009-022 (Limited to 20 hours per week) (Fall, Spring – 12 units; Summer - 6 units)
Work-Study	Ranges 009-022 (Federal, CalWorks, EOPS)

South Orange County Community College District  
Page 4 – NBU Salary Schedules, 2019-2020

**PROFESSIONAL EXPERTS: (Live Scan required)**

Aquatics Aide	Ranges 009-022
Administrative Professional Expert	Hourly rate determined by position and exp.
Adult Education Trainer	Ranges 009-057
AOJ Trainer	Ranges 037-049
Captionist	Ranges 022-047
Clinical Skills Specialist (Health Sci.)	Ranges 012-037
Community Ed. Trainer	Ranges 009-057
Contract Education (SC-EWD)	Ranges 022-067
FKCE Co-Trainer	Range 033
FKCE Monitor	Range 029
FKCE Trainer	Range 045
HS Drug Court Liaison	Ranges 012-057
HSE Trainer (HS Equiv.)	Ranges 009-057
Interpreter (Sign Language)	Ranges 022-047 (Experience/Certification based)
Lead Interpreter (Sign Language)	Ranges 037-057 (Experience/Certification based)
Medical Professional Expert	Ranges 029-057
Model (Art)	Ranges 024-047
Recreation Aide	Ranges 009-022
Recreation Leader	Ranges 009-029
Sr. Lifeguard	Ranges 009-022
Tutor	Ranges 009-037
	(AA degree/ equiv. knowledge/experience required)
Workforce Trainer	Ranges 037-057

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:** Saddleback College and Irvine Valley College: Speakers

**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

Item Submitted By: *Dr. Elliot Stern, President, Saddleback College and  
Dr. Cindy Vyskocil, Acting President, Irvine Valley College*

**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
11/6/2019 9:00am – 10:50am	BGS 144	Lori Hoolihan	FN 50 Nutrition	Maria Quintanilla	Dietary Supplements
11/6/2019 6:00pm – 7:00pm	BGS 254	Jane Medling	Accounting Society	Nahal Shafagh	The Pathway to Life as a CPA
11/13/2019 6:00pm – 9:00pm	VIL 4-04	Laura Bonnell	FASH 155 Digital Fashion	Martina Go Lauren Napoli Julia Hickman	Stance Project
11/19/2019 9:00am – 10:50am	HS 105	Christina Jones	Community-Based Corrections	Michael Carter Kristin Benson Yvette Ramirez Ball	Panel: Community Supervision & Recovery
11/20/2019 6:00pm – 7:00pm	BGS 254	Jane Medling	Accounting Society	Natasha Mohamed	Budgeting & Credit for the Young Adult
11/25/2019 9:00am – 10:50am	BGS 144	Lori Hoolihan	FN 50 Nutrition	Steven Sharp	Food Safety: The Role of the OC Health Care Agency
12/4/2019 6:00pm – 7:00pm	BGS 254	Jane Medling	Accounting Society	Ryan Zervakos	LinkedIn: Why it is Essential
12/5/2019 12:00pm – 1:30pm	FA 203	Erin O'Shea	ART 216	Rick Reese Jeff Johnston Jason Umfres	Transfer Panel Lecture
12/5/2019 12:00 pm – 1:20 pm	FA 203	Erin O'Shea	ART 216	Jocelynn Nobouphasa Vana	Transfer Panel Discussion
12/5/2019 12:30pm – 2:00pm	HS 105	Christina Jones	HS 119 Intro to Criminal Justice	Deputy Carly Velez	OCSD Recruitment

**IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
11/5/19 3:30 – 4:30pm	BSTIC 104	John Russo	Business Leader Society Club	Harry Bajwa	Basics of Software and Web Development
11/13/19 8:00 – 10:00pm	LSB 111	Sue Lee	BIO 82 – Genetics	Christopher Yu	Bioinformatics
11/18/19 10:30am – 12:45pm	BSTIC 104	Bennet Tchaikovsky	ACCT 1A Financial Accounting	Jennifer Coyne	Business Management Careers
11/20/19 8:30 – 10:45am	IDEA 214	Melanie Haeri	AESL 504 Intermediate Adult ESL Level 4	Kimberly Telfer- Radzat, Phd	AESL Lesson – Observation of Teaching
12/3/19 7:00 – 9:50pm	BSTIC 119	Julie Martinez	COUN 102 – Introduction to Educational and Career Exploration	Emilio Perez	Careers in Criminal Justice / Policing
12/3/19 3:30 – 4:30pm	BSTIC 104	John Russo	Business Leader Society Club	Rod Pierce Adam Gausepohl Jordan Kay	Finance /Biz Development Marketing/Social Media Manufacturing/Entrepreneurship
12/12/19 11:00am – 12:30pm	B82 – AESL Center	Susan Akhavan	Adult ESL Center Come Connect	Deborah Meany	What to Expect at Teacher/Parent Conferences

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke  
**RE:** SOCCCD: List of Board Requested Reports  
**ACTION:** Information

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### **BACKGROUND**

At a prior board meeting, members of the Board of Trustees asked for a listing of reports requested by the board every six months. To ensure that follow up and tracking takes place regarding the board requested reports, this item includes a table providing status and includes date report is requested by the board, report topic, name of trustee requesting report, requested due date, person responsible for preparing the report and the date the report is scheduled to be submitted to the board for their review. This report is intended to be a standing item on every board agenda, when appropriate, with old information dropped off and new requests added.

### **STATUS**

The Board report listing (EXHIBIT A) is coordinated and prepared by the Office of the Chancellor and Board Operations.

This report is intended to provide status of board requested reports of the South Orange County Community College District Board of Trustees. In the event additional information would be useful or desired by the board, supplemental information will be provided.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
LISTING OF BOARD REPORTS REQUESTED**

<b>Date Report Requested</b>	<b>Report Topic</b>	<b>Board Member Requesting Report</b>	<b>Report Due Date</b>	<b>Report to be Submitted By:</b>	<b>Date Submitted to the Board of Trustees</b>
10/31/19	Participatory Governance Report	Trustee Jay	No action taken		11/18/19

**TO:** Board of Trustees

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

**RE:** Staff May Respond to Public Comments from the Previous Board Meeting

**ACTION:** None

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### **BACKGROUND**

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

### **STATUS**

A public comment response from staff was not requested during last month's board meeting.



**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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### **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 December 16, 2019

### CAPITAL IMPROVEMENT PLANNING

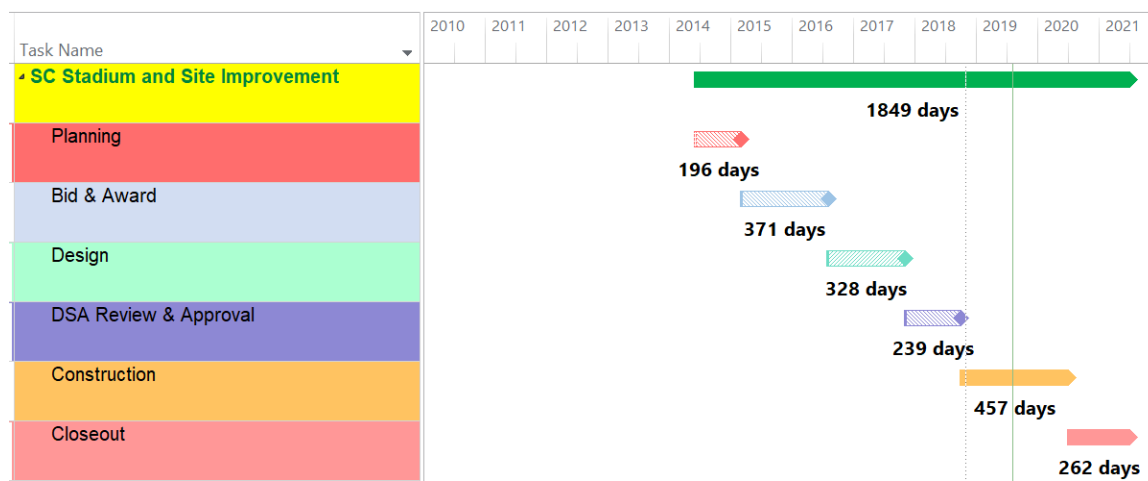
The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was completed December 2011. The 2011 EFMP report is available at the District website: [http://www.socccd.edu/about/about\\_planning.html](http://www.socccd.edu/about/about_planning.html). The District is in the process of developing a new Education Master and Strategic Plan (EMSP) along with a new Facilities Master Plan. We anticipate these to be complete by the end of this fiscal year. 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	Jun 2020
Complete Working Drawings	Nov 2017	Advertise for FF&E	Nov 2019
DSA Final Approval	Nov 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 3/24/2008, 6/23/2014, and 6/22/2015. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M), Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015, the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of their RDA funds and a portion of the district-wide apartment income of \$22,705,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$ 0	\$22,705,000	\$22,705,000

Status: Construction Phase: Project is 62% complete.

In Progress: Working with the County of Orange regarding their storm-drain outfall design comments, bleacher erection, synthetic turf at football and soccer practice fields, site concrete, emergency vehicle access road, *roofing, transfer of CDC to permanent data, interior MEP rough-in*, and fabricating elevators and bleacher steel.

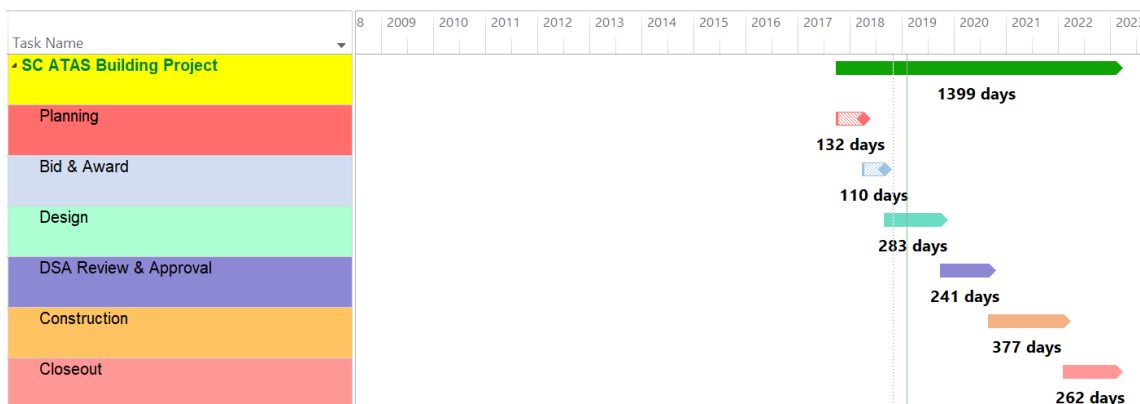
Recently Completed: *Testing of building mock-up, delivery of emergency generator, fireproofing of all buildings, contractor up-to-date on contract schedule submissions and DSA approval of the scoreboard revisions.*

Focus: *Campus-wide electrical shutdown to connect new stadium transformers and proactively work with the contractor on schedule issues to keep end date on target. Meet with PCL executive team. Review contractor's change order requests and claims; conduct meetings to discuss these.*

## 2. ATAS BUILDING PROJECT

Project Description: The Project includes a new 50,000 gross square feet (GSF) two-story building serving career technical education students. This building will be located at the existing tennis courts facility. Eight new tennis courts (including two striped for pickle ball) will replace the existing six and will be located north of the Village. The college has requested that the existing TAS Building demolition, utility relocation and new parking lot be de-scoped. A connector road and installation of additional parking stalls between the baseball field and the new tennis courts is included.

