



Meeting of the Board of Trustees

February 22, 2016

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 it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).)(1 matter)
 - A. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).)(1 matter)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. Police Officers Association (POA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8)
 - A. Lease of Property *by District*: Portion of Saddleback College site: Fowler Property Acquisitions, LLC (formerly MG Promenade Apartments LLC), 28032 Marguerite Parkway, Mission Viejo; *regarding price and terms of payment*. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
 - B. Lease of Property *by District*: Portion of Advanced Technology Park (ATEP) site: Los Angeles Football Club, 15445 Lansdowne Road, Tustin; *regarding price and terms of payment*. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
- 1.6 Conference with Legal Counsel (GC Section 54956.9) (1 case)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2), (e)(1) (1 case)
 - 1. Placeholder

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Trustee Tim Jemal

2.3 Pledge of Allegiance

Led by Trustee David Lang

2.4 Public Comments

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

3.0 REPORTS

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

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

4.0 DISCUSSION ITEMS

4.1 Saddleback College and Irvine Valley College: Board Report Active Shooter Preparations and Training

Representatives from Saddleback College and Irvine Valley College will do a presentation and/or be available to answer questions regarding active shooter preparations and training at both colleges.

5.0 CONSENT CALENDAR ITEMS

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

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of a Regular Meeting held on January 25, 2016.

5.2 Saddleback College: Curriculum Revisions for the 2016-17 Academic Year

Approve the proposed curriculum changes and additions for the 2016-17

academic year at Saddleback College.

- 5.3 **Saddleback College: Revision of Instructional Material Fees in Math Science and Engineering Courses**
Approve the Saddleback College revised Instructional Material Fees in Math Science and Engineering courses for 2016/2017.
- 5.4 **SOCCCD: Saddleback College, Cafeteria Operation Services Agreement, Amendment No. 2, S & B Foods**
Approve Amendment No. 2 Saddleback College Cafeteria Operation Services agreement with S & B Foods for the first one-year extension beginning July 1, 2015 and ending June 30, 2016.
- 5.5 **Saddleback College: Student Out-of-State Travel, 64th National Student Nursing Association Convention (NSNA), March 30, 2016 through April 3, 2016, Orlando, Florida**
Approve the student out-of-state travel for eight students and one faculty advisor to attend the 64th Annual NSNA Convention in Orlando, Florida at a cost not to exceed \$6,764.48 for the time period of March 30, 2016 through April 4, 2016.
- 5.6 **Saddleback College: Student Travel, Study Abroad Program to Southeastern Brazil, June 12, 2016 to June 25, 2016**
Approve the Saddleback College study abroad program: Southeastern Brazil in the summer of 2016 as summarized in directs the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.
- 5.7 **Saddleback College: Study Abroad Program to Santander, Spain, from July 1, 2016 to August 1, 2016**
Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2016 as summarized in EXHIBIT B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in EXHIBIT C.
- 5.8 **Saddleback College: Student out of state travel, Fashion 218: New York Study Tour, New York, NY**
Approve the Saddleback College: Student out of state travel, Fashion 218: New York Study Tour, New York, NY, from June 13, 2016 through June 18, 2016.
- 5.9 **Saddleback College: Student Travel, Study Abroad Program to Ireland, June 26, 2016 to July 17, 2016**
Approve the Saddleback College study abroad program to Ireland, June 26, 2016 to July 17, 2016, as summarized in EXHIBIT A, and authorizes the administration to execute the Education Tour Field Study Travel Contractor Agreement with the Seorianta Ltd T/A Rainta for coordinating all travel

agreements in EXHIBIT C.

- 5.10 **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.
- 5.11 **Irvine Valley College: Model United Nations Program, Out-of-State Travel, National Model United Nations Conference, March 25–31, 2016, New York, NY**
Approve the IVC Model United Nations Program out-of-state conference travel for up to 20 students and two faculty advisors to attend the National Model United Nations – New York Conference from March 25 – 31, 2016.
- 5.12 **Irvine Valley College: Instrumental Music Area – Wind Symphony Out-of-State Travel to the College Band Directors National Association Western/Northwestern Regional Conference at the University of Nevada, Reno, March 15-20, 2016**
Approve the 2016 Out-of-State Travel to the 2016 College Band Directors National Association Western/Northwestern Regional Conference at University of Nevada, Reno, March 15-20, 2016.
- 5.13 **Irvine Valley College: Out-of-State Travel, Phi Theta Kappa Nevada/California Regional Conference, April 1 – 3, 2016, Las Vegas, Nevada**
Approve the out-of-state student travel for up to eight students and two faculty advisors to attend the Phi Theta Kappa Nevada/California Regional Conference from April 1-3, 2016.
- 5.14 **Irvine Valley College: Out-of-State Travel, Phi Theta Kappa 98th International Convention, April 6 – 10, 2016, National Harbor, Maryland**
Approve the out-of-state student travel for up to eight students and two faculty advisors to attend the Phi Theta Kappa 98th International Convention in National Harbor, Maryland, from April 6-10, 2016.
- 5.15 **Saddleback College and Irvine Valley College: Community Education, Summer 2016**
Approve Community Education courses, presenters, and compensation for Summer Session 2016.
- 5.16 **Irvine Valley College: Curriculum Revisions for the 2016-2017 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.17 **SOCCCD: Irvine Valley College and Saddleback College, Amendment No. 1, Digital Catalog Software, Digital Architecture**
Approve Amendment No. 1 with Digital Architecture of Lakeland, FL, for the

first one-year extension beginning November 20, 2015 and ending November 19, 2016, in an amount not to exceed \$25,493 for annual operational fees.

- 5.18 **SOCCCD: Office Supplies Contract, Extension of Agreement, Amendment No. 2, Office Max Solutions**
Approve the agreement with Office Max Solutions for an additional year beginning March 27, 2016 through March 26, 2017.
- 5.19 **SOCCCD: Trustees' Requests for Attending Conferences**
Approve trustees' requests for attending conference(s).
- 5.20 **SOCCCD: Retiree Other Post-Employment Benefits (OPEB) Trust Actuary Report and Recommended Funding**
Accept Nyhart Company's 2016 actuarial report and allocate \$6.4 million for the unfunded liability and \$4.7 million to fund the normal cost for FY 2016-2016.
- 5.21 **SOCCCD: Budget Amendment: Adopt Resolution No. 16-03 to Amend FY 2015-2016 Adopted Budget**
Adopt Resolution No. 16-03 to amend the FY 2015-2016 Adopted Budget.
- 5.22 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the current reporting period ending January 31, 2016
- 5.23 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.24 **SOCCCD: January 2016 Change Orders / Amendments**
Ratify change orders and amendments as listed.
- 5.25 **SOCCCD: December 2015 - January 2016 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: OCSBA Marian Bergeson Award Nomination**
Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to Orange County Department of Education.
- 6.2 **SOCCCD: Board of Governors 2016 Classified Employee of the Year Award**
Endorse nomination for transmittal to the California Community College Chancellor's Office.
- 6.3 **SOCCCD: FY 2018 – 2019 Five Year Construction Plan**
Approve the district's order of priority for the FY 2018 – 2019 Five Year

Construction Plan.

- 6.4 **SOCCCD: Mobile Modular Management Corporation Agreements**
Ratify the contract take over agreement and the lease agreement with Mobile Modular Management Corporation for five mobile modular units to be used for Irvine Valley College instruction, effective January 1, 2016 for a 36 month contract period.
- 6.5 **SOCCCD: District-wide ADA Transition Plan Consultant Services, Cordoba Corporation**
Approve the district-wide ADA Transition Plan Consultant Services agreement with Cordoba Corporation, in the amount of \$616,176.
- 6.6 **SOCCCD: Establishment of Funding Plan for STRS and PERS Rate Increases**
Adopt Resolution No. 16-04 to establish the SOCCCD Pension Rate Stabilization Program Fund and to authorize funding the known liability of \$39.6 million in the SOCCCD Pension Rate Stabilization Program Fund by committing to allocate \$14.5 million in the current fiscal year, \$12.6 million in FY 2016-2017 and the remaining \$12.6 million in FY 2017-2018 for unrestricted general fund positions. These amounts will be used when developing the FY 2016-2017 and FY 2017-2018 SOCCCD budgets.
- 6.7 **SOCCCD: Board Policy Revision: BP-2100 Delegation of Authority to the Chancellor, BP-3200.1 Contracts, BP-3200 Purchasing and Contracts, BP-4006 Medical Examination, Communicable Disease, and Tuberculosis Testing, BP-4007 Health Examinations, BP-4161 Professional Development and Growth, BP-4215 Student Employment, BP-4306 Calendar, Committees, BP-6180 Career and Technical Educational Program Advisory**
Accept for review and study.
- 6.8 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Reduced Workload Program with STRS Retirement, Resignation/Retirement/Conclusion of Employment
- 6.9 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Change a Categorical Funded Position, Reclassification, Reorganization, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.10 **SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**
Approval of one-year contract for employees who have completed one year

as full-time tenure-track faculty members.

6.11 **SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**

Approval of two-year contract for employees who have completed two years as full-time tenure-track faculty members.

6.12 **SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure**

Approval of tenure for full-time faculty members who have completed the four- year tenure-track plan.

7.0 **REPORTS**

7.1 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**

Listing of full-time tenure-track faculty members entering into the second year of a two-year contract previously approved by the Board of Trustees.

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

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

7.3 **SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

7.4 **SOCCCD: Monthly Financial Status Report**

The reports display the adopted budget, revised budget and transactions through January 31, 2016.

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

Status of current construction projects.

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

Report from period ending January 31, 2016.

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: Gary L. Poertner, Chancellor

RE: Saddleback College and Irvine Valley College: Board Report
Active Shooter Preparations and Training

ACTION: Discussion/Information

BACKGROUND

At the November 16, 2015 board meeting, Trustee Terri Whitt requested a report regarding active shooter preparations and training at Saddleback College and Irvine Valley College.

STATUS

Saddleback College and Irvine Valley College prepared written reports on active shooter preparations and training at Saddleback College and Irvine Valley College. These reports are presented in Exhibits A and B. In addition, representatives from Saddleback College and Irvine Valley College will do a presentation and/or be available to answer questions regarding active shooter preparations and training at the colleges.



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

POLICE DEPARTMENT, 949 582-4585 Fax 949 582-4925
Service Honor Duty



One of the most dangerous incidents that could occur on any campus is an active shooter or mass casualty event. This presentation will show what we currently have in place, what we are doing to prevent an incident, and what type of training we are providing the college community to deal with an active shooter/mass casualty incident.

I. Infrastructure

If an active shooter incident were to happen, the best and quickest way to minimize the violence is to neutralize the threat as quickly as possible. This is the quickest way to save lives.

- Officers are trained on properly responding to threats and to stop the violence.
- Officers are equipped with the most updated protection, equipment, and technology.
- Patrol vehicles have been updated with radio communications and soon will have onboard computers.
- Quick communicate with OC Sheriff's Department or OC Fire Authority.

An important component assisting the officer is the trained dispatcher. Working in a modernized dispatch center, the dispatcher has immediate access to criminal data bases and also has instant communication with OCSD and OCFA. The dispatchers are the eyes and ears for the officer. In the dispatch center are video monitors which allow dispatchers to quickly check large areas and provide valuable intelligence to the responding officers.

The three-picture slide shows an officer engaging the suspect shooter during a training scenario. The suspect runs around the corner, out of sight of the officer. As the officer advances on the suspect, he is given information by the dispatcher. She can see the suspect, from another camera feed, changing his clothes and concealing his handgun in his waistband. The suspect is walking back pretending to be a victim and the officer can prepare and neutralize the shooter before the shooter can execute his plan, catching him by surprise.

The building security is an integral part of the overall safety plan for the college. Saddleback College has established a college-wide standard of implementing access control with integration of the safety cameras. Access control is incorporated in all new building construction and remodel projects. Existing buildings will also be retrofitted with this standard. This will provide the ability for immediate campus-wide lockdown of all doors remotely.

II. Prevention

The National Threat Assessment Center considers identifying concerning behaviors, encourage reporting, and identify appropriate interventions as important mitigation strategies for targeted violence incidents. Saddleback College has undertaken several programs to achieve these strategies.

- Referrals for student discipline and/or support is being captured and tracked with the use of the “Advocate” report system. This dual system of addressing disciplinary issues and student support (CARE support) is made available to faculty, staff, and students.
- The Crisis Intervention Team (CIT) is used to provide support for the college community and perform threat assessments. This multi-disciplinary team identifies behavior concerns and provides intervention solutions for the subject.
- The Student Health Center is an integral part of the prevention program. They are actively involved and provide the needed resources for assessment and intervention.
- An intervention solution is the Kognito “At Risk for Students” program. This interactive avatar program assists students with recognizing their own need for counseling service and they learn where to go for help if the problem is larger than they can handle.
- An anonymous reporting option is the “Silent Witness” report available on the College Police webpage. This allows anybody to report any incident with confidentiality.

Orange County’s largest threat assessment resource is the Orange County Intelligence Assessment Center (OCIAC). Thirteen local, state, and federal agencies combine to make up this task force. Two Saddleback Police officers participate as Terrorism Liaison Officers (TLO) and interact with OCIAC for sharing of information. Threat awareness information is for terrorism cases and for any threat to governmental agencies or to the public. As a part of the Department of Homeland Security, information is gathered and shared from across the country through OCIAC.

III. On-Going Training and Materials

Training is a never-ending task. It is part of the cycle of planning, preparing, and practicing. For the last two years, Saddleback College Police Department has been training with the Orange County Sheriff’s Department for various emergency situations.

- We have conducted an active shooter exercise with OCSD and OC Fire Authority in the Student Services Center (SSC) utilizing student actors with make-up simulating injuries. (2014)
- Another active shooter exercise was conducted at the Mission Viejo Mall with OCSD and OCFA using Sheriff’s Reserve personnel acting as shoppers. (2015)
- We trained on providing force protection for OC Fire personnel as they move into “warm zones” to set up a “Casualty Collection Point”, to provide closer and quicker triage capabilities.

This training has provided Saddleback College Police Officers with the ability to integrate with OCSD and OC Fire personnel during an active shooter exercises utilizing communication, search techniques, and common tactics.

For active shooter incidents quick response times by OCSD will be critical. Familiarity of the campus translates to quicker response times for Sheriff's personnel and more efficient integration with Saddleback College Police personnel.

- There has been an increase in training for OCSD on the Saddleback campus to include K-9 training, Hazardous Device Squad, SWAT, and large-scale training for Mobile Field Force.
- OCSD will be increasing training at Saddleback College for the next five years. The training will include Saddleback Officers training alongside Sheriff's personnel.
- OCSD has included some of our officers at a local indoor laser training center for active shooter incidents.
- We have been attending briefings at both Sheriff's patrol stations. Maps, terrain features, and high density areas were explained to the patrol deputies and sergeants. This will be repeated periodically throughout the year.

Saddleback College developed a series of safety videos to provide pertinent information on a variety of safety and emergency topics. As it pertains to active shooter topics, videos include Distress Indicators, Threatening Students (for faculty and staff), Active Shooter, and Resources on Campus. Each video was created to be short in duration to keep the attention of the viewer but provides valuable information on each topic. The videos are readily available on the Saddleback Police website (<http://www.saddleback.edu/police/svi>) and will become mandatory for all District employees to view.

In addition to the safety videos, emergency guide folders were distributed to faculty and staff. The folders contain emergency preparedness information, reference phone numbers and links, assisting students in crisis, and recognizing behaviors.

The College Emergency Response Team (CERT) is currently undergoing changes with an increase in recruitment and training planned for the upcoming year. Another three-day basic training class is scheduled with quarterly training classes. We are encouraging staff and faculty to participate since they are subject matter experts in both the physical makeup of the campus and can provide best practices for a quicker recovery of the college.

Campus Police will be regularly attending the various senate meetings to provide information on safety issues and to seek input from governance groups so the entire college community can move forward and prepare as a team for all emergency issues.

IVC IRVINE VALLEY COLLEGE POLICE DEPARTMENT

5500 IRVINE CENTER DRIVE, IRVINE, CA 92618
OFFICE (949) 451-5200 FAX (949)451-5230

'SERVING THE CAMPUS COMMUNITY'

Specific Request for Report: Active Shooter Preparations and Training at Saddleback College and Irvine Valley College

PowerPoint Bullet Outline

1. Describe training and planning the colleges have done to prepare for the possible occurrence of an active shooter incident. Describe simulation exercises that have been conducted.

Police Department Training

- Active Shooter Response Team Movement Training with IPD SWAT in PAC, Library and Student Services
- Hostage Response and Negotiation Training with IPD, Negotiation Team, SWAT, OCSD Bomb Squad CDC Child hostage simulation
- Active Shooter Response Team Movement, including Door and Wall Breaching Training with IPD in A400
- OCSD Bomb Squad Door Breaching Training in A400 Planning
- Active Shooter Protocol 'Support Plan' to IVC Emergency Operations Plan

2. Has work been done to train employees and students to identify and report an individual who may be a possible threat? What is being planned by campus police and the health center to take a leadership role to help save lives in the event of an incident?

Faculty and Staff Threat Training

- Flex-Week Emergency Preparedness Training
- Implementation of "Advocate"
- We have also developed a Behavioral Intervention Team to identify individuals who may be a danger students, staff and faculty that attend the college.
- Inside IVC training videos, 'Active Shooter Response' and 'Disruptive Students'.

Faculty, Staff and Student Training

- Active Shooter Response classroom and office presentations with 'Run, Hide Fight'.
- Active Shooter Protocol posted under 'Emergency Preparedness' on campus police web site.

South Orange County Community College District

BOARD OF TRUSTEES: Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T.J. Prendergast III, Terri Whitt, James R. Wright
Gary L. Poertner, Chancellor • Glenn R. Roquemore Ph.D., President, Irvine Valley College

An Equal Opportunity Institution

Student Health Center Preparedness

- Student Health Center has developed an 'Emergency Triage' capability for use during any emergency requiring emergency medical treatment
- Student Health Center is developing a Post-Traumatic Stress Disability response protocol

3. What training has been given and planned for faculty, staff, and students? Is the training mandatory?

- Active Shooter Response classroom and office presentations of 'Run, Hide Fight'.
- Six presentations in December of 'active shooter training' in Performing Arts Center with 'Run, Hide, Fight'.
One presentation in February at ATEP
- Inside IVC 'Active Shooter Response' and 'Disruptive Student' training videos.
- Active Shooter Protocol posted under Emergency Preparedness' on campus police web site.

The training has not been mandatory training, but there have been discussions with the Office of Human Resources to add such training during employee orientation; and planning with Student Services to include it during student orientation

4. Are steps being taken to make our classroom Safer?

There are a number of projects moving forward including:

- Installation of Code Blue type emergency phones campus-wide
- installation of an integrated security camera system and electronic door locking system
- Installation of emergency manual door locks in all classrooms and offices,
- Installation of window shades for those rooms with ground floor windows.

We are also developing plans to enhance our Building Marshal and CERT member training to assist with active shooter situations.

South Orange County Community College District

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Gary L. Poertner, Chancellor • Glenn R. Roquemore Ph.D., President, Irvine Valley College



IRVINE VALLEY
COLLEGE



Active Shooter Preparations and Training

Presented by Chief Will Glen



Simulation Exercises:

- Active Shooter Response Team Movement Training with IPD SWAT in PAC, Library and Student Services
- Hostage Response and Negotiation Training with IPD, Negotiation Team, SWAT, OCSD Bomb Squad CDC Child hostage simulation
- Active Shooter Response Team Movement, including Door and Wall Breaching Training with IPD in A400
- OCSD Bomb Squad Door Breaching Training in A400 Planning
- Active Shooter Protocol 'Support Plan' to IVC Emergency Operations Plan



Simulation Exercises (Continued):

- Recognition of behavioral actions of a potential active shooter, and indicators of an active shooter situation have been a primary focus of employee and student training
- This type of training is what will help our students and staff to survive such a scenario



Faculty and Staff Threat Training

- Flex-Week Emergency Preparedness Training
- Implementation of “Advocate”
- We have also developed a Behavioral Intervention Team to identify individuals who may be a danger students, staff and faculty that attend the college
- Inside IVC training videos, ‘Active Shooter Response’ and ‘Disruptive Students’



Faculty, Staff and Student Training

- Active Shooter Response classroom and office presentations with 'Run, Hide Fight'
- Active Shooter Protocol posted under 'Emergency Preparedness' on campus police web site



Student Health Center Preparedness

- Student Health and Wellness Center has developed an 'Emergency Triage' capability for use during any emergency requiring emergency medical treatment
- Student Health Center is developing a Post-Traumatic Stress Disability response protocol



Training That is Currently In-Progress, Available by Web Site and Planned

- Active Shooter Response classroom and office presentations of 'Run, Hide Fight'
- Six presentations in December of 'active shooter training' in Performing Arts Center with 'Run, Hide, Fight'
- One presentation in February at ATEP
- Inside IVC 'Active Shooter Response' and 'Disruptive Student' training videos
- Active Shooter Protocol posted under Emergency Preparedness' on campus police web site



Projects Currently Underway:

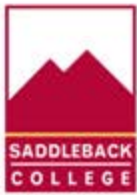
- Installation of Code Blue type emergency phones campus-wide
- Installation of an integrated security camera system electronic door locking system
- Installation of emergency manual door locks in all classrooms and offices
- Installation of window shades for those rooms with ground floor windows.
- Developing plans to enhance our Building Marshal and CERT member training to assist with active shooter situations



IRVINE VALLEY
COLLEGE



Questions?



Board of Trustees Request for Report

Active Shooter Preparations and
Training at Irvine Valley College
and Saddleback College

Chiefs of Police

Will Glen (Irvine Valley College)

Patrick Higa (Saddleback College)

SADDLEBACK

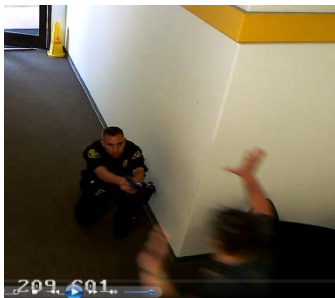
Infrastructure

- Planning
- Preparation
- Practicing

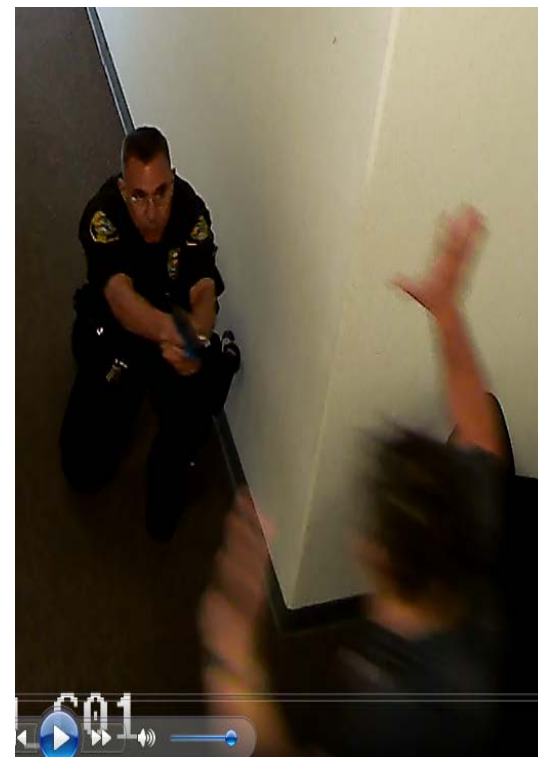
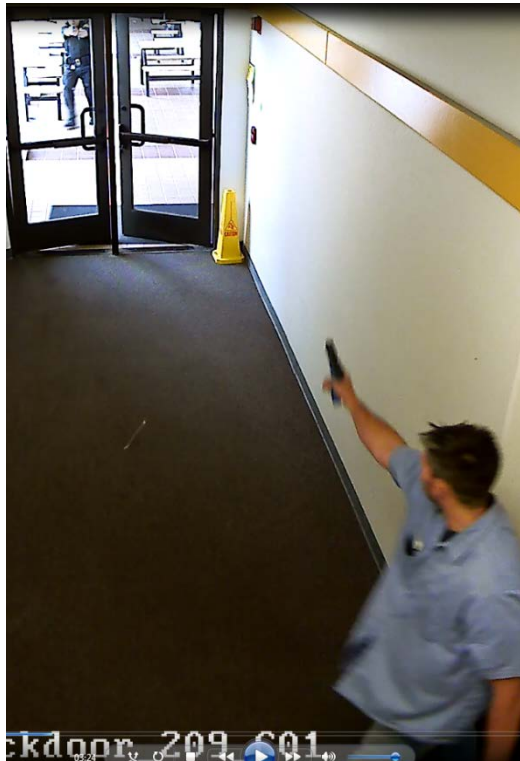


Infrastructure

- Equipped with armor, weapons, & technology
- New patrol vehicles
- Instant communication with Sheriff & Fire
- Modern criminal data access
- Public safety cameras
- Implementing access control standards



Public Safety Cameras



Prevention

- Kognito “At Risk” training
- Crisis Intervention Team (CIT)
- “Advocate” online reporting and tracking system
- “Silent Witness” reporting link
- Orange County Intelligence Assessment Center (OCIAAC), Department of Homeland Security.
- Terrorism Liaison Officer (TLO) awareness
- Staff trained to “speak up” about concerns



On-Going Training & Materials

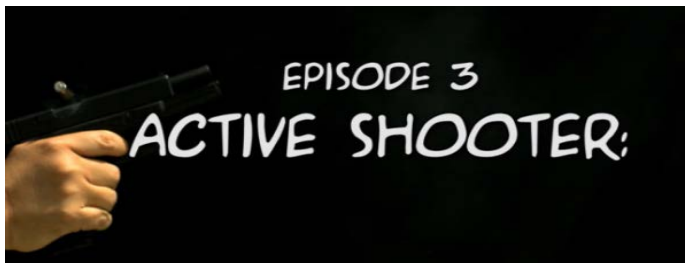
- Active shooter scenarios on campus with Sheriff's & Fire
- Active shooter scenarios at Mission Viejo Mall with Sheriff's & Fire
- "Casualty Collection Point" training with OC Fire
- Attended Sheriff briefings
- 5 year plan with OCSD
- Attending governance group meetings





On-Going Training & Materials (cont'd)

- Safety Videos
- Faculty and Staff Emergency Guide folders
- Table top exercise with Policy Team
- Training in management meetings
- Presentations at staff meetings and orientations

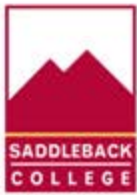


On-Going Training & Materials (cont'd)



- Recruitment and training increase
- Scheduled training and formalized structure.

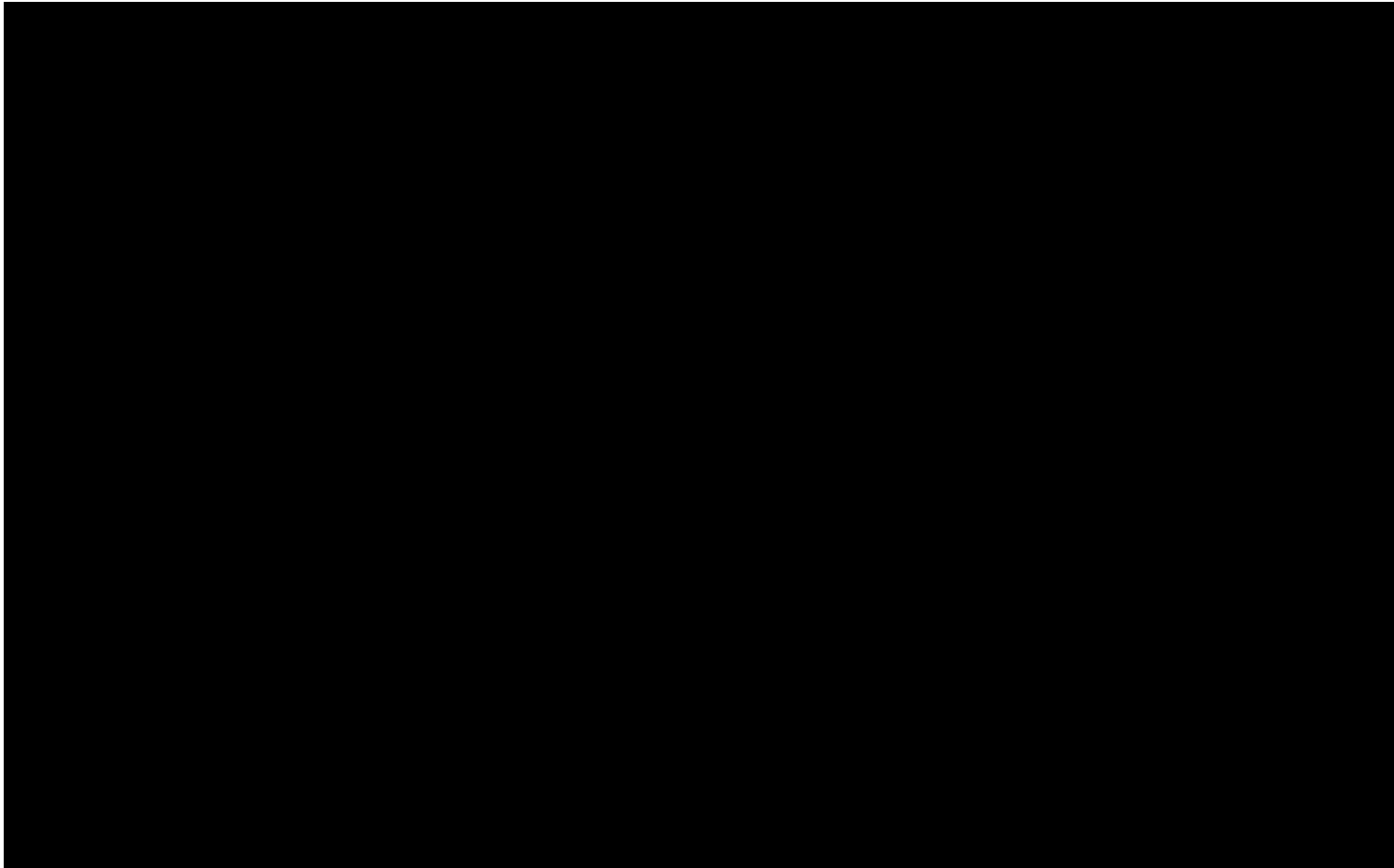




Safety Video #3

Active Shooter

All videos located on Police Website



TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

January 25, 2016 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
January 25, 2016**

PRESENT

Members of the Board of Trustees:

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

Administrative Officers:

Gary Poertner, Chancellor
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Debra Fitzsimons, Vice Chancellor, Business Services
Glenn Roquemore, President Irvine Valley College

CALL TO ORDER: 5:30 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 it to the board's Executive Assistant. These forms are available outside the board room. **Speakers are limited to two minutes each.***

The board heard two public comments regarding CSEA contract negotiations.

RECESS TO CLOSED SESSION FOR DISCUSSION OF THE FOLLOWING:

- 1.3 Public Employee Appointment, Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).)
 - A. Public Employee Appointment, Employment (3 matters)
 - B. Public Employee Discipline, Dismissal, Release (GC Section 54957(b).) (1 matter)
- 1.4 Conference with Labor Negotiators (GC Section 54957.6)
 - A. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
 - B. Police Officers Association (POA)
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (GC Section 54956.9)
 - A. Anticipated Litigation (GC Section 54956.9(d)(2), (e)(1) (1 case)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

On a 7 to 0 vote, the board approved a general leave to a full-time classified employee on a seven hours per week basis to teach 3 units as a part-time faculty member during the Spring 2016 semester. The employee will continue the role of a classified employee 33 hours per week during this time.

On a 7 to 0 vote, the board approved a general leave to a full-time employee on a three hours per week basis for the Spring 2016 semester to perform the duties of a part-time counselor through the end of the Spring 2016 semester. The employee will continue the role of a classified employee 37 hours per week during this time.

2.2 Invocation

Led by Trustee Barbara Jay

2.3 Pledge of Allegiance

Led by Trustee Tim Jemal

2.4 Public Comments

Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit it to the board's

*Executive Assistant. These forms are available outside the board room.
Speakers are limited to up to two minutes each.*

One public comment on behalf of the faculty asking Trustee Jay to run for the trustee seat in Area 3 at the next general election.

3.0 REPORTS

- 3.1 Oral Reports: ***Speakers are limited to up to two minutes each.***
- A. Board Reports
 - B. Chancellor's Report
 - C. College Presidents' Reports (*Written Reports included in Section 8.0*)
 - D. Associated Student Government Reports
 - E. Board Request(s) for Reports

Trustee Prendergast requested to be excused at 7:01 p.m. due to a family emergency.

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.

Trustee Milchiker requested to pull item 5.5 for separate discussion/action.

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

- 5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of a Regular Meeting held on December 14, 2015.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2016-2017 Academic Year**
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **Irvine Valley College: 2016-17 Instructional Material/Lab Fees**
Approve the proposed additional instructional material/lab fees for one new Chemistry course.
- 5.4 **Saddleback College: Community Education, Additional Spring 2016 Classes**

Following Board approval of the Spring 2016 Community Education class offerings at the November 23, 2015 meeting, the college planned some additional classes to include in their Spring 2016 program.

- 5.5 **Saddleback College: Out-of-State Travel Program, National Parks & Monuments, Geology 170 Field Study Course, June 10 to June 19, 2016**
Approve the out-of-state travel to the Grand Canyon National Park, Sunset Crater/Meteor Crater/Petrified Forest, Arizona and Zion National Park, Utah from June 10, 2016 to June 19, 2016, for the field study program in Geology.

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

- 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 **SOCCCD: Academic Year 2016-2017 Non-Resident Tuition Fees for Foreign & Out-Of-State Students**
Adopt a 2016-2017 non-resident tuition fee of \$211 per semester unit based on the "Statewide average cost" option. It is further recommended to increase the capital outlay fee authorized by ECS 76141 to the calculated \$65 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by ECS 76142.
- 5.8 **SOCCCD: Budget Amendment: Adopt Resolution No. 16-02 to Amend FY 2015-2016 Adopted Budget**
Adopt Resolution No. 16-02 to amend the FY 2015-2016 Adopted Budget.
- 5.9 **SOCCCD: Gifts to the District and Foundations**
Accept the donation(s) to the District and/or the Foundations listed as listed.
- 5.10 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the current reporting period ending December 31, 2015.
- 5.11 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.12 **SOCCCD: December 2015 Change Orders / Amendments**
Ratify change orders and amendments as listed.
- 5.13 **SOCCCD: November - December 2015 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Energy Service Public Hearing

Open a public hearing and invite members of the public to present their comments with regard to the Saddleback College Energy Service Contract for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project.

A Public Hearing was held to allow the District to enter into a contract for an energy service contract pursuant to the requirements of California Government Code 4217.

6.2 SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Adopt Resolution No. 16-01, Authorizing Entering into an Energy Service Contract

Adopt Resolution No. 16-01 to authorize entering into an Energy Service Contract for the Saddleback College Fine Art HVAC Upgrades and Interior Renovation project.

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

6.3 SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Award of Energy Service Contract, Solpac Construction, Inc., dba Soltek Pacific Construction Company

Approve the Energy Service agreement for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project, with Solpac Construction, Inc., dba Soltek Pacific Construction Company, in the amount of \$7,317,766.

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

6.4 SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Hire Construction Manager, Bernards

Approve the construction management services agreement with Bernards for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project, for a not to exceed amount of \$245,257.

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

6.5 SOCCCD: Saddleback College, Sciences Building Project, Change Order No.3, C.W. Driver

Approve Board Change Order No.3 for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with the contractor resulting in an increase of \$665,512 in the total

project cost. The revised contract amount is \$55,545,633.

This item was pulled from the agenda and will be presented at the next board meeting.

6.6 SOCCCD: Sciences Building Project, Use of Multiple Award Contracts for Furniture Purchases

Approve the use of the listed CMAS contracts for furniture purchases. Costs associated with the use of these contracts for the Sciences Building project are expected to be no greater than \$600,000.

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

6.7 SOCCCD: Board Policy Revision: BP-4002.1 Authorization for Employment, BP-4000 Authorization for Employment
Accept for discussion and approval.

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

6.8 SOCCCD: CCCT Board of Directors Nominations

Approve possible nomination(s) for transmittal to the CCCT office.

Trustee Prendergast was nominated to serve on the CCCT Board of Directors.

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

6.9 SOCCCD: Academic Personnel Actions – Regular Items

Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Revision to Qualifications of Academic Administrative Position, Correction to Extension of Administrator Temporary Assignment, Title Change of Full-Time, Academic Faculty Position, Reduced Workload Program with STRS Retirement.

Trustee Lang abstained from voting on Exhibit A, page 2 of 11, Item A. 3. Academic Temporary Part-time/Substitute Staff – Edward Benoe, due to a conflict of interest.

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

6.10 SOCCCD: Classified Personnel Actions – Regular Items

Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Revise Salary Placement, Reorganization,

Change of Status, Temporary Increase in Hours, Out of Class Assignments, Resignations/Retirement/Conclusion of Employment, Volunteers.

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

- 6.11 **SOCCCD: 2016-2017 Bonded Sabbatical Recommendations**
Approve Faculty Sabbatical Leaves for the 2016-2017 Academic Year as Recommended by the SOCCCD District-wide Sabbatical Committee.

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

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: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.3 **SOCCCD: Monthly Financial Status Report**
The reports display the adopted budget, revised budget and transactions through December 31, 2015.
- 7.4 **SOCCCD: Quarterly Financial Status Report**
Report for the period ending December 31, 2015 for FY 2015-2016.
- 7.5 **SOCCCD: Facilities Plan Status Report -**
Status of current construction projects.
- 7.6 **SOCCCD: Retiree (OPEB) Trust Fund**
Report for the periods ending November 30, 2015 and December 31, 2015.

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.**

The meeting was adjourned at 7:45 p.m. in memory of founding student services administrator, counselor and member of Saddleback's Foundation Board of Governors, Jack Swartzbaugh.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Curriculum Revisions for the 2016-17 Academic Year

ACTION: Approval

BACKGROUND

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

STATUS

Saddleback College proposes revisions to the curriculum of the College. Exhibit A includes revisions for Certificates and Degrees. Exhibit B includes revisions to courses for academic year 2016-17. The revisions to the curriculum are recommended by the Curriculum Committee and include collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Sections 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the proposed curriculum changes and additions for the 2016-17 academic year at Saddleback College as listed in Exhibits A and B.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

Current

Environmental Studies Associate Degree
Program

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 provide the transfer student the opportunity to achieve an Associate degree.~~ 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.

Course ID	Title	Units
ENV 1	Introduction to Environmental Studies	3
ENV 18	Introduction to Ecology	4
	Select from Restricted Electives	13
Total		20

Restricted Electives:

ENV 6*	Scarcity and Environment	3
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	4
ENV 25	Environmental Hazards to Health	3
ENV 30	Alternative Energy Technologies	3
ENV 37	Environmental Ethics	3
ENV 40	Environmental Law and Policy	3
ENV 105*	Environmental Studies Internship	2
CWE 180*	Cooperative Work Experience: Environmental Studies	1-2
ENV 106	Natural Resource Conservation	3
ENV 123/ HORT 123	Water and Soil Conservation	3
GEOG/GIS 110*	Introduction to Geographic Information Systems (GIS)	2

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

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

Suggested coursework not required for the major: ~~ANTH 2; ARCH 12; BIO 3A*, 3B*; CHEM 1A*, 1B*; CIM 1; CS 1A, 1B* or higher programming course; GEOG 1; GEOL 1; HORT 166; PHYS 2A*, 2B*.~~

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

Revised

Environmental Studies Associate Degree Program

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.

Restricted Electives:

ENV 6*	Scarcity and Environment	3
ENV 16	Environmental Disasters	3
ENV 23/GEOL 23	Environmental Geology	4
ENV 24	Natural History of California	4
ENV 25	Environmental Hazards to Health	3
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 140	Water Quality and Monitoring	3
ENV 141	Water Resources and Management	4
CWE 180*	Cooperative Work Experience: Environmental Studies	1-2
GEOG/GIS 110*	Introduction to Geographic Information Systems (GIS)	2

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

Associate Degree

Associate in Arts Degree

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

General Education Requirements for Associate Degrees

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

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*	Principles of Composition I Honors	4
ENG 1B*	Principles of Composition II	3
or		
ENG 1BH*	Principles of Composition II Honors	3
MATH 10*	Introduction to Statistics	3
	Select from Restricted Electives	9-12
Total		30-33 units

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

Current

**Rapid-Digital Manufacturing
Certificate and Degree Program**

Rapid-Digital Manufacturing addresses the competencies required by technical, engineering, and management professionals working in industry where products are designed and developed, with specific emphasis on ~~mechanical/manufacturing, art/animation, medical imagery, geographic information systems, and architecture.~~

The program is designed to develop a solid educational foundation for graduates to work closely with engineers, designers, and professionals in multiple industries, using additive processes for product development, 3D visualization, art, entertainment, architecture, medical modeling, ~~and geographic information systems.~~

Program Student Learning Outcomes:

Students who complete this program will be able to:

- Communicate designs in at least one of the languages of mechanical drafting used in manufacturing design: AutoCAD and/or Solidworks.
- Use machines commonly found in manufacturing and in rapid prototyping.
- Demonstrate a working knowledge of model making, mold making, and casting processes used in manufacturing.

Course ID	Title	Units
CIM 221	Managing Projects with Microsoft Project	3
DR 51*/ARCH 51*	Computer-Aided Drafting	3
DR 152*/ARCH 152*	Advanced Computer-Aided Design	3
MFG 200*	Introduction to Rapid Prototyping Technology	3
MFG 201*	Advanced CAD Model Making and Tooling	2
MFG 202*	Industrial Materials	2
MFG 203	Introduction to Manufacturing Processes	2
MFG 204*	3D Computer-Aided Design - Solidworks	3
MFG 205	Silicone and Urethane Mold Making	3
MFG 206	Resin and Foam Casting	3
Total Units for the Certificate		27

*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.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

Revised

**Advanced Manufacturing
Certificate and Degree Program**

Advanced Manufacturing addresses the competencies required by technical, engineering, and management professionals working in industry where products are designed and developed, with specific emphasis on manufacturing **and model making, using Additive and Subtractive Manufacturing.**

The program is designed to develop a solid educational foundation for graduates to work closely with engineers, designers, and professionals in multiple industries, using additive processes for product development, 3D visualization, art, entertainment, architecture, **and** medical modeling. **Automotive, aerospace, defense, medical devices, and green technology are the primary industries within the advanced manufacturing sector. Classroom work in project design is combined with learning laboratory experience utilizing project-based learning. Students will gain valuable hands-on experience using some of the most advanced equipment available. This is a high unit major and students may not be able to complete the associate degree within two years.**

Program Student Learning Outcomes:

Students who complete this program will be able to:

- **Communicate designs in at least one of the languages of mechanical drafting used in manufacturing design: AutoCAD, Solidworks, or Mastercam.**
- **Demonstrate use of machines commonly found in manufacturing and in rapid prototyping.**
- **Demonstrate a working knowledge by hands on problem solving of model making, mold making, and casting processes used in manufacturing.**

Course ID	Title	Units
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Required Core

DR 50*/ARCH 50*	Introduction to Computer Aided Drafting	3
DR 152*/ARCH 152*	Advanced Computer-Aided Design	3
MFG 204*	3D Computer Aided Design - Solidworks	3
or		
DR 200*	3D Parametric Modeling – Solidworks	3
MFG 200*	Introduction to Rapid Prototyping Technology	3
MFG 207	CNC Computer Numerical Control Programming I	3
MFG 201*	Advanced CAD Model Making and Tooling	2
MFG 202	Industrial Materials	2
MFG 203	Introduction to Manufacturing Processes	2
DR 202*	Geometric Dimensioning and Tolerancing	3
MFG 208*	CNC Computer Numerical Control Programming II	3

MFG 205	Silicone and Urethane Mold Making	3
MFG 206*	Resin and Foam Casting	3

Select one course from Restricted

Electives	2-3
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Total Units for the Certificate 35 - 36

Restricted Electives: Select one of the following courses

DR 201*	Advanced 3D Parametric Modeling	
	— Solidworks	3
DR 51*/ARCH 51*	Computer-Aided Drafting	3
ET 201	Robotics Fundamentals	2

*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.

SADDLEBACK COLLEGE
REVISED PROGRAMS
ACADEMIC YEAR 2016-2017

CURRENT

Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level Children Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title Units	
CD 101*	Principles and Practices for Teaching Young Children	3
CD 7*	Child Growth and Development	3
CD 15*	Child, Family, and Community	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observations and Assessment	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Adult Supervision Course

CD 127*	Adult Supervision and Mentor Practices	2
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Specialization Units: Complete 6 units from one of the clusters below.

Infant /Toddler

CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3

Special Needs

CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3

Curriculum

CD 113*	Math and Science in Early Childhood	3
CD 114*	Creative and Dramatic Arts in Early Childhood	3
CD 115*	Math and Science in Early Childhood	3

General Education (16 units):

A course in each of the following 4 areas must be included.
English or Language Arts
Science or Math
Social Sciences
Humanities or Fine Arts

Total 16
54

*Course has a prerequisite, corequisite, limitation, or recommend-ed preparation; see course description.

REVISED

Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level Children Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 0-5 and supervisors of adults in early childhood settings.

A minimum grade of "C" in each course is required to receive the certificate.

Core Courses

Course ID	Title Units	
CD 101*	Principles and Practices for Teaching Young Children	3
CD 7*	Child Growth and Development	3
CD 15*	Child, Family, and Community	3
CD 110*	Introduction to Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observation and Assessment	3

Supervised Field Experience Courses

CD 121*	Practicum: The Student Teaching Experience	5
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Adult Supervision Course

CD 127*	Adult Supervision and Mentoring	3
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Specialization Units: Complete 6 units from one of the following specialization clusters: Infant/Toddler, Special Needs, or Curriculum

Infant /Toddler

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

Special Needs

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

Curriculum

CD 113*	Math and Science in Early Childhood	3
CD 114*	Creative and Dramatic Arts in Early Childhood	3
CD 115*	Literacy in Early Childhood	3

General Education (16 units):

A course in each of the following 4 areas must be included.
English or Language Arts
Science or Math
Social Sciences
Humanities or Fine Arts

Total 16
54

*Course has a prerequisite, corequisite, limitation, or recommend-ed preparation; see course description.

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2016-17

Exhibit B
Page 1 of 3

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				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
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				supplies=supplies
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FAMT	ARTH 23	96090.00	AFRICAN & OCEANIC ART	ti fr AFRICAN AND OCEANIC ART to AFRICAN, OCEANIC, AND ANCIENT NORTH AMERICAN ART , cat desc, sch desc, tps, lrng obj, moe, assign, txt
FAMT	MUS 33	554025.00	MODERN MASTERWORKS	ti fr MODERN MASTERWORKS: CHORALE to MASTERWORKS CHORALE , lim fr Audition with college staff to Audition with college faculty including the ability to sight read , cat desc, sch desc, tps, lrng obj, moe, txt, val, rpt fr none to R-E-3

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2016-17

Exhibit B
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FAMT	MUS 35	554062.00	CONTEMPORARY CHOIR	lim fr Audition with college staff to <u>Audition with college faculty including demonstration of ability to sight read</u> , tps, moe, assign, txt, val, retaining rpt 3 times
FAMT	MUS 42	560040.05	SYMPHONIC ORCHESTRA	rec prep fr Previous experience in an instrumental group to <u>Previous experience in a performing ensemble (wind ensemble, orchestra, string orchestra) at a minimum of a high school level with ability to sight read and knowledge of all scales and keys</u> , tps, moe, txt, val, retaining rpt 3 times
FAMT	MUS 46	542060.05	JAZZ IMPROVISATION	cat desc, sch desc, tps, lng obj, moe, val
FAMT	MUS 240	992436.00	IMPROVISED MUS JAZZ	crs id fr MUS 240 to <u>MUS 140</u> , CSU GE code from N/A to <u>Transferable as an elective-- does not fit GE pattern</u> , cat desc, sch desc, rpt fr not repeatable to <u>repeatable 3 times</u>
FAMT	MUS 295	560210.00	REH/PERF INSTRUMENTAL	crs id fr MUS 295 to <u>MUS 195</u> , CSU GE code from N/A to <u>Transferable as an elective-- does not fit GE pattern</u> , rec prep fr Previous instrumental training and demonstrated proficiency to <u>Previous instrumental training and demonstrated proficiency in a performing ensemble (wind ensemble, orchestra, string orchestra) at a minimum of a high school level with ability to sight read and knowledge of all scales and keys</u> , cat desc, sch desc, moe, assign, txt, val

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2016-17

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				crs id fr MUS 297 to MUS 197 , CSU GE code from N/A to Transferable as an elective-- does not fit GE pattern , lim fr Audition with college staff to Audition with college faculty: Students will perform a musical selection on given instrument, demonstrate proficiency in interpretive musical styles, and demonstrate technical proficiency on given instrument. Performance audition requires ability to sight-read , rec prep fr Previous-instrumental training to Previous instrumental training in jazz performance, ability to sight read and knowledge of all scales and keys , cat desc, sch desc, rpt fr not repeatable to repeatable 3 times , tps, lrng obj, moe, assign, txt, val
FAMT	MUS 297	560230.00	REH/PERF JAZZ STUDIES	
FAMT	TA 26	824040.00	THEA HIST:RENAS-CONT	sch desc, moe, txt
TCSP	KNEA 107	428975.00	SURVEY/ASSESS FITNESS	cat desc, tps, moe, txt
TCSP	KNEA 151	686010.00	INTRO TO THERAPY AND CAREER	tps, lrng obj, moe, assign
TCSP	CWE 180	405062.00	CWE: PRE-THERAPY	cat desc, tps, lrng obj, moe, txt, val
TCSP	CWE 180	405063.00	CWE: PRE-THERAPY	cat desc, tps, lrng obj, moe, assign, txt, val
KNES	KNES 105	680104.00	MENTAL SPORTS SKILLS	cat desc, sch desc, tps, lrng obj, moe, assign, txt

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Revision of Instructional Material Fees in Math Science and Engineering Courses

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 material fees listed on Exhibit A were not included on the 2016-2017 Revised Laboratory Fees submitted annually to the Board for approval on December 14, 2015.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approves the Saddleback College revised Instructional Material Fees in Math Science and Engineering courses for 2016/2017, as presented in Exhibit A.

SADDLEBACK COLLEGE
2016-2017 Revised Laboratory Fees

Course	Cat. I.D.	Title	Fee Current	Fee Proposed	Purpose
MATH SCIENCE AND ENGINEERING					
BIO 605 H	405119.00	Honors General Biology I	-0-	10.00	Large Format Printing Materials
BIO 606 H	405120.00	Honors General Biology II	-0-	10.00	Large Format Printing Materials
BIO 631	1000149.00	Biological Field Studies: Extended Island Ecosystem Study	-0-	75.00	Food, Camping Fees & Supplies
BIO 632	1000148.00	Biological Field Studies: Extended Mountain Ecosystem Study	-0-	75.00	Food, camping fees and supplies
ENV 23	326090.05	Environmental Studies	5.00	-0-	Fee No Longer Applicable

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College, Cafeteria Operation Services Agreement, Amendment No. 2, S & B Foods

ACTION: Approval

BACKGROUND

On May 21, 2012, the Board of Trustees approved a three year agreement with the option for two one-year extensions with S & B Foods for the Cafeteria Operation Services at Saddleback College beginning July 1, 2012. In June 2012, the college executed a no cost amendment changing the contract start date from July 1st to June 9, 2012.

STATUS

Saddleback College has requested the district renew the Cafeteria Operation Services agreement (EXHIBIT A) for the first one-year extension beginning July 1, 2015 and ending June 30, 2016.

Compensation is summarized in EXHIBIT B. The original agreement is available for review in the district purchasing department.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 2 (EXHIBIT A) to the Saddleback College Cafeteria Operation Services agreement with S & B Foods for the first one-year extension beginning July 1, 2015 and ending June 30, 2016.

**AMENDMENT NO. 2
TO THE CAFETERIA OPERATION SERVICES AGREEMENT
AT SADDLEBACK COLLEGE**

February 22, 2016

THIS AMENDMENT shall modify the original agreement dated July 1, 2012, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and S & B Foods, 6282 Riviera Circle, Long Beach, CA 90815, hereinafter referred to as "VENDOR".

WHEREAS, Article XII of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of the parties by written modification only; and

WHEREAS, Article II of the original agreement provides for an option for renewal, under the same terms and conditions, for two additional one-year periods; and

WHEREAS, SADDLEBACK COLLEGE has requested that the DISTRICT renew the Agreement for the first of two one-year extensions;

NOW, THEREFORE, the parties agree as follows:

1. TERM.

The term of the agreement is hereby extended from July 1, 2015 to June 30, 2016, under the same terms and conditions of the original agreement.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"

South Orange County Community College District

"VENDOR"

S & B Foods

By: _____
Debra Fitzsimons,
Vice Chancellor, Business Services

By: _____
Signature

Printed Name

Title

Date: _____

Date: _____

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
28000 Marguerite Parkway
Mission Viejo, CA 92692

CAFETERIA OPERATIONS COMPENSATION FOR SADDLEBACK COLLEGE

Category	Compensation
Commission	\$5,900/month or 13% of net sales whichever is greater, \$5,000 at signing
President's Catering Credit:	\$3,500/annually
General Scholarship:	\$2,000/annually
ASG Food Catering Credit:	\$5,000/annually
Breakfast/ Luncheon:	Four times yearly @ \$8,500 = \$34,000
Capital Investment	\$6,000 enhancement, \$1,000 awning, (2) 65" Televisions
Discounts:	ASB Cardholders: 10% Daily Staff and Faculty: 20% Food Purchases every Friday Coffee and tea - \$1 off a small size drink

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Out-of-State Travel, 64th National Student Nursing Association Convention (NSNA), March 30, 2016 through April 3, 2016, Orlando, Florida

ACTION: Approval

BACKGROUND

Saddleback College is committed to supporting activities that enhance effective student leadership. Periodically, students participate in leadership activities on a national level.

STATUS

Eight students and one faculty National Student Nursing Association (NSNA) advisor are planning to attend the 64th annual NSNA Convention in Orlando, Florida. The dates of the convention, including travel days are from March 30, 2016 through April 4, 2016. California Nursing Student Association funds and ASG funds will be used to pay for this convention in an amount of \$6,764.48 as presented in EXHIBIT A. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the student out-of-state travel for eight students and one faculty advisor to attend the 64th Annual NSNA Convention in Orlando, Florida at a cost not to exceed \$6,764.48 for the time period of March 30, 2016 through April 4, 2016.

NATIONAL STUDENT NURSES ASSOCIATION CONVENTION EXPENSES

Location: Orlando, Florida
Dates of Convention: March 30 – April 3, 2016

Number of Students: 8
Number of Faculty: 1 (faculty paying own way)

BUDGET:

Airfare: \$489.46 (per person) x 8	\$3,915.68
Convention Registration: \$110 (per person) x 8	\$880.00
Hotel (2 rooms x 5 nights): \$196.88 (per night shared)	\$1,968.80
Transportation: On Own	
Meals: On Own	
Total:	\$6,764.48

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Out-of-State Travel, Study Abroad
Program to Southeastern Brazil, June 12, 2016 through June 25, 2016

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with field and cultural travel experiences. The college has conducted a very successful study abroad program during the summer 2015 in southeastern Brazil. Study abroad programs are authorized under Education Code 72640.

STATUS

The Mathematics, Science, and Engineering Division at Saddleback College proposes to offer a study abroad program: Biological Studies in Southeastern Brazil (São Paulo, Ilhabela, Ubatuba, Paraty, and Rio de Janeiro) during the summer 2016 session from June 12 to June 25, 2016. The program will be organized and arranged by the Automobile Club of Southern California (AAA) for a fee of \$3,334 per student (\$1,259 air and \$2,075 land) at a cost of \$238.14 per day per student, based on 15 to 20 students. Saddleback College solicited four bids for this program from Intelligent Travel Solutions, Hemisphere Educational Travel (Schaumburg, IL), CIEE (Portland, ME), and the Automobile Club of Southern California. The Automobile Club of Southern California is the only vendor that met all of the required specifications. The details of the program are summarized in Exhibit A (Narrative) and the Study Abroad Program Information Summary in Exhibit B. Exhibit C includes the required Educational Tour/Field Study Contractor Agreement, which include evidence of liability insurance of not less than \$5,000,000. The proposal from AAA is included in Exhibit D. The U.S. Department of State has no travel warnings for Brazil (Exhibit E). Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Southeastern Brazil in the summer of 2016 as summarized in Exhibit B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in Exhibit C.

Item Submitted By: *Dr. Tod A. Burnett, President*

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

Program Narrative

This program is a 14-day field study of the coastal and island ecosystems of the southeastern region of Brazil. This program will be taught by two Saddleback College faculty members, Dr. Marcelo N. Pires and Prof. Bruno Passarelli. Logistical support will be handled through the Southern California Automobile club (AAA). This is the second time that Dr. Pires and Professor Passarelli organize this field program. The first program occurred during summer 2015.

Students will gain course credit for three Saddleback College Biology courses: Bio 230 – Coastal Ecosystems (1 unit), BIO 231 - Island Ecosystems (1 unit), and BIO 49 – Research in Biology and Biochemistry (1.5 units). Students in this program will investigate the fundamental ecology of different ecosystems, including concepts such as abiotic factors, biotic factors, types of ecosystems, food chains, food webs, energy flow, nutrient cycling, population growth, and species interactions and adaptations. In addition, students will conduct a group project to be presented at the end of the trip, along with a journal that addresses most of the learning outcomes listed below.

At the end of the course, students will be able to:

- Identify and describe the basic characteristics of the most common island and coastal habitats studied during the field course
- Identify and measure physical factors that most influence each ecosystem visited during the course
- Use plant and animal keys to identify organisms found during the field course
- Name the most common animals and plants observed at different ecosystems
- Describe and understand specific adaptations of selected organisms found during the field trip
- Assess positive and negative human impacts on the habitats studied
- Understand different environmental and species conservation methods
- Understand the scientific method and discuss how it could be applied to testing specific hypotheses resulting from observations made during the trip
- Discuss ways to record, collect, and analyze field data required for testing scientific hypotheses

The program will be run from June 12 to June 25 in the cities of São Paulo, Ilhabela, Ubatuba, Paraty, and Rio de Janeiro, Brazil. During this course, students will visit the Butantan Institute and the Municipal Market in São Paulo. At Ilhabela, they will visit the historic center, the Ilha das Cabras viewpoint, Pedras Miudas beach, Curral Beach, Toca waterfall, Fome beach, Jabaquara Beach, Castelhanos beach, Mirante do Barreiros, Pedra beach, and Armação beach. At Ubatuba, students will visit the TAMAR sea turtle conservation project. At the colonial city of Paraty, students will visit its historic center, the Mamanguá tropical fjord and peak, Paraty Mirim beach, and tropical mangroves. Finally, in Rio de Janeiro, students will visit the Sugarloaf and the Corcovado mountains, the National Park of Tijuca forest, the coast of the city, the restinga and mangrove ecosystems at Prainha beach, and the Zoological collection at the National Museum of Brazil.

STUDY ABROAD PROGRAM INFORMATION SUMMARY

[illegible]

Other:							
3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title: No. of Units						
BIO 231	BIOLOGY FIELD STUDIES: ISLAND ECOSYSTEMS 1						
BIO 230	BIOLOGY FIELD STUDIES: COASTAL ECOSYSTEMS 1						
BIO 49	RESEARCH IN BIOLOGY AND BIOCHEMISTRY 1.5						
4. STUDENTS							
Minimum number of students required to make program:	15						
Minimum number of units:	3.5						
Maximum number of units:	3.5						
If this is a repeat program site, what is the average number of units taken per student?	n/a						
Other							
5. COSTS							
Student:							
Contracted cost per student:	\$ 3,695						
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)	\$ 263.93						
College:							
Additional costs to the District?	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>						
If Yes Explain:							
Cost of substitute pay if instructor is also receiving salary for courses at IVC and/or SC during the same period of time.	\$						
Other Costs	\$						
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
9 a.m.	Lecture	Lecture	Lecture	Lecture	Lecture	Lecture	Lecture
10 a.m.	Lecture	Lecture	Lecture	Lecture	Lecture	Lecture	Lecture
11 a.m.	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies
12 Noon	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1 p.m.	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies
2 p.m.	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies
3 p.m.	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies
4 p.m.	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies	Field Studies
5 p.m.							
6 p.m.	Orientation	Orientation	Orientation	Orientation	Orientation	Orientation	Orientation
7 p.m.	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
8 p.m.							
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:							
8. ATTACHMENTS							
1. Course Outline							
2. Course Syllabus							
3. Contract Provider							
9. REQUIRED SIGNATURES							

9. REQUIRED SIGNATURES


Lead Faculty Member

01-25-16
Date


Department Chair

25 JAN 16
Date


Division/School Dean

1/25/16
Date


Vice President, Instruction

2/8/16
Date


College President

2-8-16
Date



Travel Contractor Agreement

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

**EDUCATIONAL TOUR/FIELD STUDY
TRAVEL CONTRACTOR AGREEMENT**

GENERAL TERMS AND CONDITIONS

Biology Field Studies in Southeastern Brazil, Summer 2016

This Agreement is made this _____ day of _____, 2016 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California 92692 ("DISTRICT") and Automobile Club of Southern California ("TRAVEL CONTRACTOR") located at 3333 Fairview Road, Costa Mesa, California 92626 and is for the limited purpose of providing travel arrangements for the Educational Tour/Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC DETAILS."

IN CONSIDERATION of the covenants, promises, and agreements of the parties hereinafter contained, DISTRICT and TRAVEL CONTRACTOR hereby covenant, promise and agree as follows:

1. INSTRUCTIONAL SERVICES - District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour / Field Study Trip.
2. TRAVEL SERVICES - TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour/Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. PROMOTIONAL MATERIAL - TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour / Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."
4. PAYMENT BY TRIP PARTICIPANTS - All payments by Educational Tour /Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour / Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.



Travel Contractor Agreement

TRAVEL CONTRACTOR shall manage all charges collected from Educational Tour/Field Study Trip participants in accordance with applicable Federal and State laws and regulations and the requirements of this Agreement. Any and all funds received by TRAVEL CONTRACTOR shall be held in trust for the benefit of the Educational Tour/Field Study Trip. TRAVEL CONTRACTOR shall account in detail to the DISTRICT the total cost to each participant of each Educational Tour/Field Study Trip.

TRAVEL CONTRACTOR shall provide to District a detailed itemization of all costs and expenses for each Educational Tour/Field Study Trip. Trip costs and expenses shall include but are not limited to details regarding the extent of free transportation, per diem allowance, incidental support, any direct payment to or prerequisites intended by TRAVEL CONTRACTOR for Trip Instructor. Disclosure of these costs and expenses for each Educational Tour / Field Study Trip shall be labeled "SPECIFIC DETAILS." Cost figures so disclosed will not be changed, except that costs quoted may be based on tariffs and foreign exchange rates in effect at the time of the quote and may be subject to change without amendment to this Agreement if the possibility of such changes has been disclosed in advance and in writing by TRAVEL CONTRACTOR to the DISTRICT and each participant in the Educational Tour/Field Study Trip. In the event an Educational Tour/Field Study Trip is for any reason cancelled prior to the time of its scheduled departure, TRAVEL CONTRACTOR shall refund in full within ten (10) days, any payments received from Educational Tour/Field Study Trip participants provided, however, that if any Educational Tour/Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational Tour/Field Study Trip TRAVEL CONTRACTOR shall refund payments within ten (10) days to said Educational Tour/Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION - All Educational Tour/Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR/FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON- STUDENT PARTICIPATION." Prior to the departure of any Educational Tour/Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour/Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour/Field Study Trip.

6. EDUCATIONAL TOUR/FIELD STUDY CORRESPONDENCE - TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.



Travel Contractor Agreement

7. INDEMNIFICATION – Each party shall indemnify, defend and hold the other, its affiliates, and each of its respective officers, directors and employees and customers, harmless from and against any and all claims, which result from: (i) a material breach of the representations and warranties of the indemnifying party provided herein; (ii) any willful or negligent act or omission of the indemnifying party in the performance of this Agreement and/or in connection with its services; (iii) the indemnifying party's failure to comply with federal, state or local statutes, or regulations; and (iv) any infringement or violation by the indemnifying party of any third party's rights. The indemnifying party shall give the other advance written notice of the assertion of any such claim. The indemnifying party shall be entitled to participate in any such action or proceeding with counsel of its own choosing. If the indemnifying party participates in such action or proceeding, it shall control the defense of any action against the indemnifying party including, but not limited to, whether or not to settle any claim, and/or the terms of any proposed settlement shall not be unreasonably withheld, conditioned or delayed. "The indemnifying party*" shall also include its agents.

8. LIQUIDATED DAMAGES – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour/Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour/Field Study Trip set forth in SPECIFIC DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour/Field Study Trip participants, such breach may cause hardship to the Educational Tour/Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour/Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour/Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour/Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.

9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour/Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE – TRAVEL CONTRACTOR shall for the duration of each Educational Tour/Field Study Trip maintain a commercial general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage; (b) personal injury; (c) products and completed operations. TRAVEL



Travel Contractor Agreement

CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour/Field Study Trip naming the District as additional insured with a limit of liability of a minimum of \$5,000,000. The certificate shall be submitted with the executed AGREEMENT to the Office of the Deputy Chancellor at least (15) fifteen working days prior to commencement of the program.

TRAVEL INSURANCE - Travel insurance is compulsory for anyone travelling with TRAVEL CONTRACTOR so please ensure your clients have an appropriate level of cover. This insurance must cover against personal accident, death, medical expenses and emergency repatriation with a recommended minimum coverage of US \$200,000 for each of the categories of cover.

Small deviations in the tour program are sometimes necessary, depending on weather, road conditions, flight schedules and room availability. Therefore quoted rates might change accordingly.

Upon confirmation you are required to pay a non-refundable deposit of \$200.00 per booking 45% of total to be paid sixty-five (65) days prior to departure with the remaining balance due forty-five (45) days before the trip starts. Name list with required information must also be completed sixty-five (65) days prior to departure.

Visa is required to enter Brazil and each student and traveler is solely responsible for providing this prior to departure.

12. **FORCE MAJEURE** - Neither party shall be liable for any delay or failure in performance of any part of this Agreement during any period in which such party cannot perform due to fire, flood, explosion, war, strike, walk-out, lockout, embargo, government requirement, civil or military authority, act of God, or other similar causes beyond its control and without the fault or negligence of the delayed or nonperforming party ("force majeure condition"). If any force majeure condition occurs, the party delayed or unable to perform shall give immediate notice to the other party, stating the nature of the force majeure condition and any action being taken to avoid or minimize its effect.

13. **TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION** - TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour / Field Study Trip.

14. **TERM** - This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour/Field Study Trip no later than forty-five (45) days prior to the departure of the Educational Tour/Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour/Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour/Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to



Travel Contractor Agreement

TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

15. NO ASSIGNMENT/ TIME OF ESSENCE/ HEIRS AND ASSIGNS – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

16. NO MODIFICATION OF AGREEMENT – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour/Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

17. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three (3) days after the date of such mailing.

If to DISTRICT:

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services
28000 Marguerite Parkway
Mission Viejo, California 92692

If to INDEPENDENT
CONTRACTOR:

Jose Catalasan
Branch Supervisor
638 Camino de las Mares, E100
San Clemente, California 92673

18. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the Laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour/Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

19. NON-EXCLUSIVE RELATIONSHIP – INDEPENDENT CONTRACTOR may perform services for other clients as INDEPENDENT CONTRACTOR sees fit. DISTRICT may engage any other agency to perform services for DISTRICT as it sees fit.



Travel Contractor Agreement

IN WITNESS WHEREOF, TRAVEL CONTRACTOR and DISTRICT have executed this Agreement to be effective on the day and year first written above.

Automobile Club of Southern California

South Orange County Community College
District

By: Pamela Shepherd
Name: Pamela Shepherd
Title: Vice President, Branch Operations
Date: JAN 27 2016
3333 Fairview Road
Address: Costa Mesa, California 92626

By: _____
Name: Dr. Debra J. Fitzsimons
Title: Vice Chancellor, Business Services
Date: _____
28000 Marguerite Parkway
Address: Mission Viejo, California 92692





SPECIFIC DETAILS ITINERARY

June 11th, 2016 -Out / Sao Paulo **Meal Plan (-/ID-)**
Arrival to Sao Paulo, your local tour guide will welcome you and will transfer you to your hotel.

Overnight: Tulip Inn Convention 3* (Standard room) or similar
Website: <http://www.tulipinnpaulistaconvention.com>

June 12th, 2016 -Sao Paulo **Meal Plan (BLD)**

In the morning, you will visit the Butantan Institute, which is a research center in the areas of biology and biomedicine. This center is responsible for the production of more than 80% of serums and vaccines consumed in Brazil and is also a major tourist spot, with a park and three museums (Biological, Historical and Microbiological), plus the Hospital Vital Brazil. Then we follow to the Municipal Market of Sao Paulo, also known as Mercado, which is an important wholesale commercial establishment, specializing in the commercialization of fruit, vegetables, cereals, meat, condiments and other food products. The market is located in the historic city center. The building, of eclectic style, was built between 1928 and 1933 by the renowned studio architect Francisco de Paula Ramos de Azevedo. The design of the facades was made by Felisberto Ranzini. You can test different types of fruit and other Brazilian products.

Overnight: Tulip Inn Convention Hotel 3* (Standard room) or similar
Website: <http://www.tulipinnpaulistaconvention.com/en/>

June 13th, 2016-Sao Paulo / Ilha Bela **Meal Plan CB(BLD)**

In the morning, you will be transferred to Ilha Bela. You will take a ride to the North side of the island. We will start at Mirante da Ilha das Cabras: a point that provides panoramic view of the island where you can take great pictures. We continue to Praia das Pedras Miudas (Ilha das goats): This beach is an Ecological Sanctuary protected by the Law against activities such as hunting and fishing. There, you can see many species of fish and other sea animals. Then, you will visit to Praia do Curral: one of the most famous beaches in Brazil, which is perfect to stand on the sand or to swim in their clear waters. Finally we will go to the waterfall da Toca, very beautiful place with natural pools.

June 14th, 2016-Ilha Bela **Meal Plan (BLD)**

Our excursion starts at 10:30 hrs, we will board a shared boat to take a half day ride to Praia da Fome, which is a very nice beach with 150 meters long and it's good for snorkeling. Then we will go to Jabaquara Beach, where we will stay for almost two hours enjoying their white sands and clear waters. (Snorkeling is not included). Return to the hotel at the afternoon.



June 15th, 2016 - Ilha Bela

Meal Plan (BLD)

In the morning, we will go for walk along 22 km by the Atlantic seashore observing tropical flora and fauna. We will hike about 40 minutes to arrive to a beautiful waterfall of 70 meters high. We will continue until Castelhanos beach which is very beautiful and has a wonderful landscape.

June 16th, 2016 - Ilha Bela

Meal Plan (BLD)

We will start our walking tour to the historic center called 'Vila', where we can see old farms, the old chain and also shops and restaurants. Then we will follow until the Mirante do Barreiros. This beach is about 600 metres extension; here we will stay in a privileged place. Then, we will follow to Praia da Pedra, which is famous for making great sounds when the sea comes in to the stones. After that, we will go to the beach Armação, much appreciated by practitioners of water sports including sailing and others. Finally, we will go to Praia do Jabaquara, which is one of the most preserved areas of the island, with a wide strip of white sand and beautiful lagoon.

June 17th, 2016 - Ilha Bela / Paraty

Meal Plan (BLD)

In the morning, we will go to Ubatuba city, located in the southeast of Sao Paulo. On the route, we will visit the "Tamar Project", a Brazilian non-profit organization owned by the Chico Mendes Institute for Biodiversity Conservation. The main objective of the project is to protect sea turtles from extinction in the Brazilian coastline.

Free time for lunch (not included).

By the afternoon, you will be transferred to Paraty. Paraty is a preserved Portuguese colonial and Brazilian Imperial municipality with a population of about 36,000 people. It is located on the Costa Verde (Green Coast), a lush, green corridor that runs along the coastline of the state of Rio de Janeiro, in Brazil. Paraty has become a popular tourist destination in recent years, renowned for the historic town and the coast and mountains in the region. Paraty is surrounded by many parks and nature reserves, including Serra da Bocaina National Park, Serra do Mar State Park (of Sao Paulo), the Park Reserve of Joatinga and the Cairu Environmental Protection Area, where the village of Trindade is located. The municipality also includes an indigenous village and an Afro-Brazilian quilombo.

June 18th, 2016 - Paraty

Meal Plan (BLD)

Unmissable views of the whole region from 440m peak located in the Mamangua tropical fjord, the only one of its kind in Brazil. We take the bus from Paraty to the old slaving port of Paraty Mirim to catch a boat into the fjord. After crossing the fjord by boat to get to the base of the peak it's a steep climb to the top. On the way back we stop for lunch (not included) and a swim on the beach before taking a boat back to Paraty Mirim to catch the bus.

June 19th, 2016 - Paraty

Meal Plan (BLD)

In the morning, you will enjoy a great activity: Kayaking through the tropical mangroves, the former cannon sites used to protect Paraty from the pirates and sandy beaches. Plus, there are stops for diving in crystal clear waters. Free afternoon



June 20th, 2016 - Paraty / Rio de Janeiro

Meal Plan (BLD)

In the morning, you will be transferred to Rio de Janeiro in regular bus. Today you'll experience the legend of Rio de Janeiro. You will be driven along Rodrigo de Freitas Lagoon and arrive at the bottom of Corcovado Hill where you will take the cog train through the lush Tijuca Forest. Once you reach the top, take your time to enjoy the spectacular views of Rio de Janeiro and the surrounding countryside. The Corcovado peak stands at 2297 feet above sea level. During the afternoon you'll become orientated with more of Rio de Janeiro. You will then drive back to your hotel via Rio de Janeiro's beautiful beaches.

Overnight: Atlantis Copacabana Hotel 3* (Standard room) or similar

Website: <http://www.atlantishotel.com.br/ing/index.htm>

June 21st, 2016 - Rio de Janeiro

Meal Plan (BLD)

In the morning you will have some activities in the small beach "Restinga", according to teacher's requests. Then your tour continues with a visit to Urea neighborhood, where is located one of the most emblematic symbols of Rio, the Sugar Loaf Mountain. Then, you will visit the Sugarloaf Mountain. The tour includes the cable car up Urea Hill to Sugarloaf Mountain, located at the entry of Guanabara Bay. From here, you will get a wonderful view of the city nestling between the mountains and the sea.

Overnight: Atlantis Copacabana Hotel 3* (Standard room) or similar

Website: <http://www.atlantishotel.com.br/ing/index.htm>

June 22nd, 2016 - Rio de Janeiro

Meal Plan (BLD)

In the morning, visit to National Museum of Brazil. This museum was created in 1922, is one of the most important museums in Brazil, bringing together a collection of over 348.515 items, among which the largest numismatic collection of Latin America. The architectural complex was developed from Forte de Santiago, at the Ponta do Calabouço, one of the strategic points for the defense of the city of Rio de Janeiro.

In the afternoon, you will visit the National Park of Tijuca. Located in the heart of Rio de Janeiro, with access by the North, South and West Zone, the Tijuca National Park (Parna Tijuca or PNT) protects the largest urban forest replanted by man in the world, with an extension of 3.953ha of Atlantic Forest. It is Brazil's most visited National Park, receiving over three million visitors per year between Brazilians and foreigners of all ages. It is undoubtedly a key to making Rio the Wonderful City. Divided into four sectors - Floresta, Serra da Carioca, Pedra Bonita/Pedra da Gavea e Pretos Forros/Covanca, the PNT has program options for all audiences: from picnic areas and barbecues to gliding, rock climbing, hiking and other activities. Among the famous postcards of the country are the Corcovado Mountain, where is located the statue of Christ the Redeemer, one of the seven wonders of the modern world, the Chinese Pavilion, the Pedra da Gavea, Lage Park and Paineiras. Visiting the park is always clean air guarantee, mild climate, breathtaking views and harmony with nature.

Overnight: Atlantis Copacabana Hotel 3* (Standard room) or similar

Website: <http://www.atlantishotel.com.br/ing/index.htm>



| June 23rd, 2016 – Rio de Janeiro

Meal Plan (BLD) |

In the morning or afternoon, you will be transferred to the airport to take your international flight.

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE

- A transportation package consisting of international airfare (LAX – GRU / GIG – LAX) and private transfers between the airport and hotels to the various destinations mentioned in the itinerary
- Accommodations for 12 nights in quality hotels (double or triple occupancy), as per itinerary
- Daily breakfast and dinner
- Assistance, transfers, and visits as indicated in the itinerary
- English guide
- Medical and travel insurance (see below)

Notes:

- Rates are subject to availability and will be reconfirmed at the time of booking.

MEDICAL AND TRAVEL INSURANCE (provided by Allianz – International Classic Plan with Trip+)

- Accident and sickness insurance benefit
- Emergency medical transportation
- Getting you home after your care (medical repatriation)
- Transporting your remains (repatriation of remains)
- Bringing a friend or family member to you (transport to bedside)
- Emergency message delivery
- Medical escort
- Luggage Locator
- Concierge services
- Transit assistance (flight information, changing of flight, hotel rebooking)
- In-destination assistance (Destination information, lost travel documents assistance, emergency language translation, emergency cash assistance, legal referrals)

ITINERARY

Depart US on 12 Jun 2016

June 13th, 2016 – Out / São Paulo

Meal Plan (-/-/D-)

Arrival to São Paulo; a local tour guide will welcome the Saddleback group and will transfer them to the hotel. Dinner at the hotel.

Overnight: Tulip Inn Convention 3 (Standard room) or similar*

Website: <http://www.tulipinnpaulistaconvention.com>

June 14th, 2016 – São Paulo

Meal Plan (B,D)

In the morning, students will visit the Butantan Institute, which is a research center in the areas of biology and biomedicine. This center is responsible for the production of more than 80% of serums and vaccines consumed in Brazil and is also a major tourist spot, with a park and three museums (Biological, Historical and Microbiological), plus the Hospital Vital Brazil. Then, students will be taken to the Municipal Market of São Paulo, also known as Mercadão, which is an important wholesale commercial establishment, specializing in the commercialization of fruit, vegetables, cereals, meat, condiments and other food products. The market is located in the historic city center. The building, of eclectic style, was built between 1928 and 1933 by the renowned studio architect Francisco de Paula Ramos de Azevedo. The design of the facades was made by Felisberto Ranzini. Students will be able to try different types of fruit and other Brazilian products.

Overnight: Tulip Inn Convention Hotel 3 (Standard room) or similar*
Website : <http://www.tulipinnpaulistaconvention.com/en/>

June 15th, 2016 – São Paulo / Ilha Bela **Meal Plan (B,D)**

In the morning, students will be transferred to Ilha Bela. They will take a ride to the North side of the island, starting at Mirante da Ilha das Cabras, a point that provides panoramic view of the island. They will then continue to Praia das Pedras Miudas (Ilha das goats): This beach is an Ecological Sanctuary protected by the law against activities such as hunting and fishing. There, students will see many species of fish and other sea animals. Then, students will visit Praia do Curral: one of the most famous beaches in Brazil. Finally, students will go to the waterfall da Toca, very beautiful place with natural pools. Breakfast at the hotel; dinner at a typical BBQ restaurant.

June 16th, 2016 – Ilha Bela **Meal Plan (B,D)**

The excursion starts at 10:30am. Students will board a shared boat to take a half day ride to Praia da Fome, which is a beach good for snorkeling. Then, students will go to Jabaquara Beach, where they will stay exploring the habitat with the instructors. Return to the hotel at the afternoon. Breakfast and dinner at the hotel.

June 17th, 2016 – Ilha Bela **Meal Plan (B,D)**

In the morning, students will go for a walk along 22 km by the Atlantic seashore observing tropical flora and fauna. They will hike about 40 minutes to arrive to a beautiful waterfall of 70 meters high. They will continue until Castelhanos beach. Breakfast and dinner at the hotel.

June 18th, 2016 – Ilha Bela **Meal Plan (B,D)**

We will start a walking tour to the historic center called 'Vila', where students will see old farms, the old chain and also shops and restaurants. Then, students will follow until the Mirante do Barreiros, following to Praia da Pedra, which is famous for the peculiar sounds created by the interaction between the sea and the rocks. After that, students will go to the beach Armação. Finally, students will go to Praia do Jabaquara, which is one of the most preserved areas of the island, with a wide strip of white sand and beautiful lagoon, where students will be able to observe wildlife. Breakfast and dinner at the hotel.

June 19th, 2016 – Ilha Bela / Paraty **Meal Plan (B,D)**

Revised: January 2016
Office of the Vice Chancellor, Business Services

In the morning, students will go to Ubatuba city, located in the southeast of São Paulo. On the route, we will visit the “Tamar Project”, a Brazilian non-profit organization owned by the Chico Mendes Institute for Biodiversity Conservation. The main objective of the project is to protect sea turtles from extinction in the Brazilian coastline. By the afternoon, students will be transferred to Paraty. Paraty is a preserved Portuguese colonial and Brazilian Imperial municipality with a population of about 36,000 people. It is located on the Costa Verde (Green Coast), a lush, green corridor that runs along the coastline of the state of Rio de Janeiro, in Brazil. Paraty has become a popular tourist destination in recent years, renowned for the historic town and the coast and mountains in the region. Paraty is surrounded by many parks and nature reserves, including Serra da Bocaina National Park, Serra do Mar State Park (of São Paulo), the Park Reserve of Joatinga and the Cairuçu Environmental Protection Area, where the village of Trindade is located. The municipality also includes an indigenous village and an Afro-Brazilian quilombo. Breakfast and dinner at the hotels.

June 20th, 2016 – Paraty

Meal Plan (B,D)

Students will take the bus from Paraty to the old slaving port of Paraty Mirim to catch a boat into a trail that to a 440m peak located in the Mamanguá tropical fjord, the only one of its kind in Brazil. On the way back, we stop for lunch (not included) and snorkeling on the beach before taking a boat back to Paraty Mirim to catch the bus. Breakfast and dinner at the hotel.

June 21st, 2016 – Paraty

Meal Plan (B,D)

In the morning, students will enjoy kayaking through the tropical mangroves. Plus, there will be stops for snorkeling in crystal clear waters. Free afternoon. Breakfast and dinner at the hotel.

June 22nd, 2016 – Paraty / Rio de Janeiro

Meal Plan (B,D)

In the morning, you will be transferred to Rio de Janeiro. Students will experience the legend of Rio de Janeiro. They will be driven along Rodrigo de Freitas Lagoon and arrive at the bottom of Corcovado Hill where they will take the cog train through the luscious Tijuca Forest. Once they reach the top, they will enjoy the spectacular views of Rio de Janeiro and the surrounding countryside while learning about the geography and history of the region. Students will then be driven to their hotel via Rio de Janeiro's beautiful beaches.

Overnight: Windsor Oceanico, 3 nights, double standard room (or similar)

Website: <http://windsorhoteis.com/hotels/windsor-oceanico-2/presentation/?lang=en>

June 23rd, 2016 – Rio de Janeiro

Meal Plan (B,D)

In the morning, students will have activities at the “Restinga” ecosystem at the Prainha beach. Then, they will be taken to the Urca neighborhood, where one of the most emblematic symbols of Rio, the Sugar Loaf Mountain, is located. Students will take the cable car up Urca Hill to Sugarloaf Mountain, located at the entry of Guanabara Bay. From there, students will get a wonderful view of the city nestling between the mountains and the sea.

June 24th, 2016 – Rio de Janeiro

Meal Plan (B,D)

In the morning, students will visit to National Museum of Brazil. This museum was created in 1922, is one of the most important museums in Brazil. In the afternoon, they will visit the National Park of

Tijuca. Located in the heart of Rio de Janeiro, with access by the North, South and the West of the city, the Tijuca National Park (Parna Tijuca or PNT) protects the largest urban forest replanted by man in the world, with an extension of 3.953ha of Atlantic Forest. It is Brazil's most visited National Park, receiving over three million visitors per year between Brazilians and foreigners of all ages. It is undoubtedly a key to making Rio the Wonderful City.

June 25th, 2016 – Rio de Janeiro

Meal Plan (B)

In the morning of afternoon, students will be transferred to the airport to take their international flight back to the US.

LAND

- \$2,300 (minimum of 20 passengers)
- \$879 (single room supplement)

AIRFARE

- Fares are subject to change until space is confirmed
- Taxes are subject to change until ticketed
- \$1026.00 plus tax (\$233.00) = total of \$1,259.00 round trip per person
- Deposit of \$75 per person is refunded back to the group after travel originates.
- Nonrefundable tickets and minimum change penalty of \$300.00 per ticket plus add fare.

INSURANCE

- \$184/person

PROGRAM APPLICATION PROCEDURE AND BILLING

- A \$400 deposit of commitment to confirm land will be required

1/25/16



[travel.state.gov](#) > [Passports & International Travel](#) > [Alerts and Warnings](#)

[Print](#) [Email](#)

Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Alerts

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Learn About Your Destination



Enroll in STEP

Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

Refine by Destination

[Clear Results](#)

No matching records found

<http://travel.state.gov/content/passports/en/alertswarnings.html>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Study Abroad Program to Santander, Spain, from July 1, 2016 to August 1, 2016

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. The college has conducted very successful study abroad programs during summer sessions in Santander, Spain since 1993. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Santander, Spain during the summer 2016 sessions from July 1, 2016 to August 1, 2016. The program will be organized and arranged by Travel and Education (T&E) for a fee, which excludes airfare, of \$4484 per student at a cost of \$140.13 per day for 10 to 15 students, or \$4394 per student at a cost of \$137.31 per day for 16 or more students. Students have the option of purchasing their own airfare or purchasing through this vendor. The details of the program are summarized in the Narrative in EXHIBIT A and the Study Abroad Program Information Summary in Exhibit B. The required Educational Tour/Field Study Contractor Agreement is provided in EXHIBIT C, which include evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in EXHIBIT D. The current travel alerts and warnings list issued by the U.S. Department of State in EXHIBIT E does not include Spain. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain in the summer of 2016 as summarized in EXHIBIT B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in EXHIBIT C.

Item Submitted By: *Dr. Tod A. Burnett, President*

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

Study Abroad Narrative
Santander, Spain
Summer 2016

Saddleback College has offered the Santander, Spain Study Abroad Program for twenty-two consecutive years. In summer 2016, a group of 15 or more students will study Spanish language, culture, and history from July 1 through August 1 2016. Seventeen students participated in summer 2015. The faculty advisor will accompany the students on their arrival flight, as well as the duration of the program in Santander.

Students will enroll in a minimum of 12.0 units of Saddleback College courses and will attend classes Monday through Friday. Professors at Colegio Miguel de Unamuno will teach the courses, adhering to Saddleback's courses outlines. The average number of units taken per student in summer 2015 was 12 units. The Program includes more than 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home-stays, including meals. The faculty advisor will be provided a one bedroom apartment while in Santander and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.

[illegible]

Other:							
3. COURSE(S) OFFERED AT PROGRAM SITE							
Course No.:	Course Title:	No. of Units					
SPAN 1	Elementary Spanish	5					
SPAN 2	Elementary Spanish	5					
SPAN 3	Intermediate Spanish	5					
SPAN 4	Intermediate Spanish	5					
SPAN 6	Intermediate Spanish Grammar & Composition	3					
SPAN 10	Intermediate Conversational Spanish	3					
SPAN 20A	Civilization of Spain Through 1898	3					
SPAN 20B	Civilization of Spain 1898 to Present	3					
4. STUDENTS							
Minimum number of students required to make program:		15					
Minimum number of units:		12					
Maximum number of units:		14					
If this is a repeat program site, what is the average number of units taken per student?		12					
Other							
5. COSTS							
Student:							
Contracted cost per student:		\$	4,484.00				
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)		\$	140.13				
College:							
Additional costs to the District?		Yes:	No: <input checked="" type="checkbox"/>				
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.		\$	N/A				
Other Costs		\$	0				
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
Optional excursions, field trips, tours, and extra-curricular activities.							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Excursions	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization	Civilization	Civilization	Civilization		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		Optional extra-curricular activities during non-instructional periods.					
8. ATTACHMENTS							

9. REQUIRED SIGNATURES

CMM Bravo

Lead Faculty Member

December 1, 2015 CMM Bravo

Date

Department Chair

Dec 1, 2015

Date

[Signature]

Division/School Dean

12-1-15

Date

[Signature]

Vice President, Instruction

2/8/16

Date

[Signature]

College President

2-8-16
Date



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR / FIELD STUDY TRAVEL CONTRACTOR AGREEMENT

GENERAL TERMS AND CONDITIONS

Summer 2016 Education Program in Santander, Spain

This Agreement is made this 22 day of February, 2016 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education (T&E) located at 1055 Mill Creek Drive, Feasterville-Trevoze, PA 19053 and is for the limited purpose of providing travel arrangements for the Educational Tour / Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC DETAILS."

IN CONSIDERATION of the covenants, promises, and agreements of the parties hereinafter contained, DISTRICT and TRAVEL CONTRACTOR hereby covenant, promise and agree as follows:

1. INSTRUCTIONAL SERVICES – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour / Field Study Trip.
2. TRAVEL SERVICES – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging for the Educational Tour / Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. In the event of a conflict between the terms and conditions of any of the SPECIFIC DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. PROMOTIONAL MATERIAL – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour / Field Study Trip. Such material shall prominently display the statement: "Instructional Activities provided by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."



Travel Contractor Agreement

4. PAYMENT BY TRIP PARTICIPANTS – All payments by Educational Tour / Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour / Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.

TRAVEL CONTRACTOR shall manage all charges collected from Educational Tour / Field Study Trip participants in accordance with applicable Federal and State laws and regulations and the requirements of this Agreement. Any and all funds received by TRAVEL CONTRACTOR shall be held in trust for the benefit of the Educational Tour / Field Study Trip. TRAVEL CONTRACTOR shall account in detail to the DISTRICT the total cost to each participant of each Educational Tour / Field Study Trip.

TRAVEL CONTRACTOR shall provide to District a detailed itemization of all costs and expenses for each Educational Tour / Field Study Trip. Trip costs and expenses shall include but are not limited to details regarding the extent of free transportation, per diem allowance, incidental support, any direct payment to or prerequisites intended by TRAVEL CONTRACTOR for Trip Instructor. Disclosure of these costs and expenses for each Educational Tour / Field Study Trip shall be labeled "SPECIFIC DETAILS." Cost figures so disclosed will not be changed, except that costs quoted may be based on tariffs and foreign exchange rates in effect at the time of the quote and may be subject to change without amendment to this Agreement if the possibility of such changes has been disclosed in advance and in writing by TRAVEL CONTRACTOR to the DISTRICT and each participant in the Educational Tour / Field Study Trip. In the event an Educational Tour / Field Study Trip is for any reason cancelled prior to the time of its scheduled departure, TRAVEL CONTRACTOR shall refund in full within ten (10) days, any payments received from Educational Tour / Field Study Trip participants provided, however, that if any Educational Tour / Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational

Tour / Field Study Trip TRAVEL CONTRACTOR shall refund payments within ten (10) days to said Educational Tour / Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour / Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR / FIELD STUDY



Travel Contractor Agreement

TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour / Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour / Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour / Field Study Trip.

6. EDUCATIONAL TOUR / FIELD STUDY CORRESPONDENCE - TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.

7. INDEMNIFICATION – TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour / Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

8. LIQUIDATED DAMAGES. – TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour / Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour / Field Study Trip set forth in SPECIFIC DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour / Field Study Trip participants, such breach may cause hardship to the Educational Tour / Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour / Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour / Field Study Trip participants will be \$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour / Field Study Trip participant



Travel Contractor Agreement

from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.

9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour / Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE – TRAVEL CONTRACTOR shall for the duration of each Educational Tour / Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour / Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC DETAILS. If the Educational Tour / Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour / Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour / Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Deputy Chancellor at least fifteen (15) working days prior to commencement of the program.

12. TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour / Field Study Trip.



Travel Contractor Agreement

13. TERM – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour / Field Study Trip no later than 45 days prior to the departure of the Educational Tour / Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour / Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour / Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. NO ASSIGNMENT/TIME OF ESSENCE / HEIRS AND ASSIGNS – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

15. NO MODIFICATION OF AGREEMENT – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour / Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. NOTICE – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three (3) days after the date of such mailing.



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17. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour / Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

IN WITNESS WHEREOF, TRAVEL CONTRACTOR and DISTRICT have executed this Agreement to be effective on the day and year first written above.