Start Preliminary Plans	Oct 2017	Award D/B Contract	Aug 2018
Start Working Drawings	Oct 2018	Complete Construction	Aug 2022
Complete Working Drawings	Sep 2019	Advertise for FF&E	Pending
DSA Final Approval	Sep 2020	DSA Close Out	Pending



**Budget Narrative:** In fiscal years 2002-2003 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 action on 8/27/2012, 10/25/2013, 6/23/2014, 8/22/2016 and 5/21/2018. On August 27, 2012, the Board approved \$12,777,313. On October 25, 2013, the Board approved fund reassignment of \$8,523,000 to the Saddleback College Sciences Building. On June 23, 2014, the Board restored \$8,523,000 and added \$2,702,000. On August 22, 2016, the Board approved \$3,110,000. On May 21, 2018, the Board approved \$44,863,622 to fund a new building. The ATAS Building project budget of \$64,100,000 differs from the basic aid allocation due to funds spent for the Technology and Applied Science renovation project prior to the decision to move forward with a new building.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:			
TAS Renovation	\$8,755,055	\$ (7,446,120)	\$ 1,308,935
ATAS Building	\$ 0	\$64,100,000	\$64,100,000
Total	\$8,755,055	\$56,653,880	\$65,408,935
District Funding Commitment:	\$8,755,055	\$56,653,880	\$65,408,935
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$1,956,000	\$63,452,935	\$65,408,935

**Status:** *DSA Review Phase* for the ATAS Building, *Construction Documents Phase* for the New Connector Road & Parking Lot 5-B and *the Procurement Phase* for the new Tennis Courts Center.

**In Progress:** *Construction Documents review* with Saddleback College FMO, IT, Campus Police & Athletics department for the New Connector Road & Parking Lot 5-B and evaluate subcontractors' packages for the new Tennis Courts Center.

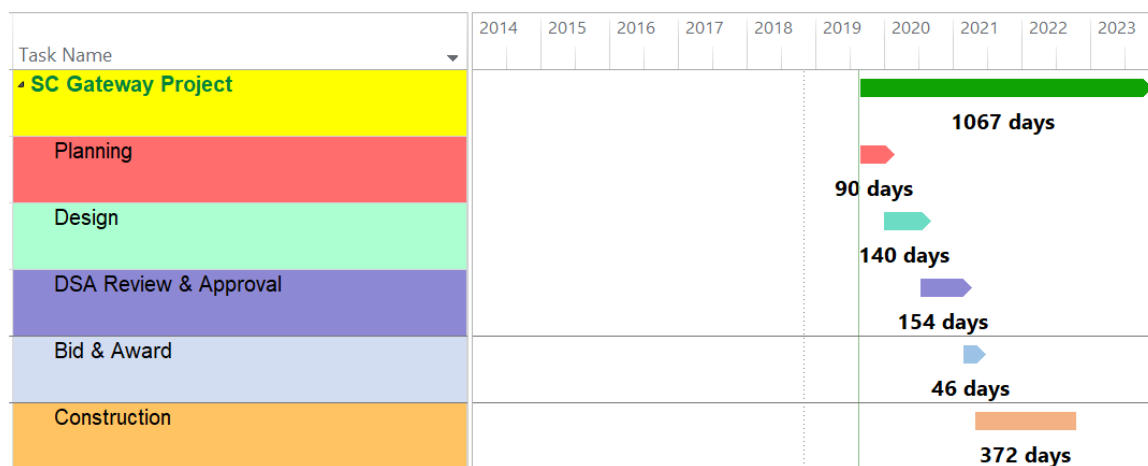
**Recently Completed:** District *addressed the Orange County Fire Authority comments on the New Connector Road & Parking Lot 5B Increment No. 01 and Moulton Niguel Water District on the ATAS Building package. Obtained Saddleback College Executive Cabinet sign-off on the New Connector Road & Parking Lot 5B Increment No. 01 Design Development package.*

Focus Issue: Complete *Construction Documents* Phase for New Connector Road & Parking Lot 5-B, and submit to DSA prior to winter break. Respond to any DSA comments while ATAS Building is under review. Kick-off the construction phase for the New Tennis Courts Center. Submit the New Connector Road & Parking Lot 5-B to Moulton Niguel Water District for final review & approval.

### 3. GATEWAY PROJECT

Project Description: This proposed project will construct a new three-story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new, highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This project will reduce the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Sep 2019	Award Construction Contract	May 2021
Start Working Drawings	Jan 2020	Complete Construction	Oct 2022
Complete Working Drawings	Jul 2020	Advertise for FF&E	Feb 2022
DSA Final Approval	Feb 2021	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016 and 6/26/2017 and 4/22/2019. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. On June 26, 2017, the Board approved \$16,832,003. On April 22, 2019, the Board approved the funding allocation of \$6,599,180.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$ 8,736,000	\$51,603,000
District Funding Commitment:	\$12,814,000	\$13,444,000	\$26,258,000
State Match:	\$30,053,000	\$(4,708,000)	\$25,345,000
Basic Aid Allocation:	\$ 1,545,115	\$24,712,885	\$26,258,000

Status: Design Phase (*Design Development*).

In Progress: *Design Development* page-turn review meetings with the Saddleback College Executive Cabinet and Gateway Building stakeholders. Weekly Design & Building Information Modeling coordination meetings.

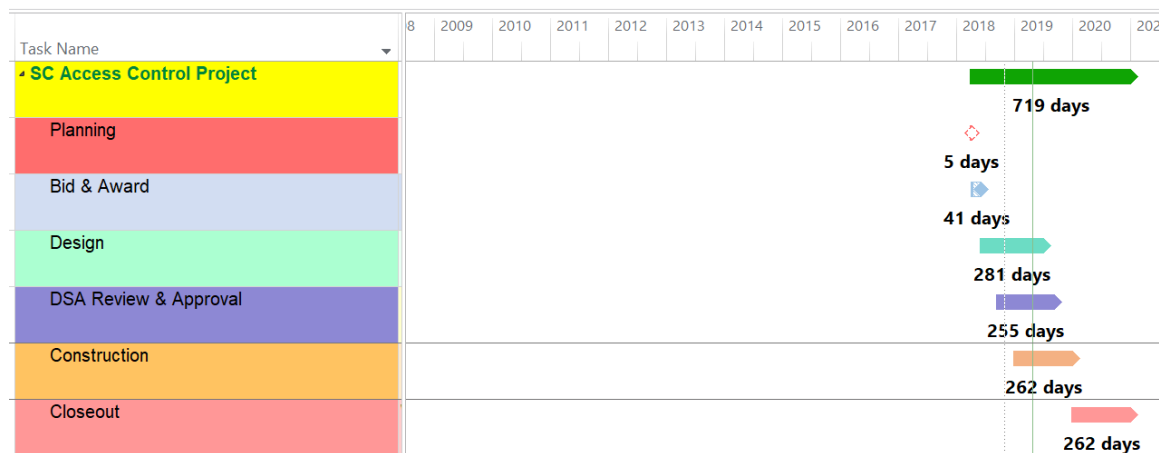
Recently Completed: Saddleback College Executive Cabinet and Gateway Building stakeholders *signed off on the Schematic Design package. Additional Geotechnical testing performed at the project site. Staff met with DSA for pre-application meeting. Preliminary Plan submittal to the State Chancellor's office for review.*

Focus: Complete Design Development Phase for State Chancellor's office submittal and obtain Saddleback College Executive Cabinet and Gateway Building stakeholders' sign-off. *Obtain San Diego Gas & Electric Basis of Design Narratives for participation in the Savings by Design program.*

#### 4. ACCESS CONTROL PROJECT

Project Description: This project will retrofit 1,535 existing doors campus-wide with electronic door locks to provide access control and enhanced safety. This project is similar to the standard established at the Science Building, with hardware synchronized to software monitored by the Saddleback College Campus Police.

Criteria Development	Apr 2018	Award D/B Contract	May 2018
Start Working Drawings	Jun 2018	Complete Construction	Apr 2020
Complete Working Drawings	Jul 2019	FF&E	N/A
DSA Final Approval	Jul 2019	DSA Close Out	Pending



Budget Narrative: Budget reflects the Board action on 6/26/2017 and 5/21/2018. On June 26, 2017, the Board approved \$3,000,000 for the District-wide ADA Transition Plan. Saddleback College assigned \$1,600,000 from its share of the ADA transition funds to this project. On May 21, 2018, the Board approved \$4,000,000. Saddleback College also assigned \$1,364,296 from college general funds. Additionally, State Scheduled Maintenance allocations across FY 2015-16, 2016-2017, 2017-2018 total \$4,845,914.

	<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: Construction Phase-Phased Project: Increment 2 construction, including the BGS and SSC buildings is *complete with the exception of 10 storefront doors*. Increment 3 construction, including the LRC, AGB, and HS buildings is *90% complete*.

In Progress: Increment 2 and 3 construction. Exterior concrete repairs at doors at AGB and BGS buildings.

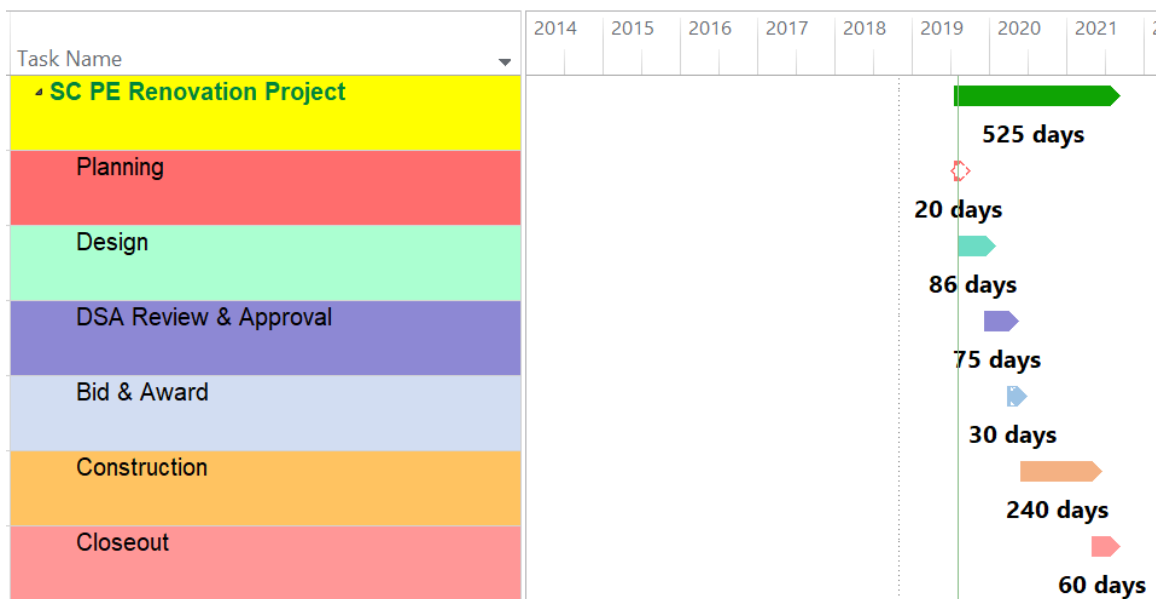
Recently Completed: Camera installation at *SSC and BGS*. AGB interior doors access controls installed and wall modifications made, *and installed a new entry door and electronic locks to president's conference room*. Increments 5 and 6 procurement completed.

Focus: Complete Increment 3 construction (HS & AGB). Start Increment 4 (Fine Arts) construction.

## 5. PE RENOVATION

Project Description: This project will renovate the Women's Locker Room to address Title IX regulations and functional issues, install new rooftop HVAC units on the PE 100 building to correct heating and cooling issues, and renovate the restrooms in PE 300 to meet accessibility requirements.

Start Preliminary Plans	<b>Jul 2019</b>	Award Construction Contract	May 2020
Start Working Drawings	<b>Aug 2019</b>	Complete Construction	Apr 2021
Complete Working Drawings	<b>Dec 2019</b>	Advertise for Equipment	Nov 2020
DSA Final Approval	Mar 2020	DSA Close Out	Pending



**Budget Narrative:** Budget reflects Board action on 6/17/2013 and 6/25/2018. On June 17, 2013, the Board approved \$800,000 for the PE 100 HVAC system. Saddleback College contributed \$800,000 in matching funds from the Scheduled Maintenance budget. On June 25, 2018, the Board approved \$1,800,000 for PE Renovation. The college spent basic aid funds of \$211,263 on a previous PE 100 weight-room floor replacement project.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$3,400,000	\$(211,263)	\$3,188,737
District Funding Commitment:	\$3,400,000	\$0	\$3,400,000
Basic Aid Allocation:	\$2,600,000	\$(211,263)	\$2,388,737
Local Scheduled Maintenance:	\$ 800,000	\$0	\$ 800,000
Anticipated State Match:	N/A		

**Status:** Design Phase.

**In Progress:** Construction documents *under review*. *Preparation for DSA submittal*.

**Recently Completed:** *Construction Documents development*.

**Focus:** *Prepare bid package*.

## IRVINE VALLEY COLLEGE

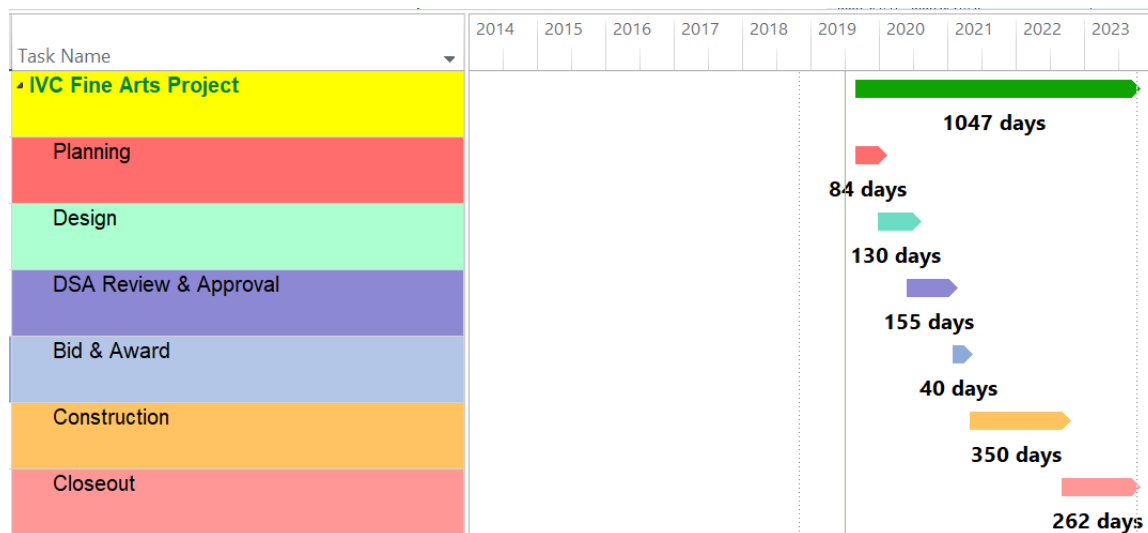
### 1. FINE ARTS PROJECT

**Project Description:** The proposed project will construct three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and



expand the Fine Arts department. Art, Art History, Music and Dance instruction will relocate from laboratories currently housed across a number of different buildings on campus. The Fine Arts buildings, located southwest of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Space will be vacated within the B-100, B-300 and A-300 buildings for future renovation.

Start Preliminary Plans	Sep 2019	Award Construction Contract	Apr 2021
Start Working Drawings	Jan 2020	Complete Construction	Sep 2022
Complete Working Drawings	Jun 2020	Advertise for Equipment	Jan 2022
DSA Final Approval	Jan 2021	DSA Close Out	Pending



**Budget Narrative:** Budget reflects Board action on 6/17/2013, 6/23/2014, 8/22/2016, 6/26/2017, and 4/22/2019. On June 17, 2013, the Board approved \$61,278. On June 23, 2014, the Board approved \$795,000. On August 22, 2016, the Board approved \$1,659,739. On June 26, 2017, the Board approved \$12,932,581. On April 22, 2019, the Board approved the funding allocation of \$7,172,680.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,764,278	\$ 9,318,722	\$45,083,000
District Funding Commitment:	\$10,623,278	\$11,998,000	\$22,621,278
State Match:	\$25,141,000	\$(-2,679,000)	\$22,462,000
Basic Aid Allocation:	\$ 61,278	\$22,560,000	\$22,621,278

**Status:** Design Phase.

**In Progress:** Design Development documentation.

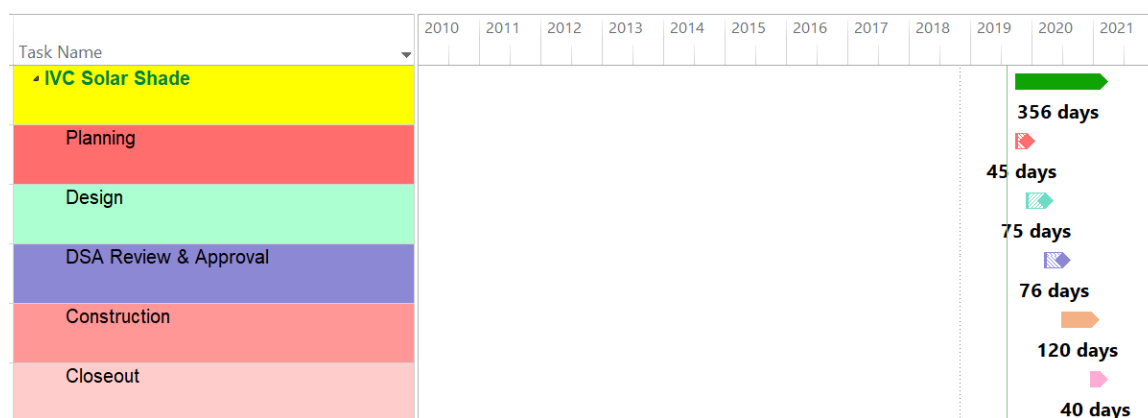
**Recently Completed:** Preliminary Plan submittal to State Chancellor's Office.

**Focus:** Complete Design Development including identification of equipment and furniture requirements. Schedule pre-application meeting with DSA.

## 2. PARKING LOT PHASE 1 & 2 AND SOLAR SHADE PROJECT

Project Description: This project includes development of a 190,000 square foot, lighted parking lot creating 594 additional parking spaces. The project includes photovoltaic panels supported on parking canopies and a battery storage system. Both systems will interconnect with the local utility grid and integrate with the campus electrical system, which will be consolidated in response to utility requirements.

Start Preliminary Plans	Jan 2020	Begin construction	Sep 2020
Start Working Drawings	Mar 2020	Complete Construction	Jan 2021
Complete Working Drawings	May 2020	Advertise for FF&E	N/A
DSA Final Approval	Aug 2020	DSA Close Out	Feb 2021



Budget Narrative: Budget reflects Board action on 6/23/2014, 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000 to allow inclusion of the solar shade project and add a connection to the new perimeter road. On June 26, 2017, the Board approved \$733,000. On May 21, 2018, the Board approved \$1,300,000 to include the Phase II parking scope.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$3,010,000	\$5,778,000	\$8,788,000
District Funding Commitment:	\$3,010,000	\$5,778,000	\$8,788,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$5,778,000	\$8,788,000

Status: Bid and Award Phase.

In Progress: Evaluate Solar Shade project bid.

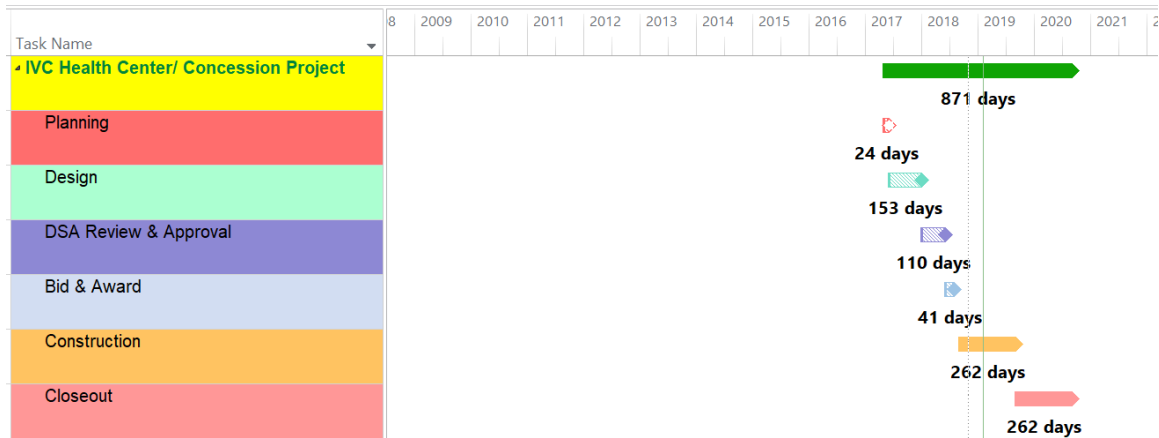
Recently Completed: Receipt of Solar Shade project bid.