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community
College District

Date: _____

Date: _____

By: Alfredo Miguel de Pablo
Name of authorized agent

By: _____
Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

Address: 1055 Mill Creek Drive
Feasterville-Trevose, PA
19053

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (215) 396-0235

Phone: (949) 582-4664



TRAVEL & EDUCATION

GENERAL AGREEMENT with SADDLEBACK COLLEGE - SOCCCD Four (4) WEEK Immersion Program T&E Accredited Language and Culture Institute

Effective date: February 22, 2016

SANTANDER, Spain

PROGRAM DATES:

**Dates can be modified up to application deadline date.*

US Departure:	Friday, July 1st, 2016
Arrive in MADRID and overnight	Saturday, July 2nd, 2016
Transfer to SANTANDER	Sunday, July 3rd, 2016
Transfer to MADRID	Sunday, July 31 st , 2016
Transfer to airport and return to US	Monday, August 1 st , 2016

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:

- **24 hour / 7 day on-site services of a T&E Coordinator for the duration of the program.**
SADDLEBACK COLLEGE - SOCCCD'S assigned point person with presence during all group activities and available 24 hours for all group needs.
- **A transportation package consisting of roundtrip international airfare from Orange County, CA to Madrid with one stop and round-trip transfers overseas between the airport and the hotel in Madrid.**
- **Two (2) nights in Madrid – one (1) upon arrival and one (1) before departure for US (triple occupancy) with breakfast.**
- **Tapas tour in the evening upon arrival in Madrid**
- **Roundtrip group transfers by private bus: Madrid – Santander -- Madrid**
- **Airport transfers at beginning and end of program: Barajas airport - Madrid hotel - Barajas airport**
- **Accommodation in SANTANDER with Spanish families (2 students per homestay sharing a double room).**
- **Three meals per day, 7 days per week, plus a weekly laundry service (additional washes may be arranged with the homestay family for an extra cost).**
- **An orientation program in SANTANDER consisting of an orientation meeting with a T&E representative, local area information, and a walking tour of SANTANDER.**
- **Reception and Farewell dinners.**
- **Spanish language immersion courses at the Colegio Unamuno. Five (5) hours of immersion daily, 5 days a week (M-F) from 9am to 2pm. TOTAL 100 hours of immersion. Level of proficiency and courses to be determined upon completion of on-site placement test. All course materials included and tutoring if necessary.**
- **All of the necessary class materials (textbooks, photocopies and classroom handouts as well as complementary folder).**
- **Social and cultural program** including events such as visits to local museums, tapas tours, Mediterranean style cooking classes, flamenco dance lessons, walking visits to local places of interest, lectures on Spanish culture, art and/or literature, viewing of Spanish films, etc...

- **Four (4) Excursions** will be included along with group transportation by private bus, hotel accommodations with breakfast (where applicable), and sightseeing tour of the various cities with entrances to relevant historical monuments as listed and the services of a T&E tour manager and a professional English-speaking tour guide. Following are possible locations and inclusions:
 - Santander
 - Santillana del Mar and Comillas
 - Valle del Pas and Bilbao
 - Picos de Europa
- **\$50 non-refundable application fee.**
- **\$80 USD per student** for expenses in Madrid (tapas)
- **Unlimited access to computer lab with free email, printing and internet facilities.**
- **Medical and accident insurance coverage** in Spain during the duration of the program.
- **Local T&E office facilities with classroom space and local staff** available during regular office hours in Spain (9am-2pm and 5pm-8pm)

**under-aged students will not be permitted in the residence halls without administrative presence.*

VALUE ADDED BENEFITS

- **Phone card with 200 minutes** for calls to the US for each student.
- **US Liability Insurance Policy** under which SADDLEBACK COLLEGE - SOCCCD will be named coinsured for the duration of the program. Certificates sent upon request.
- **Comprehensive Study Abroad Insurance Coverage:** Accident and Sickness, Trip cancellation and interruption, Baggage/Personal effects, Dental, Emergency Medical Reunion, Accidental death and dismemberment, Mobile App/24 hour assist, Compassionate visit, Administrative/Faculty Replacement. Additional fee may apply. See below for details.
- **US Embassy registration** for each student for the program period
- **Accounting / billing services** in the U.S.
- **Pre-departure information services and a TOLL-FREE contact number in the U.S.**
- **24 hour contact number** for emergency or for after-hours support for participants in programs outside the EST time zone.
- **Disciplinary and Safety Controls** for under-aged participants through special family assignments, curfew enforcement, zero-tolerance for substance abuse and documented warning protocols.
- **Full color comprehensive "T&E Acceptance and Orientation Packet"** and additional promotional materials including flyers and posters for university wide promotions.
- **Advance planning services** offered by our T&E office in Philadelphia.
- **Promotional digital PDF version of flyer** for reproduction by SADDLEBACK COLLEGE - SOCCCD.
- **Promotional presentations / orientations** at SADDLEBACK COLLEGE - SOCCCD campus or other specified places by T&E local staff on predetermined and mutually agreed upon dates.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:

Target enrollments below with pro-rated scale pricing will include benefits for one (1) faculty member or administrative visit listed below:

- **Roundtrip flights between Orange County, CA and Madrid** on the scheduled group flight.
- **T&E can arrange air travel for faculty companions** if they are traveling on the standard group flight. Since airfares change frequently, the cost cannot be determined until the ticket has been booked. Faculty will be billed for any companion tickets and they must be paid for in advance of planned travel. If, for any reason, a faculty member no longer requires an issued ticket, cancellation notification must reach T&E by March 23rd 2015, and s/he will need to pay a \$200 cancellation fee. After this date, the ticket is non-refundable and faculty will be responsible for the entire cost. Faculty may charge tickets to a major credit card.
- **T&E will provide the SOCCCD faculty member with housing** in a single room in the hotel in Madrid (arrival night and 1 night prior to departure) and ONE bedroom apartment while in Santander.
- **A pay-as-you-go mobile phone** will be provided for accompanying faculty with courtesy credit of 100 €
- **Local Medical insurance** for the duration of the program while on Spanish soil.
- **Inclusion in Comprehensive insurance policy** as mentioned above.

- **Use of office space** with internet / phone / fax as well as copy machines.
- **Use of classroom space** for group meetings or for the teaching of predetermined SADDLEBACK COLLEGE - SOCCCD course(s). *Limit two (2) hours a week for this offer. Additional hours negotiable.*
- **Full participation on all activities** scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

For group participation in summer programs the faculty benefits listed above will be for the entire program period. For long-term group participation faculty benefits will be for a period of one (1) week during the group program period. Faculty benefits are paid in full for an enrollment of specified paying participants as listed below, or pro rata for a lower enrollment.

Provided classroom space will be limited to (2) two hours per week. Additional time can be solicited for a supplemental fee. Students need not participate in the same program in order to be included in the minimum number of participants however they must be participating during the same program period with the same or similar dates.

PROGRAM OPTIONS AND FEES:

- **\$4484** US Dollars per participant for an enrollment of **10-15 paying student participants** with ONE (1) faculty administrative visit.
- **\$4394** US Dollars per participant for an enrollment of **16 or more paying student participants** with ONE (1) faculty administrative visit.

These fees are guaranteed not to change as a result of fluctuations in the \$/€ exchange rate.

***TARGET enrollment.**

Students can enroll on an individual basis for participation in any program however for one (1) administrative visit with full benefits as outlined in the previous section, the minimum group participation must be reached.

GROUP FLIGHT COMPONENT:

- **Group flight Reservations:**
T&E offers the option for group flight reservations to ensure your group will travel together. **SADDLEBACK COLLEGE – SOCCCD** will need to meet a minimum sustained enrollment of **ten (10) paying participants in order to qualify.** If you choose this option,
 - A group of ten (10) must be reached by **March 18th, 2016.**
 - Students must apply to the T&E program by **March 18th, 2016** via the online link below.
 - A maximum of 25 seats will be held for this group. Additional seats must be contracted separately and may carry a higher cost.
 - Once applied, everyone will be supplied with a link for T&E flight portal <https://www.studentuniverse.com/study/traveleducation> where they can visit to purchase their individual airline ticket by **March 25th, 2016.**
 - *Contracted price per ticket is **\$1,486 per traveler.**
 - *Flight itinerary is as follows (subject to change by airline):

American and IBERIA AIRLINES—

Itinerary:

AA 361 01JUL **SNA**-ORD 939A 340P
IB6274 01JUL ORD-**MAD** 440P 740A

AA 37 01AUG **MAD**-DFW 1045A 245P
AA2202 01AUG DFW-**SNA** 510P 624P

***flight itinerary and pricing is subject to change due to availability**

- Students who do not reserve airfare through the provided student flight option will be responsible for securing their own flight which should arrive before or at the same time as the contracted flight listed in this proposal. It is also their responsibility to check for any possible schedule changes with the T&E contracted itinerary to ensure their arrival coincides with the group. **NOTE: Transfers to and from the airport will not be provided for students arriving outside of the scheduled transfer time which is based on the T&E contracted flight for the group.**

NOT INCLUDED IN PROGRAM FEES:

- Airline fees and fuel surcharges
- Mandatory **\$125** refundable damage deposit to be collected from each student and returned to each individual student by T&E Philadelphia office upon completion of program if no damages are reported. If the institution is being invoiced for the entire group there will be a flat charge of \$1000 for groups with up to 15 students.
- Faculty compensation
- Visa and or passport fees.
- Meals other than those indicated on itinerary.
- Personal expenses.
- Additional field trips that have not been specified.
- Usage and upgrades on provided mobile phones.

OPTIONAL COMPONENTS:

- **Additional Administrative visits: \$950** per administrative visit for full faculty benefits.
- Single room supplement: \$200 for short term. *This applies only to the homestay component of the academic program.*

PROPOSED PROGRAM APPLICATION PROCEDURE, BILLING, PROMOTIONS AND FOLLOW-UP

(This procedure can be modified according to the needs and general practice of at SADDLEBACK COLLEGE - SOCCCD)

- T&E would require SADDLEBACK COLLEGE - SOCCCD to instruct students to apply to the appropriate program via the provided link below.
 - [2016 Online Student Application link for SADDLEBACK COLLEGE - SOCCCD Spain Program](#)
- **A total deposit per student of \$700 (\$450 non-refundable program deposit plus airfare deposit of \$250) must be collected and sent to the T&E office along with a group roster (student names and emails) by **March 18th, 2016**.** Penalties apply to changed program bookings after this date.
- **Students must purchase the airfare by **March 25th 2016**.**
- **T&E will bill students directly** who will then be responsible keeping up with T&E payment schedule as outlined on the T&E invoice. **All T&E invoices are sent via email only.** Please contact T&E if a hard copy invoice is required.
- Final payment due date for program fees to T&E: **April 8th, 2016**.
- Students applying after **March 25th, 2016** can only be accepted on a space-available basis and will be enrolled in a land-only program. T&E guidelines set forth in the T&E Application Contract must be followed when making airline reservations in order to take T&E provided transfer services to and from the Barajas Airport in Madrid to the program site. Should the T&E guidelines not be followed, participants will be responsible for their own transportation to or from the Madrid airport and their chosen program site.

- The assigned SADDLEBACK COLLEGE - SOCCCD accompanying program director must fill out an online form no later than **February 26th, 2016**. Administrative will be asked a series of questions regarding preferences on communications with the group and other important items. Use the following link to register: [T&E Accompanying Faculty Application](#). Faculty will then receive a "T&E Welcome Email" which will provide access to their online inscription. From the online inscription record, faculty will be provided with a link to monitor student enrollment and access student files.
- The school administration and SADDLEBACK COLLEGE - SOCCCD will promote the program on an appropriate institutional website listing or through the various available institutional outlets in order to ensure student awareness of the program offering at SADDLEBACK COLLEGE - SOCCCD.
- T&E will be invited to present programs to SADDLEBACK COLLEGE - SOCCCD's students and parents on predetermined and agreed upon dates during strategic periods of each academic term and will be provided with dates with sufficient time to plan for attendance. If T&E is unable to attend in person we will offer other options via video conferencing platforms.

REFUND POLICY

Should an individual participant withdraw from the program they must do so in writing to T&E and the following policy will apply based on the date of withdrawal...

If participant withdrawals in writing...	he / she receives...
on or before March 18th, 2016	A refund of all fees paid less \$450 non-refundable application fee plus any additional non-refundable deposits paid by the student or by T&E on behalf of the student
After March 18th, 2016 but before April 1st, 2016	A refund of all fees paid less \$450 non-refundable application fee plus an additional \$250 airline deposit as well as any additional non-refundable deposits paid by the student or by T&E on behalf of the student.
After April 1st, 2016 but before April 29th, 2016 days after the final payment due date.	A refund of all fees paid less \$450 non-refundable application fee plus an additional \$250 airline deposit and \$1000 processing and insurance plus any other fees incurred by T&E on the students behalf.
After April 30th, 2016	No refund

- Once the program has begun students withdrawing receive no refund unless T&E suspends the program.
- It is understood that SADDLEBACK COLLEGE - SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by **May 6th, 2016** for summer group participation.
- **Force Majeure:** The Parties agree that, if by reason of strike or other labor disputes, civil disorders, severe weather, acts of God, acts of terror, war, pandemic, or other unavoidable cause beyond the control of the party seeking to invoke this paragraph, either Party is unable to perform its obligation, such non-performance shall not be considered a breach of this Agreement. In the event a US Department of State travel warning is issued advising against travel to Spain, SADDLEBACK COLLEGE - SOCCCD may refrain from sending students to Spain and in such event shall only pay for actual and documented costs incurred by Travel & Education for the scheduled program.

- In the case of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain or to leave the country if they are already there, T&E will:
 - If the program has not started, either make suitable alternative arrangements or cancel the program and refund all fees paid.
 - If the program has started, suspend the program and fly the students home. If students are returned home they will receive a prorated rebate of fees paid to T&E for the portion of the program not completed, less the \$200 processing fee, the \$75 insurance premium, the \$95 non-refundable application fee and any costs incurred for flying the student home.
- **Loyalty Clause:** As part of the terms of this agreement, SADDLEBACK COLLEGE - SOCCCD will not actively seek out or accept any offer of a direct relationship with any of the academic institutions or organizations who partner with T&E in Spain to supply academic and/or other services as part of the T&E provided program for the next 3 terms starting from the effective date of this contract.

ADDITIONAL CONSIDERATIONS

If participants are taking immersion courses, each student must take a placement test which will be provided online prior to departure and/or by the host institution at the beginning of the academic program to determine the linguistic ability of the student and they will be placed in accordance to their level. This implies that not all of SADDLEBACK COLLEGE - SOCCCD students will be in the same language classes for the duration of the program. This also implies that if the student is not at the necessary level of proficiency to be accommodated in his/her chosen course options they may not be admitted into those courses and, in turn, be offered appropriate courses for their determined level of proficiency.

Airfare is the responsibility of each individual participant and any accompanying faculty unless otherwise indicated on this contract. T&E guidelines set forth in the T&E Application Contract must be followed when making airline reservations in order to take T&E provided transfer services to and from the Barajas Airport in Madrid to the program site. Should the T&E guidelines not be followed, participants will be responsible for their own transportation to or from the Madrid airport and their chosen program site.

The present agreement is subject to all of the policies, terms and conditions set forth in the T&E brochure and T&E Application Contract.

The present agreement will be valid for the 2016 academic term with the mutually implicit understanding that T&E and SADDLEBACK COLLEGE - SOCCCD will continue a relationship for the offering of T&E programs to SADDLEBACK COLLEGE - SOCCCD students for both short and long term study abroad options. The present contract will be reviewed and drawn up on an annual basis and will be negotiated at the start of the promotional period for the following academic term.

ACCEPTANCE OF PROPOSAL

Travel & Education requires written acceptance of this proposal by **December 14th, 2015** in order to prepare program materials, make the relevant bookings and to guarantee the price quoted. Please sign and date below to confirm that the components listed in this proposal fulfill your program requirements. Once signed, this document can be sent in its entirety via regular mail to **Travel & Education, 1055 Mill Creek Drive, Feasterville-Trevoze, PA 19053** or by fax to 215-396-0236. Should a signed agreement not be submitted by the specified due date above and SADDLEBACK COLLEGE - SOCCCD subsequently launches a group program through Travel & Education Corp during term quoted, the formal acceptance of this agreement will be implied and will be binding with the stated terms and conditions.

PROPOSAL ACCEPTED BY _____ (please print)

Name of Authorizing Representative SADDLEBACK COLLEGE - SOCCCD

Signature Authorizing Representative SADDLEBACK COLLEGE - SOCCCD

DATE _____

<https://travel.state.gov/content/passports/en/alertswarnings.html>
travel.state.gov > Passports & International Travel > Alerts and Warnings

Alerts and Warnings

- **Travel Warnings**

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

- **Travel Alerts**

We issue a Travel Alert for short-term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations, or disturbances; a health alert like an outbreak of H1N1; or evidence of an elevated risk of terrorist attacks. When these short-term events are over, we cancel the Travel Alert.

Refine by Destination		GO
Type	Date	Location
Alert	January 22, 2016	Uganda Travel Alert
Warning	January 21, 2016	Sudan Travel Warning
Warning	January 21, 2016	Niger Travel Warning
Warning	January 20, 2016	Burkina Faso Travel Warning
Warning	January 19, 2016	Mexico Travel Warning
Warning	January 15, 2016	El Salvador Travel Warning
Alert	January 11, 2016	Haiti Travel Alert
Warning	December 31, 2015	Republic of South Sudan Travel Warning
Alert	December 29, 2015	Tunisia Travel Alert
Warning	December 22, 2015	Cameroon Travel Warning
Warning	December 16,	Israel, The West Bank and Gaza Travel

Type	Date	Location
	2015	<u>Warning</u>
Alert	December 15, 2015	<u>Seychelles Travel Alert</u>
Warning	December 14, 2015	<u>Ukraine Travel Warning</u>
Warning	December 14, 2015	<u>Yemen Travel Warning</u>
Warning	December 13, 2015	<u>Burundi Travel Warning</u>
Warning	December 11, 2015	<u>Lebanon Travel Warning</u>
Warning	December 7, 2015	<u>Mali Travel Warning</u>
Warning	December 4, 2015	<u>Democratic Republic of the Congo Travel Warning</u>
Warning	December 4, 2015	<u>Iraq Travel Warning</u>
Alert	November 24, 2015	<u>Burkina Faso Travel Alert</u>
Alert	November 23, 2015	<u>Worldwide Travel Alert</u>
Warning	November 20, 2015	<u>North Korea Travel Warning</u>
Warning	November 19, 2015	<u>Afghanistan Travel Warning</u>
Warning	November 10, 2015	<u>Kenya Travel Warning</u>
Warning	November 10, 2015	<u>Chad Travel Warning</u>

Type	Date	Location
Alert	November 10, 2015	Bangladesh Travel Alert
Warning	October 30, 2015	Honduras Travel Warning
Warning	October 21, 2015	Philippines Travel Warning
Alert	October 14, 2015	South Pacific Tropical Cyclone Season - 2015 - 2016
Warning	October 8, 2015	Nepal Travel Warning
Alert	October 7, 2015	Burma Travel Alert
Warning	October 1, 2015	Somalia Travel Warning
Warning	September 30, 2015	Central African Republic Travel Warning
Warning	September 21, 2015	Saudi Arabia Travel Warning
Warning	September 18, 2015	Venezuela Travel Warning
Warning	September 16, 2015	Libya Travel Warning
Alert	September 4, 2015	Tanzania Travel Alert
Warning	September 3, 2015	Turkey Travel Warning
Warning	August 28, 2015	Pakistan Travel Warning
Warning	August 27, 2015	Syria Travel Warning
Warning	August 26, 2015	Algeria Travel Warning

Type	Date	Location
Warning	August 5, 2015	<u>Iran Travel Warning</u>
Warning	August 5, 2015	<u>Haiti Travel Warning</u>
Warning	July 27, 2015	<u>Nigeria Travel Warning</u>
Warning	July 17, 2015	<u>Djibouti Travel Warning</u>
Warning	June 5, 2015	<u>Colombia Travel Warning</u>
Warning	May 6, 2015	<u>Eritrea Travel Warning</u>
Alert	April 27, 2015	<u>Nepal Travel Alert</u>
Warning	October 7, 2014	<u>Mauritania Travel Warning</u>

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Out-of-State Travel, Fashion 218: New York Study Tour, New York, NY, June 13 – June 18, 2016

ACTION: Approval

BACKGROUND

The Saddleback College Advanced Technology and Applied Science Division is committed to offering high quality educational opportunities to their students. Saddleback College is committed to the premise that special topic field trips are legitimate academic endeavors and therefore an integral part of the educational experience.

STATUS

Saddleback College and the Division of Advanced Technology and Applied Science propose to offer a course entitled Fashion 218: New York Study Tour from June 13, 2016 through June 18, 2016, at the amount not to exceed \$2,000 per student (Exhibit A) excluding student fees. This course is designed to complement instruction in the Fashion program. All costs for travel, food, lodging, and incidentals will be paid by the students. Financial aid opportunities may be provided through the Office of Financial Aid. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College: Student out of state travel, Fashion 218: New York Study Tour, New York, NY, from June 13, 2016 through June 18, 2016, as outlined in Exhibit A.

South Orange County Community College District

SADDLEBACK COLLEGE

FASH 218: New York Study Tour

LOCATION: New York

DATE: 6/13/16 – 6/18/16

INSTRUCTOR: Diane McGroarty

Travel to New York, the fashion capital of the United States. Students will connect with industry, observe the workplace in action, and explore employment and internship opportunities within New York City. Learn about New York's role as one of the four major fashion capitals of the world.

Amount not to exceed the following paid by the student:

Flight	\$ 700
Transportation to and from Airport	\$ 75
Hotel	\$ 700 (5 nights)
Food	\$ 360
Museums	\$ 100
<u>Misc/Metro pass/taxi</u>	<u>\$ 65</u>
Total	\$ 2,000

There is no impact on the general fund.
These visits to important fashion sites will enrich students' background in fashion.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Travel, Study Abroad Program to Ireland, June 26, 2016 to July 17, 2016

ACTION: Approval

BACKGROUND

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. In the past, the College has offered similar courses, which have been conducted in many countries of the world by expert faculty who provide academic course work in conjunction with cultural travel experiences. Study abroad programs are authorized under Education Code 72640.

STATUS

The Fine Arts and Media Technology Division at Saddleback College proposes to offer the study abroad program in Dublin and Galway, Ireland from June 26, 2016 to July 17, 2016. The program will be organized and arranged by Seorianta Ltd T/A Rainta for a fee of \$2,400 per student at a cost of \$110 per day for 6 or more students, excluding airfare. The details of the program are summarized in the Program Narrative EXHIBIT A, and the Study Abroad Program Information Summary in EXHIBIT B. The required Education Tour / Field Study Contractor Agreement is provided in EXHIBIT C, which includes evidence of liability insurance of not less than \$5,000,000. Financial aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund. The proposal from Seorianta Ltd T/A Rainta is included in EXHIBIT D. The current travel warnings issued by the U.S. Department of State in EXHIBIT E do not include Ireland.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program to Ireland, June 26, 2016 to July 17, 2016, as summarized in EXHIBIT A, and authorizes the administration to execute the Education Tour Field Study Travel Contractor Agreement with the Seorianta Ltd T/A Rainta for coordinating all travel agreements in EXHIBIT C.

Item Submitted By: *Dr. Tod A. Burnett, President*

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

Study Abroad Narrative
Ireland
Summer 2016

I am very excited to be able to offer Study Abroad to Ireland at Saddleback College again. I have successfully taught the class through Cal State Long Beach for six years (I am an adjunct professor there and taught there before I became full time here at Saddleback) and was able to teach the class for the first time through Saddleback College this past summer. The course was a resounding success, the students loved it, and I already have a lot of interest from students who want to go next summer.

The class explores Irish Theatre, Cinema, and Culture beginning with the founding of the Abbey Theatre in 1904 by W.B. Yeats and Lady Augusta Gregory and continuing up to the present day with contemporary Irish writers and filmmakers. We explore the unique history of Ireland that led to the development of an incredibly rich and fascinating literary voice that reflects the culture, history, and values of Ireland, yet is powerfully received by international audiences. It is an experiential course that immerses the student in Ireland and allows them to experience the culture firsthand.

The course starts in Dublin where we stay in the dorms on the campus of Trinity College. Lunch is provided every day along with a welcome dinner our first night in town. While in Dublin we see plays at the historic Abbey Theatre, the Gate Theatre, and others depending on the appropriateness for the course. We have gone to Smock Alley as well as the Gaiety as well as numerous others. The class tours historic sites in Dublin, gets lectures from Trinity faculty, views Irish films, hears Irish music, sees Irish dance and has classes with me as well.

We spend the next two weeks in Galway, where the trip is designed to coincide with the Galway Film Fleadh (Festival) and the International Arts Festival. We see many, many new Irish Films (a number of which have gone on to be nominated for awards including the Academy Award), as well as Theatre, Dance, and Music performances. We also travel to the famous Aran Islands, which were immortalized in the plays of J.M. Synge, form the setting for a number of contemporary plays by Martin McDonagh, and are part of the mythology of Ireland. The Aran Islands is in the Irish speaking section of Ireland and the students will experience spoken Irish in what is now an English speaking country. In Galway we stay in beautiful apartments.

Students come away from the trip with a new appreciation of the literature and arts of Ireland and a very deep understanding of the culture. They have a clear understanding of how the culture and history profoundly influence the writing and the performances. Ireland is known as "The Land of Saints and Scholars", and the students get to experience this firsthand during their course. I am very excited to teach this course through Saddleback and introduce our students to the literature, arts, and culture I treasure.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY


1. PROGRAM									
Location/Destination:		Dublin/Galway Ireland			First Trip: Yes:		No:		x
Dates:		From: To: June 26, 2016		July 17, 2016		Total No. of Days:		22	
Partner Name (Academic Institution):		Seorianta Ltd T/A Rainta							
Address:		70 Northumberland Rd, Ballsbridge, Dublin 4							
Contact Person:		Seona MacReamoinn			Telephone No.:		+353872460157		
Description of Institution:		Study Abroad Provider							
Includes:	Accredited Instruction	Yes:	x	No:					
	Transfer College Units	Yes:		No:	x				
	Orientation	Yes:	x	No:					
	Books/Supplies	Yes:	x	No:					
	Tutors	Yes:	x	No:					
	Weekend Study Activities	Yes:	x	No:					
	Food	Yes:	x	No:					
	Transportation	Yes:	x	No:					
	Lodging	Yes:	x	No:					
Other:									
Does Not Include: (Examples: Local Transportation at home, Personal Items, etc.)		Airfare Course Fees Meals (Some meals provided)							
Other:									
2. FACULTY									
Lead Faculty Name:		William McGuire							
Coordinates Trip:		Yes:	x	No:					
If No, Explain:									
Travels to Site:		Yes:	x	No:					
Dates: From:		June 26, 2016			To:		July 17, 2016		
Teaching Assignment at Program Site:		Yes:	x	No:					
Dates: From:					To:				
Requires Substitute at IVC and/or SC?		Yes:		No:	x				
Unpaid Faculty Exchange:		Yes:		No:	x				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Course No.:	Course Title:	Date(s)			Time(s)				
Other:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:	Course Title:	No. of Units							
TA 128	Theatre, Performance, and Culture	3							

4. STUDENTS							
Minimum number of students required to make program:						6	
Minimum number of units:						3	
Maximum number of units:						3	
If this is a repeat program site, what is the average number of units taken per student?							
Other							
5. COSTS							
Student:							
Contracted cost per student:						\$ 2,400.00	
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)						\$ 110.00	
College:							
Additional costs to the District?		Yes:		No:	x		
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.						\$	
Other Costs						\$	
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	Breakfast (8-10)	TA 128 Historical Site Visit (8-6)	
9 a.m.	↓	↓	↓	↓	↓	↓	
10 a.m.	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	Instruction Time (10-12)	↓	
11 a.m.	↓	↓	↓	↓	↓	↓	
12 Noon	↓	↓	↓	↓	↓	↓	
1 p.m.	Lunch (1-2)	Lunch (1-2)	Lunch (1-2)	Lunch (1-3)	Lunch (1-3)	↓	
2 p.m.	TA 128 Cultural Site Tour (2-6)	TA 128 Cultural Site Tour (2-6)	Instruction Time (2-5)	↓	↓	↓	
3 p.m.	↓	↓	↓	TA 128 Cultural Site Tour (3-6)	TA 128 Cultural Site Tour (3-6)	↓	
4 p.m.	↓	↓	↓	↓	↓	↓	
5 p.m.	↓	↓	↓	↓	↓	↓	
6 p.m.	↓	↓	Dinner (6-8)	Dinner (6-8)	Dinner (6-8)		
7 p.m.	Dinner (7-8)	Dinner (7-8)	↓	↓	↓		
8 p.m.	TA 128 Cultural Site Tour (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)	Theatre Performance (8-10)		
9 p.m.	↓	↓	↓	↓	↓		
10 p.m.							
Exceptions to weekly schedule:							
8. ATTACHMENTS							
1. Course Outline							
2. Course Syllabus							
3. Contract Provider							


9. REQUIRED SIGNATURES


Lead Faculty Member Date 2-10-2016


Department Chair Date 2/10/2016


Division/School Dean Date 2/10/16


Vice President, Instruction Date 2/10/16


College President Date 2-10-16



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR / FIELD STUDY
TRAVEL CONTRACTOR AGREEMENT

GENERAL TERMS AND CONDITIONS

*Performance and Culture Studies in Dublin and Galway, Ireland, Summer
2016*

This Agreement is made this 22 day of February, 2016 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California and Seorianta, T/A Rianta located at 70 Northumberland Rd, Dublin 4, Ireland and is for the limited purpose of providing travel arrangements for the Educational Tour / Field Study Trip described on the Exhibits to this Agreement labeled Proposal details for program services for Saddleback College.

IN CONSIDERATION of the covenants, promises, and agreements of the parties hereinafter contained, DISTRICT and TRAVEL CONTRACTOR hereby covenant, promise and agree as follows:

1. INSTRUCTIONAL SERVICES – District shall arrange for and provide all instructional services, including but not limited to appropriate course announcements, course descriptions and registration prerequisites, student selection and registration, pre-trip student orientation, lectures (staff and guest), student supervision, instruction by Trip Instructor and evaluation for said Educational Tour / Field Study Trip.
2. TRAVEL SERVICES – TRAVEL CONTRACTOR shall arrange for and provide all transportation and lodging in Ireland for the Educational Tour / Field Study Trip, the details of which TRAVEL CONTRACTOR shall specify on the Exhibit to this Agreement labeled "SPECIFIC DETAILS." Said Exhibit shall be prepared by TRAVEL CONTRACTOR and submitted to DISTRICT for written approval and acceptance by DISTRICT as part of this Agreement. Airfare to Ireland is not being arranged by CONTRACTOR. In the event of a conflict between the terms and conditions of any of the SPECIFIC DETAILS set forth in such Exhibit and the terms and conditions set forth in this Agreement, the General Terms and Conditions set forth in this Agreement shall prevail.
3. PROMOTIONAL MATERIAL – TRAVEL CONTRACTOR may prepare and provide at its own expense additional promotional material, which material must have the written approval of the DISTRICT administrator responsible for the activity before publication and distribution to the participants of the Educational Tour / Field Study Trip.



by Saddleback College or Irvine Valley College." All travel arrangements are the responsibility of TRAVEL CONTRACTOR."

4. PAYMENT BY TRIP PARTICIPANTS – All payments by Educational Tour / Field Study Trip participants for travel services shall be made directly to TRAVEL CONTRACTOR. All checks drawn by Educational Tour / Field Study Trip participants shall be made to the order of TRAVEL CONTRACTOR'S firm name or to such other name as TRAVEL CONTRACTOR may direct in writing.

TRAVEL CONTRACTOR shall manage all charges collected from Educational Tour / Field Study Trip participants in accordance with applicable Federal and State laws and regulations and the requirements of this Agreement. Any and all funds received by TRAVEL CONTRACTOR shall be held in trust for the benefit of the Educational Tour / Field Study Trip. TRAVEL CONTRACTOR shall account in detail to the DISTRICT the total cost to each participant of each Educational Tour / Field Study Trip.

TRAVEL CONTRACTOR shall provide to District a detailed itemization of all costs and expenses for each Educational Tour / Field Study Trip. Trip costs and expenses shall include but are not limited to details regarding the extent of free transportation, per diem allowance, incidental support, any direct payment to or prerequisites intended by TRAVEL CONTRACTOR for Trip Instructor. Disclosure of these costs and expenses for each Educational Tour / Field Study Trip shall be labeled "SPECIFIC DETAILS." Cost figures so disclosed will not be changed, except that costs quoted may be based on tariffs and foreign exchange rates in effect at the time of the quote and may be subject to change without amendment to this Agreement if the possibility of such changes has been disclosed in advance and in writing by TRAVEL CONTRACTOR to the DISTRICT and each participant in the Educational Tour / Field Study Trip. In the event an Educational Tour / Field Study Trip is for any reason cancelled prior to the time of its scheduled departure, TRAVEL CONTRACTOR shall refund in full within ten (10) days, any payments received from Educational Tour / Field Study Trip participants provided, however, that if any Educational Tour / Field Study Trip participants cancel after the date specified for final payment for participation in a particular Educational

Tour / Field Study Trip TRAVEL CONTRACTOR shall refund payments within ten (10) days to said Educational Tour / Field Study Trip participants minus any non-recoverable charges or expenses incurred by TRAVEL CONTRACTOR in connection with its provision of travel services for those participants.

5. RESTRICTION ON TRIP PARTICIPATION – All Educational Tour / Field Study Trip participants shall be registered in the course related to the Educational Tour Field Study. Though registration is open to the public, some individuals may be denied admission on the basis of academic prerequisites or other constraints. TRAVEL CONTRACTOR SHALL NOT MAKE THE TOUR PACKAGE AVAILABLE TO INDIVIDUALS WHO ARE NOT STUDENTS OF DISTRICT EXCEPT UNDER



CONDITIONS ACCEPTED BY THE DISTRICT IN WRITING AND MADE A PART OF THIS AGREEMENT. IN THE EVENT PERSONS WHO ARE NOT DISTRICT STUDENTS SHALL PARTICIPATE IN AN EDUCATIONAL TOUR / FIELD STUDY TRIP WITHOUT DISTRICT PERMISSION, THE TRAVEL CONTRACTOR HEREBY ASSUMES ALL LIABILITY, AS DEFINED IN THIS AGREEMENT, FOR SUCH NON-STUDENT PARTICIPATION.” Prior to the departure of any Educational Tour / Field Study Trip, TRAVEL CONTRACTOR shall provide the DISTRICT at the address set forth below with a roster of all Educational Tour / Field Study Trip participants, showing name, address, emergency contact and address, along with the same information for any other persons the DISTRICT has agreed in writing to allow participation in the Educational Tour / Field Study Trip.

6. EDUCATIONAL TOUR / FIELD STUDY CORRESPONDENCE - TRAVEL CONTRACTOR shall forward a copy of all correspondence between the TRAVEL CONTRACTOR and any Trip/Instructor/Presenter/Guide of the DISTRICT at the address set forth below.

7. INDEMNIFICATION - TRAVEL CONTRACTOR shall protect, hold harmless, indemnify, and defend DISTRICT (including its trustees, officers and employees) from any and all liability as defined in this Paragraph. For purposes of this Agreement, liability means any and all claims, demands, losses, causes of action, suits, or judgments of any and every kind (including reasonable attorney’s fees) that any person (including but not limited to Educational Tour / Field Study Trip participants or TRAVEL CONTRACTOR’S employees), or such person’s heirs, executors, administrators or assigns may have against the DISTRICT, arising out of or in connection with TRAVEL CONTRACTOR’S activities under this Agreement which give rise to personal injury, accident, illness or death, or any loss or damage to property, or any other claim including but not limited to claims based on TRAVEL CONTRACTOR’S failure or refusal to perform in accordance with this Agreement, that results from any cause other than the sole negligence of the DISTRICT.

8. LIQUIDATED DAMAGES. - TRAVEL CONTRACTOR acknowledges that the DISTRICT is a non-profit public entity that makes no economic gain on travel arrangements for Educational Tour / Field Study Trips. If TRAVEL CONTRACTOR fails to perform in accordance with the Educational Tour / Field Study Trip set forth in SPECIFIC DETAILS or in promotional brochures provided by TRAVEL CONTRACTOR to Educational Tour / Field Study Trip participants, such breach may cause hardship to the Educational Tour / Field Study Trip participants. However, from the nature of the case it would be impracticable and difficult to fix the amount of damages sustained by Educational Tour / Field Study Trip participants in the event of any such breach. DISTRICT and TRAVEL CONTRACTOR, therefore, presume that in the event of any such breach by TRAVEL CONTRACTOR the minimum amount of damages that will be sustained by Educational Tour / Field Study Trip participants will be



\$100 per trip per participant and that TRAVEL CONTRACTOR shall pay such amount as liquidated damages and not as a penalty, provided, however, that the rights set forth in this Paragraph shall not preclude each Educational Tour / Field Study Trip participant from claiming and from being awarded, upon proper proof thereof, of damages in a greater amount than the liquidated damages amount specified in this Paragraph.

9. TRAVEL AGENTS – All travel agents used by TRAVEL CONTRACTOR to arrange for transportation (or TRAVEL CONTRACTOR itself if it is a travel agency) shall be licensed and bonded by the International Air Transport Association (IATA) and the Air Traffic Conference (ATC) and shall be members of the American Society of Travel Agents (ASTA) or an equivalent professional travel agent's association.

10. TRIP CANCELLATION INSURANCE – TRAVEL CONTRACTOR shall make available to each Educational Tour / Field Study Trip participant trip cancellation insurance that will insure trip participants of trip transportation in spite of accident or illness of any participant that prevents that participant from either commencing the trip or requires the participant's early return from the trip.

11. GENERAL LIABILITY INSURANCE – TRAVEL CONTRACTOR shall for the duration of each Educational Tour / Field Study Trip maintain a comprehensive worldwide, general liability policy or policies insuring TRAVEL CONTRACTOR'S activities under this Agreement against risk of loss due to: (a) bodily injury, death or property damage caused by an occurrence arising out of the operation, maintenance or use, including loading and unloading of hired automobile, watercraft or aircraft in TRAVEL CONTRACTOR'S operations; (b) personal injury arising out of TRAVEL CONTRACTOR'S operations, and shall provide emergency medical services to participants while on the Educational Tour / Field Study Trip, and other general trip insurance benefits as specifically set forth in SPECIFIC DETAILS. If the Educational Tour / Field Study Trip is to travel to locations beyond the continent of the United States, such policy shall be endorsed to provide coverage for planes brought into the United States, for occurrences elsewhere.

LIABILITY INSURANCE – CERTIFICATE OF INSURANCE – TRAVEL CONTRACTOR shall provide the District's Office of Administrative and Business Services with a valid certificate of insurance for each Educational Tour / Field Study Trip naming the District as additional insured with a single limit of liability of a minimum of \$5,000,000 with evidence that the policy covers the world-wide exposures of each Educational Tour / Field Study Trip. The certificate shall be submitted with the executed AGREEMENT to the Office of the Vice Chancellor, Business Services at least fifteen (15) working days prior to commencement of the program.

12. TRAVEL CONTRACTOR INFORMATION AND IDENTIFICATION – TRAVEL CONTRACTOR shall at all times maintain on file with the DISTRICT an



accurate information sheet listing name, address, telephone, facsimile, e-mail, person(s) responsible for assisting the Educational Tour / Field Study Trip.

13. **TERM** – This Agreement shall be effective on the date first noted above when signed by TRAVEL CONTRACTOR and DISTRICT and shall continue in force until terminated. TRAVEL CONTRACTOR may, upon written notice to DISTRICT, cancel any particular Educational Tour / Field Study Trip no later than 45 days prior to the departure of the Educational Tour / Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour / Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour / Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

14. **NO ASSIGNMENT/TIME OF ESSENCE / HEIRS AND ASSIGNS** – This Agreement is for the particular services of TRAVEL CONTRACTOR and shall not be assignable by TRAVEL CONTRACTOR in whole or in part without the prior written consent of DISTRICT. Time is of the essence on the performance of each and every provision of this Agreement. The provisions of this Agreement shall extend to be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns of the respective parties hereto or of any third party beneficiaries of the Agreement.

15. **NO MODIFICATION OF AGREEMENT** – This Agreement constitutes the full and complete understanding of the parties on the subject hereof, and supersedes all prior understandings or agreements on that subject. No oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. No prior or contemporaneous agreements, representations or understandings between TRAVEL CONTRACTOR and any Trip Instructor for any Educational Tour / Field Study Trip that are not set forth herein shall be binding upon DISTRICT. No waiver, modification or amendment of any provision of this Agreement shall be effective unless it is in writing and signed by both parties.

16. **NOTICE** – Any notices required or permitted hereunder shall be given in writing to the appropriate party at the address specified above or at such other address as the party may have noticed to the other in accordance with this Paragraph. Such notice upon



EXHIBIT C
Page 6 of 7
Travel Contractor Agreement

personal delivery shall be deemed given at the time of personal delivery to the signatory of the appropriate party named below, or upon mailing by certified or registered mail three (3) days after the date of such mailing.

17. CONTROLLING LAW – This Agreement is made in California and its terms and conditions shall be construed in accordance with the laws of the State of California, excluding the body of law applicable to conflicts of law. TRAVEL CONTRACTOR warrants and agrees that any suit brought by DISTRICT or any Educational Tour / Field Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

IN WITNESS WHEREOF, TRAVEL CONTRACTOR and DISTRICT have executed this Agreement to be effective on the day and year first written above.

TRAVEL CONTRACTOR

Rianta

Date: February 22, 2016

By: Seona MacRaemolas
Name of authorized agent

Title: Director

Address: 70 Northumberland Rd, Dublin 4,
Ireland

Phone: +353872460157

DISTRICT

South Orange County Community
College District

Date: _____

By: _____
Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (949) 582-4664

Schedule of Cover

Organisers Liability Insurance

In accordance with instructions received we have arranged the following Insurances.

INSURED Seorianta Ltd T/A Rianta
POLICY NUMBER B1053BA15072
ADDRESS 70, Northumberland Road, Dublin 4
PERIOD of COVER 07.12.2015 to 06.12.2016
DETAILS OF RISKS INSURED – Sections 1b 1c and Section 2 Operative / Section 1a Not Operative

Public / Products Liability - Limit: €6,500,000

Legal Liability in respect of injuries to your customer including liability from coach accidents arising out of your contract with the customer under the Package Holiday and Travel Trade act 1995

In respect of any one occurrence or series of occurrences arising out of one originating cause – in respect of Products Liability Underwriters Liability does not exceed the Indemnity Limit for any one period of Insurance

Excess is: €500 any one person any one claim or series of claims arising out of one originating cause inclusive of costs and/or expenses but limited to €1,000 any one claim or series of claims arising out of one originating cause inclusive of costs and/or expenses

Professional Indemnity - Limit: €500,000

To Indemnify you for errors or omissions and breach of professional duty made by your staff causing a financial loss to your customers

In respect of any one occurrence or series of occurrences arising out of one originating cause Underwriters Liability does not exceed the Indemnity Limit for any one period of Insurance

Excess is: €350 any one person any one claim or series of claims arising out of one originating cause inclusive of costs and/or expenses but limited to €1,500 any one claim or series of claims arising out of one originating cause inclusive of costs and/or expenses

Endorsements: (Pages 37 to 41 of the policy wording) – Not Operative

M. Healy

In Europe as opposed to the US, they write day/month/year. The dates are correct with full coverage for the period from December 7, 2015 to December 6, 2016.

Signed..... Date : 07.12.2015

On Behalf of Worldwide Insurance Brokers and Advisors Ltd

Seorianta Ltd T/A Rianta
Proposal details for Program Services for Saddleback College
Ireland Program June 26th, 2016 - July 17th, 2016

Seorianta Ltd T/A Rianta acting as a partner/ affiliate organization to Saddleback College agrees as follows

I. PROGRAM CONTACTS

For the purpose of this program only, the contacts will be:

A. Partner/Affiliate

Seona MacReamoinn Ltd T/A Rianta
70, Northumberland Road
Ballsbridge, Dublin 4
seona.macr@gmail.com

University

1) Program Details and Students

Dr. William McGuire
Dept. of Theatre
Saddleback College
28000 Marguerite Parkway
Mission Viejo CA92692
USA

II. PARTNER /AFFILIATE RESPONSIBILITIES

A. Pre-Departure Responsibilities

- Arrange all services, accommodations, and excursions as outlined in schedule and program proposal
- Remain in contact with the Faculty Director about program details
- Provide updated program itinerary
- Provide housing assignments

B. On-Site Orientation

- Provide orientation that covers health, safety, logistics, information on how to use public transport, etc.

C. Transportation

- Transfers to and from airport for students to housing
- Transportation for all excursions included in program
- Exclude student airfare

D. Accommodation

- 21 nights single accommodation for Program faculty leader in Dublin and Galway
- 21 nights shared housing for students as requested in Dublin and Galway

E. Meals

- Welcome and Farewell meals- private space in restaurant
- Breakfast at housing as agreed

F. Academic Program/Cultural Program

- As outlined in program itinerary
- Classroom space
- Guest Seminars with local speakers as agreed with faculty
- Theatre and other cultural events in Dublin
- Attendance at Galway Film Festival, Galway Arts Festival performances and screenings

G. Student Services Support and Student Life

- Cell phone with local phone number for Program Leader
- 24/7 Emergency Support, as defined by:
 - a. An experienced, affiliate partner member in-country who is reasonably accessible by telephone, by the program leader and students, 24 hours a day/seven days a week in the event of an emergency.
 - b. The partner staff member must be reasonably accessible to provide general information and guidance, crisis intervention, translation as needed and referrals to other professionals as needed.
 - c. In addition, where a student needs to go to a hospital, a student is arrested or an emergency otherwise requires interactions with local authorities/bureaucracies/institutions, the affiliate staff member will be available to appear onsite in-person to assist with negotiations, language and cultural translations.
 - d. Where necessary, the staff person will be available to monitor students who are hospitalized, need to stay behind in housing for the day, etc. while the University program leader will be responsible for the ongoing program.
 - e. The partner staff member should be reasonably available to provide on-going monitoring should a student need to remain in-country after the end of the program due to hospitalization, illness that limits travel, etc. In this unlikely situation, the affiliate and University will negotiate any additional costs associated with such service.
 - f. In addition to 24/7 emergency support, the affiliate staff member must be available to assume responsibilities of the University program leader should he/she not be able to complete his/her duties for any reason including, but not limited to, illness or emergency. This would be a short-term solution and it is understood that the affiliate staff member would not necessarily have the academic expertise of the University program leader.

H. Field Trips and Excursions

- Excursions as outlined in itinerary
- If an excursion is not possible, an excursion of similar cost and scope will be arranged instead
- All services provided are bonded and insured and a certificate of USIT's liability insurance is available.

- I. Subcontracting:** Partner/Affiliate will perform the agreed upon services, subcontracting as necessary. Partner /Affiliate takes responsibility for vetting and selecting the most appropriate subcontractors for the services provided including, but not limited to, appropriately bonded, licensed and insured transportation and secure housing. Subcontractors have no direct relationship with the University.