Focus: Evaluate Solar Shade project bid.

### 3. HEALTH CENTER/CONCESSION PROJECT

Project Description: This project is a new one-story building with an estimated 2,214 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building. The new Health Center/Concession building is located adjacent to the baseball fields and includes baseball bleacher seating for 300.

Start Preliminary Plans	May 2017	Award Construction Contract	Aug 2018
Start Working Drawings	Jul 2017	Complete Construction	Dec 2019
Complete Working Drawings	Jan 2018	Advertise for Equipment	Jun 2019
DSA Final Approval	Jun 2018	DSA Close Out	Pending



Budget Narrative: Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017 and 5/21/2018. On June 22, 2015, the Board approved \$400,000. On August 22, 2016, the Board approved \$5,338,000. On June 26, 2017, the Board approved \$402,000. On May 21, 2018, the Board approved \$1,360,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$5,200,000	\$2,300,000	\$7,500,000
District Funding Commitment:	\$5,200,000	\$2,300,000	\$7,500,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$ 400,000	\$7,100,000	\$7,500,000

Status: Construction Phase: Project is approximately 96% complete.

In Progress: Final punch list and building clean-up.

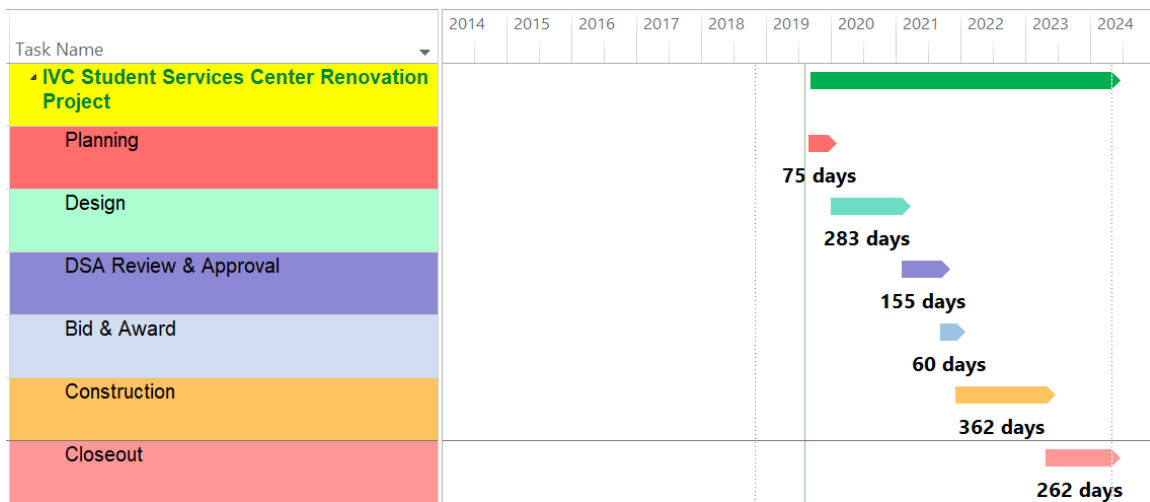
Recently Completed: Fire alarm testing and access control.

Focus: Complete punch list. DSA close out. Move in.

#### 4. STUDENT SERVICES CENTER RENOVATION

**Project Description:** This project will renovate the 30,558 gross square feet (GSF) Student Services Center to correct structural issues, address programming needs, renovate the food service area, replace skylight, HVAC, electrical, finishes, and provide upgrades to meet ADA requirements. In the Programming Phase, staff will work with the college to evaluate the feasibility for an alternate solution to demolish and reconstruct the building.

Start Preliminary Plans	Sep 2019	Award Construction Contract	Dec 2021
Start Working Drawings	Jan 2020	Complete Construction	May 2023
Complete Working Drawings	Feb 2021	Advertise for Equipment	Aug 2022
DSA Final Approval	Sep 2021	DSA Close Out	Pending



**Budget Narrative:** Budget reflects Board action on 4/22/2019. On April 22, 2019, the Board approved \$23,850,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$48,300,000	\$0	\$48,300,000
District Funding Commitment:	\$48,300,000	\$0	\$48,300,000
Anticipated State Match:	\$N/A		
Basic Aid Allocation:	\$23,850,000	\$0	\$23,850,000

**Status:** Planning Phase.

**In Progress:** Alternate design solution deliberations.

**Recently Completed:** Presented options to Executive Cabinet. Surveyed existing building.

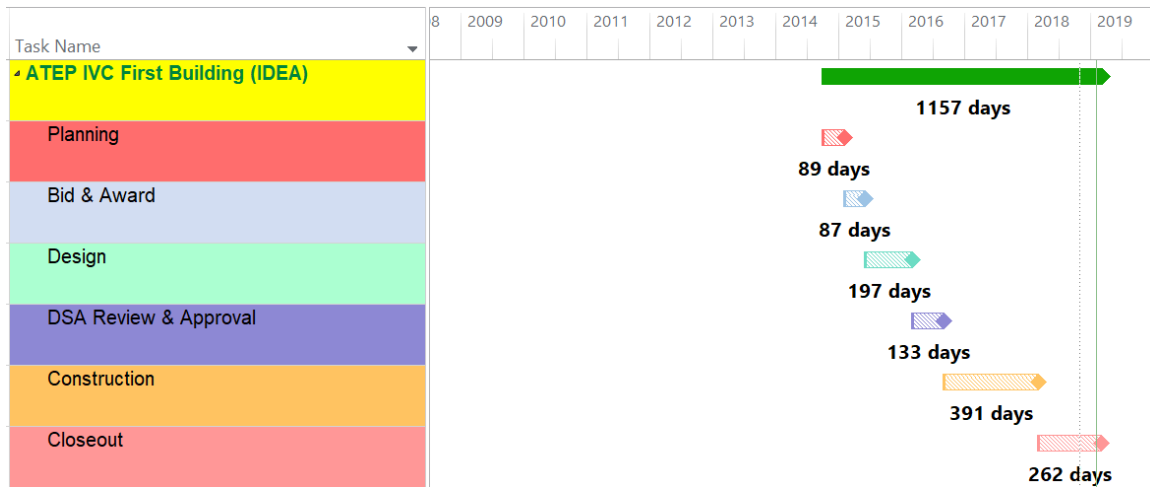
**Focus:** Complete programming and evaluate alternate design solutions.

## ATEP

### 1. ATEP - IVC FIRST BUILDING

**Project Description:** This project is a new two-story 20,249 assignable square feet (ASF), 32,492 gross square feet (GSF) building. The new ATEP IVC First Building consists primarily of lab classrooms with some lecture classroom space, offices and student support services. The building was designed for automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, the testing center and some spaces that represent expansion. In addition to the programs identified during design, a portion of the Adult ESL (English as a second language) and the Emeritus and Community Education offices were moved to the ATEP IDEA building at its opening. The project includes 50kW of solar electric power and is a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award D-B Contract	Jun 2015
Start Working Drawings	Jul 2015	Complete Construction	Mar 2018
Complete Working Drawings	Mar 2016	Advertise for FF&E	Sep 2017
DSA Final Approval	Sep 2016	DSA Close Out	Aug 2018



**Budget Narrative:** Budget reflects Board action on 2/28/2011, 6/23/2014, 6/22/2015, 8/22/2016 and 6/26/2017. On February 28, 2011, the Board approved \$12,500,000, originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building with \$8,950,000 additional funds Board approved on June 23, 2014. On June 22, 2015, the Board approved \$3,250,000 for associated parking. On August 22, 2016, the Board approved the FF&E budget of \$1,600,000. The college applied Irvine Valley College RDA funds equaling \$1,250,000 for an expanded lobby and \$700,000 for additional IT equipment. On June 26, 2017, the Board approved \$1,100,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$23,000,000	\$ 6,350,000	\$29,350,000
District Funding Commitment:	\$23,000,000	\$ 6,350,000	\$29,350,000
Anticipated State Match:	\$ 0	\$ 0	\$ 0
Basic Aid Allocation:	\$21,450,000	\$ 5,950,000	\$27,400,000
College Contribution:	\$ 0	\$ 1,950,000	\$ 1,950,000

Status: Project close out.

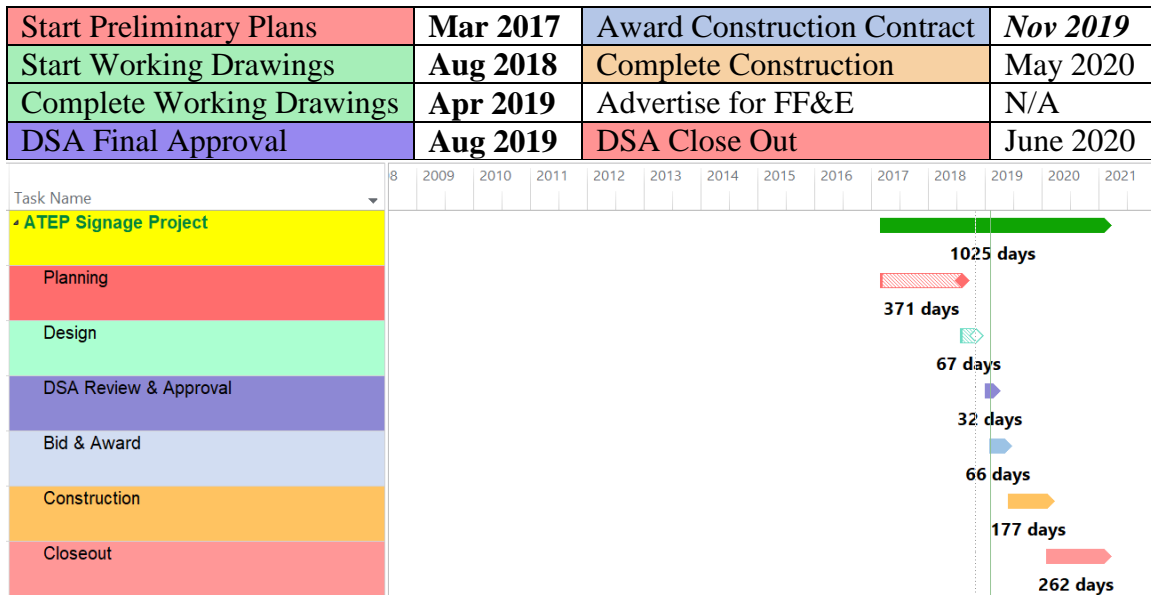
In Progress: Coordinate with contractor and SCE for battery storage Permission to Operate (PTO). Coordinate warranty related items with contractor.