INSURANCE

Saddleback or its representative will ensure all program participants have adequate US travel and health insurance as this insurance cannot be provided by partner/affiliate in Ireland due to national insurance regulations

Seorianta Ltd T/A Rainta as Partner/Affiliate agrees to provides proof of company liability insurance in Ireland.

PAYMENT DETAILS

Saddleback or its representative agrees to pay for the above agreed upon program as follows:

The fee per student will be agreed and vary according to the number of students (Program leader costs absorbed into the student program fee).

All elements of the program as outlined in the finalized schedule will be included as described.

A program deposit invoice will be issued at the end of March with payment due by mid-April by bank transfer

A balance deposit for the remainder will be issued two months before arrival and needs to be paid in full four weeks before arrival by bank transfer.

A. The College and Faculty Director agree to the following schedule for cancellations and refunds.

- Saddleback or the aforementioned Faculty Director will promptly inform Seorianta Ltd T/A Rainta of any Student cancellations. Notice of Student cancellations must be made in writing.
- Seorianta Ltd T/A Rainta s cancellation and withdrawal policy for Student is as follows:
 - Cancellations received within four weeks prior to the start of the Program incur a fee of 10%
 - Late arrivals will not be refunded for any day or part thereof.
 - No show Students incur a cancellation fee of 50% of total fee and will not be refunded any unrecoverable costs.

- Students who withdraw up to three days after the commencement of the program will incur a fee of 10% together with all the program costs incurred up to their departure date and other non-recoverable costs.

..

SOCCCD

Seorianta Ltd T/A Rainta

By: _____

By: _____

Name: .

Name: Seona MacRéamoinn
Director Program Development

Title: .

Title: Director,
Program Development

Date: _____

Date: _____



travel.state.gov > Passports & International Travel > Alerts and Warnings

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Alerts and Warnings

Travel Warnings

We issue a Travel Warning when we want you to consider very carefully whether you should go to a country at all. Examples of reasons for issuing a Travel Warning might include unstable government, civil war, ongoing intense crime or violence, or frequent terrorist attacks. We want you to know the risks of traveling to these places and to strongly consider not going to them at all. Travel Warnings remain in place until the situation changes; some have been in effect for years.

Travel Alerts

We issue a Travel Alert for short term events we think you should know about when planning travel to a country. Examples of reasons for issuing a Travel Alert might include an election season that is bound to have many strikes, demonstrations or disturbances, a health alert like an outbreak of H1N1, or evidence of an elevated risk of terrorist attacks. When these short term events are over, we cancel the Travel Alert.

Refine by Destination

Ireland

GO

[Clear Results](#)

Type

Date

Location

No matching records found

Learn About Your Destination

Enter a Country or Area

GO

Enroll in STEP

Enrolling in this free service will allow us to better assist you in case of an emergency while you are abroad.

ENROLL

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
Jan 28, 2016 12:00 – 12:45 p.m. SSC 212	Women's and Gender Studies/ASG	Emily Lindin	UnSlut: A Documentary Q &A and Filmmakers Workshop with the Director	\$2000/ASG
Feb 17, 2016 HS 145	Ana Maria Cobos, Latino Americans NEH Grant	Dr. Marisela Chavez	Chicano Social Movements in the 1960's	\$400/NEH Grant
May 4, 2016 HS 145	Ana Maria Cobos, Latino Americans NEH Grant	Dr. Ev Meade	US Mexico border issues raised in Latino American video clips	\$300/NEH Grant
May 4, 2016 HS 145	Ana Maria Cobos, Latino Americans NEH Grant	Dr. Anita Casaventes-Bradford	Immigration issues raised in Latino American video clips	\$300/ NEH Grant
May 20, 2016 9:30-11:20 a.m. Laguna Woods Village Auditorium Clubhouse 3	Rob Henry HUM 204X Modern World Culture: 1700 – Present	Reza Abedi	American Wings, Iranian Roots	\$100

IRVINE VALLEY COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
April 14, 2016 2 – 4 p.m. LSB Room 104	Sexual Assault Awareness Week; Dr. Elizabeth Cipres, Dean	Janina Scarlet, PhD	Surviving and Preventing Sexual Assault	\$300
April 15, 2016 8 a.m. – 3 p.m. PAC Auditorium	Cultural Competence Summit; Dr. Linda Fontanilla	Kimberly Papillon	Intentional & Unintentional Biases	\$6,000 student equity grant funded
		J. Luke Wood and Dr. Frank Harris from M ₂ C ₃	Racial/ethical Disparities in College Student Outcomes and African American Males in Higher Education	\$7,000 to M ₂ C ₃ student equity grant funded
		Dr. Tyrone Howard	Reversing Persistent Underachievement	\$4,000 student equity grant funded

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Student Out-of-State Travel, Model United Nations Program (IVC MUN), National Model United Nations Conference, March 25, 2016 through March 31, 2016, New York, NY

ACTION: Approval

BACKGROUND

The Irvine Valley College Model United Nations (IVC MUN) Program is committed to student success, professional development, and providing campus, community, and collegiate leadership opportunities. The IVC MUN Program is seeking permission and approval to attend, participate, and compete in the upcoming 2016 National Model United Nations – New York Conference (NMUN – NY). Students selected to attend will represent the interests of a specific country in a simulation of the United Nations. During this simulation, students will debate global issues, negotiate interests, develop cooperative approaches to address those problems, present formal speeches on behalf of their country, and develop important professional skills such as building rapport, conflict management, effective leadership, and diplomacy.

STATUS

The IVC MUN Program proposes to take up to 20 students and two advisors to the National Model United Nations – New York Conference from March 25, 2016 through March 31, 2016 at the Sheraton New York Times Square Hotel. The Student Out-of-State Travel Program Information Summary is presented in Exhibit A. The Participant Cost Breakdown, presented in Exhibit B, sets forth the funding for: 1) student airfare, baggage meals, and all other personal expenses will be paid by the student; and 2) lodging, conference registration, and airport shuttles will be paid through the Associated Students of IVC (ASIVC) and the IVC MUN Foundation account; the total of which is not to exceed \$20,060.04. There will be no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the IVC Model United Nations Program student out-of-state conference travel for up to 20 students and two faculty advisors to attend the National Model United Nations – New York Conference from March 25, 2016 through March 31, 2016.

Item Submitted by: *Dr. Glenn R. Roquemore, President*
Dr. Debra Fitzsimons, Vice Chancellor, Business Services

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

OUT-OF-STATE TRAVEL PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Sheraton New York Time Square Hotel			First Trip: Yes:			No:	X
Dates:	From:	3/25/16	To:	3/31/16	Total No. of Days:		7		
Partner Name (Academic Institution):		National Collegiate Conference Association							
Address:		811 Seventh Avenue (at 52nd St.), New York, NY 10019							
Contact Person:		Cale Crammer			Telephone No.:		858-888-5613		
Description of Institution:		Conference Organizers							
Includes:	Accredited Instruction		Yes:		No:	X			
	Transfer College Units		Yes:		No:	X			
	Orientation		Yes:	X	No:				
	Books/Supplies		Yes:	X	No:				
	Tutors		Yes:		No:	X			
	Weekend Study Activities		Yes:	X	No:				
	Food		Yes:		No:	X			
	Transportation		Yes:	X	No:				
	Lodging		Yes:	X	No:				
Other:	N/A								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Personal expenses during program; airfare, baggage, and all daily personal expenses.							
Other:									
2. FACULTY									
Lead Faculty Name:		Cale Crammer & Shirin Sahani							
Coordinates Trip:		Yes:	X	No:					
If No, Explain:									
Travels to Site:		Yes	X	No:					
Dates:	From:	3/25/16			To:	3/31/16			
Teaching Assignment at Program Site:		Yes		No:	X				
Dates:	From:				To:				
Requires Substitute at IVC and/or SC?		Yes		No:	X				
Unpaid Faculty Exchange:		Yes		No:	X				
If Yes, Faculty Name(s) Required:									
Assignments to be Covered:									
Other:									
3. COURSE(S) OFFERED AT PROGRAM SITE									
Course No.:	Course Title:								No. of Units
	TOTAL								

4. STUDENTS							
Minimum number of students required to make program:							20
Minimum number of units:							
Maximum number of units:							
If this is a repeat program site, what is the average number of units taken per student?							
Other – Maximum number of students							20
5. COSTS							
Student:							
Contracted cost per student:							\$900.00
Average cost per day: <i>(It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)</i>							\$128.57
College:							
Additional costs to the District?		Yes:	<input checked="" type="checkbox"/>	No:	<input type="checkbox"/>		
If Yes Explain:		School registration, delegate registration, hotel rooms, portage fee, shuttles					
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.							N/A
Other Costs							\$20,060.04
6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)							
N/A							
7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES							
	Fri 3/25	Sat 3/26	Sun 3/27	Mon 3/28	Tue 3/29	Wed 3/30	Thur 3/31
8am		Shuttle to	Conference	Conference	Conference	Conference	Conference
9am		Hotel	All Day	All Day	All Day	All Day	All Day
10am			-	-	-	-	-
11am		Hotel	-	-	-	-	-
12pm		Check-in	-	-	-	-	-
1pm			-	-	-	-	-
2pm		Mission	-	-	-	-	-
3pm		Briefing	-	-	-	-	-
4pm			-	-	-	-	-
5pm			-	-	-	-	-
6pm		Team	-	-	-	-	Flight from
7pm		Dinner	-	-	-	-	JFK to
8pm	Flight from		-	-	-	-	LAX
9pm	LAX to		-	-	-	-	
10pm	JFK						
Exceptions to weekly schedule:			N/A				
8. ATTACHMENTS							
Cover.							

Irvine Valley College Model United Nations Team
Travel to Compete in National Model United Nations – 2016 New York Conference

March 25, 2016 – March 31, 2016

Participant Cost Breakdown

COST/ITEM	Paid By	
	ASIVC/FOUNDATION	STUDENT
School Registration Fee	\$200.00	0
Delegate Registration (\$135.00 per person for 20 students)	\$2,700.00	0
Advisor/Faculty Registration (\$135.00 per person for 2 advisors)	\$270.00	0
Hotel Reservation (\$319.00 per night–9 rooms for 5 hotel nights–at the Sheraton New York Time Square Hotel)	\$14,355.00	0
Hotel Portage Fee (\$11.00 per person for 20 students and 2 advisors)	\$242.00	0
Airline Baggage Fees (\$25.00 per person to and from New York for 20 students)	0	\$1,000.00
Airline Baggage Fees (\$25.00 per person to and from New York for 2 advisors)	\$100.00	0
Roundtrip Airfare (estimated at \$450.00 per person for 20 students)	0	\$9,000.00
Roundtrip Airfare (estimated at \$450.00 per person for 2 advisors)	\$900.00	0
Food Expenses (estimated at \$50.00 per day for 6 days for 20 students)	0	\$6,000.00
Per Diem (\$65.00 per day for 6 days for 2 advisors)	\$780.00	0
Misc. Personal Costs (estimated at \$100.00 to cover airport shuttles, taxis, Internet for 20 students)	0	\$2,000.00
Airport Parking (estimated at \$15.00 per day for 7 days for 2 advisors)	\$210.00	0
Mileage (\$0.560 per mile for 92 miles from IVC to LAX Airport for 2 advisors)	\$103.04	0
Misc. Personal Costs (estimated at \$100.00 to cover airport shuttles, taxis, Internet for 2 advisors)	\$200.00	0
Total Costs	\$20,060.04	\$18,000.00

Estimated Funding Breakdown:

- ASIVC, Foundation Account, and Individual Contributions: **\$38,060.04**

TO: Board of Trustees**FROM:** Gary L. Poertner, Chancellor**RE:** Irvine Valley College: Student Out-of-State Travel, Instrumental Music Area –Wind Symphony, College Band Directors National Association Western/Northwestern Regional Conference at the University of Nevada, Reno, March 15, 2016 through March 20, 2016**ACTION:** Approval

BACKGROUND

Irvine Valley College (IVC) is committed to providing high-quality education and opportunities for our students. Since 1999, the Irvine Valley College Instrumental Music Area – Wind Symphony (IVCIMA-WS) has nominated select students to attend and participate in both the annual Regional and National College Band Directors National Association (CBDNA) Intercollegiate Bands (regional conferences in even numbered years and national conferences in odd numbered years). IVC students selected have been placed in principal chairs of their respective sections on several occasions via seating auditions. IVC has placed students in CBDNA Intercollegiate Bands each year since 1999; 2016 being our 18th consecutive year.

As part of offering high quality education IVCIMA-WS students will have the opportunity to perform in the 2016 Western/Northwestern Regional Intercollegiate Band, under conductor/professor Dr. Patrick Dunnigan, Professor, Director of Bands, Florida State University, and the current national president of the CBDNA.

STATUS

Of the twelve students nominated, five were selected; however, one of the selected students withdrew because he is entering the Marine Corps Music Program this January. IVCIMA-WS proposes to bring four students and one faculty member to the 2016 CBDNA Western/Northwestern Regional Conference at University of Nevada, Reno, March 15, 2016 through March 20, 2016.

The Estimated Expense Summary as presented in Exhibit A, with funding to be paid through the Associated Students of IVC (ASIVC) as well as the IVC IMA Foundation Account, in an amount not to exceed \$8,721.50. These cost estimates include airfare, hotel, ground transportation, food and contingency funds. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the 2016 student out-of-state travel to the 2016 CBDNA Western/Northwestern Regional Conference at University of Nevada, Reno, March 15, 2016 through March 20, 2016.

Item Submitted By: *Dr. Glenn R. Roquemore, President*
Dr. Debra Fitzsimons, Vice President, Business Services

ESTIMATED EXPENSE SUMMARY

**IRVINE VALLEY COLLEGE
SCHOOL OF the ARTS**

**IMA Wind Symphony Travel to the College Band Directors National Association (CBDNA)
Western/Northwestern Regional Conference at the University of Nevada, Reno March 15-20, 2016**

ESTIMATED COSTS OF CONFERENCE TRIP

ESTIMATED AIRFARE for 4 students and 1 faculty member Not to exceed \$600.00 per person	\$3,000.00
HOTEL , 3 rooms for 5 nights. Quotes provided by the Peppermill Hotel, Reno, NV 1 male student room: 3 to a room @ \$95.00 per night X 5 plus taxes = \$631.50 1 female student room: @ \$85.00 per night X 5 plus taxes = \$575.00 1 faculty member room: @ \$85.00 per night X 5 plus taxes = \$575.00	\$1,781.50
STUDENT CONFERENCE REGISTRATION \$60 x 4 = \$240.00	\$240.00
FOOD \$50 per day x 4 students x 6 days Dr. Rochford pays for his own food, no district expense incurred	\$1,200.00
CONTINGENCY Ground transportation, checked luggage and large instrument fees, emergencies and contingencies	\$2,500.00
ESTIMATED TOTAL EXPENSE	\$8,721.50

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Student Out-of-State Travel, Phi Theta Kappa (PTK) Nevada/California Regional Conference, April 1, 2016 through April 3, 2016, Las Vegas, Nevada

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) recognizes and encourages scholarship and promotes leadership development, and engages in service activities that benefit the college, the district and larger communities. Student representatives compete for regional chapter and individual hallmark awards. The chapter will also participate in regional officer elections and attend educational forums.

STATUS

Up to eight PTK students and two faculty advisors are planning to attend the Phi Theta Kappa Nevada/California Regional Conference in Nevada. Dates of the conference are from April 1, 2016 through April 3, 2016. Funding for this Phi Theta Kappa conference will come from Associated Students of IVC (ASIVC) and the IVC Foundation in an amount not to exceed \$4,774 as presented in Exhibit A. The impact to the general fund consists of use of two college vans.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the student out-of-state travel for up to eight students and two faculty advisors to attend the Phi Theta Kappa Nevada/California Regional Conference from April 1, 2016 through April 3, 2016.

PHI THETA KAPPA CONFERENCE EXPENSES

Location: Las Vegas, Nevada
Dates of Convention: 4/1/2016 – 4/3/2016

Number of Students: 8
Number of Advisors: 2

Budget

Description	Cost
<u>Conference Registration:</u> \$159 (per person) X 10	\$1,590.00
<u>Hotel:</u> 6 rooms at \$257.00 including tax X 2 nights (2 rooms for Advisors, 2 rooms for female students, 2 rooms for male students)	\$3,084.00
<u>Travel Expenses:</u> Parking fees for two vans \$100	\$100.00
Total Charges	\$4,774.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Student Out-of-State Travel, Phi Theta Kappa (PTK) 98th International Convention, April 6, 2016 through April 10, 2016, National Harbor, Maryland

ACTION: Approval

BACKGROUND

Irvine Valley College (IVC) recognizes and encourages scholarship and promotes leadership development, and engages in service activities that benefit the college, the district and larger communities. Student representatives compete for chapter and individual hallmark awards.

STATUS

Up to eight PTK students and two faculty advisors are planning to attend the Phi Theta Kappa 98th International Convention in National Harbor, Maryland. Dates of the conference, inclusive of travel, are April 6, 2016 through April 10, 2016. Funding for this Phi Theta Kappa conference will come from the Associated Students of IVC (ASIVC) and the IVC Foundation in an amount not to exceed \$17,868.85 as presented in Exhibit A. There is no impact to the general fund.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the student out-of-state travel for up to eight students and two faculty advisors to attend the Phi Theta Kappa 98th International Convention in National Harbor, Maryland, from April 6, 2016 through April 10, 2016.

Item Submitted By: *Dr. Glenn R. Roquemore, President*
Dr. Debra Fitzsimons, Vice Chancellor, Business Services

PHI THETA KAPPA CONVENTION EXPENSES

Location: National Harbor, Maryland
Dates of Convention: 4/6/2016 – 4/10/2016

Number of Students: 8
Number of Advisors: 2

Budget

Description	Cost
Conference Registration: \$359 (per person) x 10	\$5,250.00
Transportation (Air Fare): \$525 (per person) X 10	\$3,590.00
Shuttle Airport/Hotel/Return	\$330.00
Hotel: 6 rooms at \$282.02 including tax X 4 (2 rooms for Advisors, 2 rooms for female students, 2 rooms for male students)	\$6,768.48
Meals/Per Diem: \$50 per day X 4 X 10 (-\$300 for 1 dinner included in registration)	\$1,500.00
Total Charges Average \$1,743.85 per attendee	\$17,438.48

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Community Education, Summer 2016

ACTION: Approval

BACKGROUND

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

STATUS

A variety of educational and recreational events have been planned by Irvine Valley College Community Education to serve the community during the Summer Session 2016. Expenses for conducting these courses will be paid by the income from participant fees. Exhibit A lists the Irvine Valley College course offerings, presenters, and compensation.

RECOMMENDATION

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

South Orange County Community College District

IRVINE VALLEY COLLEGE

COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Late Spring 2016/Summer 2016

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Academic Academy/Test Prep	5/30-8/20/16	Amanda Click	60% gross	\$99-\$260
Academic Chess	5/30-8/20/16	Adam Broady	50% gross	\$150
Academic Test Prep	5/30-8/20/16	Kathy Song	50% gross	\$129
Art Courses	5/30-8/20/16	Annette Hernandez	70% gross	\$45
Art Courses	5/30-8/20/16	Donna Hanna-Chase	70% gross	\$30
Art Courses	5/30-8/20/16	Pam Schader	70% gross	\$38
Art Courses	5/30-8/20/16	Teresa Fernald	70% gross	\$30
Business Management Courses	5/30-8/20/16	Gene Konstant	50% gross	\$29-\$159
Business Management Courses	5/30-8/20/16	Mark Matsumoto	50% gross	\$65-\$240
Business Management Courses	5/30-8/20/16	Myung Chul Han	50% gross	\$65-\$240
Business Management Courses	5/30-8/20/16	Harold Suhr	50% gross	\$65-\$240
Business Management Courses	5/30-8/20/16	Jim Mayfield	50% gross	\$65-\$240
Computer Courses	5/30-8/20/16	Vazi Okhandiar	60% gross	\$45-\$329
Computer Courses	3/1-8/20/16	Allen Slocum	50% gross	\$25
Dance Courses	5/30-8/20/16	Dorothy Bregozzo	70% gross	\$30
Dance Courses	5/30-8/20/16	Ida Stuart	70% gross	\$20
Dance Courses	5/30-8/20/16	Marge Forehan	70% gross	\$30
E-Bay Courses	5/30-8/20/16	Carolyn Jacinto	50% gross	\$95-\$225
Educational Prep Courses	5/30-8/20/16	Wesley Rowlands	50% gross	\$400
Film Courses	5/30-8/20/16	Kathryn Kramer	70% gross	\$20-\$30
Filmmaking Camps	5/30-8/20/16	Tobin Felfe	65% gross	\$180
Financial Courses	5/30-8/20/16	Rod Kamps	50% gross	\$59
Financial Courses	5/30-8/20/16	David Deutsch	50% gross	\$49
Fitness Courses	5/30-8/20/16	Barbara Stockler	70% gross	\$20
Fitness Courses	5/30-8/20/16	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	5/30-8/20/16	Beejay Janiga	70% gross	\$25
Fitness Courses	5/30-8/20/16	Carrie Henderson	70% gross	\$25-\$29
Fitness Courses	5/30-8/20/16	EJ Baldonado-Wilkins	70% gross	\$20-\$40
Fitness Courses	5/30-8/20/16	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	5/30-8/20/16	Helen Tung	50% gross	\$45-\$75
Fitness Courses	5/30-8/20/16	Jeffrey Briar	70% gross	\$20
Fitness Courses	5/30-8/20/16	Joanna Schoon	70% gross	\$30-\$75
Fitness Courses	5/30-8/20/16	Judith Shields	70% gross	\$30
Fitness Courses	5/30-8/20/16	Kathryn Burns	70% gross	\$25
Fitness Courses	5/30-8/20/16	Lesley Lowe	70% gross	\$20
Fitness Courses	5/30-8/20/16	Lisa Messenger	70% gross	\$15-\$25
Fitness Courses	5/30-8/20/16	Mikki Michele	70% gross	\$36-\$60

*per person, **per session

<i>COURSE TITLE</i>	<i>DATES</i>	<i>INSTRUCTOR</i>	<i>HONORARIA</i>	<i>FEE</i>
Fitness Courses	5/30-8/20/16	Nargues Jackie Ovadia	70% gross	\$20
Fitness Courses	5/30-8/20/16	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	5/30-8/20/16	Sebastian Caramagno	70% gross	\$25
Internet/Web Certificate Courses	5/30-8/20/16	Rich Talmo	IVC receives \$29-300*pp	\$49-\$4,500
Reading Programs	5/30-8/20/16	Josh Kizner	IVC receives 8% net	\$249-\$399
Language Courses	5/30-8/20/16	Cristina Versteegh Garcia	IVC receives 50% net	\$229-\$349
LEAN courses	5/30-8/20/16	Russell Levy	50% gross	\$600
Life College	5/30-8/20/16	Greg Brashiers	50% gross	\$100-\$1000
Mad Science Camps	5/30-8/20/16	Trisha Loos	70% gross	\$115-\$144
Music Courses	5/30-8/20/16	Carol Lippert	70% gross	\$30
Music Courses	5/30-8/20/16	Cecilia Kim	70% gross	\$20
Music Courses	5/30-8/20/16	Ed Peterson	70% gross	\$30
Music Courses	5/30-8/20/16	Louise Jacobs	70% gross	\$20-\$25
Music Courses	5/30-8/20/16	Peter Fournier	70% gross	\$30
Music Courses	5/30-8/20/16	Ron Gorman	50% gross	\$90
Personal Enrichment Courses	5/30-8/20/16	LeeAnne Krusemark	50% gross	\$29-\$99
Personal Enrichment Courses	5/30-8/20/16	Leslee Newman	50% gross	\$45
Personal Enrichment Courses	5/30-8/20/16	Richard Katz	50% gross	\$45
Real Estate Courses	5/30-8/20/16	Robert Kehiayan	50% gross	\$149
Self Improvement/Study Skills Courses	5/30-8/20/16	Curtis Adney	65% gross	\$55-\$59
Sports Camps	5/30-8/20/16	Hyung Moon Kim	IVC receives \$1,500 per session	\$1,500
Sports Camps	5/30-8/20/16	Ross Duncan	IVC receives 20% of net	\$315-\$395
Theater Camps	5/30-8/20/16	Elizabeth Ramirez	50% gross	\$255
Writing Courses	5/30-8/20/16	Jeffrey Briar	70% gross	\$45
Writing Courses	5/30-8/20/16	Mark Sevi	50% gross	\$75-\$150

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Curriculum Revisions for the 2016-17 Academic Year

ACTION: Approval

BACKGROUND

Irvine Valley College's 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

Irvine Valley College 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 Irvine Valley College for the 2016-17 academic year pursuant to Title 5, Section 53200 et seq.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2016-17 academic year at Irvine Valley College.

IRVINE VALLEY COLLEGE
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES
SCHOOL OF LANGUAGES AND LEARNING RESOURCES

ADULT ENGLISH AS A SECOND LANGUAGE: BEGINNING
Certificate of Proficiency (New)

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

		Units
<i>Complete the following courses:</i>		
AESL 501	Beginning Adult ESL Level 1	0
AESL 502	Beginning Adult ESL Level 2	0
Total Units		0

ADULT ENGLISH AS A SECOND LANGUAGE: INTERMEDIATE
Certificate of Proficiency (New)

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

		Units
<i>Complete the following courses:</i>		
AESL 501	Beginning Adult ESL Level 1	0
AESL 502	Beginning Adult ESL Level 2	0
Total Units		0

ADULT ENGLISH AS A SECOND LANGUAGE: ADVANCED
Certificate of Proficiency (New)

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

		Units
<i>Complete the following courses:</i>		
AESL 504	Intermediate Adult ESL Level 4	0
AESL 505	Advanced Adult ESL Level 5	0
Total Units		0

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				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
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Social Sciences	AN TH 1	555.00	Introduction to Physical Anthropology	tps; lrng objs; moe; assign
Social Sciences	ANTH 1H	555.05	Introduction to Physical Anthropology Honors	tps; lrng obj; assign; moe; txt
Social Sciences	ANTH 3	565.00	Culture and Language	tps; lrng obj; assign; moe
The Arts	ARTH 27	11008.00	Art History Survey III: Non-Western	txt
Life Sciences	BIO 5	990.00	Animal Biology	ti; desc; prereq: MATH 253 BIO 1 or 1H; tps; lrng obj; moe; assign; txt; val
Physical Sciences	CHEM 1A	1245.05	General Chemistry I	prereq: MATH 253 8; val; txt
Math, CS, Engr	ENGR 7	14600.00	Introduction to Engineering Methods	nc: 4 units (3 hrs lec; 4 hrs lab); rec: DMP 220; top: 0924.00; sam: D; nc: .5 units (1.5 hrs learning center); open-entry/open-exit; pass/no-pass; coreq: ESL 201; top: 4930.84; R-E-3
Languages	ESL 201L	14596.00	Academic Writing III Learning Center	dc
Languages	ESL 201L	14526.00	Academic Writing III Learning Center	dc
Languages	FR 10	2960.00	Intermediate Conversational French	tps; lrng objs; moe; assign; txt;
Languages	FR 11	14147.00	Advanced Conversational French	desc; assign; txt
Languages	FR 2	2945.00	Beginning French II	moe; assign; txt; val
Languages	FR 4	2955.00	Intermediate French	desc; tps; lrng objs; moes; assign; txt; val
Humanities	HUM 27	10741.10	World Religions	desc; tps; lrng objs; moes; assign; txt
Math, CS, Engr	MATH 20	14546.00	Mathmatics for Elementary Teachers	moes; assign; text
Social Sciences	PSYC 3	5880.00	Physiological Psychology	tps; lrng objs
Social Sciences	PSYC 3H	5880.05	Physiological Psychology Honors	desc; tps; txt
Languages	SIGN 23	6225.00	Intermediate American Sign Language	nc: 3 units (3 hrs lec); prereq: PSYC 1 or 1H; top: 2001.00; sam: E;
Social Sciences	SOC 10	6120.00	Introduction to Marriage and Family	desc; tps; moes; assign; ; val
The Arts	TA 25	6470.00	Great Plays; Primitive to Renaissance	txt
The Arts	TA 25H	6470.05	Great Plays; Primitive to Renaissance Honors	desc; tps; moes; assign; text
Humanities	WR 10	6583.00	Introdouction to Creative Writing	desc; rec: WR 1 or 1H; tps; moes; assign; val
				prereq: WR 201 or WR 399; tps; lrng objs; moes; assign; txt; val

Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Humanities	WR 11	6584.00	Writing Short Fiction	prereq: WR 201 or Wr 399 ; txt; val
Humanities	WR 2	6567.00	College Writing 2: Critical Thinking/Writing	tps; moes; assign; val
Social Sciences	PS 3	5730.00	California Government and Politics	tps; lrng obj; moe; assign; txt; val
Social Sciences	PS 7	5740.00	The Politics of Communist and Post-Communist States	rec: WR 201, WR 399 , or ESL 201 ; moe; assign; txt; val
Social Sciences	PS 12	5750.00	Comparative Politics	rec: WR 201, WR 399 , or ESL 201 ; tps; lrng objs; moe; assign; txt; val
Social Sciences	PS 12H	5750.05	Comparative Politics Honors	tps; lrng objs; moe; assign; txt;
Social Sciences	PS 17	5765.00	Latin American Politics and Government	desc; rec: WR 201, WR 399 , or ESL 201 ; lrng objs; moe; assign; txt; val
Social Sciences	PS 21	13268.00	Model United Nations	desc; rec: WR 201, WR 399 , or ESL 201 ; tps; lrng objs; moe; assign; txt; val
The Arts	ART 88	14426.00	Figure Drawing for Animation	ART 185 88
The Arts	ARTH 50	10315.10	History of Graphic Design	ARTH 150 50

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College and Saddleback College, Amendment No. 1, Digital Catalog Software, Digital Architecture

ACTION: Approval

BACKGROUND

On October 27, 2014, the Board of Trustees approved a one year agreement with the option for four one-year extensions with Digital Architecture, for the Digital Catalog Software Services in an amount not to exceed \$135,856 the first year.

STATUS

Saddleback and Irvine Valley College staff has requested the district renew the Digital Catalog Software Services agreement (EXHIBIT A) for the first one-year extension beginning November 20, 2015 and ending November 19, 2016. Annual operational fees have increased .7% due to an increase of the Consumer Price Index. Fees are \$9,817 for Irvine Valley College and \$15,676 for Saddleback College for a total annual contract amount of \$25,493.

Funding is available through general funds at each college for the on-going operations.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 1 (EXHIBIT A) with Digital Architecture of Lakeland, FL, for the first one-year extension beginning November 20, 2015 and ending November 19, 2016, in an amount not to exceed \$25,493 for annual operational fees.

**AMENDMENT No. 1
TO DIGITAL CATALOG SOFTWARE AGREEMENT
FOR IRVINE VALLEY COLLEGE AND SADDLEBACK COLLEGE**

February 22, 2016

THIS AMENDMENT shall modify the original agreement dated November 20, 2014, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT", and Digital Architecture, PO Box 7791, Lakeland, FL 33807, hereinafter referred to as "VENDOR".

WHEREAS, Item 8, Term, of the original agreement indicates the Agreement shall be for one (1) year from the executed date and establishes that the term of the Agreement between the DISTRICT and VENDOR may be extended upon mutual agreement of the parties; and

WHEREAS, both colleges have requested that the DISTRICT amend the agreement to extend the term for the first one-year period with a new termination date of November 19, 2016; and

WHEREAS, the VENDOR is able and willing to extend services for this additional timeframe; and

WHEREAS, Schedule C of the Software License and Hosting Agreement Payment Schedule indicates the yearly hosting, support and upgrades for Saddleback and Irvine Valley College is \$25,115 and the operational fees are based on FTE count and the Consumer Price Index; and

WHEREAS, the Consumer Price Index has increased by .7% over the previous year, thus the renewal cost for Saddleback and Irvine Valley College has increased to \$25,493; and

NOW, THEREFORE, the Parties agree as follows:

1. TERM

The term of the agreement is hereby extended from November 20, 2015 to November 20, 2016 under the same terms and conditions of the original agreement.

2. OPERATIONAL COST ADJUSTMENT

The yearly hosting, support and upgrades cost has increased to \$9,817 for Irvine Valley College and \$15,676 for Saddleback College.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"VENDOR"
Digital Architecture

By: _____
Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

By: _____
Kenneth D. Blais
President & CTO

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Office Supplies Contract, Extension of Agreement, Amendment No. 2, Office Max Solutions

ACTION: Approval

BACKGROUND

In 1992 the District replaced the in house stock of office supplies with a stockless system contracted with an outside supplier that guarantees next day delivery.

On February 27, 2012, the Board of Trustees awarded Bid No 294D for a three year contract with an option to extend the Agreement for two additional one-year periods.

STATUS

Staff recommends approval of Amendment No. 2 (EXHIBIT A) to extend the agreement with Office Max Solutions for the second of the two one-year periods, beginning March 27, 2016 and ending March 26, 2017.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the agreement (EXHIBIT A) with Office Max Solutions for an additional year beginning March 27, 2016 through March 26, 2017.

**AMENDMENT NO. 2
TO THE OFFICE SUPPLIES CONTRACT
AT SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

February 22, 2016

THIS AMENDMENT shall modify the original agreement dated March 27, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Office Max Solutions, 7300 Chapman Avenue, Garden Grove, CA 92841, hereinafter referred to as "VENDOR".

WHEREAS, Article 19 b of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of the parties by written modification only; and

WHEREAS, Article 10 of the original agreement provides for an option for renewal, under the same terms and conditions, for an additional one-year period; and

WHEREAS, the DISTRICT staff recommend renewal of the Agreement for the second of two one-year extensions and the VENDOR has agreed to renew;

NOW, THEREFORE, the parties agree as follows:

1. TERM.

The term of the agreement is hereby extended from March 27, 2016 to March 26, 2017, under the same terms and conditions of the original agreement.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"

South Orange County Community College District

"VENDOR"

Office Max Solutions

By: _____
Debra Fitzsimons,
Vice Chancellor, Business Services

By: _____
Signature

Printed Name

Title

Date: _____

Date: _____

TO: Board of Trustees
FROM: Gary L. Poertner, 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.

TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
AGB National Conference on Trusteeship Gaylord National Resort & Convention Center Washington, DC	4/17-4/19/16 (2*)	\$2,940**		
CCLC Annual Trustees Conference J.W. Marriott Desert Springs, CA	4/29-5/1/16 (2*)	\$1,304**		

*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: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree Other Post-Employment Benefits (OPEB) Trust
Actuary Report and Recommended Funding

ACTION: Approval

BACKGROUND

Government Accounting Standards Board (GASB) requires an actuarial valuation for retiree benefits to be performed every two (2) years, but SOCCCD performs them annually to be conservative and for better planning. In February, 2015, the District consultant, Nyhart Company, completed the 2015 actuarial study for retiree benefits. The Actuarial Accrued Liability (AAL) was \$82.3 million and the plan assets were valued at \$95.1 million. This resulted in a net actuarial accrued asset of \$12.8 million.

STATUS

In February, 2016, the Nyhart Company completed the 2016 actuarial valuation for retiree benefits (EXHIBIT B). The AAL is \$85.6 million and the value of the plan assets is \$89.4 million resulting in a net actuarial accrued asset of \$3.8 million.

The decrease in the actuarial asset from last year is largely the result of market losses on the plan assets. The AAL experienced normal increases due to the annual accrual for active employees.

The actuarial study was calculated using the established seven percent (7%) discount rate. The seven percent (7%) is the target rate of return for the fund and which is used in the actuary report. The study also included calculations with alternate rates of return as shown on page six (6) of the report. The annualized return from inception is reported to the board each month in the Retiree OPEB Trust information item. Based on the annualized returns experienced over the last year (EXHIBIT A), it is recommended that the district use a six percent (6%) rate of return for calculating the unfunded AAL of \$6.4 million and fund this amount from FY 2016-2017 Basic Aid Funds.

The normal cost to fund the current year accrual for active employees based on a 7% discount rate is \$3.8 million. Using the alternate discount rate of 6%, the normal cost is \$4.7 million. This amount will be allocated from Basic Aid funds for FY 2016-2017 and deposited into the trust to offset the current year retiree benefit costs.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept Nyhart Company's 2016 actuarial report and allocate \$6.4 million for the unfunded liability and \$4.7 million to fund the normal cost for FY 2016-2017.

OPEB Trust Annualized Returns Since Inception

January 2015	6.02
February 2015	6.36
March 2105	6.21
April 2015	6.28
May 2015	6.21
June 2015	5.78
July 2015	5.88
August 2015	5.30
September 2015	4.98
October 2015	5.43
November 2015	5.35
December 2015	5.07
Average	5.74

February 3, 2016

Ms. Kim McCord
Executive Director, Fiscal Services
South Orange County CCD
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree Health Actuarial Valuation

Dear Ms. McCord:

We are presenting our report of the January 1, 2016 actuarial valuation conducted on behalf of the South Orange County Community College District (SOCCCD) for its retiree health program.

The purpose of the report is to measure the District's liability for retiree health benefits and to determine the District's accounting requirements under the Government Accounting Standard Board Statements No. 43 & 45 (GASB 43 & 45) in regard to unfunded liabilities for retiree health benefits.

The Nyhart Company is an employee owned actuarial, benefits and compensation consulting firm specializing in group health and retiree health and qualified pension plan valuations. We have set forth the results of our valuation in this report.

We have enjoyed working on this assignment and are available to answer any questions.

Sincerely,
NYHART

A handwritten signature in black ink, appearing to read "Marilyn K. Jones".

Marilyn K. Jones, ASA, MAAA, EA, FCA
Consulting Actuary

MKJ:rl

Enclosure



**South Orange County Community
College District
GASB Actuarial Valuation
Retiree Health Program
As of January 1, 2016**

February 2016

Prepared By:

Nyhart
530 B Street, Suite 900
San Diego, CA 92101-4404
(619) 239-0831
www.nyhart.com

· Indianapolis · Chicago · Kansas City · Atlanta ·
· St. Louis · San Diego · Houston · Denver ·

An Alliance Benefit Group Licensee

South Orange County Community College District
GASB Actuarial Valuation
Retiree Health Program
As of January 1, 2016

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SECTION I. EXECUTIVE SUMMARY

Background

The South Orange County Community College District (SOCCCD) selected Nyhart to perform an actuarial valuation of its retiree health program. The purpose of the actuarial valuation is to measure SOCCCD's liability for retiree health benefits and to determine SOCCCD's accounting requirements for other post-employment benefits (OPEB) under the recently issued Governmental Accounting Standards Board Statements No. 43 & 45 (GASB 43 & GASB 45). GASB 45 requires accrual accounting for the expensing of OPEB. GASB 43 requires additional financial disclosure for funded OPEB Plans.

SOCCCD currently provides a contribution towards health benefits to approximately 308 retirees. In addition, there are approximately 899 active employees earning service credit for eligibility for future retiree health benefits. Eligibility for a contribution towards retiree health benefits and duration of coverage (to age 65 or lifetime) varies by employee group. In general, SOCCCD provides a contribution for 100% of the cost of health coverage to eligible retirees. Section IV of the report details the plan provisions that were included in the valuation and the current premium costs for coverage.

Results of the Retiree Health Valuation

We have determined that the amount of the actuarial liability for SOCCCD's retiree health plan, as of January 1, 2016, is \$111,496,585. This represents the present value of all contributions or benefits projected to be paid by SOCCCD for current and future retirees. If SOCCCD were to place this amount in a fund earning interest at the rate of 7% per year, and all other actuarial assumptions were met, the fund would have enough to pay all expected benefits. This includes benefits for the current retirees as well as the current active employees expected to retire in the future. The valuation does not consider employees not yet hired as of the valuation date.

If the amount of the actuarial liability is apportioned into past service, current service and future service components; the past service component (actuarial accrued liability) is \$85,583,069, the current service component (normal cost or current year accrual) is \$3,581,840 and the future service component (not yet accrued liability) is \$22,331,676.

Annual Required Contribution (ARC)

Under GASB 45, SOCCCD is required to expense for its retiree benefits using accrual accounting. The accrual expense or annual required contribution under GASB terminology is generally accrued over the working career of employees. The annual required contribution for SOCCCD's current fiscal year is \$3,609,471 or 4.4% of pay. This amount is comprised of the present value of benefits accruing in the fiscal year (normal cost) plus a 30-year amortization (on a level-percentage of pay basis) of the unfunded actuarial accrued liability (surplus) at January 1, 2016. Thus, it represents a means to expense the plan's liabilities in an orderly manner. The additional net OPEB obligation/(asset) at the end of the fiscal year will reflect any actual retiree health contributions or premiums and any GASB eligible pre-funding amounts made by SOCCCD during the period. The estimated retiree contributions for the current fiscal year are \$3,875,963.

Changes from Prior Valuation

The valuation reflects updated premium, plan and census information as well as updates to the PERS mortality and retirement tables. A reconciliation of the change in the actuarial liability (AL) from the prior valuation is provided in the following table:

January 1, 2015 Valuation @7%	\$106.3 Million
Estimated increase due to passage of time (interest on the 1/1/2015 AL less estimated benefit payments paid from 1/1/2015 to 12/31/2015)	3.5 Million
Decrease due to healthcare cost less than assumed (dental and both non-Medicare and Medicare PPO premiums coming in approximately 4% to 5% less than expected)	(2.6 Million)
Net decrease due to demographic experience different than assumed (includes retirement, termination and mortality)	(0.9 Million)
Increase due to new entrants (not included in prior valuation)	2.5 Million
Increase due to updated healthcare cost to reflect actual expected retiree costs	<u>2.7 Million</u>
January 1, 2016 Valuation @7%	\$111.5 Million

A reconciliation of the change in the actuarial accrued liability (AAL) from the prior valuation is provided in the following table:

January 1, 2015 Valuation @7%	\$82.3 Million
Estimated increase due to passage of time (interest on the 1/1/2015 AAL less estimated benefit payments paid from 1/1/2015 to 12/31/2015 plus normal cost accrual for 1/1/2015 to 12/31/2015)	5.2 Million
Decrease due to healthcare cost less than assumed (dental and both non-Medicare and Medicare PPO premiums coming in approximately 4% to 5% less than expected)	(1.9 Million)
Net decrease due to net demographic experience different than assumed (includes retirement, termination and mortality)	(2.0 Million)
Increase due to new entrants (not included in prior valuation)	0.1 Million
Increase due to updated healthcare cost to reflect actual expected retiree costs	<u>1.9 Million</u>
January 1, 2016 Valuation @7%	\$85.6 Million

Funding

SOCCCD has established a GASB eligible trust to pre-fund for its retiree health benefits. Based on the December asset statement provided by the District, the market value of assets in the trust as of December 31, 2015 is \$90,246,709. The actuarial value of assets is based on the market value of assets phasing in asset gains and losses since January 1, 2013 over 5 years. The actuarial value of asset at December 31, 2015 is \$89,382,084. The unfunded actuarial accrued liability/(surplus) at December 31, 2015 is (\$3,799,015). The funded ratio of the plan is 104%.

SOCCCD communicated that investment policy was established to achieve a 7% rate of return on plan assets after expenses so the results of the valuation were based on a 7% discount rate. The assets at December 31, 2015 were reported to be 50% invested in fixed income funds and 50% in equities and real estate funds. The impact of using alternative discount rates of 6.5% and 6.0% is provided in Section II-H of the report.

Actuarial Basis

The actuarial valuation is based on the assumptions and methods outlined in Section VI of the report. To the extent that a single or a combination of assumptions is not met, the future liability may fluctuate significantly from its current measurement. As an example, the healthcare cost increase anticipates that the rate of increase in medical cost will be at moderate levels and decline over several years. Increases higher than assumed would bring larger liabilities and expensing requirements. A 1% increase in the healthcare trend rate for each future year would result in an increase of 43% in the annual required contribution.

Another key assumption used in the valuation is the discount (interest) rate which is based on the expected rate of return of plan assets. The valuation is based on a discount rate of 7%. A 1% decrease in the discount rate would increase the annual required contribution by 38%. A 1% increase in the discount rate would decrease the annual required contribution by 35%.

GASB 45 requires that implicit rate subsidies be considered in the valuation of medical costs. An implicit rate subsidy occurs when the rates for retirees are the same as for active employees. Since pre-Medicare retirees are typically much older than active employees, their actual medical costs are almost always higher than for active employees. The valuation results were determined using the higher expected costs associated with retired employees.

Scheduled to take effect in 2020, the "Cadillac Tax" is a 40% non-deductible excise tax on employer-sponsored health coverage that provides high-cost benefits. For insured plans, the insurance company is responsible for payment of the excise tax. For self-funded plans, the employer is responsible for payment of the excise tax. The valuation does not include any additional liability for the Cadillac Tax. A liability may be required in future valuations for compliance with GASB 74 and 75.

The valuation is based on the census information provided by SOCCCD. To the extent that the data provided lacks clarity in interpretation or is missing relevant information, this can result in liabilities different than those presented in the report. Often missing or unclear information is not identified until future valuations.

SECTION II. FINANCIAL RESULTS

A. Valuation Results as of January 1, 2016

The table below presents the employer liabilities associated with SOCCCD's retiree health benefits determined in accordance with GASB 43 & 45. The actuarial liability is the present value of all benefits projected to be paid under the program. The actuarial accrued liability reflects the amount attributable to the past service of current employees and retirees. The normal cost reflects the accrual attributable for the current period.

	<u>Admin With Board Mbrs</u>	<u>Faculty</u>	<u>Classified</u>	<u>Classified Leadership</u>	<u>POA</u>	<u>Total</u>
1. Actuarial Liability (AL)						
Actives	\$4,471,129	\$48,830,708	\$ 9,700,360	\$ 9,430,616	\$302,343	\$ 72,735,156
Retirees	<u>3,293,346</u>	<u>27,283,586</u>	<u>465,034</u>	<u>7,719,463</u>	<u>0</u>	<u>38,761,429</u>
Total AL	\$7,764,475	\$76,114,294	\$10,165,394	\$17,150,079	\$302,343	\$111,496,585
Post-65 AL						\$ 86,691,802
2. Actuarial Accrued Liability (AAL)						
Actives	\$2,590,470	\$30,970,771	\$ 6,547,561	\$ 6,511,749	\$201,089	\$ 46,821,640
Retirees	<u>3,293,346</u>	<u>27,283,586</u>	<u>465,034</u>	<u>7,719,463</u>	<u>\$0</u>	<u>38,761,429</u>
Total AAL	\$5,883,816	\$58,254,357	\$ 7,012,595	\$14,231,212	\$201,089	\$ 85,583,069
Post-65 AAL						\$ 68,985,848
3. Normal Cost						
Post-65 NC	\$ 257,460	\$ 2,375,800	\$ 481,125	\$ 451,984	\$ 15,471	\$ 3,581,840
						\$ 2,597,503
No. of Actives*	38	388	383	80	10	899
Average Age	54.0	50.6	47.7	54.2	51.8	49.9
Average Service	7.0	11.6	10.8	11.0	8.8	11.0
Est. Payroll	\$6,959,000	\$39,185,000	\$24,301,000	\$10,123,000	\$719,000	\$ 81,287,000
No. of Retirees	28	212	18	50	0	308
Average Age	75.6	74.2	63.1	71.5	NA	73.2
Average Age @Retirement	63.1	62.8	60.7	59.9	NA	62.2

* Count excludes 7 active Board Members who may continue benefits at retirement.