Recently Completed: Installation of SCE compliant inverters for photovoltaic system.

Focus: Obtain photovoltaic interconnect agreement with utility agency allowing system to “go live”. Working on getting battery storage system connected to the photovoltaic system. Continue discussions with contractor to address end users’ first-year discovery warranty items.

## 2. ATEP – 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.



**Budget Narrative:** Budget reflects Board action on 5/21/2018 and 4/22/2019. On May 21, 2018, the Board approved \$500,000. On April 22, 2019, the Board approved the funding allocation of \$4,431,121.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$3,000,000	\$1,931,121	\$4,931,121
District Funding Commitment:	\$ 500,000	\$4,431,121	\$4,931,121
Anticipated State Match:	\$ 0	\$ 0	
Basic Aid Allocation:	\$ 500,000	\$4,431,121	\$4,931,121

**Status:** *Procurement Phase.*

**In Progress:** *Construction mobilization.*

**Recently Completed:** *Received signed contract documents from contractor and issued Notice to Proceed.*

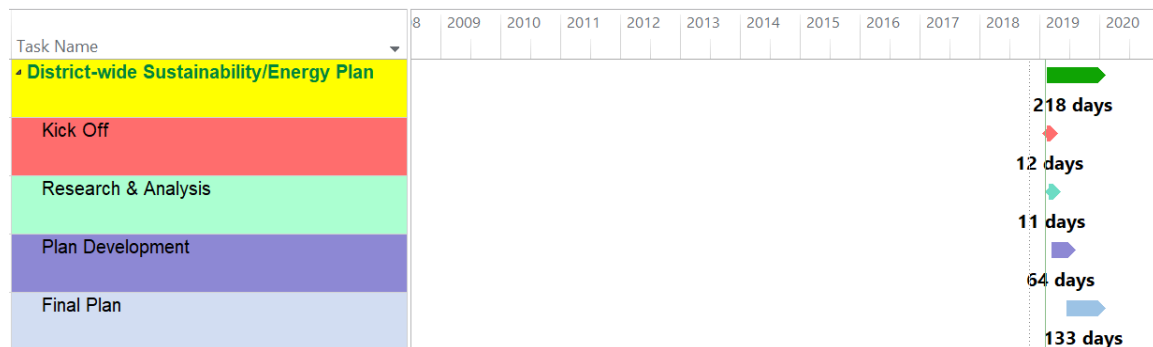
**Focus:** *Enter into construction.*

## DISTRICT WIDE

### 1. SUSTAINABILITY/ ENERGY PLAN

**Project Description:** The Sustainability/Energy Plan supports the colleges' plans for future sustainability/energy projects, provides best practices, aids with energy savings programs, and recommends various sustainability projects. The project has two phases, the first developed building design and construction guidelines and the second develops campus organizational policies and procedures. The Plan will inform the upcoming Facilities Master Plan process.

Kick Off, Phase II	Mar 2019	Start Plan Development	Aug 2019
Start Research/Analysis	Mar 2019	Complete Plan	Dec 2019
Complete Research/Analysis	Aug 2019	Final Plan, Phase II	Dec 2019



**Budget Narrative:** Budget reflects Board action on 6/22/2015, 8/22/2016, 6/26/2017, and 5/21/2018. On June 22, 2015, the Board approved \$200,000. On August 22, 2016, the Board approved \$40,000. On June 26, 2017, the Board approved \$200,000. On May 21, 2018, the Board approved \$200,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$200,000	\$440,000	\$640,000
District Funding Commitment:	\$200,000	\$440,000	\$640,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$440,000	\$640,000

**Status:** *Finalize report.*

**In Progress:** *Final Report. Preparing presentation for Capital Improvement Committee.*

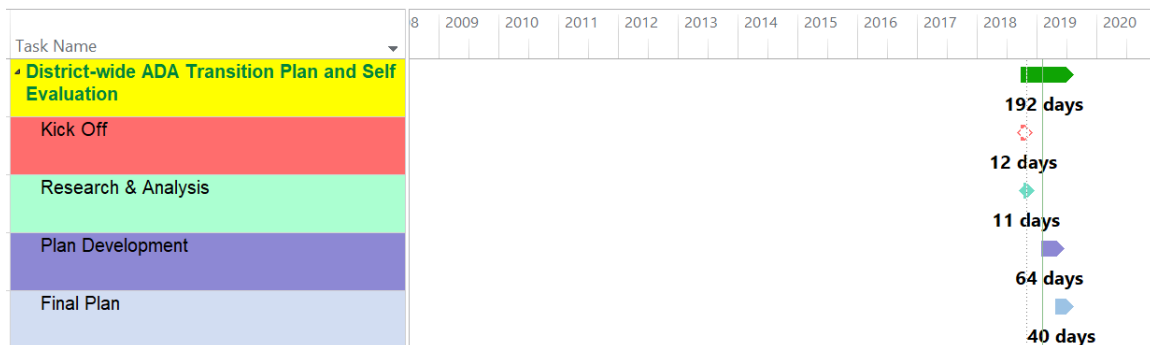
**Recently Completed:** *Draft comments for Integrated Energy Master Plan.*

**Focus:** Receive and incorporate draft review comments and participate in Sustainability presentation to the Capital Improvement Committee (CIC) and the Board of Trustees.

## 2. ADA TRANSITION PLAN AND SELF EVALUATION

**Project Description:** The ADA Transition Plan project audited District-wide access compliance and prioritized, budgeted and scheduled the District's Americans with Disabilities Act (ADA) Transition Plans. This information will inform the upcoming Facilities Master Plan process. Phase II work includes self-evaluation of services, policies and practices.

Kick Off – Phase II	Nov 2018	Start Plan Development	Feb 2019
Start Research/Analysis	Nov 2018	Draft Plan	May 2019
Complete Research/Analysis	Jan 2019	Final Plan	Dec 2019



**Budget Narrative:** Budget reflects Board action on 6/22/2015, 6/27/2016 and 6/26/2017. On June 22, 2015, the Board approved \$400,000. On June 27, 2016, the Board approved \$440,000. On June 26, 2017, the Board approved \$400,000.



	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$400,000	\$840,000	\$1,240,000
District Funding Commitment:	\$400,000	\$840,000	\$1,240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$840,000	\$1,240,000

Status: Phase II report review.

In Progress: Consultant response to District review of draft report.

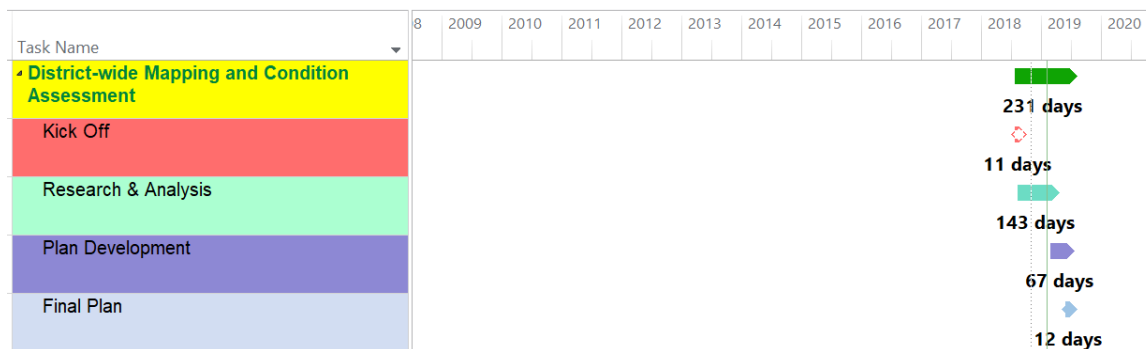
Recently Completed: District review of draft report.

Focus: Complete final plan for district-wide review.

### 3. MAPPING AND CONDITION ASSESSMENT

Project Description: This project comprehensively documents the horizontal and vertical positions of underground utilities and assesses existing conditions. Accurate utility information prevents construction delays, claims, and utilities conflicts.

Kick Off	Aug 2018	Start Plan Development	Aug 2018
Start Research/Analysis	Aug 2018	Draft Plan	Mar 2019
Complete Research/Analysis	Mar 2019	Final	Mar 2020



Budget Narrative: Budget reflects Board action on 8/22/2016, 6/26/2017, and 5/21/2018. On August 22, 2016, the Board approved \$400,000. On June 26, 2017, the Board approved \$500,000. On May 21, 2018, the Board approved \$3,000,000.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$400,000	\$3,500,000	\$3,900,000
District Funding Commitment:	\$400,000	\$3,500,000	\$3,900,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$3,500,000	\$3,900,000

Status: Condition Assessment and Capacity Analysis report review.

In Progress: Finalize IVC Acreage Exhibit and the Condition Assessment & Capacity Analysis report. Phase Four (final deliverables review) at Irvine Valley College.

Recently Completed: *Saddleback College acreage exhibit and draft geo-referenced utility exhibits for IVC & Saddleback College.*

Focus: Complete review of Condition Assessment & Capacity Analysis report with IVC's FMO, IT and Campus Police. *Finalize IVC & Saddleback College Georeferenced Utility Exhibits.*

## GENERAL NOTES

- Project updates for active projects may be viewed at:  
<http://www.socccd.edu/businessservices/ProjectUpdates.html>
- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
  - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
  - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 50% match) as the economy has changed from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
  - The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

**TO:** Board of Trustees

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

**RE:** |SOCCCD: Monthly Financial Status Report |

**ACTION:** Information

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**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

**STATUS**

The reports display the adopted budget, revised budget and transactions through November 30, 2019 (EXHIBIT A). A review of current revenues and expenditures for FY 2019-2020 show they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

Unrestricted General Fund Income and Expenditure Summary

As of November 30, 2019

		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>BEGINNING BALANCE</b>		<b>\$ 77,459,498</b>	<b>\$ 77,459,498</b>	<b>\$ 77,459,498</b>	100.00%
<b>SOURCES OF FUNDS</b>					
REVENUES:					
SCFF Revenue	Various	\$ 161,922,903	\$ 161,922,903	\$ 29,760,370	18.38%
Basic Aid		86,327,097	86,327,097	-	0.00%
Federal Sources	8100-8199	-	-	-	0.00%
Other State Sources	8600-8699	19,311,977	19,311,977	2,072,085	10.73%
Other Local Sources	8800-8899	19,276,659	19,276,659	11,057,399	57.36%
Total Revenue		286,838,636	286,838,636	42,889,854	14.95%
OTHER FINANCING SOURCES					
Sale of Surplus	8910-8919	\$ 195,000	\$ 195,000	\$ 177,546	91.05%
Incoming Transfers	8980-8989	8,786,000	8,786,000	2,325,427	26.47%
Total Other Sources		8,981,000	8,981,000	2,502,973	27.87%
<b>TOTAL SOURCES OF FUNDS</b>		<b>295,819,636</b>	<b>295,819,636</b>	<b>45,392,827</b>	15.34%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 88,204,673	\$ 88,290,861	\$ 32,405,078	36.70%
Classified Salaries	2000-2999	47,775,711	47,790,237	14,952,575	31.29%
Employee Benefits	3000-3999	62,861,316	62,865,978	20,185,288	32.11%
Supplies & Materials	4000-4999	2,250,909	2,278,105	654,966	28.75%
Services & Other Operating	5000-5999	21,178,275	21,060,715	7,334,897	34.83%
Capital Outlay	6000-6999	1,060,782	1,045,770	163,387	15.62%
Total Expenditures		223,331,666	223,331,666	75,696,191	33.89%
OTHER FINANCING USES:					
Transfers Out	7300-7399	\$ 819,721	\$ 819,721	\$ 819,721	100.00%
Basic Aid Transfers Out	7300-7399	91,000,966	91,000,966	5,700,000	6.26%
Other Transfers	7400-7499	-	-	-	0.00%
Payments to Students	7500-7699	-	-	-	0.00%
Total Other Uses		91,820,687	91,820,687	6,519,721	7.10%
<b>TOTAL USES OF FUNDS</b>		<b>315,152,353</b>	<b>315,152,353</b>	<b>82,215,912</b>	26.09%
<b>SURPLUS / (DEFICIT)</b>		<b>(19,332,717)</b>	<b>(19,332,717)</b>	<b>(36,823,085)</b>	
<b>ENDING FUND BALANCE</b>		<b>\$ 58,126,781</b>	<b>\$ 58,126,781</b>	<b>\$ 40,636,413</b>	
COMPONENTS OF ENDING BALANCE					
Reserve for Economic Uncertainties		\$ 33,469,676	\$ 33,469,676		
Reserve for Unrealized Tax Collections (Basic Aid)		17,145,419	17,145,419		
Nondesignated Ending Balance		7,511,686	7,511,686		
		\$ -	\$ -		

NOTE: As of November 30, 2018 actual revenues to date were **18.91%** and actual expenditures to date were **24.48%** of the revised budget to date.

**SADDLEBACK COLLEGE**

Unrestricted General Fund Income and Expenditure Summary  
As of November 30, 2019

		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>BEGINNING BALANCE</b>		<b>\$ 12,551,485</b>	<b>\$ 12,551,485</b>	<b>\$ 12,551,485</b>	100.00%
<b>SOURCES OF FUNDS</b>					
REVENUES:					
SCFF Revenue	Various	\$ 89,535,410	\$ 89,535,410	\$ 10,733,563	11.99%
Basic Aid		-	-	-	0.00%
Federal Sources	8100-8199	-	-	-	0.00%
Other State Sources	8600-8699	6,753,131	6,753,131	1,244,080	18.42%
Other Local Sources	8800-8899	8,110,540	8,110,540	6,438,630	79.39%
Total Revenue		104,399,081	104,399,081	18,416,273	17.64%
OTHER FINANCING SOURCES					
Sale of Surplus	8910-8919	\$ 117,081	\$ 117,081	\$ 106,599	91.05%
Incoming Transfers	8980-8989	5,147,000	5,147,000	800,000	15.54%
Total Other Sources		5,264,081	5,264,081	906,599	17.22%
<b>TOTAL SOURCES OF FUNDS</b>		<b>109,663,162</b>	<b>109,663,162</b>	<b>19,322,872</b>	17.62%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 51,281,306	\$ 51,342,483	\$ 19,674,288	38.32%
Classified Salaries	2000-2999	22,154,124	22,157,418	6,926,275	31.26%
Employee Benefits	3000-3999	28,596,060	28,596,060	11,337,455	39.65%
Supplies & Materials	4000-4999	1,226,610	1,244,763	393,161	31.59%
Services & Other Operating	5000-5999	8,694,544	8,603,422	2,379,366	27.66%
Capital Outlay	6000-6999	872,282	880,780	115,532	13.12%
Total Expenditures		112,824,926	112,824,926	40,826,077	36.19%
OTHER FINANCING USES:					
Transfers Out	7300-7399	\$ 389,721	\$ 389,721	\$ 389,721	100.00%
Basic Aid Transfers Out	7300-7399	-	-	-	0.00%
Other Transfers	7400-7499	-	-	-	0.00%
Payments to Students	7500-7699	-	-	-	0.00%
Total Other Uses		389,721	389,721	389,721	100.00%
<b>TOTAL USES OF FUNDS</b>		<b>113,214,647</b>	<b>113,214,647</b>	<b>41,215,798</b>	36.41%
<b>SURPLUS / (DEFICIT)</b>		<b>(3,551,485)</b>	<b>(3,551,485)</b>	<b>(21,892,926)</b>	
<b>ENDING FUND BALANCE</b>		<b>\$ 9,000,000</b>	<b>\$ 9,000,000</b>	<b>\$ (9,341,441)</b>	
COMPONENTS OF ENDING BALANCE					
Reserve for Economic Uncertainties		\$ 9,000,000	\$ 9,000,000		
Reserve for Unrealized Tax Collections (Basic Aid)		-	-		
Nondesignated Ending Balance		-	-		
		\$ -	\$ -		

NOTE: As of November 30, 2018 actual revenues to date were **18.80%** and actual expenditures to date were **36.07%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**

Unrestricted General Fund Income and Expenditure Summary  
As of November 30, 2019

		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>BEGINNING BALANCE</b>		<b>\$ 4,953,550</b>	<b>\$ 4,953,550</b>	<b>\$ 4,953,550</b>	100.00%
<b>SOURCES OF FUNDS</b>					
REVENUES:					
SCFF Revenue	Various	\$ 58,103,728	\$ 58,103,728	\$ 6,965,512	11.99%
Basic Aid		-	-	-	0.00%
Federal Sources	8100-8199	-	-	-	0.00%
Other State Sources	8600-8699	4,494,323	4,494,323	828,005	18.42%
Other Local Sources	8800-8899	11,166,119	11,166,119	6,034,032	54.04%
Total Revenue		73,764,170	73,764,170	13,827,549	18.75%
OTHER FINANCING SOURCES					
Sale of Surplus	8910-8919	\$ 77,919	\$ 77,919	\$ 70,948	91.05%
Incoming Transfers	8980-8989	2,799,000	2,799,000	-	0.00%
Total Other Sources		2,876,919	2,876,919	70,948.00	2.47%
<b>TOTAL SOURCES OF FUNDS</b>		<b>76,641,089</b>	<b>76,641,089</b>	<b>13,898,497</b>	18.13%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 33,313,128	\$ 33,338,139	\$ 12,281,890	36.84%
Classified Salaries	2000-2999	14,987,798	14,997,798	4,693,494	31.29%
Employee Benefits	3000-3999	19,862,355	19,868,249	7,363,113	37.06%
Supplies & Materials	4000-4999	908,249	917,292	239,373	26.10%
Services & Other Operating	5000-5999	5,932,609	5,907,671	1,777,159	30.08%
Capital Outlay	6000-6999	90,500	65,490	23,555	35.97%
Total Expenditures		75,094,639	75,094,639	26,378,584	35.13%
OTHER FINANCING USES:					
Transfers Out	7300-7399	\$ -	\$ -	\$ -	0.00%
Basic Aid Transfers Out	7300-7399	-	-	-	0.00%
Other Transfers	7400-7499	-	-	-	0.00%
Payments to Students	7500-7699	-	-	-	0.00%
Total Other Uses		-	-	-	0.00%
<b>TOTAL USES OF FUNDS</b>		<b>75,094,639</b>	<b>75,094,639</b>	<b>26,378,584</b>	35.13%
<b>SURPLUS / (DEFICIT)</b>		<b>1,546,450</b>	<b>1,546,450</b>	<b>(12,480,087)</b>	
<b>ENDING FUND BALANCE</b>		<b>\$ 6,500,000</b>	<b>\$ 6,500,000</b>	<b>\$ (7,526,537)</b>	
COMPONENTS OF ENDING BALANCE					
Reserve for Economic Uncertainties		\$ 6,500,000	\$ 6,500,000		
Reserve for Unrealized Tax Collections (Basic Aid)		-	-		
Nondesignated Ending Balance		-	-		
		\$ -	\$ -		

NOTE: As of November 30, 2018 actual revenues to date were **22.33%** and actual expenditures to date were **36.46%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Kathleen F. Burke, Chancellor  
**RE:** Retiree (OPEB) Trust Fund  
**ACTION:** Information

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**BACKGROUND**

In April 2008, the Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

**STATUS**

This report is for the period ending October 31, 2019 (EXHIBIT A).

For October, the portfolio was composed of 46.5% common stocks (domestic and international) and 53.5% fixed funds (bonds). The portfolio's performance increased 1.34%, ending with a fair market value of \$125,685,619 and an annualized return of 5.64% since inception.

November 13, 2019

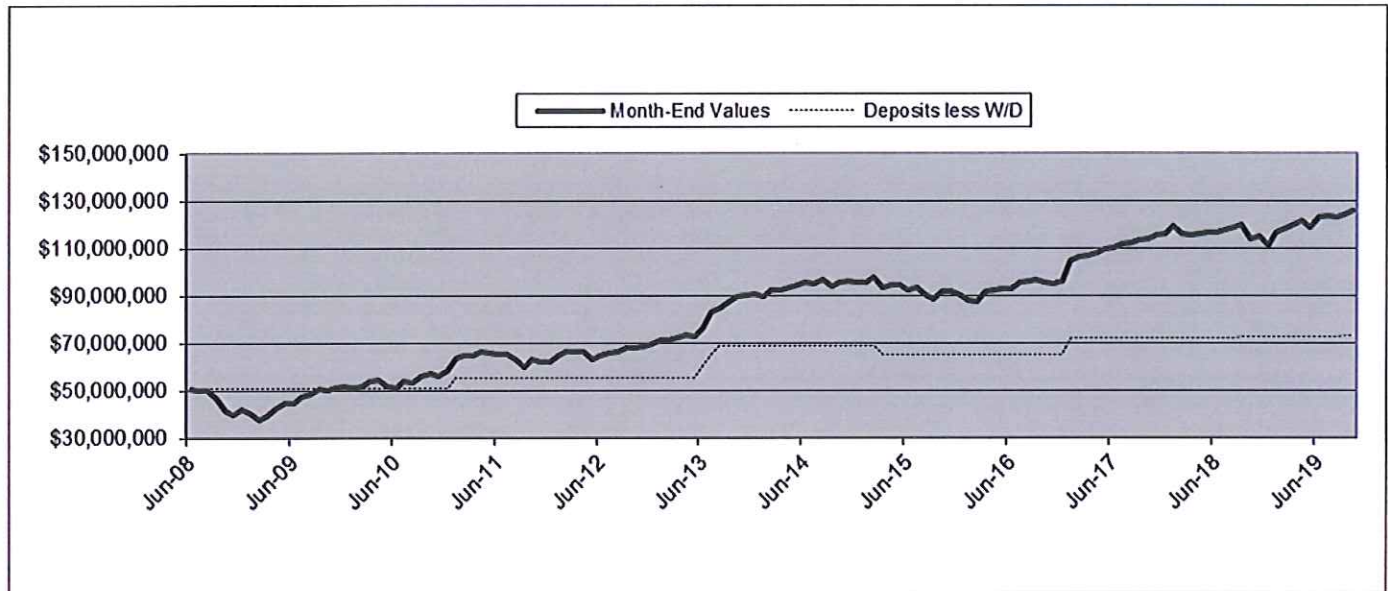
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