B. Development of Actuarial Value of Assets

SOCCCD reported market value of assets equal to \$90,246,709 as of December 31, 2015. The actuarial value of assets is equal to \$89,382,084 at December 31, 2015. Asset gains and losses since January 1, 2013 are being phased in over 5 years.

C. Development of Unfunded Actuarial Accrued Liability/(Surplus)

The table below presents the development of the unfunded actuarial accrued liability/(surplus). The unfunded actuarial accrued liability/(surplus) is the excess of the actuarial accrued liability (AAL) over the actuarial value of eligible plan assets. Eligible assets under GASB 45 must be segregated and secured for the exclusive purpose of paying for the retiree health benefits.

1. Actuarial Accrued Liability (AAL)	\$ 85,583,069
2. Actuarial Value of Assets	(89,382,084)
3. Unfunded AAL/(Surplus)	(\$ 3,799,015)

D. Amortization of Unfunded Actuarial Accrued Liability/(Surplus)

The amortization of the unfunded actuarial accrued liability/(surplus) component of the annual contribution (ARC) is being amortized over a period of 30 years on a level-percentage of pay basis. Under the level-percentage of pay method, the amortization payment is scheduled to increase in future years based on wage inflation.

1. Unfunded AAL/(Surplus)	(\$ 3,799,015)
2. Amortization Factor	17.02844
3. Amortization of Unfunded AAL/(Surplus)	(\$ 223,098)

E. Annual Required Contribution (ARC)

The table below presents the development of the annual required contribution (ARC) under GASB 45.

1. Normal Cost at End of Fiscal Year	\$ 3,832,569
2. Amortization Component	(223,098)
3. Annual Required Contribution (ARC)	\$ 3,609,471
4. Estimated Payroll	\$81,287,000
5. ARC as Percentage of Payroll	4.4%

F. Required Supplementary Information (Funding Progress @December 31, 2015)

The table below presents a sample disclosure of the funding progress as of December 31, 2015.

1. Actuarial Accrued Liability (AAL)	\$85,583,069
2. Actuarial Valuation of Assets	(89,382,084)
3. Unfunded AAL/(Surplus)	(\$ 3,799,015)
4. Funded Ratio	104%
5. Current Payroll	\$81,287,000
6. Unfunded AAL/(Surplus) as Percentage of Current Payroll	(5%)

G. Sensitivity Analysis:

1. The impact of a 1% decrease in the discount (interest) rate on SOCCCD's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability/(surplus) and the annual required contribution is provided below:

	Percentage (%) Increase/ (Decrease)	Dollar (\$) Increase/ (Decrease)
- Actuarial Liability	17%	\$18,682,618
- Actuarial Accrued Liability (AAL)	12%	\$10,187,553
- Unfunded AAL/(Surplus)	NA	\$10,187,553
- Annual Required Contribution	38%	\$ 1,383,207

2. The impact of a 1% increase in the discount (interest) rate on SOCCCD's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability/(surplus) and the annual required contribution is provided below:

- Actuarial Liability	(13%)	(\$14,727,459)
- Actuarial Accrued Liability (AAL)	(10%)	(\$ 8,580,989)
- Unfunded AAL/(Surplus)	NA	(\$ 8,580,989)
- Annual Required Contribution	(35%)	(\$ 1,249,456)

3. The impact of a 1% increase in the healthcare trend rates on SOCCCD's actuarial liability, actuarial accrued liability, unfunded actuarial accrued liability/(surplus) and the annual required contribution is provided below:

- Actuarial Liability	17%	\$18,636,121
- Actuarial Accrued Liability (AAL)	14%	\$11,765,144
- Unfunded AAL/(Surplus)	NA	\$11,765,144
- Annual Required Contribution	43%	\$ 1,546,078

H. Results - Alternative Discount Rates

SOCCD also requested the measurement of the liability and annual required contribution using discount rates to reflect lower assumed rates of return (discount rates) on Plan assets.

	Discount Rate	
	6.5%	6.0%
<u>Liabilities</u>		
1. Actuarial Liability (AL)		
Actives	\$ 79,892,688	\$ 88,074,423
Retirees	<u>40,372,257</u>	<u>42,104,780</u>
Total AL	\$120,264,945	\$130,179,203
2. Actuarial Accrued Liability (AAL)		
Actives	\$ 50,081,354	\$ 53,665,842
Retirees	<u>40,372,257</u>	<u>42,104,780</u>
Total AAL	\$ 90,453,611	\$ 95,770,622
3. Actuarial Value of Assets	<u>(89,382,084)</u>	<u>(89,382,084)</u>
4. Unfunded AAL (UAAL)	\$ 1,071,527	\$ 6,388,538
5. Amortization Factor	18.086621	19.246300
6. Amortization of UAAL	\$ 59,244	\$ 331,936
<u>Annual Required Contribution</u>		
1. Normal Cost at End of Year	\$ 4,222,278	\$ 4,660,742
2. Amortization of UAAL at End of Year	<u>59,244</u>	<u>331,936</u>
3. Annual Required Contribution (ARC)	\$ 4,281,522	\$ 4,992,678
4. Estimated Payroll	\$ 81,287,000	\$ 81,287,000
5. ARC as % of Payroll	5.3%	6.1%

SECTION III. PROJECTED CASH FLOWS

The valuation process includes the projection of the expected benefits to be paid under SOCCCD's retiree health benefits program. The expected cash flows takes into account the likelihood of each employee reaching age for eligibility to retire and receive health benefits. The projection is performed by applying the turnover assumption to each active employee for the period between the valuation date and early retirement date. Once the employees reach the earliest retirement date, a certain percent are assumed to enter the retiree group each year. All remaining employees are assumed to have retired by the latest assumed retirement age. Employees already over the latest assumed retirement age as of the valuation date are assumed to retire immediately. The per capita cost as of the valuation date is projected to increase at the applicable healthcare trend rates both before and after the employee's assumed retirement. The projected per capita costs are multiplied by the number of expected future retirees in a given future year to arrive at the cash flow for that year. Also, a certain number of retirees will leave the group each year due to expected deaths or reaching a limit age and this group will cease to be included in the cash flow from that point forward. Because this is a closed-group valuation, the number of retirees dying each year will eventually exceed the number of new retirees, and the size of the cash flow will begin to decrease and eventually go to zero.

The expected employer cash flows for selected future years are provided in the following table.

Projected Employer Cash Flows – Representative Years

<u>Year Ending</u>	<u>Future Retirees</u>	<u>Retired Employees</u>	<u>District Total</u>
2016	\$ 317,260	\$ 3,558,703	\$ 3,875,963
2017	\$ 901,384	\$ 3,538,367	\$ 4,439,751
2018	\$ 1,426,951	\$ 3,559,534	\$ 4,986,485
2019	\$ 2,014,277	\$ 3,577,903	\$ 5,592,180
2020	\$ 2,538,522	\$ 3,517,077	\$ 6,055,599
2021	\$ 2,979,696	\$ 3,480,797	\$ 6,460,493
2022	\$ 3,326,054	\$ 3,425,205	\$ 6,751,259
2023	\$ 3,898,286	\$ 3,378,880	\$ 7,277,166
2024	\$ 4,288,979	\$ 3,339,764	\$ 7,628,743
2025	\$ 4,647,620	\$ 3,301,522	\$ 7,949,142
2026	\$ 5,029,519	\$ 3,236,446	\$ 8,265,965
2027	\$ 5,638,810	\$ 3,150,554	\$ 8,789,364
2028	\$ 5,698,607	\$ 3,035,402	\$ 8,734,009
2029	\$ 5,909,662	\$ 2,951,727	\$ 8,861,389
2030	\$ 6,297,111	\$ 2,855,846	\$ 9,152,957
2031	\$ 6,693,895	\$ 2,747,095	\$ 9,440,990
2032	\$ 7,074,063	\$ 2,626,387	\$ 9,700,450
2033	\$ 7,474,563	\$ 2,494,504	\$ 9,969,067
2034	\$ 7,742,214	\$ 2,352,826	\$ 10,095,040
2035	\$ 8,133,724	\$ 2,202,938	\$ 10,336,662
2036	\$ 8,515,000	\$ 2,045,665	\$ 10,560,665
2037	\$ 8,879,249	\$ 1,883,513	\$ 10,762,762
2038	\$ 9,088,255	\$ 1,718,812	\$ 10,807,067
2039	\$ 9,540,627	\$ 1,553,700	\$ 11,094,327
2040	\$ 9,802,609	\$ 1,391,134	\$ 11,193,743
2041	\$ 10,028,976	\$ 1,233,962	\$ 11,262,938
2042	\$ 10,163,162	\$ 1,085,086	\$ 11,248,248
2043	\$ 10,349,570	\$ 946,425	\$ 11,295,995
2044	\$ 10,547,939	\$ 818,412	\$ 11,366,351
2045	\$ 10,420,131	\$ 702,252	\$ 11,122,383
2050	\$ 9,891,740	\$ 296,906	\$ 10,188,646
2055	\$ 8,598,774	\$ 102,198	\$ 8,700,972
2060	\$ 7,160,095	\$ 19,806	\$ 7,179,901
2065	\$ 5,461,038	\$ 934	\$ 5,461,972
2070	\$ 3,674,585	\$ 0	\$ 3,674,585
2075	\$ 2,087,351	\$ 0	\$ 2,087,351
2080	\$ 977,788	\$ 0	\$ 977,788
2085	\$ 387,619	\$ 0	\$ 387,619
2090	\$ 127,296	\$ 0	\$ 127,296
2095	\$ 20,562	\$ 0	\$ 20,562
2100	\$ 498	\$ 0	\$ 498
All Years	\$402,896,944	\$79,001,762	\$481,898,706

SECTION IV. BENEFIT PLAN PROVISIONS

This study analyzes the postretirement health benefit plans provided by SOCCCD. Our findings and assumptions are based on the plans in effect as of the Measurement Date. The postretirement health benefits provided to retirees are basically a continuation of the medical, dental and vision plans for active employees.

Administrators

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS (on or after age 55 for STRS and on or after age 50 for PERS) with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. At the age of Medicare eligibility, the retiree can continue in a Medicare COB Plan for medical coverage only provided the retiree has Medicare A & B coverage. SOCCCD's contribution ends upon the death of the retiree.

Faculty Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS on or after age 55 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. SOCCCD's contribution ends upon the death of the retiree. At the age of Medicare eligibility, the retiree can continue in a Medicare COB Plan for medical coverage only provided the retiree has Medicare A & B coverage.

Classified Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS on or after age 60 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. SOCCCD's contribution ends upon the death of the retiree. Upon the retiree reaching age 65, the coverage and the SOCCCD's contribution ends.

Classified Leadership Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under STRS/PERS (on or after age 55 for STRS and on or after age 50 for PERS) with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. At the age of Medicare eligibility, the retiree can continue in a Medicare COB Plan for medical coverage only provided the retiree has Medicare A & B coverage. SOCCCD's contribution ends upon the death of the retiree.

POA Employees

Eligible employees may continue medical, dental and vision benefits at retirement. Eligibility for a SOCCCD contribution towards retiree health coverage requires retirement under PERS on or after age 60 with at least 10 consecutive years of service immediately preceding retirement. SOCCCD pays 100% of the cost of coverage until the retiree reaches the age of Medicare eligibility. SOCCCD's contribution ends upon the death of the retiree. Upon the retiree reaching age 65, the coverage and the SOCCCD's contribution ends.

Board Members

Members of the SOCCCD Board of Trustees first elected into office after January 1, 1995 who have served two terms, may continue coverage at retirement on a self-pay basis. Members in office prior to January 1, 1995 who have served twelve years after January 1, 1981 may continue coverage and receive a SOCCCD contribution for coverage.

Premium Rates

SOCCCD participates in the Self-Insured Schools of California (SISC) health program. The tables below summarize the 2015/2016 premiums for the retiree health plans available through SISC. All premiums are monthly and are effective for the period from October 1, 2015 to September 30, 2016.

	Blue Shield HMO	Blue Shield PPO	Blue Shield COB/PPO Medicare	Blue Shield COB/PPO w/o Medicare	Blue Shield Companion Care Plan	Blue Shield Medicare Advantage
Retiree Only	\$1,425	\$1,713	\$ 858	\$1,828	\$385	\$223
Retiree Plus Spouse	\$1,425	\$1,713	\$1,716	\$3,656	NA	\$446
Retiree Plus Family	\$1,425	\$1,713	\$2,145	\$4,085	NA	NA

SOCCCD pays for the retiree's pre-65 coverage on a composite basis, and post-65 coverage on a tiered, self-pay basis.

SOCCCD's current monthly premiums for the retiree's dental and vision coverage are provided below:

	Delta Dental PPO	VSP Vision
Composite	\$158.69	\$46.32

SECTION V. VALUATION DATA

The valuation was based on the census furnished to us by SOCCCD. The following tables display the age distribution for retirees and the age/service distribution for active employees as of the Measurement Date.

Age Distribution of Eligible Retired Participants & Beneficiaries

	Admin	Faculty	Classified	Classified Leadership	POA	Board Members	All Retirees
<55	0	0	0	1	0	0	1
55-59	0	0	0	3	0	0	3
60-64	2	10	18	4	0	1	35
65-69	4	57	0	15	0	0	76
70-74	6	60	0	14	0	2	82
75-79	3	41	0	4	0	0	48
80-84	7	28	0	4	0	1	40
85+	<u>2</u>	<u>16</u>	<u>0</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>23</u>
Total:	24	212	18	50	0	4	308
Average Age:	75.9	74.2	63.1	71.5	NA	73.9	73.2
Average Retirement Age*:	64.0	62.8	60.7	59.9	NA	57.7	62.2

* Based on those with reported retirement dates

Age/Service Distribution of All Active Benefit Eligible Employees*

Age	0-4	5-9	10-14	15-19	Service					Total
					20-24	25-29	30-34	35-39	40-44	
20-24	2	1								3
25-29	18	1								19
30-34	60	13	4							77
35-39	49	39	11	2						101
40-44	40	27	24	11	1					103
45-49	49	29	19	15	5	2				119
50-54	40	30	32	20	10	12	3			147
55-59	26	29	23	27	15	19	7	4		150
60-64	11	16	21	18	17	24	5	6		118
65-69	1	8	10	6	4	12	2	4	1	48
70+	<u>1</u>	<u>3</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>5</u>	<u>0</u>	<u>14</u>
Total:	297	196	144	100	54	69	19	19	1	899
Average Age:		49.9								
Average Service:		11.0								
Average Hire Age:		38.9								
Annual Payroll:	\$81,287,000									

* Count excludes 7 Board Members included in the valuation who may continue benefits at retirement.

Age/Service Distribution of All Eligible Administration Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	0									0
30-34	1									1
35-39	0	3	0							3
40-44	2	0	1							3
45-49	1	2	1							4
50-54	3	4	2							9
55-59	3	2	1							6
60-64	4	0	1	2	1					8
65-69	1	1	0	0	0	0				2
70+	<u>0</u>	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>2</u>
Total:	15	14	6	2	1	0	0	0	0	38
Average Age: 54.0										
Average Service: 7.0										
Average Hire Age: 47.0										
Annual Payroll: \$6,959,000										

Age/Service Distribution of Eligible Faculty Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	3									3
30-34	30	3								33
35-39	31	18	4							53
40-44	18	13	12	2						45
45-49	23	14	8	7	2					54
50-54	7	8	17	11	3	1				47
55-59	9	12	4	18	5	6	2			56
60-64	4	3	10	5	10	13	3	3		51
65-69	0	4	5	5	4	11	2	4	0	35
70+	<u>0</u>	<u>1</u>	<u>0</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>2</u>	<u>5</u>	<u>0</u>	<u>11</u>
Total:	125	76	60	49	26	31	9	12	0	388
Average Age: 50.6										
Average Service: 11.6										
Average Hire Age: 39.0										
Annual Payroll: \$39,185,000										

Age/Service Distribution of Eligible Classified Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	2	1								3
25-29	14	1								15
30-34	26	9	4							39
35-39	17	17	7	2						43
40-44	19	13	8	9	1					50
45-49	14	11	6	7	3	1				42
50-54	23	15	11	8	6	9	1			73
55-59	10	11	17	9	9	8	5	4		73
60-64	0	9	9	8	5	11	0	3		45
65-69	0	0	0	0	0	0	0	0	0	0
70+	0	0	0	0	0	0	0	0	0	0
Total:	125	87	62	43	24	29	6	7	0	383
Average Age: 47.7										
Average Service: 10.8										
Average Hire Age: 36.9										
Annual Payroll: \$24,301,000										

Age/Service Distribution of Eligible Classified Leadership Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	0									0
30-34	3	1								4
35-39	1	1								2
40-44	1	1	3							5
45-49	11	1	3	1		1				17
50-54	5	2	2	1	1	2	1			14
55-59	4	4	1	0	1	5	0			15
60-64	3	2	1	3	1	0	2			12
65-69	0	2	5	1	0	1	0	0	1	10
70+	1	0	0	0	0	0	0	0	0	1
Total:	29	14	15	6	3	9	3	0	1	80
Average Age: 54.2										
Average Service: 11.0										
Average Hire Age: 43.2										
Annual Payroll: \$10,123,000										

Age/Service Distribution of Eligible POA Employees

	Service									
Age	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	1									1
30-34	0									0
35-39	0									0
40-44	0									0
45-49	0	1	1							2
50-54	2	1	0	0			1			4
55-59	0	0	0	0	0	0	0			0
60-64	1	2	0	0	0	0	0	0		3
65-69	0	0	0	0	0	0	0	0	0	0
70+	0	0	0	0	0	0	0	0	0	0
Total:	4	4	1	0	0	0	1	0	0	10
Average Age: 51.8										
Average Service: 8.8										
Average Hire Age: 43.0										
Annual Payroll: \$719,000										

SECTION VI. ACTUARIAL ASSUMPTIONS AND METHODS

The liabilities set forth in this report are based on the actuarial assumptions described in this section.

Fiscal Year: July 1st to June 30th

Measurement Date: January 1, 2016

Discount Rate: 7.0% per annum.

Sensitivity analysis showing a 1% increase or decrease in the discount rate is also provided.

Inflation: 2.75% per annum

Salary Increase: 3% per annum, in aggregate

Pre-retirement Turnover: Termination rates for Classified, Management and other employees in PERS are based on the rates used by CalPERS for the pension valuation. Sample rates are as follows:

Service	Entry Age			
	20	30	40	50
0	17.30%	15.25%	13.19%	11.14%
5	10.94%	8.70%	6.46%	1.07%
10	8.01%	5.72%	0.74%	0.25%
15	6.52%	4.18%	0.32%	0.02%
20	4.93%	0.38%	0.02%	0.02%
25	3.28%	0.10%	0.02%	0.02%
30	0.15%	0.02%	0.02%	0.02%

Termination rates for employees in STRS are based on the most recent rates used by the California State Teachers Retirement System (STRS) pension valuation. Sample rates for male and females are as follows:

Service	Males	Females
0	16.0%	15.0%
5	3.9	3.9
10	1.8	1.8
15	0.9	0.9
20	0.5	0.5
25	0.3	0.3
30	0.2	0.2

Mortality Rates:

Mortality rates are based on the rates used by CalPERS and the 2009 rates used by STRS for the pension valuations. Sample rates are as follows:

CalPERS	Actives		Retirees	
Age	Males	Females	Males	Females
25	0.040%	0.023%		
30	0.049%	0.025%		
35	0.057%	0.035%		
40	0.075%	0.050%		
45	0.106%	0.071%		
50	0.155%	0.100%		
55	0.228%	0.138%	0.599%	0.416%
60	0.308%	0.182%	0.710%	0.436%
65	0.400%	0.257%	0.829%	0.588%
70			1.305%	0.993%
75			2.205%	1.722%
80			3.899%	2.902%

STRS	Actives		Retirees*	
Age	Males	Females	Males	Females
25	0.023%	0.013%		
30	0.033%	0.014%		
35	0.034%	0.018%		
40	0.057%	0.034%		
45	0.076%	0.041%		
50	0.103%	0.063%		
55	0.143%	0.093%	0.164%	0.118%
60	0.238%	0.179%	0.300%	0.254%
65	0.435%	0.368%	0.596%	0.468%
70			1.095%	0.864%
75			1.886%	1.451%
80			3.772%	2.759%

* Rates applicable to future retirees include a 2 year setback.

Retirement Rates:

Classified retirement rates are based on the rates used by CalPERS for the pension valuation. Sample rates are as follows:

Age	Years of Service			
	5	15	25	35
50	1.0%	1.5%	1.9%	2.3%
51	0.9%	1.4%	1.7%	2.1%
52	1.1%	1.7%	2.2%	2.6%
53	1.0%	1.5%	2.0%	2.2%
54	1.5%	2.3%	2.9%	3.4%
55	2.2%	3.5%	4.5%	5.4%
56	1.8%	2.8%	3.6%	4.4%
57	2.4%	3.8%	4.9%	5.8%
58	2.7%	4.3%	5.5%	6.7%
59	3.3%	5.4%	6.8%	8.3%
60	5.6%	9.2%	11.7%	14.2%
61	7.1%	11.8%	14.9%	18.2%
62	11.7%	19.8%	25.0%	30.7%
63	12.2%	20.7%	26.1%	32.1%
64	11.4%	19.3%	24.4%	29.8%
65	15.0%	25.5%	32.1%	39.3%
66	11.4%	19.2%	24.3%	29.7%
67	14.1%	23.8%	30.1%	36.9%
68	10.3%	17.4%	21.9%	26.8%
69	10.9%	18.5%	23.4%	28.6%
70	11.7%	19.7%	24.8%	30.4%
71	9.8%	16.5%	20.9%	25.6%
72	10.8%	18.2%	22.9%	28.1%
73	8.2%	13.8%	17.5%	21.4%
74	9.3%	15.6%	19.7%	24.1%
75	100.0%	100.0%	100.0%	100.0%

Faculty retirement rates are based on the most recent rates used by STRS for the pension valuation. Sample rates are as follows:

Age	Under 30 Years		30 or More Years	
	Male	Female	Male	Female
55	2.7%	4.5%	8.0%	9.0%
56	1.8%	3.2%	8.0%	9.0%
57	1.8%	3.2%	10.0%	11.0%
58	2.7%	4.1%	14.0%	16.0%
59	4.5%	5.4%	18.0%	19.0%
60	6.3%	9.0%	27.0%	31.0%
61	6.3%	9.0%	43.0%	40.0%
62	10.8%	10.8%	38.0%	37.0%
63	11.7%	16.2%	30.0%	35.0%
64	10.8%	13.5%	30.0%	32.0%
65	13.5%	14.4%	30.0%	32.0%
66-69	10.8%	13.5%	30.0%	32.0%
70	100.0%	100.0%	100.0%	100.0%

Sworn police retirement rates are based on the rates used by CalPERS for the pension valuation. Sample rates are as follows:

Age	Years of Service			
	5	15	25	35
50	0.5%	1.3%	1.6%	2.2%
51	0.5%	1.4%	1.9%	2.5%
52	0.6%	1.7%	2.2%	2.9%
53	0.7%	1.9%	2.6%	3.3%
54	1.2%	3.3%	4.4%	5.7%
55	2.4%	6.7%	8.8%	11.6%
56	2.0%	5.5%	7.2%	9.5%
57	2.1%	5.9%	7.8%	10.2%
58	2.5%	7.0%	9.2%	12.1%
59	2.9%	8.0%	10.5%	13.8%
60	3.7%	10.2%	13.4%	17.6%
61	4.6%	12.6%	16.6%	21.8%
62	7.6%	21.2%	27.8%	36.6%
63	6.9%	19.1%	25.1%	33.0%
64	6.7%	18.5%	24.4%	32.0%
65	9.1%	25.1%	33.1%	43.5%
66	7.2%	20.0%	26.4%	34.7%
67	6.7%	18.5%	24.3%	31.9%
68	6.0%	16.5%	21.7%	28.6%
69	6.7%	18.7%	24.6%	32.3%
70	6.6%	18.3%	24.1%	31.6%
71	5.1%	14.3%	18.8%	24.6%
72	4.5%	12.6%	16.6%	21.8%
73	4.4%	12.2%	16.1%	21.2%
74	5.5%	15.3%	20.1%	26.4%
75	5.5%	15.1%	19.9%	26.2%
76	4.4%	12.1%	15.9%	20.9%
77	5.0%	13.7%	18.1%	23.8%
78	5.0%	14.0%	18.4%	24.2%
79	9.3%	25.8%	34.0%	44.7%
80	100.0%	100.0%	100.0%	100.0%

* Of those having met eligibility for retirement. The percentage refers to the probability that an active employee who has reached the stated age will retire within the following year. Faculty, Classified and POA employees are assumed to defer to the first age eligible for retiree health benefits.

Participation Rates: 100% of eligible active employees are assumed to elect medical coverage at retirement.

Of those electing coverage, 100% are assumed to elect PPO coverage. Actual plan coverage is used for current retirees.

Spouse Coverage: 80% of future retirees are assumed to be married and electing coverage for their spouse. Male spouses are assumed to be 3 years older than female spouses. Actual spouse coverage is used for current retirees.

Claim Cost Development: SOCCCD participates in SISC for health coverage. Under SISC, the active and non-Medicare retirees are pooled together for purposes of determining the cost of coverage. Since active costs for coverage are typically less than retiree costs, there is likely a rate subsidy contained in the premiums being charged. Because SOCCCD pays for its active and early retiree coverage on a composite basis, there is also a subsidy from the family composition of the active employees versus the retirees. The valuation was performed based on estimates of the expected cost for retirees on a stand-alone basis.

Age	HMO	PPO
50	\$ 6,702	\$ 6,889
55	\$ 8,034	\$ 8,236
60	\$ 9,541	\$ 9,760
64	\$11,510	\$11,751

Future costs will be trended based on the trend rates stated below.

Medical Trend Rates: Medical costs are adjusted in future years by the following trends:

Year	PPO	HMO
2016/17	6.5%	6.0%
2017/18	6.0%	5.5%
2018/19	5.5%	5.0%
2019/20	5.0%	4.5%
2020/21	4.5%	4.0%
2022/23+	4.0%	4.0%

Dental & Vision Trend Rates:

Year	Trend
2016/17+	4.0%

Actuarial Cost Method: The actuarial cost method used to determine the allocation of the retiree health actuarial liability to the past (accrued), current and future periods is the Entry Age Normal (EAN) cost method. The EAN cost method is a projected benefit cost method which means the “cost” is based on the projected benefit expected to be paid at retirement.

The EAN normal cost equals the level annual amount of contribution from the employee’s date of hire (entry date) to their retirement date that is sufficient to fund the projected benefit. For plans unrelated to pay, the normal cost is calculated to remain level in dollars; for pay-related plans the normal cost is calculated to remain level as a percentage of pay. SOCCCD has selected to use the level percentage of pay method for determining the normal cost. The EAN actuarial accrued liability equals the present value of all future benefits for retired and current employees and their beneficiaries less the portion expected to be funded by future normal costs.

All employees eligible as of the measurement date in accordance with the provisions of the Plan listed in the data provided SOCCCD were included in the valuation.

Actuarial Value of Assets: The actuarial value of assets is equal to the market value of assets with future gains/losses (after January 1, 2013) smoothed over 5 years.

Amortization of UAAL: The residual unfunded actuarial accrued liability after SOCCCD prefunding is being amortized using an open 30 year amortization period.

SECTION VII. ACTUARIAL CERTIFICATION

This report summarizes the GASB actuarial valuation for the South Orange County Community College District (the "District") as of January 1, 2016. To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statements No. 43 (Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans) and No. 45 (Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions). The valuation is also based upon our understanding of the plan provisions as summarized within the report.

The information presented herein is based on the actuarial assumptions and substantive plan provisions summarized in this report and participant information and asset information furnished to us by the Plan Sponsor. We have reviewed the employee census provided by the Plan Sponsor for reasonableness when compared to the prior information provided but have not audited the information at the source, and therefore do not accept responsibility for the accuracy or the completeness of the data on which the information is based. When relevant data may be missing, we may have made assumptions we feel are neutral or conservative to the purpose of the measurement. We are not aware of any significant issues with and have relied on the data provided.

The discount rate and other economic assumptions have been selected by the Plan Sponsor. Demographic assumptions have been selected by the Plan Sponsor with the concurrence of Nyhart. In our opinion, the actuarial assumptions are individually reasonable and in combination represent our estimate of anticipated experience of the Plan. All calculations have been made in accordance with generally accepted actuarial principles and practice.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following:

- plan experience differing from that anticipated by the economic or demographic assumptions;
- changes in economic or demographic assumptions;
- increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period); and
- changes in plan provisions or applicable law.


While some sensitivity analysis was provided in the report, we did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

To our knowledge, there have been no significant events prior to the current year's measurement date or as of the date of this report that could materially affect the results contained herein.

Neither Nyhart nor any of its employees has any relationship with the plan or its sponsor that could impair or appear to impair the objectivity of this report. Our professional work is in full compliance with the American Academy of Actuaries "Code of Professional Conduct" Precept 7 regarding conflict of interest. The undersigned meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

Should you have any questions please do not hesitate to contact me.

Certified by:


Marilyn K. Jones, ASA, EA, MAAA, FCA
Consulting Actuary

Date: February 3, 2016

nyhart
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SECTION VIII. DEFINITIONS

The definitions of the terms used in GASB actuarial valuations are noted below.

Actuarial Liability (also referred to as Present Value of Future Benefits) – Total projected benefits include all benefits estimated to be payable to plan members (retirees and beneficiaries, terminated employees entitled to benefits but not yet receiving them, and current active members) as a result of their service through the valuation date and their expected future service. The actuarial present value of total projected benefits as of the valuation date is the present value of the cost to finance benefits payable in the future, discounted to reflect the expected effects of the time value (present value) of money and the probabilities of payment. Expressed another way, it is the amount that would have to be invested on the valuation date so that the amount invested plus investment earnings will provide sufficient assets to pay total projected benefits when due.

Actuarial Accrued Liability – That portion, as determined by a particular Actuarial Cost Method, of the Actuarial Present Value of plan benefits and expenses which is not provided for by the future Normal Costs.

Actuarial Assumptions – Assumptions as to the occurrence of future events affecting health care costs, such as: mortality, turnover, disablement and retirement; changes in compensation and Government provided health care benefits; rates of investment earnings and asset appreciation or depreciation; procedures used to determine the Actuarial Value of Assets; characteristics of future entrants for Open Group Actuarial Cost Methods; and other relevant items.

Actuarial Cost Method – A procedure for determining the Actuarial Present Value of future benefits and expenses and for developing an actuarially equivalent allocation of such value to time periods, usually in the form of a Normal Cost and an Actuarial Accrued Liability.

Actuarial Present Value – The value of an amount or series of amounts payable or receivable at various times, determined as of a given date by the application of a particular set of Actuarial Assumptions.

Annual OPEB Cost – An accrual-basis measure of the periodic cost of an employer's participation in a defined benefit OPEB plan.

Annual Required Contribution (ARC) – The employer's periodic required contributions to a defined benefit OPEB plan, calculated in accordance with the parameters.

Explicit Subsidy – The difference between (a) the amounts required to be contributed by the retirees based on the premium rates and (b) actual cash contribution made by the employer.

Funded Ratio – The actuarial value of assets expressed as a percentage of the actuarial accrued liability.

Healthcare Cost Trend Rate – The rate of change in the per capita health claims costs over time as a result of factors such as medical inflation, utilization of healthcare services, plan design, and technological developments.

Implicit Rate Subsidy – In an experience-rated healthcare plan that includes both active employees and retirees with blended premium rates for all plan members, the difference between (a) the age-adjusted premiums approximating claim costs for retirees in the group (which, because of the effect of age on claim costs, generally will be higher than the blended premium rates for all group members) and (b) the amounts required to be contributed by the retirees.

Net OPEB Obligation – The cumulative difference since the effective date of this Statement between annual OPEB cost and the employer's contributions to the plan, including the OPEB liability (asset) at transition, if any, and excluding (a) short-term differences and (b) unpaid contributions that have been converted to OPEB-related debt.

Normal Cost – The portion of the Actuarial Present Value of plan benefits and expenses which is allocated to a valuation year by the Actuarial Cost Method.

Pay-as-you-go – A method of financing a benefit plan under which the contributions to the plan are generally made at about the same time and in about the same amount as benefit payments and expenses becoming due.

Per Capita Costs – The current cost of providing postretirement health care benefits for one year at each age from the youngest age to the oldest age at which plan participants are expected to receive benefits under the plan.

Select and Ultimate Rates – Actuarial assumptions that contemplate different rates for successive years. Instead of a single assumed rate with respect to, for example, the healthcare trend rate assumption, the actuary may apply different rates for the early years of a projection and a single rate for all subsequent years. For example, if an actuary applies an assumed healthcare trend rate of 6.5% for year 20W0, 6.0% for 20W1, 5.5% for 20W2, then 5.0% for 20W3 and thereafter, then 6.5%, 6% and 5.5% are select rates, and 5% is the ultimate rate.

Substantive Plan – The terms of an OPEB plan as understood by the employer(s) and plan participant.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 16-03 to Amend FY 2015-2016 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2015-2016 Adopted Budget.

The District is updating the adopted budget with current information as follows:

General Fund

California Early Childhood Mentor Program at Saddleback College	<u>\$1,000</u>
Total Increase to the General Fund	<u>\$1,000</u>

Total Budget Amendment	<u>\$1,000</u>
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RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 16-03 to amend the FY 2015-2016 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 16-03

February 22, 2016

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$1,000 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2015-2016 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

General Fund

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8800	Local Revenue	\$1,000
		<u>\$1,000</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
2000	Classified Salaries	\$250
3000	Fringe Benefits	\$26
4000	Books and Supplies	\$224
5000	Other Operating Expenses and Services	\$500
		<u>\$1,000</u>

Total Budget Amendment	<u>\$1,000</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2015-2016

GENERAL FUND

RESOLUTION 16-03

February 22, 2016

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Gary L. Poertner, 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 \$1,000 duly and regularly adopted by the said Board at a regular meeting thereof held on February 22, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 23rd day of February 2016.

Gary L. Poertner
Secretary to the Board of Trustees

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Transfer of Budget Appropriations
ACTION: Ratification

BACKGROUND

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

STATUS

For the current reporting period ending January 31, 2016 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 detailed in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

For the period ended January 31, 2016

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries		\$8,500
2000	Classified Salaries	\$11,090	
3000	Fringe Benefits	\$3,056	
4000	Books and Supplies	\$65,441	
5000	Other Operating Expenses & Services	\$51,689	
6000	Capital Outlay		\$122,776
Total Transfers - General Fund		<u>\$131,276</u>	<u>\$131,276</u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies		\$4,000
5000	Other Operating Expenses & Services	\$216,865	
6000	Capital Outlay		\$212,865
Total Transfers - Capital Outlay Fund		<u>\$216,865</u>	<u>\$216,865</u>

Total Transfers	<u>\$348,141</u>	<u>\$348,141</u>
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Purchase Orders and Checks

ACTION: Ratification

BACKGROUND

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

STATUS

Purchase orders over \$5,000 amounting to \$889,554.57 and an additional 285 purchase orders below \$5,000 amounting to \$228,963.49 for a combined total of \$1,118,518.06 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B).

The district processed 1,198 checks in the amount of \$11,828,605.88 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 in EXHIBIT A through EXHIBIT C.



South Orange County Community College District

EXHIBIT A
Page 1 of 1

Purchase Order Ratification (Supplier)

January 7, 2016 through February 3, 2016

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P172929	Apple Computer, Inc.	MacBook Computers	6,850.88
P172874	Apple Computer, Inc.	Replacement Macs	5,287.68
P172978	B & H Photo	Ink Cartridges, Film, and Photo Paper	5,749.74
P172682	B & H Photo	Lens Upgrades	5,182.38
P172961	CCS Presentation Systems, Inc.	Classroom Projectors	10,198.29
P172798	CDW Government, Inc.	HP's for Computer Refresh	234,489.60
P172956	CDW Government, Inc.	Mobile Computer Lab for ATEP	39,165.87
P172724	CDW Government, Inc.	Computer Equipment for TAS Swing Space	19,368.18
P172822	CDW Government, Inc.	Reserve Stock for HP Monitors	5,529.60
P172802	Dell Marketing L.P. c/o Dell USA L.P.	Dell Servers for IVC Technology Services	152,298.88
P172832	Fisher Scientific Acct #719629-002	Fee-Based Materials for Chemistry Department	6,614.18
P172897	Formlabs, Inc.	Manufacturing Form Package	6,866.99
P172647	Graybar Electric Company	Supplies for Cable Refresh Project at Saddleback	8,886.13
P172921	Home Depot Mission Viejo Store #614	Supplies for Culinary Arts/Horticulture Gardens	5,000.00
P172824	Laerdal Medical Corporation	EMS Instructional Equipment	23,096.16
P172626	Meridian It, Inc.	District Server Hardware Upgrade and Support	36,716.95
P172640	One Source Industries Promotions	Job Fair - Promotional Items	6,026.40
P172678	Paradigm, Inc.	Printing/Mailing Spring Diplomas and Certificates	7,838.18
P172637	Paton Group	Fortus 250MC printer	45,314.20
P172651	S & B Foods	Food for Professional Development Week Events	5,350.00
P172645	Southland Instruments, Inc.	Microscopes for Human Anatomy Laboratory	59,788.80
P172727	Southland Instruments, Inc.	Microslides for Human Anatomy Laboratory	8,139.94
P172959	Systems Source, Inc.	Financial Aid Office Furniture	17,397.17
P172691	Uline, Inc.	Packing Tables	6,782.40
P172797	Western Graphics Plus, Inc.	Materials for Energy Efficiency & Utilities Project	15,786.00
P172719	Xerox Corporation	Copier Fleet Purchase	65,305.44
P172835	ZOLL Medical Corporation	EMS Instructional Equipment	53,558.28
P172679	ZOLL Medical Corporation	Paramedic Program Equipment	26,966.25
Total for Purchase Orders Over \$5,000			889,554.57
285 Purchase Orders Under \$5,000			228,963.49
TOTAL PURCHASE ORDERS \$ 1,118,518.06			



South Orange County Community College District

EXHIBIT B
Page 1 of 1

Purchase Order Ratification (Amount)

January 7, 2016 through February 3, 2016

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P172798	CDW Government, Inc.	HP's for Computer Refresh	234,489.60
P172802	Dell Marketing L.P. c/o Dell USA L.P.	Dell Servers for IVC Technology Services	152,298.88
P172719	Xerox Corporation	Copier Fleet Purchase	65,305.44
P172645	Southland Instruments, Inc.	Microscopes for Human Anatomy Laboratory	59,788.80
P172835	ZOLL Medical Corporation	EMS Instructional Equipment	53,558.28
P172637	Paton Group	Fortus 250MC printer	45,314.20
P172956	CDW Government, Inc.	Mobile Computer Lab for ATEP	39,165.87
P172626	Meridian It, Inc.	District Server Hardware Upgrade and Support	36,716.95
P172679	ZOLL Medical Corporation	Paramedic Program Equipment	26,966.25
P172824	Laerdal Medical Corporation	EMS Instructional Equipment	23,096.16
P172724	CDW Government, Inc.	Computer Equipment for TAS Swing Space	19,368.18
P172959	Systems Source, Inc.	Financial Aid Office Furniture	17,397.17
P172797	Western Graphics Plus, Inc.	Materials for Energy Efficiency & Utilities Project	15,786.00
P172961	CCS Presentation Systems, Inc.	Classroom Projectors	10,198.29
P172647	Graybar Electric Company	Supplies for Cable Refresh Project at Saddleback	8,886.13
P172727	Southland Instruments, Inc.	Microslides for Human Anatomy Laboratory	8,139.94
P172678	Paradigm, Inc.	Printing/Mailing Spring Diplomas and Certificates	7,838.18
P172897	Formlabs, Inc.	Manufacturing Form Package	6,866.99
P172929	Apple Computer, Inc.	MacBook Computers	6,850.88
P172691	Uline, Inc.	Packing Tables	6,782.40
P172832	Fisher Scientific Acct #719629-002	Fee-Based Materials for Chemistry Department	6,614.18
P172640	One Source Industries Promotions	Job Fair - Promotional Items	6,026.40
P172978	B & H Photo	Ink Cartridges, Film, and Photo Paper	5,749.74
P172822	CDW Government, Inc.	Reserve Stock for HP Monitors	5,529.60
P172651	S & B Foods	Food for Professional Development Week Events	5,350.00
P172874	Apple Computer, Inc.	Replacement Macs	5,287.68
P172682	B & H Photo	Lens Upgrades	5,182.38
P172921	Home Depot Mission Viejo Store #614	Supplies for Culinary Arts/Horticulture Gardens	5,000.00
Total for Purchase Orders Over \$5,000			889,554.57
285 Purchase Orders Under \$5,000			228,963.49
TOTAL PURCHASE ORDERS \$ 1,118,518.06			



Check Ratification

January 7, 2016 through February 3, 2016

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
General Fund	1,018	7,098,273.21
IVC Community Education	8	5,037.99
SC Community Education	18	39,416.71
Child Development Fund	12	41,403.08
Capital Outlay Fund	95	4,129,093.15
Insurance Fund	4	31,180.39
Retiree Benefit Fund	2	364,334.42
SC Associated Student Government	9	47,302.85
IVC Associated Student Government	32	72,564.08
Total Checks	1,198	\$11,828,605.88

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: January 2016 Change Orders / Amendments

ACTION: Ratification

BACKGROUND

On October 26, 2015, the board authorized the Chancellor/designee to execute change orders/amendments up to \$100,000 for board ratification. During October 2015, the following change orders/amendments were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A	<u>Swinerton Builders</u> Irvine Valley College Liberal Arts Building project Change Order No. 7 – For project additions and deletions to the general contractor's contract. SOCCCD	\$11,329.00	\$8,850,000.00
B	<u>Strata Information Group</u> Business Process Change Management and Project Management Services for the HR/Financial Software System project Amendment No. 2 – For increase of project service hours through June 30, 2016.	\$100,000.00	\$700,000.00

EXHIBIT A
Page 1 of 1

January 26, 2016

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal. days)
307	Design -Build	Swinerton Builders		\$8,850,000	\$411,306	\$11,329	\$9,272,635	82
			TOTAL	8,850,000			9,272,635	

COR No.	Date	Description	Requested	Status	Amount	Time Extension
FO.42	1/20/16	Delete casework in room 210	District	approved	(\$1,952)	0
FO.44r1	1/20/16	Delete (2) 70 amp circuits in IDF room	District	approved	(\$9,230)	0
28	11/13/15	ADD soldier courses to brick veneer	District	approved	\$3,022	0
29	1/20/16	Modify Bio Swale Planting	District	approved	\$12,243	0
30	1/20/16	Add power & data for teleconference in room 208	District	approved	\$2,428	0
32	1/20/16	Provide vapor emission barrier in restrooms	Swinerton	approved	\$4,818	0
		TOTAL THIS CHANGE ORDER REQUEST			\$11,329	0

**AMENDMENT No. 2
TO THE CONSULTANT AGREEMENT – STRATA INFORMATION GROUP-
BUSINESS PROCESS CHANGE MANGEMENT AND PROJECT
MANAGEMENT SERVICES FOR THE HR/FINANCIAL SOFTWARE SYSTEM
PROJECT AT SOUTH ORANGE COUNTY COMMUNITY COLLEGE
DISTRICT**

THIS AMENDMENT shall modify the original agreement, dated May 5, 2014, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as “DISTRICT,” and Strata Information Group, 3935 Harney Street, Ste. 203, San Diego, CA 92110 (619) 296-0170 hereinafter referred to as “CONSULTANT.”

WHEREAS, Amendment No. 1 was approved on November 6, 2015 for the amount of One Hundred Thousand and no/100 (\$100,000) and

WHEREAS, the new contract amount is Six Hundred Thousand Dollars and no/100 (\$600,000) and

NOW, THEREFORE, the parties agree as follows:

1. COMPENSATION.

The COMPENSATION of the agreement is now increased by One Hundred Thousand and no/100 Dollars (\$100,000) to a total of Seven Hundred Thousand and no/100 Dollars (\$700,000), under the same terms and conditions of the original agreement.

2. No other changes are applicable to the terms and conditions of this agreement.

IN WITNESS HEREOF, the Parties have executed this Amendment as of the date set forth above.

“DISTRICT”
South Orange County Community College District

“CONSULTANT”
Strata Information Group

By: _____
Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

By: _____
Henry A. Eimstad

Title: President_____

Date: _____

Date: _____

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: December - January 2015 Contracts

ACTION: Ratification

BACKGROUND

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$86,000 for equipment, supplies and maintenance projects. During late December 2015 and January 2016, the following contracts were reviewed and approved by the Vice Chancellor of Business Services, following review by legal counsel, when appropriate.

CONTRACTOR NAME**CONTRACT AMOUNT**

<u>Penn Corporate Relocation Services</u> Amendment No. 1- To increase the duration of relocation services by two months at no additional cost. Saddleback College	\$85,700.00
<u>Dunkel Bros Machinery Moving, Inc.</u> Service Agreement- For relocating auto tech equipment from ATAS building. Saddleback College	\$67,549.00
<u>Trustwave</u> Software Service Agreement- For providing and managing data security services, software and appliances. District Services	\$57,900.00
<u>RJ Coaching</u> Amendment No. 1- To provide additional funding of \$25,000, for an extension of the performance period for a new contract total of \$50,000. Irvine Valley College	\$50,000.00
<u>CCS Presentation Systems</u> Independent Contractor Agreement- For media equipment installation for A123 conference room. Irvine Valley College	\$37,000.00

<u>Interface Technical Training</u> Training Agreement- For providing VMWare, a virtualization software & cloud infrastructure, training classes district-wide. District Services	\$36,790.00
<u>US DataTrust</u> Software Services Agreement- For six (6) months renewal of internet vault live back-up services. District Services	\$30,000.00
<u>The Howard E. Nyhart Company, Incorporated</u> Independent Contractor Agreement- For providing actuarial valuation consulting services of retiree benefit plan for 2016, 2017 and 2018. District Services	\$23,400.00
<u>Tomark Sports</u> Repair Services Agreement- For baseball field backstop mesh replacement services. Irvine Valley College	\$21,924.40
<u>Hampton Tedder Electric Co. Inc.</u> Services Agreement- For replacing switch at central plant. Saddleback College	\$16,750.00
<u>RJ's Coaching and Consulting</u> Independent Contractor Agreement- For consulting services for the Deputy Sector Grant for Energy, Utilities and Building Trades. Irvine Valley College	\$16,000.00
<u>Vital Link Orange County</u> Independent Contractor Agreement- For providing payment processing and consulting services to assist in outreach activities to develop relationships, pathways and support opportunities for the Deputy Sector Navigator Initiative for Energy in Orange County. Irvine Valley College	\$15,800.00
<u>In-N-Out Burger</u> Mobile Unit Agreement- For two (2) hours of cookout service, serving 2500 hamburgers, cheeseburgers and chips. Irvine Valley College	\$15,777.76
<u>Brain Builders Educational Programs</u> Educational Services Agreement- For community education classes presented by Brain Builders Educational Programs, for College for Kids. Saddleback College	\$15,000.00
<u>Hilton Worldwide</u> Rental Agreement- For hotel conference room rental for Common Assessment Initiative (CAI) Professional Development Regional Meeting on 2/26/2016. Saddleback College	\$15,000.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>CDW Government, Inc.</u> Software License Agreement- For renewal of support for Palo Alto software and firewalls that provide network security. District IT	\$13,532.00
<u>Art Just Create It</u> Amendment No. 1- To provide additional funding of \$12,060 providing additional community education classes and programs for a new contract total of \$13,300. Saddleback College	\$13,300.00
<u>Cisco Systems, Inc.</u> Software License Agreement- For Access Points license purchase to allow wireless access to the CEC portables. Irvine Valley College	\$13,177.32
<u>Mark IV Communications</u> Independent Contractor Agreement- For relocating existing cables, installing power, data poles, projectors and upgrading wire management. District Services	\$13,174.24
<u>Haitbrink Asphalt Paving Inc.</u> Construction Agreement- For restriping temporary parking lots. Saddleback College	\$11,050.00
<u>Alexander Leigh</u> Amendment No. 2- To provide additional funding of \$80, to include an additional performance for a new contract total of \$10,760. Saddleback College	\$10,760.00
<u>Unity Technologies ApS</u> Software License Agreement- To purchase Unity Pro software, a common programming, debugging and operating software, used for teaching for Digital Media Arts classes. Irvine Valley College	\$10,470.00
<u>GutterMasters, Inc.</u> Independent Contractor Agreement- For annual maintenance and repair of rain gutters to campus buildings. Saddleback College	\$10,000.00
<u>Sek Solutions</u> Independent Contractor Agreement- For installing evidence storage cage in campus police. Saddleback College	\$9,492.20
<u>Southland Instruments, Inc.</u> Independent Contractor Agreement- For binocular microscope parts and repair services. Irvine Valley College	\$9,400.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>Yosemite Community College District</u> Instructional Agreement- To serve as a liaison between the Child Development Training Consortium and the California Department of Education/Early Education and Support Division to disseminate information to campus faculty regarding states initiatives and trends in Early Childhood Education. Irvine Valley College	\$7,500.00 (revenue)
<u>Andrew Gomez</u> Amendment No. 2- To provide additional funding of \$3,014.55, to include a resource packet, a new poster, a handout sheet and states sale tax for the Energy Pathway, for a new contract total of \$7,496.05. Irvine Valley College	\$7,495.05
<u>VMware</u> Software License Agreement- For use of the cloud infrastructure and virtualization software, allowing employee mobile workplace. Irvine Valley College	\$7,195.00
<u>APC by Schneider Electric</u> Software Support Agreement- For monitoring power and cooling in District IT data center and managing unattended shutdown of servers and workstations in the event of an extended power outage. District IT	\$6,799.98
<u>XAP Corporation</u> Institution Agreement- For installing California Community College's eTranscript system, an electronic transcript exchange system. Irvine Valley College	\$6,145.00
<u>Kathy Johnson/Vital Link</u> Independent Contractor Agreement- For access to Vital Link's database, services and advisories. Saddleback College	\$6,000.00
<u>Western State Design</u> Independent Contractor Agreement- For providing industrial washing machines and dryer maintenance and repair services for KNES/Athletics Division through 6/30/2016. Saddleback College	\$5,000.00
<u>JM Justus Fence Co.</u> Construction Services Agreement- For replacing chain link fence, safety top guards, padding and windscreen at softball field. Saddleback College	\$49,000.00
<u>CRI Electric, Inc.</u> Services Agreement- For installing additional power outlets in the financial aid office. Saddleback College	\$4,700.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>Hilton Worldwide</u> Services Agreement- For Common Assessment Initiative event catering and room services. Saddleback College	\$4,635.00
<u>Haitbrink Asphalt Paving Inc.</u> Construction Agreement- For striping speed bumps in parking lot. Saddleback College	\$4,200.00
<u>United Rentals, Inc.</u> Independent Contractor Agreement- For renting two light towers for the campus police department. Irvine Valley College	\$4,200.00
<u>North State Environmental</u> Independent Contractor Agreement- For servicing and handling of waste for Annex Lab Tanks. Irvine Valley College	\$4,155.00
<u>South Coast Fire Protection, Inc.</u> Service Agreement- For replacing damaged fire hydrant. Irvine Valley College	\$4,125.28
<u>David Lisker</u> Independent Contractor Agreement- For a guest artist for the Benefit Recital, "Echoes of Hope", on January 24, 2016. Irvine Valley College	\$4,000.00
<u>UC Irvine</u> Independent Contractor Agreement- For providing anatomical materials to be used in the biology class. Irvine Valley College	\$3,989.00
<u>Level Ground</u> Independent Contractor Agreement- For 1-day film & art festival produced by Level Ground, funded by ASG. Saddleback College	\$3,500.00
<u>Emerald Mirror and Glass</u> Independent Contractor Agreement- For mirror replacement due to vandalism. Irvine Valley College	\$3,300.00
<u>International Teaching Systems, Inc.</u> Software License Agreement- For a renewal of language lab software licenses through January 2017. Saddleback College	\$3,145.00
<u>Cohen Naglestad Enterprises</u> Educational Services Agreement- For community education classes for College for Kids. Saddleback College	\$3,000.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>Glass Spectrum</u> Amendment No. 2- To extend the agreement term from December 31, 2015 to June 30, 2016, with no increase in the total contract amount. Saddleback College	\$3,000.00
<u>Sarah Ormsby</u> Amendment No. 1- To provide additional funding of \$1,500, to include 2016 spring semester's additional stage management for a new contract total of \$3,000. Saddleback College	\$3,000.00
<u>BEAHM Auction Group</u> Auctioneer Services Agreement- For auctioneer services providing master of ceremonies and other auction related services for 2016 Foundation Awards Dinner. Irvine Valley College	\$2,500.00
<u>Trinidad Antonio Cano</u> Independent Contractor Agreement- For assisting with two Theatre Productions with vocal direction, hair and makeup. Saddleback College	\$2,500.00
<u>Computerland of Silicon Valley</u> Software License Agreement- For Pro Tools software upgrade used by music department. Irvine Valley College	\$2,475.00
<u>National Instruments</u> Software license agreement- To renew Labview and Multisim, virtual simulation software used by the science department. Irvine Valley College	\$2,315.00
<u>California Hazardous Services, Inc.</u> Services Agreement- To replace fuel at the transportation department. Saddleback College	\$2,120.89
<u>Southland Instruments, Inc.</u> Independent Contractor Agreement- For microscope maintenance and repair. Irvine Valley College	\$2,021.00
<u>Emily Lindin</u> Independent Contractor Agreement- For guest speaker and workshop for women's studies and film students. Saddleback College	\$2,000.00
<u>Gregorio Luke</u> Independent Contractor Agreement- For guest speaker for Cinco de Mayo. Saddleback College	\$2,000.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>Qwickly LLC</u> Software License Agreement- For software license for Blackboard plug-in. Saddleback College	\$2,000.00
<u>Idera, Inc.</u> Software License Agreement- For renewal of software that helps monitor and manage data center environment. District IT	\$1,996.00
<u>Christopher Murillo</u> Independent Contractor Agreement- For show design services for Theatre Arts FY 2015-2016. Saddleback College	\$1,800.00
<u>ARC Document Solutions</u> Independent Contractor Agreement- For installing edge blinds to facilities plans. Irvine Valley College	\$1,798.20
<u>Impressions Graphics</u> Independent Contractor Agreement- For embroidery and printing services for volleyball jerseys, shirts and backpacks, etc. Irvine Valley College	\$1,750.00
<u>Regina Klejoski Dance Company</u> Independent Contractor Agreement- For guest choreographer for the Performing Dance Ensemble. Irvine Valley College	\$1,550.00
<u>Maki Ono</u> Independent Contractor Agreement- For guest artist for the Faculty and Guest Artist Recital on February 27, 2016. Irvine Valley College	\$1,547.00
<u>Mario Bonfante Jr.</u> Independent Contractor Agreement- For guest speaker for the Career Focus Day on February 26, 2016. Saddleback College	\$1,500.00
<u>Pyramed Health Systems</u> Software License and Service Agreement- For the license to use an electronic dispensing software designed to automate pharmaceutical dispensing and record keeping process. Irvine Valley College	\$1,500.00
<u>Tiffany Billings</u> Independent Contractor Agreement- For guest choreographer for performance in "Spring Dance Concert" on May 6 and May 7, 2015. Irvine Valley College	\$1,500.00

<u>San Juan Hills Golf Club</u> Services Agreement- For management team retreat to be held on Friday, January 29, 2016. Saddleback College	\$1,454.24
<u>Ideal Data Solutions, Inc.</u> Independent Contractor Agreement- For providing tax reporting services. District Services.	\$1,326.00
<u>Pacific College Testing</u> Software License Agreement- For license agreement of a software that allows students to be placed in appropriate English classes based on their test scores. Irvine Valley College	\$1,296.00
<u>Stancil Corporation</u> Independent Contractor Agreement- For maintenance and support on voice logging recorder system. Saddleback College	\$1,234.00
<u>TRW</u> License Agreement- For license and rights for the theatre production of Bare. Saddleback College	\$1,185.00
<u>Music Theatre International</u> License Agreement- For license purchase of an amateur production of "Little Shop of Horrors." Saddleback College	\$1,165.00
<u>Eberhard Equipment</u> Independent Contractor Agreement- For rental and delivery of equipment, U35 Excavator. Irvine Valley College	\$1,069.29
<u>Harland Technologies</u> Software Maintenance Agreement- For onsite maintenance services for scanners. Irvine Valley College	\$1,027.00
<u>Golden State Laundry System</u> Independent Contractor Agreement- For repair and maintenance services on washer and dryer in the athletics department. Irvine Valley College	\$1,000.00
<u>Mark IV Communication, Inc.</u> Independent Contractor Agreement- For relocating and installing cables. Irvine valley College	\$1,000.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>The Blind Factory</u> Independent Contractor Agreement- For replacing damaged window blinds and installing new window blinds. Irvine Valley College	\$995.00
<u>American Geotechnical Inc.</u> Consultant Services Agreement- For consultant services on the backup generator for campus safety. Irvine Valley College	\$900.00
<u>Barr Commercial Door of Orange County, Inc.</u> Independent Contractor Agreement- For A100 building door repair services. Irvine Valley College	\$866.95
<u>Clifford Harrison Robbins</u> Independent Contractor Agreement- For providing photography services for KNES/Athletics Department during the term November 30, 2015 to June 30, 2016. Saddleback College	\$850.00
<u>Pacific Party Rentals</u> Independent Contractor Agreement- For table rental and delivery for the Astounding Inventions Event on January 30, 2016. Irvine Valley College	\$742.14
<u>Spectrum Fire Protection</u> Independent Contractor Agreement- For providing fire hydrant flow test. District Services	\$600.00
<u>HarePoint</u> Software License Agreement- For maintenance and updates on SharePoint to be used in the Technology Services department to assist with work processes. Irvine Valley College	\$576.00
<u>Computerland of Silicon Valley</u> Software License Agreement- For purchase of licenses of Adobe Presenter used in the Technology Department. Irvine Valley College	\$540.00
<u>Lina Bahn</u> Independent Contractor Agreement- For violin instructor for Master Class on Friday, April 29, 2016. Saddleback College	\$500.00
<u>Michelle Evans</u> Independent Contractor Agreement- For guest speaker for Distinguished Academic Lecture Series on January 25, 2016. Irvine Valley College	\$500.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>Morey's Music</u> Independent Contractor Agreement- For providing instrument repairs as needed for music department in FY 2015-2016 academic year. Irvine Valley College	\$500.00
<u>Antimite Termite and Pest Control</u> Independent Contractor Agreement- For providing termite treatment at the baseball dugouts. Irvine Valley College	\$470.00
<u>Bruce Friesen</u> Independent Contractor Agreement- For officiating services during the tennis matches. Irvine Valley College	\$450.00
<u>CSUB Mobile Science Museum</u> Independent Contractor Agreement- For providing a mobile science museum for the annual Astounding Inventions event. Irvine Valley College	\$400.00
<u>Bassem Wahbi</u> Independent Contractor Agreement- For video recording services for Guest Master Class on January 30, 2016. Irvine Valley College	\$300.00
<u>Dr. Joy Hoffman</u> Independent Contractor Agreement- For speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on May 6, 2016. Saddleback College	\$300.00
<u>Blairs Towing</u> Independent Contractor Agreement- For vehicle towing and storage. Saddleback College	\$261.00
<u>Priyanka Venkatesh</u> Independent Contractor Agreement- For guest violinist for Saddleback Symphony Orchestra on October 10, 2015. Saddleback College Foundation	\$255.00
<u>Scott A. Cokely</u> Independent Contractor Agreement- For accompanist/musician for Theatre Arts. Saddleback College	\$240.00
<u>TechSmith Corporation</u> Software License Agreement- For screen recording and video editing software used for instruction. Saddleback College	\$209.90
<u>Charles Rossman</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on March 18, 2016. Saddleback College	\$100.00

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

<u>Leonard Szymczak</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on April 1, 2016. Saddleback College	\$100.00
<u>Thomas Carol</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on April 15, 2016. Saddleback College	\$100.00
<u>Oxygen XML</u> Software License Agreement- To renew the Oxygen XML Editor License, a document editing software, used by the Marketing Webmaster. Irvine Valley College	\$63.00
<u>City of Laguna Beach</u> Facility Use Agreement- For IVC emeritus institute use of the facilities at the Laguna Beach Community Center, Susi Q Senior Center and Laguna Beach High School Pool. Irvine Valley College	\$0.00
<u>St. Jude Medical Center</u> Clinical Training Affiliation Agreement- For hospital clinical training for college students. Saddleback College	\$0.00
<u>Symlicity Corporation</u> Amendment No. 3- For discontinuing the "Community" licensed software component of the agreement effective June 30, 2016. District Services	\$0.00
<u>Lexmark</u> Software Maintenance and Support Agreement- For exchanging some older scanner license types used by the colleges, to newer ones with a no-cost exchange. District Services	\$0.00
<u>Riverside Healthcare System, L.P. Inc.</u> Affiliation Agreement- To provide students clinical learning experience through the application of knowledge and skills in actual patience-centered situation in a health care hospital. District Services	\$0.00
<u>UC Irvine</u> Independent Contractor Agreement- For providing anatomical materials to be used in biology laboratory. Irvine Valley College	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: OCSBA Marian Bergeson Award Nomination

ACTION: Approval

BACKGROUND

The Orange County School Boards Association (OCSBA) created the Marian Bergeson Award in 1974 to recognize those trustees who best exemplify the spirit of boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

STATUS

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Wednesday, March 23, 2016. The award will be presented on Wednesday, April 27, 2016 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees determine if they wish to nominate a trustee for the Marian Bergeson Award, and, if so, approve the nomination for transmittal to OCDE as shown in Exhibit A.



Orange County School Boards Association

200 Kalmus Drive • P.O. Box 9050 • Costa Mesa, CA 92628-9050 • (714) 966-4313 Fax (714) 549-2657

January 25, 2016

TO: Board Members of Orange County School Districts, Community Colleges, and Regional Occupational Programs

FROM: Rosemary Saylor, Chair, Marian Bergeson Award Committee

SUBJECT: MARIAN BERGESON AWARD NOMINATIONS

In 1974, the Orange County School Boards Association (OCSBA) created the Marian Bergeson Award to recognize those trustees who best exemplify the spirit of exceptional boardsmanship. The award is presented annually to a trustee who has provided outstanding governing board service and community service to promote and enhance public education.

This letter is an invitation for your Board to nominate a worthy trustee for the Marian Bergeson Award. Nominees can be submitted by individual trustees or boards of education. Past recipients should abstain from the nominating process. However, that member may vote as a member of a board of trustees making a nomination. Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

A nomination form and a list of past recipients are enclosed. The deadline for submission is **Wednesday, March 23, 2016**. The Marian Bergeson Award will be presented on Wednesday, April 27, 2016, at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel in Irvine.

Enclosures: Nomination Form and List of Past Recipients

cc: Superintendents, Chancellors, and CEOs



Orange County School Boards Association
2016 Marian Bergeson Award
Nomination Form



Due: Wednesday, March 23, 2016

Submit the completed nomination form and attachments to:

Orange County Department of Education
c/o Blanca Zimmerman
200 Kalmus Drive, P.O. Box 9050, Room B-1008
Costa Mesa, CA 92628-9050
or FAX to (714) 549-2657
or via email: bjzimmerman@ocde.us

Name of Nominee _____

Address _____ Phone _____

School District _____

Length of Service as a Board Member _____

Name of Nominator (Individual or District) _____

Email Address _____ Phone _____

Is the nominee a current board member _____ If not, when did he/she go out of office _____

Date: _____

Please explain in detail the nominee's contribution(s) and service to your local board, community, and public education through county, state, and national service. Please attach a maximum of two pages, single-sided, and a two-paragraph description of nominee to be used for publicity purposes. In addition, you may include a single page resume. (The font needs to be 12 point and double-spaced.) Should the application be more than two pages, it will not be considered; additionally no other supporting documentation will be considered.

Criteria for the award are as follows:

1. Recipient shall serve or have served within twelve (12) months prior to selection on a board in good standing in the OCSBA.
2. Emphasis shall be on school board and community service on behalf of public education. The application must differentiate between work done as a volunteer and work done as a paid employee.
3. Consideration may be given for participation in Orange County School Boards Association, California School Boards Association, National School Boards Association, California County Boards of Education or any similar, appropriate service.
4. Previous nominees may be nominated again.
5. Only OCSBA members are allowed to nominate an individual to receive this award.
6. Confidentiality of the nomination is to be maintained until the presentation of the award.

Marian Bergeson Award*Past Recipients*

<u>Honoree</u>	<u>District</u>	<u>Year</u>
Marian Bergeson	Newport-Mesa Unified School District	1974
Sheila Meyers O'Neal*	Fountain Valley School District	1978
Bert Skiles*	Orange Unified School District	1978
Marian P. Aguiere	Westminster School District	1979
Worth Keene	Coast Community College District	1979
Lawrence W. Taylor*	South Orange County Community College	1979
J. Franklin Sullivan*	Fullerton Joint Union High School District	1980
Dean McCormick*	Tustin Unified School District	1981
Robert Lindsay*	Centralia School District	1981
Barbara Benson*	Tustin Unified School District	1982
Joan Begovich *	Fullerton Joint Union High School District	1982
Lee Sicoli*	Irvine Unified School District	1983
Ruth Evans	Orange Unified School District	1984
Herb Warren*	North Orange County Community College	1985
Joyce Canfield*	Lowell Joint Unified School District	1986
Felix LeMarinel*	North Orange County Community College	1987
Roger Belgen*	Fountain Valley School District	1987
Richard Shimeall	Magnolia School District	1988
Joan Wilkinson*	Santa Ana Unified School District	1988
Jan Overton*	Capistrano Unified School District	1988
Albert Peraza	Anaheim City School District	1989
Joanne Stanton*	Anaheim Union High School District	1990
Maureen DiMarco*	Garden Grove Unified School District	1991
Roderick MacMillian	Newport Mesa Unified School District	1991
Sherry Loofbourrow	Newport Mesa Unified School District	1992
Mary Ellen Hadley	Irvine Unified School District	1993
Harriet Walther	South Orange County Community College	1994
Jan Averill	Lowell Joint Unified School District	1995
Annette Gude	Capistrano Unified School District	1995
Virginia Wilson	Los Alamitos Unified School District	1996
Marilyn Buchi	Fullerton Joint Union High School District	1997
Crystal Kochendorfer	Capistrano Unified School District	1998
Margie Wakeham	Irvine Unified School District	1998
Esther H. Wallace	Magnolia School District	1999
Robert C. Fisler*	Fullerton School District	2000
Donna Artukovic	Los Alamitos Unified School District	2000
Sheila Benecke	Capistrano Unified School District	2001
Elizabeth Parker	Orange County Board of Education	2002
Judy Franco	Newport-Mesa Unified School District	2003
Antonio Valle, Jr.*	La Habra City School District	2003
Shirley Carey*	Huntington Beach City School District	2004
Karin Freeman	Placentia-Yorba Linda Unified School District	2005
Mary Fuhrman	Buena Park School District	2006
Donna McDougall	Cypress School District	2006
Susie Sokol	Brea Olinda Unified School District	2007
Elizabeth Swift	Buena Park School District	2008
Judy Edwards	Fountain Valley School District	2009
Suzie Swartz	Saddleback Valley Unified School District	2009
John "Jack" W. Bedell	Orange County Board of Education	2010
Meg Cutuli	Los Alamitos Unified School District	2011
Sharon Wallin	Irvine Unified School District	2011
Hilda Sugarman	Fullerton School District	2012
Bonnie Castrey	Huntington Beach Union High School District	2013
Bob Singer	Fullerton Joint Union High School District	2013
Martha Fluor	Newport-Mesa Unified School District	2014
Susan Henry	Huntington Beach Union High School District	2015

*DECEASED

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board of Governors 2016 Classified Employee of the Year Award

ACTION: Approval

BACKGROUND

The Classified Employee of the Year Award was established through a resolution at the May 2008 Board of Governors meeting. The Award has been given out annually since May 2009 to honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the Board of Governors for California Community Colleges, the Chancellor's Office, and the Foundation for California Community College and must have a record of outstanding performance of professional activities, as well as a record of active participation on campus and beyond.

The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient will receive a \$500 cash award and a commemorative plaque at the May 2016 Board of Governors meeting.

STATUS

Each local Board of Trustees may forward the information for one nominee no later than March 15 to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community College Board of Governors, Chancellor's Office, and the Foundation for California Community Colleges. Each community college district in Orange County nominates one classified employee per district. Saddleback College and Irvine Valley College alternate nominating one classified employee each year. This year's designated college from SOCCCD is Irvine Valley College.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees endorse the nomination for transmittal to California Community Colleges Chancellor's Office as shown in Exhibit A.

COMMUNITY COLLEGE CLASSIFIED EMPLOYEE OF THE YEAR AWARDS PROGRAM

The awards honor community college classified employees who demonstrate the highest level of commitment to professionalism and community colleges. Recipients are nominated by their colleagues and endorsed by the local Board of Trustees. No later than March 15th each local Board of Trustees may forward the information for one nominee to the California Community Colleges Chancellor's Office. Award winners are selected by representatives of the Community Colleges Board of Governors, the Chancellor's Office and the Foundation for California Community Colleges. Recipients will be announced and honored at the May Board of Governors meeting. Classified employees with a minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award. The nominees are evaluated on their commitment to: the mission of community colleges; professional ethics and standards; serving the institution through participation in professional and/or community activities; and serving as a leader beyond the local institution.

Name of Nominee Corine Reymond Date 2/5/16

Senior Administrative Assistant
Job Title of Nominee

5500 Irvine Center Drive, Irvine, CA 92618
Address City Zip Code

949-451-5398
Telephone:

South Orange County Community College District
College District

28000 Marguerite Parkway, Mission Viejo, CA 92692
Address City Zip Code

<u>Gary Poertner (Chancellor) / Glenn Roquemore (President)</u>	<u>949-582-4840 (Chancellor)</u>
Name of District Chancellor/College President	Telephone

Disqualification warning: It is the responsibility of nominator to initiate this nomination form and see that all pages are COMPLETELY filled out, that it is on the CORRECT form, and that NO alterations have occurred.

Signature Required.

Karen Martin 949-451-5661
Signature of Nominator with Contact Telephone Number

Karen Martin
(Print Name)

5500 Irvine Center Drive, Irvine, CA 92618
Mailing Address City Zip Code

INITIAL NOMINATIONS MUST BE SUBMITTED TO THE LOCAL BOARD OF TRUSTEES FOR REVIEW AND ENDORSEMENT.

Name of Nominee Corine Reymond

11 Years of service with the district NOTE: minimum of 5 years of service as a permanent employee within the nominating Community College District (full-time or part-time) are eligible for the award.

- 1. Explain ways the nominee demonstrates commitment to the fundamental principles of the California Community College mission as well as the mission of the local college district?**

Corine is very committed to student success. She regularly helps students in various ways. She is very active on governance committees. In 2011-12, Corine assumed the role of substitute for the Executive Assistant for the Vice President of Instruction. She felt that she could contribute on behalf of the entire College while also benefitting from the professional development. Her hope was she would then be able to bring that expertise back to the School of KHA for the benefit of our students, staff and faculty. She took responsibility for training the substitute who assumed her normal position. Corine also made regular visits with the KHA department to touch base with her colleagues to continue her personal and professional relationships in our area. Corine is the go to Senior Administrative Assistant for new employees. Her wealth of knowledge and history with the college has served her well and has given her a great reputation as someone with the ability to help, but also the desire to help. This is something that is rare in our busy work environments. Giving her knowledge and time to others has allowed for new employees to get up to speed much more quickly, which helps the students and the college as a whole.

2. **Describe the nominees' commitment to high standards of job performance and ways he/she exemplifies professionalism.** Factors to be considered include: motivated and interested in the job; demonstrates high skills, competence, and knowledge on the job; plays a leadership role in employee/management collaboration; promotes collaboration within the work environment; is committed to high standards of performance; exemplifies professionalism at all times; steps up to cooperatively work through problems.

Corine always goes above and beyond. Her happy attitude and professionalism is always present. She is very motivated to help her department and others. Her department is very unique and has very different personalities who need very different things. She is always able to get the job done even when it often requires her to frequently remind faculty what she needs of them to do her job. She always does this with great tact and respect. She regularly walks students to the fitness center to ensure they arrive at the right place for class and that they get all of the information they need to be successful in the class. Corine could easily just give the students directions and hope for the best since her days are always very busy, but her belief in student service is sincere and she acts accordingly. Her experience in the Office of Instruction allowed her to bring back even more knowledge, which gave her area the ability to understand the reasons behind various procedures. This gave faculty and staff more understanding, which in turn made their work ethic increase. Corine continues to support not only KHA, but the entire college with her leadership and mentorship within her most immediate peer group.

3. **Provide examples of how the nominee demonstrates commitment to serving the institution through participation in college, professional and/or community activities.** Examples should include: involvement in college and/or district activities; efforts to organize others within the work environment; promotion of open communication among work groups; willingness to take the extra step.

Corine is very active on the campus as well as at district events. New software development task forces always enlist Corine for her help. Her experience with multiple software systems over the years gives her input much value since she has seen what works well and what doesn't. As her skills are comprehensive, the breadth and depth of her knowledge allow her to make clear to others what end-users want and need in such programs, saving those working on these projects significant time and money. Corine has always been a contributing member throughout our campus, and is a much sought after worker. She annually manages the School's tables at Senior Day and Welcome Week events, and assists with operational aspects of Foundation events such as the Golf Tournament and Annual Dinner. Due in part to her ability to build relationships and consensus among employees across the entire campus - Instruction, Student Services, Operations - Corine was specifically requested to be a member of the CSEA and Classified Senate teams. As a member of the Senate she participates in their scholarship fund-raiser, is regularly requested as a Classified Senate/CSEA representative on hiring committees, and is a Classified Senate appointee to the College's Budget Development and Resource Planning Committee (BDRPC). This is further evidence that her colleagues' respect her opinion as she always operates upon the premise that decisions should be made for the greatest common good.

4. **Describe the nominees' commitment to serving as a leader beyond the local institution through service in local, statewide and/or national activities.** Provide evidence of activities that reveal leadership through participation in employee organizations, community groups, or participation in state or national organizations. Include acts of service above and beyond the call of duty.

Corine is part of a French community group, which regularly attends various community events. Her friendships from this has given IVC more supporters since she regularly speaks highly of the college and the District as a whole. She has also attended classified senate leadership events over the years. Corine was an active supporter of the arts and frequently attends various performances on campus and in the community. She is active in the college Foundation and has helped with fund-raisers for student scholarships and other great causes. Because of her personal and professional relationship with the Dance Department, Corine was asked for her assistance with the Dance Department and their Board-approved trip to France in the Summer of 2012. As the Dance Ensemble performed as part of their trip, contracts and extensive paperwork - in French - must be interpreted, approved and implemented prior to the trip. As Corine is fluent in French, she was the contact person for all documents related to the trip and managed these items with the Dance Chair in preparation for the District Vice Chancellor for Fiscal Services.

5. Briefly provide any additional reason(s) this nominee should be selected as Community College Classified Employee of the Year.

Corine is a shining example of what we all aspire to be - skilled, dedicated, well-liked, and immensely respected by her friends and colleagues. She is always calm and willing to help, despite the sometimes chaos around her. She knows what she has to do and genuinely likes doing it. She makes what she does look easy, but those who know her area and workload know that it is far from easy.

EACH LOCAL BOARD OF TRUSTEES MAY FORWARD ONE NOMINEE FROM THEIR DISTRICT POSTMARKED BY MIDNIGHT, MARCH 15, TO:

(Note: If March 15 falls on a Saturday or Sunday, the deadline is the following Monday.)

California Community Colleges Chancellor's Office
Attn: Classified Employee Awards Program/BOG
1102 Q Street, 4th Floor
Sacramento, California 95811-6549

* Note: Signature Below certifies that the nominee has been endorsed by the local Board of Trustees

	Timothy Jemal
_____ Signature of Board of Trustees President	_____ (Print Name)

South Orange County Community College District
_____ Name of Community College District

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: FY 2018 – 2019 Five Year Construction Plan

ACTION: Approval

BACKGROUND

Each year the district is required to submit a Five Year Construction Plan (5YP) to the State Chancellor's office. This plan identifies project priorities for no less than the next five years and features projects from the SOCCCD 2011 Education and Facilities Master Plan. The district and colleges review and, if appropriate, modify the plan as part of this annual submission. The Capital Improvement Committee relies on the 5YP as a basis for recommending capital improvement projects to the Basic Aid Allocation Recommendation Committee for funding considerations.

When submitted to the State Chancellor's office in June, the submittal includes this 5YP and the District's Initial and Final Project Proposals (IPP and FPP) for state funding considerations.

STATUS

The proposed order of priorities (EXHIBIT A) aligns with the previous FY 2017 – 2018 Board approved 5YP with the following exceptions:

- 4: Saddleback College Fine Arts HVAC Upgrade and Interior Renovation has been added to the Five Year Plan.
- 8: The Saddleback College Athletics Stadium Renovation, the Site Improvements project, and the Quad Landscape/Hardscape Renovation have been combined resulting in items no. 8 & 9 moving up to reflect this alignment.
- 14, 24: Irvine Valley College: A-200 and B-300 projects have essentially switched priorities. B-300 Renovation is expected to occur prior to the A-200 Renovation.
- 15, 16: Saddleback College Repair and Remodel Sciences and Mathematics building and New ATEP Building have switched priorities to reflect the growing importance of renovation need at the Sciences and Mathematics building (currently reflected in the vernacular of the state chancellor's office, M/S/E, on the priority list).

The FY 2018 – 2019 Five Year Construction Plan has been reviewed by the college's participatory governance process and is recommended for approval by district staff and the college presidents.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the district's order of priority for the FY 2018 – 2019 Five Year Construction Plan.

2018-2019 Five Year Plan
South Orange County Community College District
February 22, 2016

EXHIBIT A
Page 1 of 1

2015 Priority	2016 Priority	Project Title	Campus	Occupy Date	Status
2	1	SCIENCES BUILDING-Under Construction	Saddleback College	2015/2016	Locally Funded or Future
3	2	ATEP- DEMOLITION OF SELECTED BUILDINGS-Phased demolition	Irvine Valley College	2016/2017	Locally Funded or Future
4	3	NEW BARRANCA ENTRANCE-Bid/Award	Irvine Valley College	2016/2017	Locally Funded or Future
-	4	FINE ARTS HVAC UPGRADE AND INTERIOR RENOVATION-Pre-Construction	Saddleback College	2016/2017	Locally Funded or Future
5	5	RENOVATE TAS BUILDING - Pre-Construction	Saddleback College	2017/2018	Locally Funded or Future
7	6	A-400 REPLACEMENT & EXPANSION-In Construction	Irvine Valley College	2016/2017	Locally Funded or Future
6	7	SITE IMPROVEMENTS-Proposal/Award	Saddleback College	2018/2019	Locally Funded or Future
23	8	QUAD LANDSCAPE/HARDSCAPE RENOVATION	Saddleback College	2022/2023	Locally Funded or Future
13	9	ATHLETICS STADIUM RENOVATION-Proposal/Award	Saddleback College	2018/2019	Locally Funded or Future
8	10	NEW ATEP BUILDING - In Design	Irvine Valley College	2017/2018	Locally Funded or Future
9	11	NEW SURFACE PARKING LOT - PHASE I - Pre-Design	Irvine Valley College	2018/2019	Locally Funded or Future
10	12	GATEWAY BUILDING	Saddleback College	2021/2022	FPP-Submitted
12	13	FINE ARTS BUILDING	Irvine Valley College	2021/2022	FPP-Submitted
14	14	HEALTH CENTER/CONCESSIONS - Programming	Irvine Valley College	2020/2021	Locally Funded or Future
24	15	B-300 RENOVATION	Irvine Valley College	2022/2023	IPP-Submittal
16	16	REPAIR & REMODEL M/S/E BUILDING	Saddleback College	2022/2023	IPP-Submittal
15	17	NEW ATEP BUILDING	Saddleback College	2023/2024	Locally Funded or Future
17	18	CAMPUS VILLAGE (Interim Space) OFFLINE	Saddleback College	2017/2018	Locally Funded or Future
18	19	RENOVATE SOCCER & PRACTICE FIELDS	Irvine Valley College	2021/2022	Locally Funded or Future
19	20	STUDENT SERVICES RENOVATION	Saddleback College	2022/2023	IPP-Submitted
20	21	NEW SURFACE PARKING LOT - PHASE II	Irvine Valley College	2021/2022	Locally Funded or Future
21	22	FINE ARTS BUILDING RENOVATION	Saddleback College	2022/2023	Locally Funded or Future
22	23	A-QUAD LANDSCAPE/HARDSCAPE RENOVATION	Irvine Valley College	2022/2023	Locally Funded or Future
11	25	A-200 RENOVATION: SUCCESS CENTER	Irvine Valley College	2024/2025	Locally Funded or Future
25	26	FINE ARTS PROMENADE LANDSCAPE/HARDSCAPE	Irvine Valley College	2021/2022	Locally Funded or Future
26	27	GATEWAY BUILDING TRANSIT ENTRANCE PLAZA	Saddleback College	2021/2022	Locally Funded or Future
27	28	SCIENCE MATH PLAZA RENOVATION	Saddleback College	2023/2024	Locally Funded or Future
28	29	CAMPUS ENTRANCE PLAZA RENOVATION	Irvine Valley College	2023/2024	Locally Funded or Future
29	30	HEALTH SCIENCES BUILDING RENOVATION	Saddleback College	2024/2025	Locally Funded or Future
30	31	RENOVATE PEDESTRIAN PATHWAYS-ARBORETUM TRAIL	Saddleback College	2023/2024	Locally Funded of Future
31	32	AUXILIARY GYMNASIUM	Irvine Valley College	2024/2025	Locally Funded or Future

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Mobile Modular Management Corporation Agreements

ACTION: Ratification

BACKGROUND

Irvine Valley College requires the use of four (4) 24' x 40' and one (1) 24' x 60' DSA approved modular buildings for the purpose of educational instruction and services. There are five (5) existing modular units previously contracted under an exclusive lease agreement between Kaplan International and Mobile Modular for educational purposes. Irvine Valley College will through a 36 month agreement effective January 1, 2016 takeover the contract for these five (5) units with a total lease value for the five (5) units over the 36 month period of \$103,392

STATUS

The contract take over agreement (EXHIBIT A) and the lease agreement (EXHIBIT B) were executed on January 4, 2016 to ensure uninterrupted instructional operations at Irvine Valley College.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the contract take over agreement (EXHIBIT A) and the lease agreement (EXHIBIT B) with Mobile Modular Management Corporation for five mobile modular units to be used for Irvine Valley College instruction, effective January 1, 2016 for a 36 month contract period.



Mobile Modular Management Corporation
11450 Mission Blvd.
Mira Loma, CA 91752
Phone (951) 360-6600
Fax (951) 360-6622
www.MobileModularRents.com

Contract # 220003972
Contract # 220003974
Contract Take Over Request
(5) units DSA
Date Created: 12/15/2015

This document serves as your request to process a contract take over between Kaplan International and South Orange County Community College.

Current Contract Holder Information

Customer Name: Kaplan International
Contact Name: Joe Kautz
Phone Number: 805-618-2130
Fax Number: _____
Email: Joseph.Kautz@kaplan.com

New Contract Holder Information

Customer Name: South Orange County
Community College
Contact Name: Jeff Hurlbut
Phone Number: 949-500-7407
Fax Number: _____
Email: jhurlbut@ivc.edu

Site Address: 5500 Irvine Center Dr, Irvine, CA 92618

The mutually agreed upon effective dates of this take over are as follows:

Rent on the existing lease will be billed through: 12/31/2015

Rent on the new lease will begin: 1/1/2016

The terms and conditions of the new contract will be outlined in a new Contract document executed between the new contract-holder and Mobile Modular Management Corporation. The completion of this take over is dependent upon the ability of the new contract-holder to meet Mobile Modular Management Corporation's credit approval requirements. The new contract holder may be required to complete a credit application.

The new contract holder accepts sole responsibility for all items charged on the final bill, including but not limited to the preparation of the building for return, return transportation, cleaning, replacement of missing items, and repairs for any damages assessed upon the return of the building to Mobile Modular's facility.

In the event that a signed contract is not obtained from the new contract holder within 30 days of the creation date shown on this request, or if for any other reason, the contract take over is not completed, the current contract holder will maintain their responsibility for this contract.

We, as authorized representatives of the companies shown as current and new contract holders, mutually agree to all of the conditions outlined above and request that Mobile Modular Management Corporation processes this contract take over.

Kaplan International
Current Contract Holder

JOE Kautz Vice President Finance

Printed Name

[Signature] 1/4/15
Signature Date

South Orange County Community College
New Contract Holder

Dr. Debra L. Fitzsimons
Vice Chancellor Business Services

Printed Name

[Signature] 1/4/16
Signature Date

Thank you for contacting Mobile Modular. Please contact Maggy Espinoza at (951) 360-5163 if you have any questions or concerns regarding this transaction.



Mobile Modular Management Corporation
 11450 Mission Blvd.
 Mira Loma, CA 91752
 Phone: (951) 360-6600 Fax: (951) 360-6622
 www.mobilemodular.com

Lease Agreement

Contract: 220020509.1
Contract Term: 36 Months
 Date Printed: 01/08/2016
 Start Rent Date: 01/01/2016

Customer & Site Information		Mobile Modular Contact
Customer Information: South Orange County Community College 28000 Marguerite Parkway Mission Viejo, CA 92692	Site Information: South Orange County Community College 5500 Irvine Center Dr Irvine Valley College IRVINE, CA 92618-0301 Jeffrey Hurlbut jhurlbut@ivc.edu	Questions? Please Contact: Open - Mira Loma Direct Phone: (951) 360-6600 All other inquiries: (951) 360-6600
	Customer PO/Reference: Exp: // By:	

	Product Information		Monthly Rent	Extended Monthly Rent Taxable	
	Qty				
Classroom, 24x40 DSA (Item1001) <i>Right Hand Door Configuration. Open plan. Tackboard interior.</i>	1		\$514.00	\$514.00	N
Classroom, 24x40 DSA (Item1001) <i>Right Hand Door Configuration. Open plan. Tackboard interior.</i>	1		\$514.00	\$514.00	N
Classroom, 24x40 DSA (Item1002) <i>Left Hand Door (exterior). Open plan. Tackboard interior.</i>	1		\$514.00	\$514.00	N
Classroom, 24x40 DSA (Item1002) <i>Left Hand Door (exterior). Open plan. Tackboard interior.</i>	1		\$514.00	\$514.00	N
Classroom, 24x60 DSA (Item1062) <i>Double classroom. Doors to center. Tackboard interior.</i>	1		\$816.00	\$816.00	N

	Qty	Charge Each	Total One Time Taxable
Charges Upon Delivery:			
Classroom, 24x40 DSA (Item1001)			\$0.00
Classroom, 24x40 DSA (Item1001)			\$0.00
Classroom, 24x40 DSA (Item1002)			\$0.00
Classroom, 24x40 DSA (Item1002)			\$0.00
Classroom, 24x60 DSA (Item1062)			\$0.00

Subtotal of Monthly Rent:	\$2,872.00
Monthly Personal Property Expense (PPE):	\$0.00
Taxes on Monthly Charges:	\$0.00
Total Monthly Charges (incl Taxes & PPE):	\$2,872.00
Subtotal of One-Time Charges upon Delivery :	\$0.00
Taxes On One Time Charges:	\$0.00
Security Deposit:	\$0.00
Est. Initial Invoice:	\$2,872.00

	Qty	Charge Each	Total One Time Taxable
Charges Upon Return:			



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Classroom, 24x40 DSA (Item1001)

Prepare Equipment For Removal (B5)	1	\$1,520.00	\$1,520.00	N
Return Haulage Lowboy 12 wide	2	\$609.53	\$1,219.06	N
Return Haulage Permit 12 wide Lowboy	2	\$75.00	\$150.00	N
			\$2,889.06	

Classroom, 24x40 DSA (Item1001)

Prepare Equipment For Removal (B5)	1	\$1,520.00	\$1,520.00	N
Return Haulage Lowboy 12 wide	2	\$609.53	\$1,219.06	N
Return Haulage Permit 12 wide Lowboy	2	\$75.00	\$150.00	N
			\$2,889.06	

Classroom, 24x40 DSA (Item1002)

Prepare Equipment For Removal (B5)	1	\$1,520.00	\$1,520.00	N
Return Haulage Lowboy 12 wide	2	\$609.53	\$1,219.06	N
Return Haulage Permit 12 wide Lowboy	2	\$75.00	\$150.00	N
			\$2,889.06	

Classroom, 24x40 DSA (Item1002)

Prepare Equipment For Removal (B5)	1	\$1,520.00	\$1,520.00	N
Return Haulage Lowboy 12 wide	2	\$609.53	\$1,219.06	N
Return Haulage Permit 12 wide Lowboy	2	\$75.00	\$150.00	N
			\$2,889.06	

Classroom, 24x60 DSA (Item1062)

Prepare Equipment For Removal (B6)	1	\$1,755.00	\$1,755.00	N
Return Haulage Lowboy 12 wide	2	\$609.53	\$1,219.06	N
Return Haulage Permit 12 wide Lowboy	2	\$75.00	\$150.00	N
			\$3,124.06	

Special Notes

A representative (Jeffrey Hurlbut) of Irvine Valley College has reported to MMMC that there is not reportable damage to the units and has agreed to accept them as is for the duration of the new agreement. First payment due within 30 days of signature. This is a contract take over from original customer Kaplan contract numbers #220003972 & #220003974. Effective date of take over by South Orange County Community College is January 1st, 2016.

Special Terms & Important Contractual Information

- A minimum cleaning charge of \$125 per floor will apply for modular buildings.
- Prices will be adjusted for unknown circumstances, e.g. driver waiting time, pilot car requirements, special transport permits, difficult site, increase in fuel price, etc. Customer's site must be dry, compacted, level and accessible by normal truck delivery.
- This transaction is subject to credit approval. Security deposit or payment in advance may be required. Security deposit will be applied against account balance at the end of the contract.
- Unless noted, prices do not include permits, ramps, stairs, seismic foundation systems, temporary power, skirting, engineering, taxes or utilities or related installation and/or removal of same. Pricing quote for set up or installation (of building, skirting, earth anchors, ramps, etc.) does not include dismantle or removal unless otherwise noted. Except for skirting and earth anchors, unless noted, ownership of all installed or supplied items is retained by Lessor.
- Please treat our equipment with respect. All damages other than normal usage will be billed for at the end of lease.
- Contract subject to terms & conditions attached and made a part of this agreement by reference herein. Customer acknowledges that he/she has received and read and affirms that he/she is duly authorized to execute and commit to this agreement for the above named customer.
- Rent will be billed in advance on an annual basis.
- Unless otherwise noted, prices do not include prevailing wages, Davis-Bacon wages, or other special or certified wages.

Insurance Requirements

Please send, or have your insurance company send, a Certificate of Insurance to us. We require liability coverage (minimum of \$1,000,000) listing Mobile Modular Management Corporation as an additional insured and property coverage for the value of the



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unit(s) leased listing Mobile Modular Management Corporation as loss payee.

Item & Description	Qty	Item Code	Ins. Value
Classroom, 24x40 DSA (Item1001)	1	1001	\$37,500.00
Classroom, 24x40 DSA (Item1001)	1	1001	\$37,500.00
Classroom, 24x40 DSA (Item1002)	1	1002	\$37,500.00
Classroom, 24x40 DSA (Item1002)	1	1002	\$37,500.00
Classroom, 24x60 DSA (Item1062)	1	1062	\$46,423.50



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Incorporation by Reference

The Supplemental Lease Terms and Conditions and Additional Advisory Information for Lessee or Buyer provisions are hereby incorporated by reference in their entirety, as updated from time to time by Lessor, in its sole discretion, and can be reviewed in the e-Customer Services section of the Lessor's web site at (<http://www.mobilemodular.com/ContractTerms>). The Lessee hereby confirms that he/she has read in its entirety and understands the Supplemental Lease Terms and Conditions and Additional Advisory Information.

Please sign below, and fax or email this document to the fax number shown above or the email address you received the document from.