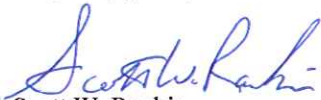
With a fair market value on October 31st of \$125,685,618.86 your portfolio's performance was up 1.34% for the month and up 5.64% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (46.5%) and fixed income funds (53.5%). It was designed to be invested over a long time frame. Total deposits in the amount of \$77,214,430.38 have been received since inception. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>October 2019</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.34%	12.86%	5.64% annualized return
S&P 500	2.17%	23.18%	10.25% (Domestic Stocks)
MSCI EAFE	3.59%	16.86%	2.82% (International stocks)
Barclays Aggregate	0.30%	8.86%	4.21% (Domestic Bonds)
Barclays Global	0.67%	7.01%	2.90% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President



Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
June-14	\$ 8,389,913	\$ 68,799,724	\$ 95,689,395
June-15	\$ (4,000,000)	\$ 64,799,724	\$ 92,222,506
June-16	\$ -	\$ 64,799,724	\$ 92,851,363
June-17	\$ 6,876,878	\$ 71,676,602	\$ 110,063,884
June-18	\$ -	\$ 71,676,602	\$ 116,478,409
June-19	\$ -	\$ 72,729,695	\$ 123,157,480
July-19	\$ -	\$ 72,729,695	\$ 123,449,353
August-19	\$ -	\$ 72,729,695	\$ 123,206,435
September-19	\$ 484,735	\$ 73,214,430	\$ 124,020,036
October-19	\$ -	\$ 73,214,430	\$ 125,685,619
	<b>\$ 73,214,430</b>		

**TO:** Board of Trustees

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

**RE:** Reports from Administration and Governance Groups

**ACTION:** None

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Reports by the following individuals 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



**DATE:** December 3, 2019  
**TO:** Members of the Board of Trustees  
**FROM:** Chancellor Kathleen F. Burke, Ed.D.  
**SUBJECT:** District Services Report for December 16, 2019

### Orange Coast College Housing Tour



On November 20, I had the pleasure of joining colleagues across the region for a hard hat tour of the developing student housing complex at Orange Coast College (OCC). Attendees learned about the 823-bed project that will provide OCC students with an on-campus attainable housing option. We learned, in depth, about the steps that the Coast Community College District took to make student housing a reality at their largest community college. We also learned about the programmatic details that will ensure that students experience on-campus housing in a safe and productive learning environment.

The project is expected to open during the summer of 2020. Residency will be prioritized for OCC students, then OCC staff. If vacancies occur, housing could be opened to other college student in Orange County from both two and four-year institutions.

### Orange County Business Council – Turning Red Tape into Red Carpet Awards



The Orange County Business Council hosted their annual “Turning Red Tape into Red Carpet” awards ceremony on November 20, where they recognized public organizations for programs that cut through the red tape and open doors for business growth and success. Since the award’s inception, this awards ceremony serves as an avenue to acknowledge the good work local government can do to shape the future of Orange County. Both Irvine Valley College and Saddleback College entered nominations for award considerations. Irvine Valley College’s “Battery Storage Energy Management System” was nominated in the

Sustainable and Green Development category and Saddleback College submitted a nomination for their “Customized Training Program” that enhances economic and workforce development regionally, while fostering partnerships with the business community. The South Orange County Community College District was the only community college institution recognized that evening.



## CCLC Annual Conference

From November 21- 23, 2019, I was pleased to attend the Community College League of California (CCLC) Annual Convention in Riverside, CA. I joined over 600 attendees at the convention, which included CEOs, faculty, staff, and administrators from various community colleges across the state. During the convention, attendees had the opportunity to learn from each other and share ideas about how to achieve success for community college students. I was pleased to see several faculty and staff from both colleges engaging in all of the professional development sessions, seminars, and workshops.

## Giving Tuesday



For the second year in a row, the District participated in Giving Tuesday— an international day of giving recognized on the Tuesday after Thanksgiving, following Black Friday and Cyber Monday. The goal of Giving Tuesday is to kick off the season of charitable giving through awareness about causes and organizations supported by individuals across the globe. District employees shared their acts of giving this holiday season and also promoted the opportunities to donate to the Irvine Valley College Foundation as well as the Saddleback College Foundation. District Services will also participate in the Adopt-a-Family program this season with collective donations to a local family in need.

## District Services Manager/Administrator of the Year



The District Administrators/Managers meeting was held on Friday, December 6 where the annual District Services Administrator/Manager of the Year is announced. This year, we had a unique opportunity to recognize two outstanding managers who have both contributed a great deal to a healthy work environment and strong level of productivity in their perspective district departments. Priya Jerome, Executive Director of Procurement, Central Services and Risk Management and Herb Richter, Workday HCM/Finance Resource Planning Program Manager, were nominated by their peers to be

named with the notable 2019 award. Priya and Herb were honored with an award and certificate during the last meeting. An official press release and email announcement was distributed to all faculty and staff throughout the District.

## State Legislative Update

The Legislative Session will resume on January 6, 2020.





**TO:** Kathleen F. Burke, Chancellor, and Members of the Board of Trustees

**FROM:** Cindy Vyskocil, EdD, Acting President

**DATE:** December 5, 2019

**SUBJECT:** **President's Report for the December 16, 2019 Board of Trustees Meeting**

## ***Student Highlights***

### **Speech and Debate Team Celebrated Multiple Victories in October**



The Speech and Debate Team competed in several tournaments during the month of October and brought home awards from all of them. On October 4, they competed in the Mills Speech Invitational at Palomar College in both impromptu and persuasive speaking. Seven of the eight students in attendance advanced to the final rounds and received trophies. Most notably, student Tina Tang beat out 23 opponents to take first place in persuasive speaking. Together they received

the overall first-place sweepstakes award at the tournament for having achieved more awards than any other team in the competition.

On October 19-20, the team also attended the Crossman Speech Invitational at El Camino College and on October 27, they attended the Watson-Lancer Tournament at Pasadena City College. They brought home 10 more awards from both competitions including the third-place community college sweepstakes award at the Crossman Speech Invitational.

In addition, on October 5, the team hosted the 2019 Irvine Valley College (IVC) Fall Classic. This elementary, middle, and high school tournament had over 200 students in attendance. Students competed in two different styles of debate while the Speech and Debate Team and fellow communication students judged the debate rounds and provided valuable feedback. This was an exceptional opportunity to showcase the school and the forensics program to the elementary, middle, and high school students.

### **Alumna Accounting Student Earns Her CPA License**

Alumna student, Nanako Imaizumi, recently passed her Certified Public Accountant (CPA) exam on her first attempt; an impressive feat as it generally takes several attempts for most people. Imaizumi began taking accounting courses at IVC after graduating from the University of California, Irvine (UCI) with a degree in anthropology. From there, she was introduced to the fundamental concepts in financial and managerial accounting which solidified her decision to become a CPA. Imaizumi acknowledges that she would not have been able to pass the CPA exam on the first try had it not been for the help and guidance of her IVC professors, "I can confidently say I would not have passed this exam on my first try without the help from all my professors and accounting classes at IVC, who have made my accounting journey a smooth and enjoyable ride. The accounting classes I've taken at Irvine Valley College have not only helped

me in understanding my work, but also helped me move further up in my career, getting me closer to my goal."

### **8<sup>th</sup> Annual Student Research Symposium Held at Irvine Valley College**

On November 2, students in the IVC and Saddleback Honors Programs, along with ASIVC hosted the 8<sup>th</sup> Annual Student Research Symposium. Eighty students from both colleges shared poster or oral presentations of their faculty-mentored research in a range of disciplines including anthropology, biology and health sciences, computer science, education, film studies, literature, math, physics, political science, psychology, and sociology. Keynote addresses were delivered by Saddleback history professor, Bill Billingsley, who spoke on "The John Birch Society in Orange County, California, 1960-1966," and by Saddleback dance professor, Deidre Cavazzi, who spoke on "From Quantum Physics to Mycorrhizal Networks: Creating Multimedia Art Productions in Collaboration with Researchers." Fourteen students won awards for their research projects in the categories of Outstanding Abstract Awards and Outstanding Poster Awards. Abstract Awards went to Tania Solano Cervantes, Emily Crowl, Charles Foster, Antonio Maquiling, Soren Rasmussen, Behnaz Dadgar, Bavan Aamani, Nab Zamani, Annika Sial, and Elisabeth Tracy. Poster Awards went to Jaehyuk Im and Ye Eun Park (1<sup>st</sup> Place); Alexander Hakim (2<sup>nd</sup> Place); and Paulina Pizano (3<sup>rd</sup> Place). Honorable mentions for the Poster Awards went to Angela Siyeon Choe, Jiwon Wu, and Eunjin Yoo.

Student, Alexander Hakim, enjoyed the symposium and appreciated the experience he gained from presenting his ideas to the judges. In his own words, "Attending this conference helped me realize how much time other students are committing to research, in and out of the classroom, and having this inviting and constructive meeting place was the best setting to display this work. Presenting my poster to judges over a dozen times and learning from their attentiveness and feedback was great way to improve. This was the first symposium I have attended, and I could not have asked for a better way to prepare for future conferences."

Congratulations to all winners, presenters, and faculty mentors!



### **Model United Nations Attends National Model United Nations Conference in Washington D.C.**

Students from the Model United Nations (MUN) program traveled to Washington D.C. from November 8-10 to attend the nationally competitive Model United Nations conference (NMUN). The team, who represented Niger and Bosnia and Herzegovina, won Outstanding Delegation, Distinguished Delegation, and six position paper awards.

While in the capital, the students also had meetings with the staff of Representative Katie Porter, Senator Dianne Feinstein, and Senator Kamala Harris. They engaged in dialogues with the congressional staffers about their experiences at IVC and how the federal government can help students bridge equity gaps by advancing college affordability and supporting experiential learning programs like MUN in California community colleges and nationwide.