• The parties hereto, MOBILE MODULAR MANAGEMENT CORPORATION, a California corporation, as lessor (the "**Lessor**") and lessee ("**Lessee**", as described above in the section titled "Customer Information") hereby agree to this Lease Agreement and the terms and conditions set forth in the Lease Terms and Conditions, attached hereto as Attachment A, which are hereby incorporated by reference. The individual signing this Lease Agreement affirms that he/she is duly authorized to execute and commit to this Lease Agreement for the above named Lessee.

LESSOR: Mobile Modular Management Corporation By: _____ Name: _____ Title: _____ Date: _____	LESSEE: South Orange County Community College By: _____ Name: _____ Title: _____ Date: _____
--	--

ATTACHMENT A

LEASE TERMS AND CONDITIONS

1. LEASE. Lessor leases to Lessee, and Lessee leases from Lessor, the equipment listed on any Lease Agreement hereto (the "**Equipment**") on the terms and conditions set forth herein. Each such Lease Agreement (an "**Agreement**") and the lease provisions on the Lessor's website at (<http://www.mobilemodular.com>) (the "**Incorporated Provisions**"), to the extent incorporated by reference into such Agreement, together with these Lease Terms and Conditions (the "**Lease Agreement**"), to the extent incorporated by reference into such Agreement, shall constitute a separate and independent lease (a "**Lease**") of the Equipment listed in such Agreement under "Product Information". Capitalized terms used but not defined in this Master Lease Agreement shall have the meanings set forth in the applicable Agreement. In the event of a conflict between this Master Lease Agreement or the Incorporated Provisions and the Agreement, the Agreement shall control.

2. LEASE TERM. The Lease shall commence on the Start Rent Date specified in the Agreement (which may be adjusted by mutual agreement of Lessee and Lessor), and shall continue thereafter for the number of months specified in the Agreement as the "Contract Term" (the "**Lease Term**"). Lessee is responsible for paying the Monthly Rent specified in the Agreement (as such may be adjusted pursuant to Section 4) for each month during the Lease Term. Lessee shall have no right to terminate the Lease prior to the expiration of the Lease Term; provided that, in the event that Lessee surrenders the Equipment to Lessor prior to the completion of the Lease Term, the Lease Term shall cease upon the later to occur of (i) the date when Lessee shall have complied with Section 3 and (ii) Lessee has paid to Lessor an early termination fee to be determined by Lessor in its sole discretion. Lessor shall not be liable to Lessee for any failure or delay in obtaining, delivering or setting up the Equipment. In the event Lessor is responsible for delay in obtaining, delivering or setting up the Equipment, the Start Rent Date shall be deemed to be revised to the date that Lessor substantially completes setting up the Equipment. If any delay in obtaining, delivering or setting up the Equipment is caused by failure of the site to be ready or for any other reason not solely the responsibility of Lessor, the Lease shall commence as of the Start Rent Date originally stated notwithstanding such delay.

3. RETURN OF EQUIPMENT. Regardless of the stated Lease Term, Lessee must provide a minimum of 30 days' prior notice for return delivery of Equipment (except that Equipment consisting of containers requires only 10 days' notice). Please review the Incorporated Provisions on the website at (<http://www.mobilemodular.com>) for the conditions under which the Equipment must be returned.

4. HOLDING OVER; LEASE EXTENSION. If Lessee (a) fails to notify Lessor of the intended return of Equipment as required under Section 4(a) of the Incorporated Provisions, (b) fails to prepare the Equipment for dismantle as required under Section 4(a) of the Incorporated Provisions or (c) fails to pay the charges upon return as required under Section 4(b) of the Incorporated Provisions, the Lease Term shall be extended, on a month-to-month basis, beyond the Lease Term stated above. In this event, Lessor may establish a revised rental rate for such extended Lease Term, which revised rental rate shall constitute the Monthly Rent for such extended Lease Term following completion of the



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Lease Agreement

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Contract Term: 36 Months
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Start Rent Date: 01/01/2016

initial Lease Term. Dismantle, charges upon return and other charges related to the return of the Equipment may also be revised by Lessor for such extended Lease Term.

5. LESSEE AGREEMENTS. Lessee agrees that:

(a) Lessor may insert in the applicable Agreement the serial number and other identification data relating to the Equipment when ascertained by Lessor; and
(b) Lessor (or its agents, employees or contractors) may, from time to time at any reasonable time, enter upon the premises of Lessee for the purposes of (1) inspecting the Equipment or posting "Notices of Non-Responsibility" or similar notices thereon, or (2) photographing the Equipment, including any items or occupants within or surrounding the Equipment, for promotional or other purposes. If Lessor determines that repairs to the Equipment are needed, Lessee shall grant access for said repairs. Lessor shall bear the expense of any repairs that it determines are needed to ameliorate normal wear and tear; the expense of all other repairs (including any repairs requested by Lessee) shall be borne by Lessee. If Lessee does not grant access for such repairs between 8:00 a.m. and 5:00 p.m., Monday through Friday, Lessee shall bear the cost of repair rates for labor at the applicable overtime rates.

6. **SECURITY DEPOSIT.** Upon the signing of any Agreement, Lessee shall provide to Lessor the Security Deposit specified in such Agreement. The Security Deposit shall be held by Lessor (who shall have no obligation to collect or pass through to Lessee any interest thereon) as security for Lessee's faithful performance of the terms and conditions of the applicable Lease, including without limitation Lessee's indemnification obligations under Section 12. If an Event of Default occurs, Lessor may apply the Security Deposit to payment of its costs, expenses and attorney fees in enforcing the terms of the Lease and to indemnify Lessor against any costs, expenses or damages sustained by Lessor in connection with the Lease (provided, however, nothing herein contained shall be construed to mean that the recovery of damages by Lessor shall be limited to the amount of the Security Deposit). In the event all or any portion of the Security Deposit is applied as aforesaid, Lessee shall deposit additional amounts with Lessor so that the Security Deposit shall always be maintained at the amount specified in the Agreement. At the end of the Lease Term, Lessor shall apply any remaining balance of the Security Deposit to the payment of any monies owed to Lessor under the Lease. Thereafter, if no Event of Default has occurred and is continuing and Lessee has complied with Section 3, Lessor shall return to Lessee any remaining balance of the Security Deposit.

7. **ASSIGNMENT.** Lessee will not assign, convey, transfer, or hypothecate its interest, or any part thereof, in and to any Lease or the Equipment, whether voluntarily or involuntarily, without the prior written consent of Lessor; and any such attempted assignment, conveyance, transfer, or hypothecation, whether voluntary or involuntary, shall be null and void, and upon any such attempted assignment, conveyance, transfer, or hypothecation, Lessor may, at its option, terminate the Lease. Lessor may, at its option and without the prior approval of Lessee, transfer, convey, assign or hypothecate its interest or any part thereof, in and to the Lease. It is understood and agreed by Lessee that Lessor may be acting as an agent for the true owner of the Equipment (the "Principal"), and that such Principal, if any, shall have all the rights and protection of Lessor hereunder.

8. **PAYMENTS.** Lessee agrees to pay to Lessor (at the office of Lessor or to such other person or at such other place as Lessor may from time to time designate to Lessee in writing) each payment specified herein on a net invoice basis without demand by Lessor. All payments due from Lessee pursuant to the terms of the Lease shall be made by Lessee without any abatement or setoff of any kind whatsoever arising from any cause whatsoever. If any payment is not received by Lessor within five (5) days from the date due, Lessee shall pay Lessor interest at the rate of EIGHTEEN PERCENT (18%) per annum (or at the maximum rate permitted by applicable law, if less) on such payment until received. In order to reimburse Lessor for resulting administrative expenses, Lessee shall also pay a late charge of TWENTY-FIVE (\$25.00) for each delinquent payment each and every month that such payment(s) remain(s) delinquent.

9. **TAXES AND LIENS.** Lessee agrees to keep the Equipment free of all levies, liens or encumbrances. Lessee shall, in the manner directed by Lessor, (a) make and file all declarations and returns in connection with all charges, fees and taxes (local, state and federal) levied or assessed either upon Lessee or Lessor, or upon the ownership, leasing, rental, sale, possession, use, or operation of the Equipment, and (b) pay all such charges, fees and taxes. However, Lessor shall pay all local, state or federal net income taxes relating to the Lease. If Lessee fails to pay taxes and charges as required by this Section, Lessor shall have the right, but not the obligation, to make such payments. In the event that Lessor makes any such payments, Lessee shall reimburse Lessor for such costs as deemed appropriate by Lessor and as invoiced by Lessor.

10. **LOSS OR DAMAGE.** Until the Equipment is returned to Lessor, Lessee assumes all risk of loss or damage to the Equipment. Subject to Section 12(b), should any Equipment damaged be capable of repair, the Lease shall not terminate, but Lessee shall cause the Equipment to be repaired and restored to its condition existing prior to such damage, at Lessee's sole expense. Lessee shall be entitled to the benefit of the proceeds from any insurance recovery received by Lessor, up to an amount equal to that paid to Lessor pursuant to this paragraph.

11. INSURANCE.

(a) Lessee shall provide, maintain, and pay all premiums for insurance covering the loss, theft, destruction, or damage to the Equipment in an amount not less than the full replacement value thereof, naming Lessor as loss payee of the proceeds. Lessee shall also provide, maintain, and pay all premiums for public liability insurance (minimum of \$1,000,000 per occurrence), naming Lessor as an additional insured. All insurance shall be in a form and with a company satisfactory to Lessor, and shall not be subject to cancellation without thirty-(30) day's prior written notice to Lessor. Lessee shall deliver to Lessor insurance policies, or evidence of insurance related thereto, meeting the above requirements. Proceeds of such insurance shall, at Lessor's option, be applied either towards replacement, restoration or repair of the Equipment or towards payment of Lessee's obligations under the Lease. Lessor may require Lessee's insurance carrier to be licensed to do business in the state where the Equipment is being leased.

(b) Should Lessee fail to provide satisfactory proof of insurance prior to delivery of Equipment or at any time during the Lease Term, Lessor shall have the right, but not the obligation, to obtain such insurance and/or make such payments. In the event that Lessor makes such



Mobile Modular Management Corporation
11450 Mission Blvd.
Mira Loma, CA 91752
Phone: (951) 360-6600 Fax: (951) 360-6622
www.mobilemodular.com

Lease Agreement

Contract: 220020509.1
Contract Term: 36 Months
Date Printed: 01/08/2016
Start Rent Date: 01/01/2016

payment(s), Lessee shall reimburse Lessor for such insurance as deemed appropriate by Lessor and as invoiced by Lessor. In any event, Lessor will not and does not provide insurance for any of Lessee's personal property that may be in or on any Equipment.

12. WAIVER AND INDEMNIFICATION.

(a) Lessee hereby waives and releases all claims against Lessor for (i) loss of or damage to all property, goods, wares and merchandise in, upon or about the Equipment, (ii) injuries to Lessee, Lessee's agents and third persons, and (iii) the use, misuse, or malfunction of any security screens provided with the Equipment, in each case, irrespective of the cause of such loss, damage or injury. Under no circumstances shall Lessor be liable to Lessee for any special, incidental or consequential damages of any kind (including, but not limited to damages for loss of use, or profit, by Lessee or for any collateral damages), whether or not caused by Lessor's negligence or delay, resulting from the Lease or the manufacture, delivery, installation, removal or use of the Equipment, or in connection with the services rendered by Lessor hereunder, even if the parties have been advised of the possibility of such damages.

(b) Lessee agrees to indemnify and hold harmless Lessor from and against any and all losses, liabilities, costs, expenses (including attorney fees), claims, actions, demands, fines, forfeitures, seizures or penalties (collectively, "**Claims**") arising out of (i) the maintenance, possession or use of the Equipment by Lessee, its employees, agents or any person invited, suffered or permitted by Lessee to use or be in, on or about the Equipment, including to the extent arising from Lessor's negligence, (ii) Lessee's failure to comply with any of the terms of the Lease (including without limitation Sections 5(a)(ii) and 5(f)(i) of the Incorporated Provisions, and Sections 6, 14 and 15 hereto), and (iii) any theft or destruction of, or damage to, the Equipment. If the foregoing obligations are not enforceable against Lessee under applicable law, Lessee agrees to indemnify and hold harmless Lessor from and against any and all Claims to the maximum extent permitted by applicable law. Lessee shall make all payments due under this Section upon demand by Lessor.

13. EVENTS OF DEFAULT.

(a) Each of the following shall constitute an "**Event of Default**": (1) default by Lessee in making any required payment to Lessor and the continuance of such default for ten (10) consecutive days; (2) any default or breach by Lessee of Section 7, (3) default by Lessee in the performance of any obligation, covenant or liability contained in the Lease or any other agreement or document with Lessor and the continuance of such default for ten (10) days after written notice, thereof by Lessor to Lessee; (4) any warranty, representation or statement made or furnished to Lessor by or on behalf of Lessee proves to have been false in any material respect when made or furnished; (5) loss, theft, damage, destruction or the attempted sale or encumbrance by Lessee of any of the Equipment, or any levy, seizure or attachment thereof or thereon; or (6) Lessee's dissolution, termination of existence, discontinuance of business, insolvency, or business failure; or the appointment of a receiver of any part of, the assignment for the benefit of creditors by, or the commencement of any proceedings under any bankruptcy, reorganization or arrangement laws by or against, Lessee. Lessee acknowledges that any Event of Default will substantially impair the lease value hereof.

(b) **REMEDIES OF LESSOR:** Upon the occurrence of any Event of Default and any time thereafter, Lessor may, without notice, exercise one or more of the following remedies, as Lessor, in its sole discretion shall elect: (1) declare all unpaid lease payments under the Lease to be immediately due and payable; (2) terminate the Lease as to any or all items of the Equipment; (3) take possession of the Equipment wherever found, and for this purpose enter upon any premises of Lessee and remove the Equipment, without any liability for suit, action or other proceedings by Lessee; (4) direct Lessee at its expense to promptly prepare the Equipment for pickup by Lessor; (5) use, hold, sell, lease or otherwise dispose of the Equipment or any item thereof on the site specified on the applicable Agreement or any other location without affecting the obligations of Lessee as provided in the Lease; (6) sell or lease the Equipment or any part thereof by public or private sale or lease at such time or times and upon such terms as Lessor may determine, free and clear of any rights of Lessee (if notice of sale is required by law, notice in writing not less than ten (10) days prior to the date thereof shall constitute reasonable notice to Lessee); (7) proceed by appropriate action either in law or in equity to enforce performance by Lessee of the terms of the Lease or to recover damages for the breach hereof; (8) apply the Security Deposit to payment of Lessor's costs, expenses and attorney fees in enforcing the terms of the Lease and to indemnify Lessor against any damages sustained by Lessor (provided, however, nothing herein shall be construed to mean that the recovery of damages by Lessor shall be limited to the amount of the Security Deposit); (9) exercise any and all rights accruing to Lessor under any applicable law upon an Event of Default. In addition, Lessor shall be entitled to recover immediately as damages, and not as a penalty, a sum equal to the aggregate of the following: (i) all unpaid payments as are due and payable for any items of Equipment up to the date of repossession by Lessor; (ii) any expenses paid or incurred by Lessor in connection with the repossession, holding, repair and subsequent sale, lease or other disposition of the Equipment, including attorney's fees and other reasonable costs and expenses; (iii) an amount equal to the excess of (a) all unpaid payments for any item of Equipment repossessed by Lessor from the date thereof to the end of the term of the Lease over (b) the fair market lease value of such item or items of Equipment for such unexpired lease period (provided however, that the fair market lease value shall be deemed to not exceed the proceeds of any sale of the Equipment or lease thereof by Lessor for a period substantially similar to the unexpired lease period); and (iv) the replacement cost of any item of Equipment which Lessee fails to prepare for return to Lessor as provided above or converts or is destroyed, or which Lessor is unable to repossess.

14. OWNERSHIP AND MARKING OF EQUIPMENT. Title to the Equipment shall remain in Lessor (or its Principal). Excepting only as may be granted in a separate writing signed by Lessor, no option or other right to purchase the Equipment is granted or implied by the Lease to Lessee or any other person. The Equipment shall remain and be deemed to be personal property of Lessor, whether attached to realty or not, and upon termination of the Lease or the occurrence of an Event of Default, Lessee shall have the duty and Lessor shall have the right to remove the Equipment whether or not affixed to any realty or building without any liability to Lessor for damage to the realty or building caused by the removal of the Equipment. Any replacement, substitutes, accessories or parts, whether placed in or upon the Equipment or not, whether made a component part thereof or not, shall be the property of Lessor and shall be included under the terms of the Lease.

15. COMPLIANCE WITH LAW. Lessee assumes all responsibility for any and all licenses, clearances, permits and other certificates as may be required for Lessee's lawful operation, use, possession and occupancy of the Equipment. Lessee agrees to fully comply with all laws, rules, regulations and orders of all local, state and federal governmental authorities which in any way relate to the Equipment. Lessee shall pay the



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Lease Agreement

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Contract Term: 36 Months
Date Printed: 01/08/2016
Start Rent Date: 01/01/2016

cost of all license and registration fees and renewals thereof.

16. GOVERNING LAW. Lessee and Lessor agree that the Lease shall be governed in all respects by, and interpreted in accordance with the laws of, the State of California, without regard to its conflicts of laws provisions.

17. JURISDICTION.

(a) In any case where the Equipment is located in the State of Maryland or the State of Virginia, it is agreed that the venue for a legal action relating to the Lease shall be proper if brought in Alameda County, State of California. Subject to Section 12, the prevailing party shall be entitled to recover reasonable attorneys' fees and court costs, whether or not the action proceeds to judgment.

(b) In all other cases, the Federal District Courts located within the State of California shall have non-exclusive jurisdiction over any lawsuit brought by Lessee or Lessor as a result of any dispute regarding matters arising in connection with the Lease. Further, it is agreed that the venue for a legal action relating to the Lease shall be proper if brought in Alameda County, State of California. Subject to Section 12, the prevailing party shall be entitled to recover reasonable attorneys' fees and court costs, whether or not the action proceeds to judgment.

18. MEDIATION; ARBITRATION. Lessee agrees to abide by Lessor's option (if Lessor shall so choose) to have any claims, disputes, or controversies arising out of or in relation to the performance, interpretation, application, or enforcement of the Lease, including but not limited to breach thereof, referred to mediation before, and as a condition precedent to, the initiation of any adjudicative action or proceeding, including arbitration. If mediation fails to resolve the claims, disputes or controversies between Lessor and Lessee, Lessee agrees to abide by Lessor's option (if Lessor shall so choose) to have the claims, disputes or controversies referred to binding arbitration. The parties hereto acknowledge that the subject matter of the Lease is a matter of interstate commerce.

19. CREDIT CARD AUTHORIZATION. Lessee hereby gives authorization to Lessor to charge against credit card provided all amounts billed for this transaction including applicable taxes, shipping and handling charges. For a rental/lease transaction, charges may be recurring and additional billing and charges will occur until such time as all Equipment and respective accessories are returned and the rental is terminated.

20. HAZARDOUS MATERIALS. Lessee agrees that no water, paint or chemicals, and no illegal, hazardous, controlled, toxic, explosive, flammable, restricted, contaminated or other dangerous materials, shall be maintained or stored in or on the Equipment.

21. MISCELLANEOUS. Time is of the essence of each and every provision of the Lease. Failure of Lessor to enforce any term or condition of the Lease shall not constitute a waiver of subsequent defaults by Lessee, nor shall it, in any manner, affect the rights of Lessor to enforce any of the provisions hereunder. The invalidity or unenforceability of any provision of the Lease shall not affect the validity or enforceability of any other provision.

22. ENTIRE AGREEMENT. The Lease constitutes the entire agreement between Lessor and Lessee with respect to the subject matter hereof and, except for the Incorporated Provisions that may be updated by Lessor from time to time in its sole discretion, may not be amended, altered or modified except by a writing signed by both Lessor and Lessee.

Lease Terms and Conditions, Rev. 7/20/11

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: District-wide ADA Transition Plan Consultant Services, Cordoba Corporation

ACTION: Approval

BACKGROUND

On June 22, 2015, the Board of Trustees allocated basic aid funding for a district-wide American with Disabilities Act (ADA) transition plan. The Federal government enacted the Rehabilitation Act of 1973 and the ADA in 1990. Title II of the ADA applies to State and local government entities and requires that persons with disability be provided with an equal opportunity to benefit from government programs, series and activities. ADA transition plans were required as of 1991. The plan includes proposed facility renovations, a time line for completion and an estimated costs. The plan is typically phased over a five to 15 year period. A professional consultant is required to survey existing conditions and to provide ADA Transition Plans for each campus that will identify barriers and prioritize solutions.

STATUS

On December 3, 2015 and December 10, 2015, SOCCCD ran a newspaper advertisement for consideration of District-wide ADA Transition Plan Consultant Services. Additional marketing efforts included placing a copy of the "Request for Qualifications and Proposals (RFQ&P)" on the district's website and notifying firms known to provide these services.

On December 18, 2015, three firms provided responses (EXHIBIT A). District and college staff evaluated the submittals and interviews followed on January 25, 2016. The evaluation committee recommends award to Cordoba Corporation (EXHIBIT B) in the amount of \$580,000 as best value to the district.

Funds equaling \$400,000 are assigned through basic aid. This amount supports Phase 1 work valued at \$375,000. To perform Phase 2 work, a basic aid request for augmentation has been submitted and Phase 2 would not commence until funding is approved.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the district-wide ADA Transition Plan Consultant Services Agreement (EXHIBIT B) with Cordoba Corporation, in the amount of \$580,000 with phased implementation and Phase 2 work commencing only after funding is approved.

Item Submitted By: *Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services*

**Request for Proposals
Districtwide ADA Transition Plan Consultant Services
South Orange County Community College District**

February 22, 2016

<u>Company Name</u>	<u>City</u>	<u>Submitter's Name</u>
*Cordoba Corporation	Santa Ana, CA	George L. Pla
Lionakis	Newport Beach, CA	Steven Kendrick
Vanir Construction Management, Inc.	Costa Mesa, CA	Joseph A. Mehula

***Recommended Firm**

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**AGREEMENT – AMERICANS WITH DISABILITIES ACT (ADA) TRANSITION PLAN
CONSULTANT SERVICES**

This AGREEMENT is made and entered into this 24th day of February in the year 2016 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Cordoba Corporation, 1611 E. 17th Street, Santa Ana, CA 92705, (714)558-6124, hereinafter referred to as "CONSULTANT";

WHEREAS, DISTRICT desires to obtain CONSULTANT services for South Orange County Community College District ADA Transition Plan, hereinafter referred to as "PROJECT"; and

WHEREAS, CONSULTANT is fully licensed to provide CONSULTANT services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 CONSULTANT'S SERVICES AND RESPONSIBILITIES

- 1.1. **Services.** The CONSULTANT'S services shall consist of those services performed by the CONSULTANT and CONSULTANT'S employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** CONSULTANT shall provide the Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. CONSULTANT'S services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Michael Boomsma, as Project Executive; Barry Thomas, as Project Manager; and Glenn Dea, as Lead Certified Accessibility Specialist. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the CONSULTANT must furnish the name and obtain approval after a resume' review of all other key people in CONSULTANT'S firm that will be associated with the PROJECT .
- 1.4. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the CONSULTANT will have 10 working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview. A project manager and all lead or key personnel must also be designated by the CONSULTANT and are subject to all conditions previously stated in this paragraph
- 1.5. **Relationship of CONSULTANT to Other Project Participants.** CONSULTANT'S services hereunder shall be provided in conjunction with applicable contracts between the DISTRICT

and others providing services in connection with the PROJECT. The CONSULTANT is responsible for the adequacy and sufficiency of the contents of documents for the PROJECT. The CONSULTANT shall perform its duties in accordance with its contract(s) with the DISTRICT. CONSULTANT shall coordinate all work with DISTRICT as necessary to complete contract requirements

- 1.6. **Project Schedule.** The CONSULTANT acknowledges that all time limits stated in this Agreement and associated work orders are of the utmost importance to DISTRICT. The CONSULTANT shall submit for the DISTRICT's approval a schedule for the performance of the CONSULTANT'S services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT .

ARTICLE 2 SCOPE OF CONSULTANT'S SERVICES

- 2.1. **Services.** The South Orange County Community College District is seeking qualified professional firms and individuals experienced in the evaluation and development of program and facility accessibility plans to submit a written proposal to provide consulting services to produce the District's Americans with Disabilities Act (ADA) Transition Plans. Services will include site and program accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in its efforts to comply with accessibility requirements as required by the "Americans with Disabilities Act of 1990" (ADA) and State of California Access Codes.

a. **ADA Self Evaluation.**

1. The Consultant shall assist the District in developing the procedures, questionnaires and forms needed to conduct a Self Evaluation of the District's programs, activities and services for ADA requirement compliance.
2. The Consultant shall facilitate meetings with District personnel to guide them during the Self Evaluation process. Six (6) meetings are anticipated.
3. The Consultant shall compile the final Self Evaluation Report.

b. **Facility Survey/Barrier Assessment.**

1. Conduct surveys with field reviews of all public buildings and associated sites listed in Attachments 1 and 2 of the RFQ&P that provide programs, services, or activities to the public. The surveys will identify physical barriers in each facility that limit accessibility and compare each facility to the State Title 24 Building Code and the Federal ADA Accessibility Guidelines (ADAAG).
2. Facility Reports – Develop reports for each site and building, identifying items that limit physical access to individuals with disabilities to public areas where programs, services or activities take place;
3. Public Right of Way – Survey the District's inventory of sidewalks, crosswalks, pathways and curb ramps in the public right-of-way for ADA compliance. The consultant is to complete a field survey of existing conditions, compile GIS

location and condition data including coordinates, ramp type, slopes, detectable warning surface and other compliance information and create a database of inventory data and a final report. Consultant to incorporate the data into the ADA Transition Plan document.

4. Facility Diagrams/Inventory – The consultant shall produce Facility Diagrams of public buildings and exteriors for use in the ADA Transition Plan. Drawings should note the location of architectural barriers.

- c. **Comprehensive ADA Transition Plan.** The Consultant shall develop the comprehensive ADA Transition Plan for Buildings and Public Rights-of-Way based upon guidance from District staff and public input. The same level of detail presented in the Barrier Assessment shall be provided in the ADA Transition Plan reports, as a minimum requirement. The ADA Transition Plan shall include, but is not limited to, the following components:

1. Methodology for assessment of barriers and prioritization of barrier remediation
2. A summary of costs for remediation
3. Implementation schedule with prioritization
4. Prioritization recommendations for barrier removal
5. Procedures and forms for monitoring implementation
6. Procedures and forms for performing assessments of additional barriers
7. Procedures and forms for filing Requests for Accommodation
8. Standard drawings for remediation methods

- d. **Participatory Governance.** The District will develop an outreach program to facilitate Participatory Governance with the ADA Transition Plan project to provide an opportunity for interested persons, individuals with disabilities or organization representing persons with disabilities to participate in the development of the plan.

District personnel participation in the development of the Self-Evaluation and Transition Plan includes but is not limited to the following:

1. The Consultant shall prepare program materials, compile responses to outreach questionnaires, and assist the District in eliciting input from the campuses into the ADA Transition Plan process, as necessary.
2. The Consultant shall assist the District with organizing a project kick-off workshop (or workshops) to inform the campus communities of the project and receive initial input on the process. The consultant shall attend the workshop(s), maintain a record of the proceedings and comments and be prepared to answer questions within the area of expertise.
3. The Consultant shall assist the District with organizing a Plan Review Workshop (or workshops) to present the draft plan to the campus communities and receive initial input on the plan. The consultant shall attend the workshop(s), maintain a record of the proceedings and comments and be prepared to answer questions within the area of expertise.

- e. **Project Database and Mapping**
 - 1. Database – The Consultant shall develop a database of the ADA Transition Plan using Microsoft Excel or other District approved software. The purpose of the database is to facilitate ongoing monitoring and updating of the final comprehensive ADA Transition Plan by District staff. The Database shall correlate all aspects of the transition plan shall be produced using the database, including but not limited to: Access Compliance Assessment Reports, transition plans, reference documents, standard drawings and photographs. The database shall be the property of the District with the ADA Transition plan compilation is complete.
 - 2. Project Map – the Consultant shall develop campus maps using AutoCAD. The maps shall fully show distinct points for each identified barriers to access.
- f. **District Training.** The process is expected to be an educational experience for the District staff throughout the process. The Consultant shall train designated District staff in the following areas:
 - 1. Applicable government code, statutes and regulations;
 - 2. Performing field investigations and inspections;
 - 3. Preparation of ADA Compliance Assessment Reports;
 - 4. Using and maintaining the database;
 - 5. Using and maintaining the project map;
 - 6. Monitoring and updating the ADA Transition Plan.
- g. **Deliverables.** The following shall be the minimum deliverable elements:
 - 1. Draft ADA Compliance Assessment Reports for District buildings submitted in binder and electronic formats;
 - 2. Final ADA Compliance Assessment Reports for District buildings submitted in binder and electronic formats;
 - 3. Draft ADA Compliance Assessment Reports for District rights-of-way submitted in binder and electronic formats;
 - 4. Final ADA Compliance Assessment Reports for District rights-of-way submitted in binder and electronic formats;
 - 5. Meeting agendas and minutes
 - 6. Draft ADA Transition Plan submitted in binder and electronic formats;
 - 7. Final ADA Transition Plan submitted in binder and electronic formats;
 - 8. Draft format for Database and Project Maps – electronic files(s);
 - 9. Final Database and Project Maps – electronic files(s);

10. Consultant shall attend at least two (2) Board of Trustee meetings to present the draft and final ADA Transition Plans for review and adoption.

h. **Schedule.** The ADA Transition Plan Services effort is expected to begin upon Board approval at the February 2016 Board meeting and start on March 1st, 2016 and end no later than September 1st, 2016.

i. **Tasks.** The following are the expected tasks and deliverables associated with the ADA Transition Plan effort:

1. **Task 1: Project Initiation**

Meet with District Facilities department project team to develop and finalize a detailed work plan and schedule which at a minimum will establish meeting and presentation schedules, clarify roles and responsibilities of both staff and consultant teams, and include an evaluation methodology, in accordance with RFP terms and conditions and appropriate to meet the highest standard for the ADA Transition Plan project.

Deliverables:

- a) Meeting notes
- b) Final work plan and project schedule
- c) Roles and Responsibilities Matrix
- d) Evaluation methodology

2. **Task 2: Research and Analysis Phase**

Review available background materials and any other relevant information relating to the project including, but not limited to:

- i. Saddleback College 2011 Facilities Master Plan
- ii. Irvine Valley College 2001 Facilities Master Plan
- iii. Available Record Drawings

Conduct surveys of all public buildings and develop reports of results for each site and building. Conduct surveys of District Rights-of-Way and incorporate results into the ADA Transition Plan document. Produce Facility Diagrams of public buildings and exteriors for use in the ADA Transition Plan locating the location of architectural barriers.

Deliverables:

- a) Summary of meeting notes with District and College representatives and key stakeholders
- b) Draft and final versions of Research and Analysis findings

3. **Task 3: Implementation**

Based upon comments and information received through Task 2, continue work identified under “Services” above.

Deliverables: As stated in “Services” above.

- 2.2. **Technical Qualifications.** CONSULTANT is experienced with consulting with school districts in performing building and right-of-way accessibility assessments and developing complete ADA Transition Plans. CONSULTANT staff shall include Certified Access Specialists certified through the Division of the State Architect as authorized by Government Code Section 4459.5-4459.8 and will provide evidence of required certification.
- 2.3. **Qualified Personnel.** The CONSULTANT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of CONSULTANT’S personnel from the PROJECT.
- 2.4. **Regulatory Compliance.** The CONSULTANT shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the PROJECT.
- 2.5. **Associated Regulatory Codes.** The CONSULTANT shall prepare and submit to DISTRICT an outline of applicable provisions of regulations that apply to any PROJECT.
- 2.6. **Project Initiation Phase.**
 - a. Participate in a general Project kick-off meeting to include the CONSULTANT’S and DISTRICT staff.
 - b. Before beginning work, the CONSULTANT shall submit to the DISTRICT a written preliminary estimate of the total PROJECT cost and shall advise the DISTRICT, in writing, of any adjustments to the estimate of PROJECT Cost.
 - c. CONSULTANT must respond to/incorporate DISTRICT comments during the various PROJECT phases.
- 2.7. **Coordination for Government Authorities.** The CONSULTANT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT.
- 2.8. **Evaluate Performance.** The CONSULTANT shall evaluate the performance of associates under the requirements of the PROJECT when requested in writing by the DISTRICT.
- 2.9. **Coordination of Others.** The CONSULTANT may be asked to coordinate PROJECT performed by separate contractors or by the DISTRICT’s own employees.

ARTICLE 3 ADDITIONAL CONSULTANT’S SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, CONSULTANT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Exhibit for Additional Services. The Board of Trustees of the District must approve an amendment to this Agreement, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request

payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT.

- 3.2. **Notification and Authorization.** CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT'S control. CONSULTANT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Regulatory Revisions.** Making material revisions in documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
 - b. **Scope Change after Phase Approvals.** Providing services required because of significant changes made in the PROJECT after approval of each phase of the work including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services required under changes related to design errors or omissions.
 - c. **Legal Services.** Providing services in connection with an arbitration proceeding or legal proceeding except where the CONSULTANT is a party thereto.
 - d. **Consultant Coordination.** Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained 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 CONSULTANT's performance of the service required hereunder and DISTRICT's payment of all sums due to CONSULTANT .
- 4.2. **Term.** Services under this Agreement shall be diligently performed by the CONSULTANT for 7 months. Prior to Board approval of augmented funding on June 27, 2016, work may proceed up to and including tasks listed in Phase 1 work identified in Article 6. After June 27, 2016, and upon written direction of the District, work may continue to completion.
- 4.3. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in EXHIBIT B.
- 4.4. **Suspension Notice.** DISTRICT may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension.

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold the DISTRICT and its Board of Trustees, officers, employees and agents harmless from all liability arising out of:
- a. **Workers Compensation and Employer's Liability.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT'S

employees or CONSULTANT'S subcontractor's employees arising out of CONSULTANT's work under this agreement; and

- b. **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the CONSULTANT, the CONSULTANT shall indemnify and hold the DISTRICT harmless from any liability for damages for (i) death or bodily injury to person; (ii) injury to, loss or theft of property; (iii) any failure or alleged failure to comply with any provision of law; or (iv) any other loss, damage or expense arising under either i, ii, and iii above, sustained by the CONSULTANT or the DISTRICT, or any person, firm or corporation employed by the CONSULTANT or the DISTRICT upon or in connection with the Project, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent CONSULTANTS who are directly employed by the DISTRICT.
 - c. The CONSULTANT, 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 (other than professional negligence covered by section below, its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the CONSULTANT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and
- 5.2. **Purchase and Maintain Insurance.** CONSULTANT shall purchase and maintain project specific insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:
- a. **Statutory Workers' Compensation and Employers' Liability.** CONSULTANT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.
 - b. **Comprehensive general and auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT'S services under this Agreement and for which

CONSULTANT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT'S employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by CONSULTANT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to CONSULTANT'S obligations under this Agreement; and (vi) for completed operations.

Comprehensive general and auto liability insurance with limits of not less than 1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:

1. owned, non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

- c. **Professional liability insurance.** Professional liability insurance, including contractual liability, with limits of 1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that CONSULTANT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
 - d. **Additional Insured.** Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.
- 5.3. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the District.

5.4. **Insurance Evidenced.** Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

5.5. **Coverage Amounts**

Insurance Policy	Minimum coverage Amount
Workers Compensation	In accordance with applicable law
Employers Liability	One Million dollars (\$1,000,000)

ARTICLE 6 COMPENSATION TO THE CONSULTANT

6.1. **Contract Price for Services.** The Contract Price for the CONSULTANT'S performance of the Services under this Agreement shall consist of the following lump sum prices:

PHASE 1:

a.	Task 1: Project Initiation Phase	\$53,000
b.	Task 2: Research and Analysis Phase	\$53,000
c.	Task 3: Implementation	
	Initial Facility Survey/ Barrier Assessment	\$150,000
	Initial Transition Plan Development	\$75,000
	Initial Database and Mapping	\$14,000
d.	Allowance for CAD Detailing	\$30,000
	Phase 1 Subtotal:	\$375,000

PHASE 2:

c.	Task 3: Implementation - Continued	
	Final Facility Survey/ Barrier Assessment	\$35,500
	Final Transition Plan Development	\$84,000
	Final Database and Mapping	\$65,500
d.	Allowance for CAD Detailing	\$20,000
	Phase 2 Subtotal:	\$205,000
e.	TOTAL	\$580,000

6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all

- other overhead/administrative expenses or costs associated with performance of the Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense. The items and services identified in EXHIBIT A are services included in the CONSULTANT'S compensation for Services as set forth in Article 2.
- 6.3. **CONSULTANT Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT.
- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the District's receipt of CONSULTANT'S billing invoices, DISTRICT will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses.
- 6.5. **Withholding Payment.** The DISTRICT may withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CONSULTANT services shall be made monthly on the basis set forth in this article.
- 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 CONSULTANT'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 CONSULTANT'S services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates (See EXHIBIT B) or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT'S employees in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review. The District shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for DISTRICT, except reimbursable expenses that have

been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.

- a. Reimbursable expenses are in addition to compensation for Original and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'S employees in the interest of the PROJECT.
 - b. Reimbursable expenses shall be expense of transportation in connection with the PROJECT; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. CONSULTANT'S normal travel expense (including to and from the PROJECT) and meals are excluded.
 - c. Expense of reproductions (except those needed for the use of the CONSULTANT and his or her consultants or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT's prior written approval.
 - d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
 - e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of CONSULTANT'S Services will be reimbursed.
 - f. For reimbursable expenses, compensation shall be computed at a multiple of 1.05 times the expenses incurred by the CONSULTANT, the CONSULTANT'S employees and consultants in the interest of the PROJECT.
 - g. For additional services of CONSULTANTS, compensation shall be computed at a multiple of 1.1 times the amounts billed to the CONSULTANT for such services.
- 6.11. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and CONSULTANT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by CONSULTANT'S failure to perform any of the services furnished under this Agreement.

ARTICLE 7 CONSULTANT'S WORK PRODUCT

- 7.1. **District Ownership of Documents.** The documents prepared by the CONSULTANT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. CONSULTANT grants to DISTRICT the right to reuse all or part of the fore mentioned documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that CONSULTANT shall not be responsible for any reuse of the documents. The DISTRICT is not bound by this AGREEMENT to employ the services of CONSULTANT in the event such drawings, specifications and/or other documents are reused. CONSULTANT grants to the DISTRICT the right to copy, use, modify, and reuse any and all

copyrights and designs embodied in the plans, specifications and other documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.

- 7.2. **Documentation.** The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT and CONSULTANT during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CONSULTANT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT.
- 7.3. **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this agreement using DISTRICT approved software and shall deliver electronic copy via CD, DVD or thumb drive in both the software format and PDF format upon completion of the PROJECT requirements. If work is terminated prior to PROJECT completion, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.4. **Copyright/Trademark/Patent.** 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 the use of CONSULTANT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

- 8.1. **Termination for Convenience.** DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. 30 day written notice by DISTRICT shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.
- 8.2. **Termination for Cause.** DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (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 required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.

- 8.3. **Termination by Either Party.** This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the CONSULTANT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- 8.4. **Suspension of PROJECT.** The District may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than fifteen days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the CONSULTANT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT'S services.
- 8.5. **Abandonment of PROJECT.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6. **Non Payment.** The DISTRICT's failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the DISTRICT fails to make timely payment, the CONSULTANT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
 - b. Unless payment in full is received by the CONSULTANT 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 CONSULTANT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7. **CONSULTANT Compensation.** The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The DISTRICT shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8. **Liability for District Damages.** In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the DISTRICT due to CONSULTANT'S failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed

or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

- 9.2. **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.
- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the CONSULTANT, District and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
 - b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
 - c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
 - d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
 - e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
 - f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

- 10.1. **District Provided Information.** The DISTRICT shall provide to the CONSULTANT full information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, constraints and criteria.
- 10.2. **District Representative.** The DISTRICT shall appoint a representative authorized to act on the DISTRICT's behalf with respect to the PROJECT. The DISTRICT or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT. CONSULTANT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, CONSULTANT shall accept directives only from DISTRICT's designated representative and not from other DISTRICT employees or consultants. The DISTRICT shall notify CONSULTANT in writing if, at its sole option, it makes a change in the DISTRICT representative. Unless modified by written notice by the DISTRICT to the CONSULTANT, the DISTRICT Representative is:
- Mark Schoeppner, Construction Manager**
- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the CONSULTANT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the PROJECT intent. However, the DISTRICT's failure or omission to do so shall not relieve the CONSULTANT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. **DISTRICT Consultants.** 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 consultants, and ADA Transition Plan consultants.
- 10.5. **Project Description.** The DISTRICT shall furnish a description of the PROJECT as required.
- 10.6. **Reliable Information.** The CONSULTANT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with CONSULTANT'S obligations under this agreement

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT's general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of

the DISTRICT and the CONSULTANT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this agreement. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.

- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of CONSULTANT'S work whether by DISTRICT or others, shall not relieve CONSULTANT from responsibility for errors and omissions in CONSULTANT'S work.
- 11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
- 11.6. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.
- 11.7. **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.
- 11.8. **Independent Contractor.** CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT's employees.
- 11.9. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and DISTRICT hereunder.

- 11.10. **Non-Assignment.** The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and / or control of CONSULTANT firm shall be deemed 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.
- 11.11. **Permits/Licenses.** CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.12. **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.
- 11.13. **Communications** between the parties shall be sent to the following addresses:
- | | |
|--|--|
| DISTRICT | CONSULTANT |
| Mark Schoeppner | Michael Boomsma |
| South Orange County | Cordoba Corporation |
| Community College District | |
| 28000 Marguerite Parkway | 1611 E. 17 th Street |
| Mission Viejo, CA 92692 | Santa Ana, CA 92705 |
| mschoeppner@socccd.edu | mboomsma@cordobacorp.com |
| COPY | |
| Dr. Debra L. Fitzsimons | |
| South Orange County | |
| Community College District | |
| 28000 Marguerite Parkway | |
| Mission Viejo, CA 92692 | |
| dfitzsimons@socccd.edu | |
- 11.14. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.
- 11.15. **Entire Agreement / Amendment.** This AGREEMENT and any exhibits attached hereto represent the entire AGREEMENT between the DISTRICT and CONSULTANT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the

services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT.

- 11.16. **Binding Agreement**. The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

This AGREEMENT entered into as of the day and year first written above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

Cordoba Corporation

By: _____
Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

By: _____
George L. Pla
President and CEO

(Date)

(Date)

(Taxpayer number)

Exhibit A - Criteria for Billing and Extra Work

EXHIBIT A - CRITERIA AND BILLING AND EXTRA WORK

- A. The following extra services to this Agreement shall be performed by CONSULTANT if needed and requested by the DISTRICT.
1. Making revisions in documents when such revisions are:
 - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
 - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
 - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the CONSULTANT within a reasonable time, as requested by CONSULTANT.
 2. Providing services required because of significant documented changes in the Project initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule.
- B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for initial and extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the CONSULTANT.

<u>CONSULTANT Services</u>	<u>Fee Per Hour</u>
Principal	\$205
CASp Architect	\$195
Architect	\$175
GIS Analyst	\$105
Associate/Technician 1	\$85
Clerical Staff	\$65

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Establishment of Funding Plan for STRS and PERS Rate Increases

ACTION: Approval

BACKGROUND

The recent State Teachers Retirement System (STRS) actuary report indicated that there has been an unfunded STRS system liability identified at \$74 billion. To address funding the unfunded liability, STRS rate changes have been established through statute to increase the STRS employee and employer rates. These rates will dramatically increase over the next several years. Staff have shared the STRS rate increases with the SOCCCD board and throughout the district so that proactive planning for these large expense increases can be incorporated into the budget planning process.

CalPERS also has raised their rates but for different reasons. The CalPERS Board of Administration approved a change to the CalPERS amortization and smoothing policies. Prior to the change, CalPERS employed an amortization and smoothing policy which spread investment returns over a 15-year period while experience gains and losses were amortized over a rolling 30-year period. Effective with this valuation, CalPERS no longer uses an actuarial value of assets and employs an amortization and smoothing policy that spreads rate increases or decreases over a 5-year period, and amortizes all experience gains and losses over a 30-year period. This change by CalPERS has negatively impacted the PERS rates by the need for increases to the rates.

Both STRS and PERS will be performing regular actuary studies to update the liabilities and will analyze and assess the rate structure for the necessity of further changes. The published rates are the rates that are known at this time.

The table provided to us from the California Community College State Chancellor's Office with the STRS and PERS rate increases for employers is below (next page):

**Employer Pension Rates
2013-14 to 2020-21**

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
PERS	8.25%	8.88%	10.73%	12.58%	14.43%	16.28%	18.13%	19.10%
STRS	11.44%	11.77%	11.85%	13.05%	16.60%	18.20%	19.90%	20.40%

In the state budget for FY 2015-2016, there is a state budget augmentation of \$266.7 million in base funding to help community college districts' offset rising operating expenses because it is clear that PERS and STRS employer contribution rates will continue to rise for years to come and will become an even larger expense in district budgets. The state chancellor's office also warned districts that these increases in STRS and PERS rates are occurring at the same time that the Proposition 30 revenues will be phased out. These temporary taxes are a sales tax provision that expires on December 31, 2016 and an income tax provision that expires at the end of 2018. And, in addition many districts face large OPEB liabilities that need to be funded.

The state provided advisories that if districts did not plan for this commitment or if they overcommitted to ongoing obligations in the short term, that it would lead to budget difficulties in the near future for districts that did not plan appropriately. However, the community colleges' base augmentation only partially funded the liability and in many cases, because the funding was unrestricted, the base augmentation was used by many districts for settling employee bargaining unit contracts or for other purposes rather than for their intended purpose of off-setting the STRS and PERS rate increases that the districts face.

STATUS

Below is the table that was previously shared with the Board of Trustees that outlines SOCCCD's STRS and PERS rate increase obligations which total more than \$39.6 million in unfunded liability (over the current year) for the next five (5) years. This chart does not include the past two years and the STRS and PERS rate increases that have already been absorbed into the district and college operational budgets. In addition, it should be noted that this chart understates the liability, as salary increases are estimated only for the years in which bargaining unit agreements are in place.