At the conference, students simulated the workings of the actual U.N. by advocating and negotiating for interests of their country in committee meetings. Additionally, by engaging with students from different countries, MUN student delegates worked across cultural and linguistic differences, experiencing a multicultural learning opportunity like no other. According to student Tomas Castro, "The NMUN DC

Conference was absolutely formative for me. Putting into practice what I had learned about foreign policy in the classroom brought to life the issues my generation faces today, and resolving them through constructive diplomatic efforts gave me hope that solutions to them can indeed be found. After making so many friends at the conference itself, I found it difficult to say goodbye."

### ***Student Life***

#### **Equity Inclusion Center to Feature a Mural Created by Student Artist, Ziyah Jordan**

The Office of Student Equity, through conversations and dialogue with students visiting the Student Activities Center, learned there was significant interest in having student art displayed on and around campus. The opportunity to contribute to a mural in the new Equity & Inclusion Center, is an ideal way to display student work with imagery that is representative of the the diversity on campus. It will be on an unobstructed wall giving students a chance to take pictures with and of the mural. Student and current employee at the Student Activities Center, Ziyah Jordan, has been selected for this student art project. As the creative artist for Student Equity, she has created artwork for various multicultural events hosted by the department and Pride Scholars. Her goal for the art project will be to utilize diverse people, icons, and images inside the iconic "IVC" letters, with the hope that all groups will feel represented.

#### **International Day 2019 Celebrated on Campus**



On November 19, the International Student Program and International Club hosted International Day 2019. The event was part of International Education Week which was celebrated throughout the United States during the week of November 18-22. International Education Week is sponsored by the US Department of Education and US Department of State to highlight the benefits of international programs on campuses across the country. International students set up tables for attendees to learn about their home countries. Attendees played games, created art pieces, had their names written in different languages, learned about different cultures, history and more. Attendees also enjoyed a performance by the Korean Classical Music and Dance Company and a sampling of some food from around the world!

### ***Student Services***

#### **VP for Student Services, Dr. Linda Fontanilla, Speaks to Daughters of the American Revolution**

On November 11, Dr. Linda Fontanilla was invited by the Daughters of the American Revolution (DAR) to be the keynote speaker at the Veterans Day Observance hosted by the El Toro Memorial Park and members of the Daughters of the American Revolution. The invitation was extended by Professor June McLaughlin, IVC faculty member and President of the Academic Senate, who belongs to the DAR Mission Viejo Chapter. Dr. Fontanilla recalled her time as a veteran during the Vietnam Era where she served her duty at Travis, Air Force Base as an Air Traffic Controller. She told the story about leaving the USAF after her honorable discharge to become an Air Traffic Controller with the Federal Aviation Administration. She shared how veterans can transition into the workplace and to go far in achieving their educational endeavors. Dr. Fontanilla described her desire to later work in post-secondary education where she strives to help all students, but particularly underrepresented students, obtain their college degrees.

### ***Around Campus***

#### **Library Workshops Increase in the Fall Semester**

With the addition of a full-time librarian, the library has been able to respond to a significant increase in faculty and student demand for information literacy workshops. The number of library workshops offered was increased by 42.5% between Fall 2018 and Fall 2019, with 57 workshops scheduled at varying times and dates (including nights and weekends) to accommodate more students' schedules. Additionally, the library scheduled 52 customized research orientation sessions based on faculty requests. So far this semester, the librarians have provided classroom instruction to 1,502 students and are still counting! Great work!

### ***Athletics Update***

#### **Men's Basketball Team Wins 25<sup>th</sup> Annual San Juan Hills Toyota Classics Championship Game**

The men's basketball team beat Cerritos College 63-59 in the final game of the 25<sup>th</sup> Annual San Juan Hills Toyota Classics on November 15. The team improved their record to 4-0 for the first time since the 2013-14 season. Sophomore forward, Austin Carter, was named most valuable player of the tournament after finishing with 12 points and 8 rebounds. Freshman guard, JT Robinson, and sophomore wing, Christian Louis, were both named all-tournament after scoring ending the game with 9 and 13 points respectively. The team shot 42.6 percent overall in their win against Cerritos.

#### **Women's Volleyball Team Clinches Orange Empire Conference Title**

On November 4, the women's volleyball team clinched their third Orange Empire Conference title in a row after defeating Orange Coast College 25-15, 26-24, and 25-18. The team is ranked No. 1 in the state and finished out their regular season with a record of 23-0 and a record of 16-0 in the Orange Empire conference. They have not lost a game during the regular season since November of 2018. To top it off, they are all amazing academic scholars who have found as much success in the classroom as they have on the court. "And they are just getting better and better," Coach Tom Pestolesi says. "They are such a special group of kids. I couldn't ask for much more from them." Congratulations to the entire team. Go Lasers!

Respectfully Submitted,



Cindy Vyskocil  
Acting President





# SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

TO: Members of the Board of Trustees  
Chancellor Kathleen F. Burke, Ed.D.

FROM: Dr. Elliot Stern, President

SUBJECT: Report for December 16, 2019 Board of Trustees Meeting

## **Seventy New Trees Planted Throughout Campus in Beautification Effort**

Over 100 student volunteers, supported by our faculty and staff, planted 70 trees on campus on Friday, November 22, mostly on the quad. The design and student project originated with our own Architecture Professor, Blake Stephens. The project was brought to and approved by our newly re-energized Beautification Committee and Consultation Council before being implemented less than two months later. It is a testament to collaboration and nimble responsiveness.

This project is the first phase of a more comprehensive quad renovation. Some of the walkways will be demolished and replaced over the summer, once the quad plan is finalized. It is possible that a few trees will need to be transplanted at that time; but we thought it important to get the trees in before rainy season and to demonstrate that our college is capable of taking first steps even before our final journey has been mapped.

I want to thank the following individuals for their substantial contributions to this planting project:

### Faculty

Blake Stephens  
Ari Grayson  
Alannah Rosenberg  
Mercedes Evans  
Emily Quinlan

### Managers

Jim Rogers  
Michael James  
Chris Hargraves

### Groundskeepers

Luis Silva  
Rafael Granados  
Emerson Abbott

### Irrigation

Dennis Mastrangelo

Thank you, most of all, to our student volunteers, who spent a beautiful Friday digging through hard soil to contribute to the beautification of this campus--where we all belong and which belongs to us.

#### **Plans for Newly-Acquired Land at College Drive Entrance**

The Church of Latter Day Saints property adjacent to the College Drive entrance was recently transferred to the District as the purchase, payment, and permitting of the land was completed. On Saturday, December 7, our landscape and maintenance crews cut the grass and removed the weeds and debris from the area in an effort to make it a more visually-appealing space, and following that, the area will be included into the grounds maintenance schedule.

The College Beautification/Sustainability Committee is currently reviewing conceptual plans for the area that would ensure the College has a grand entrance. Additionally, the College is planning landscape improvements and is in the process of procuring design services in order to develop an integrated landscape plan inclusive of the College Drive entrance to the campus.

#### **Speech and Debate Team Captures First Place Finish at Tournament**

The Saddleback Speech and Debate team returned from the Ray Dahlin 2019 Invitational Competition at Palomar College with numerous awards. Saddleback placed first overall in the Open Division! Several four-year universities and colleges competed at the highest level. The results:

In Open Persuasive, Bailey Helmick took 1st place and Christina Galindo took 4th overall and Top Novice.

In Open Prose, Rebecca Armeda was 5th and Top Novice.

In Open Dramatic Interpretation, Alexis Kerr was 1st and Top Novice.

In Open POI, Lexi Ginn was 2nd and Top Novice.

In Open Impromptu, Kate Cohee was 2nd and Josh Teincuff was 3rd.

In Open Extemporaneous: Kate Cohee was 2nd and Josh Teincuff was 5th.

Congratulations to Saddleback Speech and Debate students and coaches Lucas Ochoa, Larry Radden and Raffaella Baker.

#### **Chemistry Department Gets New State-of-the-Art Technology**

The chemistry department has acquired a new, fully automated (robotic) Agilent Gas Chromatograph. The industry-standard equipment is used to analyze the composition of organic mixtures, allowing students to run their own samples for compounds they have synthesized in the organic laboratory. Students are excited to use the equipment, technology that is rarely seen in lower-division organic chemistry courses, even at four-year universities. The equipment was funded through the college's College Resource Committee process.

#### **Cosmetology Students Named Finalists in Annual Event**

Two Saddleback Cosmetology students placed in the top 10 at the annual Super Cuts Sunday Event held on November 17. Students from Los Angeles, Orange, and Riverside Counties competed in the "Great Gatsby 20's Revival"-themed contest. Congratulations to Lizabeth Ochoa, who placed fifth, winning a trophy, styling tool, and monetary award, and Maria Gayton, who was named a finalist in the Top 10 and received a professional product gift bag.

### **Delegation of Chinese Educators Visits Saddleback College for Customized Training Program**

On November 25 and 26 the Economic and Workforce Development and Business Sciences Division, through its contract education program, hosted a delegation of Chinese educators from the Guang'xi Education Bureau.

MGC International, representing the delegation, contacted Israel Dominguez, Director of Economic and Workforce Development, and requested a customized training program on how we teach and support entrepreneurship, innovation, and business startups among American college and university students. The delegation was interested in learning about programs or systems in American colleges and universities that stimulate student innovation, encourage students to transform their great ideas into profitable and sustainable businesses, and help fund student startups and early stage companies and turn them into high growth companies. The delegation also requested tours of business incubators at colleges or universities that help spur innovation and create student business startups in high growth and technology based industry sectors.

The two-day intensive training included an overview of how economic and industry sector data analytics are used to identify economic viability and potential of business success by industry sector, business type, occupations, and workforce supply. Presentations on innovation and entrepreneurship were provided by Business Professor Scott Fredrickson and Israel Dominguez. Through the support of industry and university partners, the delegation was able to tour the following business incubators; Evonexus in Irvine, University Lab Partners, and UCI's Beall Applied Innovation Center. The event wrapped up with an afternoon panel discussion with representatives from Saddleback College; Scott Fredrickson, adjunct business faculty, David Ochi, and EWD Director, Israel Dominguez. Other panelist includes representatives from the Small Business Administration, Small Business Development Centers, Evonexus, and University Lab Partners.

At the end of the event, the delegation communicated through their interpreter that they were very impressed with the level of detail of the information shared and the state-of-the-art business incubators that support student business startups, inspired by how California Community Colleges support Economic Development, and most appreciative to learn about the numerous key aspects that support a successful Entrepreneurial Ecosystem in Orange County.

Ya Zhou party standing committee Vice President and Professor from the Guilin University of Electronic Technology commented that they would like to create a sister college arrangement with Saddleback College and Liuzhou Vocational & Technical College in China. She felt that the two colleges have very similar "vocational programs" that could be of interest and benefit for both American and Chinese International students. She invited Scott Fredrickson and Israel Dominguez to visit their college in China to further explore this possibility.

Respectfully Submitted,

A handwritten signature in black ink, appearing to be 'ES' or 'Elliot Stern', written in a cursive, fluid style.

Elliot Stern  
President