SOCCCD STRS & PERS Projected Rate and Cost Increases (All District Funds)								
Fiscal Year	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Estimated	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	Annual Increase over 2015-2016	Cumulative Increase
STRS Annual Rate	10.73%	12.58%	14.43%	16.28%	18.13%	19.10%		
STRS Contribution	7,777,325	9,391,790	11,096,124	12,518,704	13,941,284	14,687,177	6,909,852	22,748,455
Annual Increase		1,614,465	1,704,334	1,422,580	1,422,580	745,893		
PERS Annual Rate	11.847%	13.05%	16.60%	18.20%	19.90%	20.40%		
PERS Contribution	5,900,803	6,694,998	8,771,730	9,617,198	10,515,507	10,779,716	4,878,913	16,875,135
Annual Increase		794,195	2,076,732	845,468	898,310	264,209		
Combined Annual Increase	-	2,408,661	3,781,066	2,268,048	2,320,890	1,010,102	11,788,766	39,623,590
Notes: FY 2015-2016 through FY 2017-2018 include negotiated salary increases FY 2018-2019 through FY 2020-2021 estimates do not assume any changes in salaries, therefore, the costs will need to be adjusted if salary increases occur								

As a first step in the planning process for FY 2016-2017 Tentative Budget, staff is recommending a funding plan be established at SOCCCD to properly address STRS and PERS rate increases and to fund the \$39.6 million estimated liability.

It is recommended that SOCCCD pre-fund these pension system obligations for unrestricted general funded positions, and create a **SOCCCD Pension Rate Stabilization Program**. The key benefits would be that the assets be solely used as a savings fund to offset contribution rate increases and the funds would be accessible to the district for paying current pension rate increased costs. The establishment of this fund follows the SOCCCD board's budget guidelines of ensuring the districts' budget is conservative and fiscally prudent and would be actively addressing the district's future obligations in regards to STRS and PERS rate increases. In addition, this action would favorably impact accreditation and future credit ratings.

This board action would be an important first step to developing the FY 2016-2017 budget and ensuring the next several years are being planned with good fiscal stewardship.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 16-04 to establish the SOCCCD Pension Rate Stabilization Program Fund and to authorize funding the known liability of \$39.6 million in the SOCCCD Pension Rate Stabilization Program Fund by committing to allocate \$14.5 million in the current fiscal year, \$12.6 million in FY 2016-2017 and the remaining \$12.6 million in FY 2017-2018 for unrestricted general fund positions. These amounts will be used when developing the FY 2016-2017 and FY 2017-2018 SOCCCD budgets.

Item Submitted By: *Dr. Debra Fitzsimons, Vice Chancellor, Business Services*

RESOLUTION NO. 16-04

RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
AUTHORIZING ESTABLISHMENT OF THE SOCCCD PENSION RATE STABILIZATION PROGRAM FUND AND
ALLOCATING FUNDS FOR THE LIABILITY

FEBRUARY 22, 2016

WHEREAS, the Board of Trustees supports fiscal policies that ensure wise and prudent use of public resources and that promote financial strength and stability; and

WHEREAS, the Board of Trustees follows fiscally conservative budget guidelines; and

WHEREAS, STRS and PERS system liabilities have increased which resulted in dramatic increases to both employee and employer rates; and,

WHEREAS, future STRS and PERS pension rate increases have been identified and have an estimated financial liability to the District of \$39,623,590 through FY 2020-2021; and

WHEREAS, the District share of the state-wide pension systems' liabilities are reflected on the SOCCCD financial statements; and

WHEREAS, the District wishes to pre-fund the District's portion of the pension liability for unrestricted general funded positions to minimize the impact on the on-going college and district services operational budgets; and

WHEREAS, basic aid is authorized for long-term debt and large construction projects; and,

NOW, THEREFORE, BE IT RESOLVED, that the South Orange County Community College District Board of Trustees hereby agree to the following:

1. The district will establish the SOCCCD Pension Rate Stabilization Program Fund under the county treasury Retiree Benefit Fund.
2. The liability of \$39,623,590 will be prefunded through basic aid, for FY 2015-2016, FY 2016-2017, and FY 2017-2018.
3. These funds may only be used to offset the actual cost increases for unrestricted general funded positions incurred due to the rate increases.
4. A report on this new fund will be provided to the board on an annual basis.

PASSED AND ADOPTED, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on February 22, 2016.

SIGNATURES TO FOLLOW ON NEXT PAGE

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Marcia Milchiker, Member

Barbara J. Jay, Member

T.J. Prendergast III, Member

Terri Whitt, Member

Gary L. Poertner, Chancellor
And Secretary to the Governing Board

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP-2100 Delegation of Authority to the Chancellor, BP-3200.1 Contracts, BP-3200 Purchasing and Contracts, BP-4006 Medical Examination, Communicable Disease, and Tuberculosis Testing, BP-4007 Health Examinations, BP-4161 Professional Development and Growth, BP-4215 Student Employment, BP-4306 Calendar, Committees, BP-6180 Career and Technical Educational Program Advisory

ACTION: Review / Study

BACKGROUND

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

STATUS

Nine board policies are presented to the Board of Trustees for "Review / Study." The new language to the board policies was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on February 11, 2016 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the board policies, as shown in EXHIBIT A through I.

BOARD POLICY

2100

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

DELEGATION OF AUTHORITY TO THE CHANCELLOR

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

The Board of Trustees has the ultimate responsibility for establishing policies to assure the quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution. The Board of Trustees is responsible for selecting and evaluating the Chancellor. In compliance with the provisions of the Education Code, the Board delegates full responsibility and authority to the Chancellor to implement and administer board policies and conduct the business of the district and educational programs without interference, and holds the Chancellor accountable for the operation of the District. The Chancellor is responsible for hiring and evaluating the college presidents. The Chancellor delegates full responsibility and authority to the presidents to administer the colleges without interference and holds the presidents accountable for the operation of the colleges.

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

1. To hire academic and classified employees for the district, subject to ratification by the Board.
2. To authorize and direct employees of the district to incur travel expenses, including but not limited to mileage to conduct district business, including conference travel, within the limits and budget requirements.

Adopted: 8-24-82
Revised: 3-07-88
Revised: 4-26-99
Revised: 11-19-02
Revised: 10-24-11

3. To sign applications and delegate responsibility for BP-3005 Designation of Authorized Signatures for funds and contracts (under ~~\$100,000~~ \$150,000) for the district, subject to ratification by the Board, as noted in board policy. In emergency situations, the Chancellor, Vice Chancellor of Business Services, or Chancellor's designee, may sign contracts over ~~\$100,000~~ 150,000, subject to ratification.
4. The Board hereby delegates to the Chancellor or his or her designee the authority to accept employee resignations on its behalf at any time. Resignations shall be deemed accepted by the board when accepted in writing by the Chancellor or his or her designee. If the resignation does not specify an effective date, the Chancellor or his or her designee shall fix an effective date for the resignation which shall be within 60 days. When accepted by the Chancellor or his or her designee, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification at the next regular meeting.
5. To establish and maintain the district's purchasing procedure, according to Public Contract Code and other legal requirements:-

Reference:

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

Board Policy 2101, Delegation of Authority to the College President

Administrative Regulation 4216, Resignations

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

California Public Contract Code, Sections 20650

Board Policy 3200-Contracts

Adopted: 8-24-82
 Revised: 3-07-88
 Revised: 4-26-99
 Revised: 11-19-02
 Revised: 10-24-11

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3200.1
BUSINESS

CONTRACTS

DELETE POLICY – Move language to BP-3200 renaming it PURCHASING AND CONTRACTS

~~The Board delegates to the Chancellor or his/her designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management, subject to the following:~~

- ~~• Contracts are not enforceable obligations until they are ratified by the Board.~~
- ~~• Contracts for work to be done, services to be performed or for goods, equipment or supplies to be furnished or sold to the District that exceed the amounts specified in Public Contracts Code Section 20651 shall require prior approval by the Board.~~
- ~~• When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.~~

~~If the Chancellor or his/her designee concludes that the best interests of the District will be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.~~

~~If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor or his/her designee is authorized to proceed with a contract.~~

Reference:

- ~~—Education Code Section 81641, et seq.;~~
- ~~—Public Contracts Code Sections 20650, et seq.~~

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3200

BUSINESS

PURCHASING AND CONTRACTS

The Board delegates to the Chancellor, Vice Chancellor of Business Services, or Chancellor's designee the authority to enter into contracts on behalf of the District and to establish administrative procedures for contract awards and management.

CONTRACT AWARDS

- The Chancellor, ~~or his/her designee~~ Vice Chancellor of Business Services, or Chancellor's designee is authorized to approve individual business contracts up to the maximum limit of \$100,000 ~~150,000~~.
- Contracts approved by the Chancellor or his/her designee shall be subsequently submitted to the Board for ratification.
- Contracts are not enforceable obligations until they are ratified by the Board.
- If the best interests of the District will be served by a contract, lease, requisition or purchase order through any other public corporation or agency in accordance with Public Contracts Code Section 20652, the Chancellor or his/her designee is authorized to proceed with a contract.

BID LIMITS

- For contracts involving bid limits by the Education Code, the Chancellor or ~~his/her designee~~ Vice Chancellor of Business Services shall be limited to less than \$15,000 for public works projects, and \$72,400 for equipment, supplies and maintenance projects ensure that the District adheres to public contract code limits on public works, and other projects as adjusted for inflation each year pursuant to Public Contract Code 20651(d).
- ~~Contracts approved by the Chancellor or his/her designee shall be subsequently submitted to the Board for ratification.~~
- When bids are required according to Public Contracts Code Section 20651, the Board shall award each such contract to the lowest responsible bidder who meets the specifications published by the District and who shall give such security as the Board requires, or reject all bids.
- If it is in the best interests of the District to be served by pre-qualification of bidders in accordance with Public Contracts Code Section 20651.5, pre-qualification may be conducted in accordance with procedures that provide for a uniform system of rating on the basis of a questionnaire and financial statements.

Reference:

Education Code Section 81656; 81641, et seq.

Public Contracts Code Section 20650, et seq.

Adopted: 4-28-08

Revised: 8-26-08

BOARD POLICY

4006

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL HUMAN RESOURCES

MEDICAL EXAMINATIONS, COMMUNICABLE DISEASES, AND TUBERCULOSIS TESTING

The District shall comply with California Education Code relating to medical examinations, communicable diseases, and tuberculosis testing.

Reference:

California Education Code, Sections 87408, 87408.5, 87408.6, 88021

Adopted: 2-13-68
Revised: 4-01-72
Revised: 4-10-89
Revised: 4-08-91

Revised: 4-26-99
Revised: 1-20-04
Reviewed: 3-28-11

BOARD POLICY

4007

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES PERSONNEL

HEALTH EXAMINATIONS

The District will assume the full cost of any medical examination it requires as a condition of employment or continued employment, including but not limited to the provisions outlined in the California Education Code, ~~Section 87408~~, for academic personnel, and Section 88021 for classified personnel.

Reference:

Education Code Section 87408

Adopted: 6-04-69
Revised: 4-10-89
Revised: 2-28-94
Revised: 4-26-99
Revised: 9-26-05
Reviewed: 10-13-10

BOARD POLICY

4161

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

PROFESSIONAL DEVELOPMENT AND GROWTH

The South Orange County Community College District encourages faculty, classified staff and administration to develop and keep current their professional skills and knowledge through varied educational opportunities, both within and outside the District.

References:

Title V, 53200(8)

Education Code Section 87150 et seq.

Accreditation Standard III A.14

BOARD POLICY

4215

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

PERSONNEL

STUDENT EMPLOYMENT

DELETE BP – Move language to AR-4215 Student Workers and Hourly Rates

~~Students at South Orange County Community College District who are enrolled in a minimum of 12 units or in courses that require at least 20 hours of participation per week each fall or spring semester are eligible to apply for and will be considered for employment by the district.~~

~~To be eligible to apply for employment during the summer session, students must be enrolled in a minimum of six (6) units or in courses that require at least 20 hours of participation per week.~~

Adopted: 11-26-79
Revised: 4-10-89
Revised: 4-26-99
Reviewed: 10-13-10

BOARD POLICY

4306

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

CALENDAR

The Board of Trustees will annually adopt a calendar(s) for the academic year.

The following days are recognized as holidays by the Board of Trustees:

Independence Day
Labor Day
* Admission Day
Veterans' Day
Thanksgiving Days
Winter Recess
New Year's Day
Martin Luther King, Jr. Day
Lincoln's Day
Presidents' Day
Friday of Spring Break
Memorial Day
Cesar Chavez Day*

*Authorized state holiday, which may be designated on a different non-instructional day in lieu of September 9.

*NOTE: The date would not be effective until the 2017-2018 Academic Calendar.

Reference:

California Education Code, Section 88205.5, 88203, 88205

Adopted: 12-09-85
Revised: 4-10-89
Technical Update: 4-26-99
Revised: 4-25-11
Review Only

Reviewed by BPARAC & Chancellor on 12-16-13. No recommended change to policy.

BOARD POLICY

6180

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

CAREER AND TECHNICAL EDUCATIONAL PROGRAM ADVISORY COMMITTEES

Each career and technical education (CTE) program offered by the colleges shall utilize a program advisory committee made up of representatives from business, industry, labor, education, and /or government. The committee is to provide input on the quality, content, relevance, currency, and expected outcomes of the program and its courses.

Reference:

Title 5, Sections 55600 et. seq.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Academic Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibits A and B are presented to the Board of Trustees for approval/ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the academic personnel actions as shown in Exhibits A and B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor of Human Resources & Employer/Employee Relations*

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. GLEED, PATRICIA, is to be employed as Paramedic Instructor, Pos #1779, Division of Health Sciences and Human Services, Saddleback College, effective February 1, 2016. Approximate Salary Placement: Range I, Step 2. This is a replacement position for Barbara Penland, who retired. (Exhibit B, Attachment 1)

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Batth, Navanjot	MS/Biology	Biology/SC	II	01/19/16
Buzick-Pontin, Molly	DMA/Musical Arts	Emeritus, Music/SC	V	01/19/16
Churchill, Diane	PhD/Biology	Biology/IVC	V	01/19/16
DeFluiter, Darren	AA/EMT	EMT/SC	II	01/19/16
Gamble, Trevor	MS/Physics	Physics/IVC	II	01/19/16
Jacobson, Faith	PhD/Chemistry	Chemistry/SC	V	01/19/16
¹ Kiszely, Elizabeth	PhD/English	English/IVC	V	01/19/16
Kuhn, Brianna	MA/English	English/SC	II	01/19/16
Law, Dennis	PhD/Chemistry	Chemistry/SC	V	01/19/16
Long, Clifton	MA/Psychology	Psychology/SC	II	01/19/16
Mitchell, Michele	MA/English	English/IVC	II	01/19/16
² Morgan, Tom	MA/Art	Art/IVC	IV	01/19/16
Speth, Mary	MA/Illustration	Graphic Design/SC	II	01/19/16
Vargas, Edwin	MA/Computer Science	Comp. Sci./SC	II	01/19/16

EQUIVALENCY

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

¹ CalSTRS Retiree.

² SOCCCD CalSTRS Retiree.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
³ Abel, Aaron	BFA/3D Modeling	Art/IVC	I	01/19/16

Equivalency is based on Mr. Abel possessing four years of professional work experience in 3D art asset development and a Bachelor of Fine Arts degree in 3D computer arts. Mr. Abel is well versed in creating assets for game production as he is currently creating a game of virtual reality output under his own direction. These skills are timely to the needs of the Interactive Media Arts curriculum. Mr. Abel has worked with Irvine Valley College as a tutor and has shown patience and talent in teaching students about Maya.

⁴ Canett-Bailes, L.	EdD/Education	ESL/SC	V	01/19/16
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Equivalency is based on Ms. Canett-Bailes possessing a California Community College Instructor Life Credential in the area of Basic Education which included, at that time, the designation to teach ESL; her many years of teaching ESL courses in the California Community College system; and her experience working with a diverse student population in an ESL and Community College setting.

Dyer, Katy	BA/Dietetics	Nutrition/SC	I	01/19/16
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Equivalency is based on a Bachelor's Degree in Dietetics from Simmons College in Boston, Massachusetts, followed by completing the Dietetic Internship and earning her Registered Dietitian credential from the University of Iowa. Ms. Dyer has taught Nutrition courses at Orange Coast Community College over the past year, as well as conducted and taught a course for firefighters on healthy lifestyle habits including nutrition. She has completed 9 units toward her Master's in Public Health. She has 6 years of experience as a Health Educator at the UC Irvine Weight Management program. Additionally, she is active in professional nutrition and dietetics groups such as the Academy of Nutrition and Dietetics state and local affiliates, as well as a member of the Sports, Cardiovascular and Wellness Nutrition (SCAN) Dietary Practice Group, which offers a wealth of information and materials on the topic of sports nutrition.

Huft, Justin	BA/Psychology	Psychology/SC	I	01/19/16
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Equivalency is based on Mr. Huft completing all coursework for his Master's Degree. Additionally, he has taught similar psychology courses at the University of California, Irvine.

³ Current SOCCCD NBU Tutor at Irvine Valley College, in the Learning Assistance Program Division.

⁴ CalSTRS Retiree.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Laney, Marianne	MA/Counseling	Child Dev./IVC	II	01/19/16

Equivalency is based on Ms. Laney's work in the community as a social worker and working with children and families. The course being assigned is cross listed Sociology/Human Development, which will draw on Ms. Laney's expertise in social work and community building.

Loya, Danny	BA/Graphic Design	Graphic Design/SC	I	01/19/16
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Equivalency is based on Mr. Loya's professional and educational experience. For the past eight years, Mr. Loya has been the full-time CTE Graphic Design Lead instructor at El Modena High School in Orange, CA. Mr. Loya writes and develops the curriculum and assessment for the program. He also serves on the EL Modena High School WASC Committee. He was an adjunct instructor at Westwood College from 2004-2006, teaching After Effects, Final Cut Pro, Character Design, and Life Drawing. He also taught full-time at Brooks College of Design in Long Beach, CA from 1999-2007, teaching Digital Art, Graphic Design, Multimedia, and Animation. He has been owner/operator of his own Graphic Design and Screen printing business for 30 years in the city of Orange, CA, using Photoshop and Illustrator for design posters, advertisements, branding for businesses, and creating art designs for his apparel business.

Novak, Jacqueline	BA/Nursing	Nursing/SC	I	01/19/16
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Equivalency is based on a Bachelor of Science in Nursing and completion of over 30 semester units towards a Master's in Nursing Education, with an emphasis in Education and Leadership from Vanguard University. Ms. Novak's experience includes working as a Registered Nurse for three years at Hoag Memorial and working as a Clinical Skills Specialist for over one year in the nursing program at Saddleback College. In addition, Ms. Novak worked for the Saddleback College Nursing Program in Fall 2015 as a full-time sabbatical replacement as a clinical nursing faculty. Ms. Novak holds licensure in the State of California as a Registered Nurse and has certification as a Progressive Care Certified Nurse (PCCN) from the American Association of Critical Care Nurses.

Villarreal, Brandilynn	MA/Clinical Psych.	Psychology/IVC	II	01/19/16
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Equivalency is based on a Bachelor's Degree in Psychology from the University of California, Los Angeles, as well as an earned Master's Degree in Clinical Psychology from California State University, Dominguez Hills. She has received several honors and awards for her work in the psychological field. She has completed several fellowships and has received a number of grants for her research in Psychology.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Williams, Lawrence	MFA/Art	Art History/IVC	II	01/19/16

Equivalency is based on Mr. Williams possessing a Bachelor of Arts and a Master of Fine Arts focused on studio art. He has completed numerous art history and appreciation courses, taught art appreciation previously within the California College Community system, and presented guest lectures in Art History at both UC and CSU campuses. In addition, Mr. Williams is a working professional artist and engaged in regular exhibitions both in and out of California.

B. ADDITIONAL COMPENSATION: GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for the 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Brady, Ken	Co-Chair, Accreditation Std 1/SC	3,864.00	01/19/16-05/24/16
Bravo, Adam	Faculty Concert/SC	150.00	01/25/16-01/25/16
Goulding, Carrie	OEI Migration & Application/SC	700.00	01/19/16-05/23/16
⁵ Hernandez-Bravo,C	Co-Chair(80%), Int'l Languages/SC	*6,697.60	01/19/16-05/23/16
⁶ Konishi, Hiro	Chair, CTVR/SC	*4,508.00	01/19/16-05/23/16
Lovett, Margot	Chair, History/SC	5,152.00	01/19/16-05/23/16
Morris, April	GAP4+1 Program Director/IVC	3,864.00	01/19/16-05/23/16
Ruud, Amanda	Accreditation Style Writer/SC	2,576.40	01/19/16-05/23/16
Skaff, Penelope	Co-Coord., Student Success/SC	7,731.28	01/19/16-05/23/16
Vogel, Erica	OEI Migration Course Content/SC	1,000.00	01/19/16-03/31/16
⁵ Yassine, Amina	Co-Chair (20%), Int'l Languages/SC	*1,674.40	01/19/16-05/23/16
Monthly Total: General Fund		\$7,443.68	
2015-2016 FISCAL YEAR TOTAL TO DATE		\$999,604.55	

*The asterisked amounts are revised items approved on a previous board agenda as indicated in the pertinent footnotes. These amounts were already added to the Monthly Totals and 2015-2016 Fiscal Year Totals and, therefore, have not been added again to the totals above.

⁵ Revision to Co-Chair stipend amounts of \$7,534 for Ms. Hernandez-Bravo and \$837.20 for Ms. Yassine who were originally dividing the duties as Co-Chairs at 89/11% split. The percentage has now changed to 80/20%.

⁶ Originally approved as Co-Chair with Charlie Meyers; he will now be serving as Chair.

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Afshari, Maryam	Counseling Institute/SC	978.88	09/04/15-12/04/15
Alexander, Ariel	Facilitator, Work of Workshops/SC	100.00	01/12/16-01/15/16
Bridges, Stephanie	Participant, WR 399 Project/IVC	500.00	01/19/16-05/23/16
Brown, Kevin	BSI ESL Workshops/IVC	250.00	08/10/15-12/16/15
Bryars, Tracy	Online/Hybrid FN Courses Conv./SC	700.00	08/18/15-12/16/15
Chu, Hency	MLT Dev. & Artic. Agreements/SC	2,250.40	01/04/16-01/15/16
Chu, Hency	MLT Dev. & Artic. Agreements/SC	1,125.20	03/21/16-03/24/16
Damm, Kathryn	Facilitator, Week of Workshops/SC	100.00	01/12/16-01/15/16
D'Arcy, Kim	LD & CAP Coordination/SC	2,237.44	08/17/15-12/16/15
D'Arcy, Kim	LD & CAP Coordination/SC	2,237.44	01/19/16-05/23/16
Dingman, Jamie	Participant, WR 399 Project/IVC	500.00	08/10/15-12/16/15
Dingman, Jamie	Participant, WR 399 Project/IVC	500.00	01/19/16-05/23/16
Duffy, Michelle	Project Coordinator/BSI/SC	349.20	01/19/16-05/23/16
Forouzesh, Jennifer	Subacute Healthcare Training/SC	578.86	01/07/16-02/25/16
Frydenberg, Jia	Common Assess. Initiative/SC	2,576.32	01/19/16-05/23/16
Gilman, Bruce	Common Assess. Initiative/SC	5,152.64	01/11/16-05/24/16
Gross, Jacqui	Research & Development/SC	1,500.00	01/19/16-05/23/16
Hedgecock, Jennifer	Facilitator, Week of Workshops/SC	100.00	01/12/16-01/15/16
Henmi, Judy	DSP&S Faculty Coordinator/IVC	3,442.00	01/19/16-05/23/16
Hoolihan, Lori	Online/Hybrid FN Courses Conv./SC	1,000.00	08/18/15-12/16/15
Huggins, Barbara	Subacute Healthcare Training/SC	578.86	01/07/16-02/25/16
Hughes, Luther	Faculty Concert/SC	150.00	01/25/16-01/25/16
⁷ Kaufmann, Jefferey	Discipl. Faculty Mentor Coord/IVC	*2,135.00	01/19/16-05/23/16
⁷ Kil, Joon	Discipl. Faculty Mentor Coord/IVC	*2,135.00	01/19/16-05/23/16
Kuang, Shilong	Facilitator, Week of Workshops/SC	100.00	01/12/16-01/15/16
⁸ Mackenzie, Emalee	Coord. Biotech Techn. Program/IVC	3,864.00	01/12/16-05/23/16
Mamoon, Safiah	Project Director, HIT/SC	1,552.00	10/01/15-10/30/15
Mamoon, Safiah	Project Director, HIT/SC	1,164.00	11/02/15-11/30/15
Mamoon, Safiah	Project Director, HIT/SC	970.00	12/01/15-12/22/15
Marshall, Cynthia	Online/Hybrid FN Courses Conv./SC	1,225.00	08/15/15-12/31/15
Moon, Hochin	PT Counseling Institute/SC	1,086.40	09/04/15-12/04/15
Myhren, Brett	Facilitator, Week of Workshops/SC	200.00	01/12/16-01/15/16
Myhren, Brett	Online Tool Project/BSI/SC	4,656.00	01/19/16-05/23/16
Myhren, Brett	OEI Migration & Application/SC	700.00	01/19/16-05/23/16
Noone, Kristin	Participant, WR 399 Project/IVC	500.00	01/19/16-05/23/16
Osborn, Sean	Coord. & Curriculum Dev./SC	5,044.00	01/19/16-05/23/16
Pakula, Jennifer	OEI Migration & Application/SC	700.00	01/19/16-05/23/16
Pinter, Jerry	Faculty Concert/SC	200.00	01/25/16-01/25/16
PlasenciaCarrizosa,B	Facilitator, Week of Workshops/SC	100.00	01/12/16-01/15/16

⁷ Revision to effective stipend dates of 08/17/15 – 12/16/15 approved by the Board of Trustees on January 25, 2016.

⁸ Changed from reassigned time to compensation.

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued

1. It is recommended that the following Irvine Valley College/Saddleback College faculty members be compensated as indicated below for 2015/2016 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Rousseau, Michele	iUSE Grant Coordinator/SC	5,593.00	01/19/16-05/23/16
Sadeghipour, Allia	Facilitator, Week of Workshops/SC	100.00	01/12/16-01/15/16
Salviani, Michael	Discipline Faculty Mentor/IVC	2,135.00	01/19/16-05/23/16
Schmeidler, Kathy	Discipline Faculty Mentor/IVC	840.00	05/26/15-08/07/15
Schmeidler, Kathy	Discipline Faculty Mentor/IVC	2,135.00	08/17/15-12/16/15
Schmeidler, Kathy	Discipline Faculty Mentor/IVC	2,135.00	01/19/16-05/23/16
Silveira, Lisa	Common Assess. Initiative/SC	3,864.48	01/11/16-05/24/16
Skaff, Penelope	Common Assess. Initiative/SC	3,864.48	01/11/16-05/24/16
Smith, Basil	BSI Project/SC	77.60	09/11/15-09/11/15
Smith, Jeanne	Common Assess. Initiative/SC	3,864.48	01/11/16-05/24/16
Stevenson, Glen	Phase II – GD&T Training/SC	2,178.00	10/17/15-11/21/15
Valdez, Deanna	Math Program Coordinator/BSI/SC	7,728.96	01/19/16-05/20/16
Vogel, Jeff	Common Assess. Initiative/SC	3,864.48	01/11/16-05/24/16
Williams, Sherry	Participant, WR 399 Project/IVC	500.00	01/19/16-05/23/16
Wolken, Matt	NSF iUSE Project Director/IVC	3,870.00	01/12/16-05/23/16
Monthly Total: General Fund		\$91,719.12	
2015-2016 FISCAL YEAR TOTAL TO DATE		\$531,686.29	

*The asterisked amounts are revised items approved on a previous board agenda as indicated in the pertinent footnotes. These amounts were already added to the Monthly Totals and 2015-2016 Fiscal Year Totals and, therefore, have not been added again to the totals above.

D. REDUCED WORKLOAD PROGRAM WITH STRS RETIREMENT

1. HERRON, ALINDE, ID #5246, Interior Design Instructor, Pos #1579, Advanced Technology and Applied Science, Saddleback College, has requested to participate in a reduction in teaching contract to 66% workload beginning the academic year 2016-17 in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2015-2018, effective date to participate in the CalSTRS Reduced Workload Program is August 15, 2016.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. WOLF, MINDI, ID #16816, DSPS Counselor, Disabled Student Programs and Services, Irvine Valley College, Pos #5013, resignation effective May 31, 2016. Payment is authorized for any compensated time off. (Start date: September 15, 2014)

ATTACHMENT 1

NAME: PATRICIA GLEED

POSITION: Paramedic Instructor
Health Sciences and Human Services
Saddleback College
Full-Time, Tenure Track

EDUCATION:

B.S.N. Nursing
West Coast University
Anaheim, CA

A.S. Nursing
Saddleback College
Mission Viejo, CA

EXPERIENCE:

Patty Gleed is a graduate of the Saddleback College Nursing Program and has worked as a nurse in the Cardiac Telemetry unit, Neurological Intensive Care unit, and Emergency Department at UC Irvine Medical Center since graduating in 1998. After receiving her Bachelor's in the Science of Nursing at West Coast University in 2009, she accepted a position at the Huntington Beach Fire Department (HBFD) as their EMS educator in June of that same year. While at HBFD, Ms. Gleed has implemented and developed training for the electronic Prehospital Patient Care Reports, Orange County Alternate Destination research study and communicable disease prevention. Additionally, she has been the clinical coordinator for Central Net Training Center, providing training for firefighters and lifeguards that work for the cities of Fountain Valley, Huntington Beach, and Newport Beach.

LICENSES AND CERTIFICATES:

- Advance Cardiac Life Support Certification
- Pediatric Advanced Life Support Certification
- AHA CPR Instructor Certification
- Orange County Mobile Intensive Care Unit Certification
- National Association of EMS Educators Certification

PROFESSIONAL AFFILIATIONS:

- California Nurses Association
- Cal Chiefs

HONORS/AWARDS:

- OCEMS Meritorious Award 2009

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Classified Personnel Actions – Regular Items
ACTION: Approval/Ratification

BACKGROUND

In accordance with Education Code Section 70902(b)(4), all employee actions must be approved or ratified by the Board of Trustees of each respective community college district.

STATUS

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. ¹ESCAMILLA, DORIAN is to be employed as Outreach Assistant, Pos. #4937, Office of Outreach and Recruitment, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 117, Step 1, 20 hours per week, 10 months per year, effective January 4, 2016. This is a replacement for Alan Bilsborough.
 - b. JANISCH, GAIL is to be employed as Foster and Kinship Care Education Program Assistant, Pos. #5083, Foster and Kinship Care Education Program, Division of Health Sciences and Human Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 25 hours per week, 12 months per year, effective February 4, 2016. This is a replacement for Lilia Peterson.
 - c. LANGFORD, JIMMY is to be employed as Laboratory Technician, Photography and Art, Pos. #4450, Division of Fine Arts and Media Technology, Saddleback College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 20 hours per week, 10 months per year, effective January 19, 2016. This is a replacement for Mason Roset.
2. 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>Range/ Step</u>	<u>Start Date</u>
² Araiza, Alberto	Computer/Audiovisual Tech/SC	126/1	12/15/15-06/30/16
Emmil-Lugo, Alison	Senior Administrative Assistant/IVC	127/1	12/21/15-06/30/16
Frey, Connie	Admissions/Records Specialist I/IVC	116/1	12/07/15-06/30/16
Loenker, Priscilla	Veterans Office Assistant/SC	115/1	01/04/16-06/30/16
Lozano, Brenda	Counseling Office Assistant/SC	115/1	01/04/16-06/30/16
Means, Susanne	Accounting Assistant/SC	118/1	01/04/16-06/30/16
Metcalf, Andria	Admissions/Records Specialist I/SC	116/1	12/14/15-06/30/16
Mueller, Larry	Asst Dir, Tech Svcs/Broadcast Syst/SC	14/1	01/04/16-06/30/16
Patella, Muzikababa	Computer/Audiovisual Tech/IVC	126/1	01/04/16-06/30/16
Puccini, Michael	Career Services Technician/SC	121/1	01/04/16-06/30/16
Reitsema Pretorius, C.	Costume/Makeup Designer/SC	132/1	01/04/16-06/30/16
Schaefer, Emily	Administrative Assistant/SC	121/1	01/04/16-06/30/16
Yi, Young	Library Assistant I/IVC	115/1	01/04/16-06/30/16

¹ Correction to months per year, as presented to Board of Trustee on January 25, 2016.

² Related to Jose Araiza, Groundskeeper, Office of Physical Plant, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016** 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>
Brunsting, Michael	Coaching Aide/IVC	25.00	01/04/16-06/30/16
Buenrostro, Lidya	Outreach Aide/SC	11.50	12/18/15-06/30/16
Charles, Deborah	Child Dev. Center Aide/SC	20.00	01/04/16-06/30/16
Coscione, Michaela	Project Specialist/SC	15.00	01/04/16-06/30/16
Duvinage, Leitha	Project Specialist/DS	20.00	01/04/16-06/30/16
Forouzan, Ghazal	TMD Aide/IVC	20.00	12/15/15-06/30/16
Frey, Connie	Clerk/IVC	10.50	12/07/15-06/30/16
Glascock, John-Paul	Coaching Aide/SC	25.00	01/04/16-06/30/16
Juarez, Natalie	Project Specialist/IVC	14.00	01/01/16-06/30/16
Keener, Michael	TMD Aide/SC	10.50	01/04/16-06/30/16
Kind, Andrew	Project Specialist/SC	19.00	12/15/15-06/30/16
³ Ling, Maximilian	Project Specialist/IVC	28.00	12/21/15-12/31/15
Ling, Maximilian	Project Specialist/IVC	25.00	01/01/16-06/30/16
Mazaiwana, Alice	Project Specialist/SC	15.00	12/09/15-06/30/16
⁴ McFann, Caitlin	TMD Aide/SC	10.50	01/04/16-06/30/16
Miller, Deborah	Child Dev. Center Aide/SC	10.50	01/04/16-06/30/16
Moon, James	Project Specialist/IVC	15.00	12/17/15-06/30/16
Moreno Castaneda, Chantal	Outreach Aide/SC	11.50	12/15/15-06/30/16
Nusenow, Stephanie	Project Specialist/SC	10.50	01/01/16-06/30/16
Reichle, Jill	Project Specialist/SC	15.00	01/04/16-06/30/16
Russell, Allison	Coaching Aide/SC	25.00	01/04/16-06/30/16
Suveiu, Virginia	Project Specialist/IVC	20.00	01/04/16-06/30/16
Vega, Manuel	Project Specialist/IVC	13.00	01/04/16-06/30/16
Vu, Son	Project Specialist/SC	15.00	01/04/16-06/30/16
Wilkinson, Max	TMD Aide/SC	10.50	12/09/15-06/30/16
Williams, Kiersten	Project Specialist/SC	15.00	01/04/16-06/30/16
Williams, William	Project Specialist/SC	15.00	01/04/16-06/30/16

4. 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 **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Brito-Barriga, Andrea	01/01/16-06/30/16
Chapman, Jillian	01/04/16-06/30/16
Daryaei, Delara	01/01/16-06/30/16
Fadaei Forghan, Amir	12/04/15-06/30/16
Karzai, Malai	01/01/16-06/30/16
Rodriguez Evangelista, Rosa	01/04/16-06/30/16
Shahili, Reza	12/15/15-06/30/16

³ Related to Sophie Ling, Library Technician, Library Service, Irvine Valley College.

⁴ Related to Kent McFann, Theatre Arts Instructor, Division of Fine Arts and Media Technology, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

4. 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 **2015/2016** academic year.

<u>Name</u>	<u>Start/End Date</u>
Thornton, Keira	12/04/15-06/30/16
To, Vicky	01/04/16-06/30/16

5. 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 **2015/2016** 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>
Boswell, Jacob	Clinical Skills Specialist/SC	15.00	12/14/15-06/30/16
Chen, Shujuan	Tutor/SC	12.00	01/04/16-06/30/16
Corrales, Javier	Community Educ. Presenter/SC	50.00	01/01/16-06/30/16
Francis, Ryan	Tutor/IVC	10.50	12/17/15-06/30/16
Glassman, Ifat	Model/SC	25.00	01/04/16-06/30/16
Heunemann, Michael	Medical Professional/SC	35.00	01/04/16-06/30/16
McConaughy, Richard	Tutor/SC	12.00	01/04/16-06/30/16
McMahon, Alicia	Model/SC	25.00	01/04/16-06/30/16
Moss, Joan	Medical Professional/IVC	70.00	01/01/16-06/30/16
Ortiz, Margarita	Captionist (Real-Time)/IVC	45.00	01/04/16-06/30/16
Pyle, Allison	Tutor/IVC	10.50	12/17/15-06/30/16
Rubio, Maria	Certified Test Proctor/IVC	10.50	01/04/16-06/30/16
Saavedra, Juan	Tutor/IVC	12.00	01/04/16-06/30/16
Salamati, Siamak	Tutor/IVC	12.00	12/01/15-06/30/16
St. James, Jheri	Model/SC	22.00	12/14/15-06/30/16
Stenshoel, Peter	Model/IVC	25.00	12/15/15-06/30/16
Tak, Neha	Tutor/IVC	12.00	12/15/15-06/30/16

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. **DIRECTOR OF INTERNATIONAL STUDENTS PROGRAM**, classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 11, International Students, Division of Admissions, Records and Enrollment Services, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 23, 2016.
2. **GRANT PROJECT MANAGER, SPECIALLY FUNDED**, classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 11, Division of Business Sciences and Economic and Workforce Development, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective February 23, 2016. Employment in this specially funded position is contingent upon funding by the Apprenticeship grant.

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

3. LABORATORY TECHNICIAN, LIFE AND PHYSICAL SCIENCES, Classified Bargaining Unit Salary Schedule Range 122, Biology, Division of Mathematics, Sciences and Engineering, Saddleback College seeks authorization to establish and announce a part-time, 20 hours per week, 12 months per year position to its staff complement, effective February 23, 2016.
4. ⁵ADMISSIONS AND RECORDS EVALUATOR, Classified Bargaining Unit Salary Schedule Range 127, Division of Admissions, Records and Enrollment Services, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective January 26, 2016.

C. RECLASSIFICATION

1. SADDLEBACK COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** OFFICE ASSISTANT, Pos. #5068, a Classified Bargaining Unit position, Learning Resources Center, Division of Online Education and Learning Resources, Classified Bargaining Unit Salary Schedule Range 113, full-time, 40 hours per week, 12 months per year position from its staff complement, and **CREATE** ADMINISTRATIVE ASSISTANT, a Classified Bargaining Unit position, Learning Resources Center, Division of Online Education and Learning Resources, Classified Bargaining Unit Salary Schedule Range 121, full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2016. (Pos. #5068 was approved by the Board of Trustees on September 29, 2014)
 - i. **PROMOTE** SHARAREH DADSETAN, ID #012227, from Office Assistant, Pos. #5068, Learning Resources Center, Division of Online Education and Learning Resources, Classified Bargaining Unit Salary Schedule Range 113, Step 3, 40 hours per week, 12 months per year, plus a 2% bilingual stipend; to Administrative Assistant, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, plus a 2% bilingual stipend, effective March 1, 2016.
2. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a) and (b), Recruitment 53021.
 - a. **ELIMINATE** LABORATORY TECHNICIAN, PHOTOGRAPHY AND ART, Pos. #4921, a Classified Bargaining Unit position, Art Department, School of the Arts, Classified Bargaining Unit Salary Schedule Range 122, part-time, 25 hours per week, 10 months per year position from its staff complement, and **CREATE** LABORATORY TECHNICIAN, PHOTOGRAPHY AND ART, a Classified Bargaining Unit position, Art Department, School of the Arts, Classified Bargaining Unit Salary Schedule Range 122, part-time, 20 hours per week, 12 months per year position to its staff complement, effective February 23, 2016. (Pos. #4921 was approved by the Board of Trustees on January 27, 2014)

⁵ Correcting item presented to the Board of Trustees on January 25, 2016 as Range 126.

C. RECLASSIFICATION

2. IRVINE VALLEY COLLEGE seeks authorization to eliminate and create the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a) and (b), Recruitment 53021.
 - b. **ELIMINATE** OUTREACH ASSISTANT, Pos. #4937, Classified Bargaining Unit Salary Schedule Range 117, Outreach and Recruitment, Office of Student Services, part-time, 20 hours per week, 10 months per year position, and **CREATE** OUTREACH ASSISTANT, Classified Bargaining Unit Salary Schedule Range 117, a part-time, 20 hours per week, 12 months per year, effective March 1, 2016. (Position #4937 is appointed to Dorian Escamilla, ID #021219)

D. TEMPORARY INCREASE IN HOURS

1. LUDS, DENISE, 019417, Program Specialist, Categorical, Pos. #4935, Classified Bargaining Unit Salary Schedule Range 130, Step 3, 24 hours per week, 12 months per year, Community Education, Division of Community Education, Emeritus Institute, and K-12 Programs, Saddleback College, has been given an extension in temporary increase in hours to 40 hours per week, effective November 2, 2015 through September 2, 2016.
2. SEARCY, ARRON, 016576, Program Specialist, Categorical, Pos. #4936, Classified Bargaining Unit Salary Schedule Range 130, Step 3, 24 hours per week, 12 months per year, Community Education, Division of Community Education, Emeritus Institute, and K-12 Programs, Saddleback College, has been given an extension in temporary increase in hours to 40 hours per week, effective November 2, 2015 through September 2, 2016.

E. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
 - a. BANES, SHERRI, ID #012881, Senior Administrative Assistant, Pos. #3541, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Office of the President, Saddleback College, is to be employed as Program Coordinator, Pos. #5204, Classified Bargaining Unit Salary Schedule Range 134, Step 4, 40 hours per week, 12 months per year, Division of Health Sciences and Human Services, Saddleback College effective February 22, 2016. This position was approved by the Board of Trustees on March 30, 2015, with employment contingent upon funding by TACCCT Grant.
 - b. WENZEL, SHERI, ID #018542, Senior Accounting Specialist, Pos. #4017, Classified Bargaining Unit Salary Schedule Range 131, Step 5, 40 hours per week, 12 months per year, Office of College Foundation, Saddleback College, is to be employed as Program Senior Accounting Specialist, Pos. #6518, Classified Bargaining Unit Salary Schedule Range 131, Step 5, 40 hours per week, 12 months per year, Office of College Grants and Contracts, Saddleback College effective February 1, 2016. This position was approved by the Board of Trustees on June 22, 2015, with employment contingent upon funding by 50% College grants and 50% District specially funded program.

E. CHANGE OF STATUS - Continued

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- c. LOUIE, SHARON, ID #014781, Senior Administrative Assistant, Pos. #3367, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, School of Online and Extended Education, Irvine Valley College, is to be employed as Senior Administrative Assistant, Pos. #3429, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Fiscal Services, Office of Business Services, District Services, effective March 1, 2016.

F. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION

1. MARMOLEJO, JENNIFER, ID #019783, Disabled Student Program Specialist, Pos. #3542, Classified Bargaining Unit Salary Schedule Range 123, Step 2, 40 hours per week, 12 months per year, Disabled Student Programs and Services, School of Guidance and Counseling, Irvine Valley College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective February 22, 2016.
2. REZVANI, KIMIA, ID #015993, Financial Aid Specialist, temporary, Pos. #5201, Classified Bargaining Unit Salary Schedule Range 125, Step 3, 40 hours per week, 12 months per year, Financial Aide, Office of Student Services, Saddleback College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective February 22, 2016.

G. OUT OF CLASS ASSIGNMENTS

1. SADDLEBACK COLLEGE placed the following permanent Classified employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A and/or Article 6.6 of the P.O.A. Contracts and Board Policy).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Alba, Daniel	Building Maintenance Worker	124/2	40	12/09/2015
Kirk, Alicia	Senior Administrative Assistant	127/2	40	02/02/2016
Saldana, Pablo	Lead Building Maintenance Worker	130/4	40	12/09/2015

2. IRVINE VALLEY COLLEGE placed the following permanent Classified employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A and/or Article 6.6 of the P.O.A. Contracts and Board Policy).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Hanson, Christian	Maintenance Coordinator	135/4	40	02/01/2016
Prinzling, Keith	Acting Police Operations Lieutenant	12/1	40	11/30/2015
Saket, Aida	Admissions/Records Specialist II	120/1	40	11/16/2015
Warner, Gregory	Acting Police Operations Lieutenant	12/1	40	01/18/2016

G. OUT OF CLASS ASSIGNMENTS - Continued

3. IRVINE VALLEY COLLEGE returned the following permanent Classified employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A and/or Article 6.6 of the P.O.A. Contracts and Board Policy).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Prinzing, Keith	Police Sergeant	IV/4	40	01/18/2016

4. SADDLEBACK COLLEGE returned the following permanent Classified employee/s from a temporary, out of class assignment, back to their permanent assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A and/or Article 6.6 of the P.O.A. Contracts and Board Policy).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Higgins, Ruth	Senior Financial Aid Specialist	129/6	40	02/29/2016
Nutting, Patricia	Admissions & Records Specialist I	116/3	25	02/29/2016
Rezvani, Kimia	Administrative Assistant	121/4	40	02/29/2016
Saldana, Pablo	Building Maintenance Worker	124/6	40	01/20/2016
Vu, Phuong	Financial Aid Specialist	125/6	40	02/29/2016

H. GENERAL LEAVE OF ABSENCE

1. LONG, ERIN, ID #010875, Senior Administrative Assistant, Pos. #3365, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Office of Student Development, Saddleback College, has been approved for a three hours per week general leave of absence, with benefits for the Spring Semester, 2015/2016 academic year, effective January 19, 2016 through May 23, 2016.
2. MINEO, DONALD, ID #2385, Career Guidance Specialist, Pos. #4852, Classified Bargaining Unit Salary Schedule Range 136, Step 6, 40 hours per week, 12 months per year, Division of Transfer Center, Career and Special Programs, Saddleback College, has been approved for a seven hours per week general leave of absence, with benefits for the Spring Semester, 2015/2016 academic year, effective January 19, 2016 through May 23, 2016.

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. DIPADOVA, AUDRA, ID #016313, Director of Student Life, Pos. #4561, Student Life, Office of Student Services, Saddleback College, resignation effective March 28, 2016. Payment is authorized for any compensated time off. (Permanent Start date: August 4, 2008)
2. HERNANDEZ, NADINE, ID #019824, Extended Opportunity Program Specialist, Pos. #3432, Extended Opportunity Programs and Services, School of Guidance and Counseling, Irvine Valley College, resignation effective February 15, 2016. Payment is authorized for any compensated time off. (Permanent Start date: October 7, 2014)
3. HULSE, NANCY, ID #002007, Senior Accounting Specialist, Pos. #4074, Accounting, Office of Business Services, District Services, resignation effective June 29, 2016 and retirement June 30, 2016. Payment is authorized for any compensated time off. (Permanent Start date: March 17, 1980)

I. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT - Continued

4. KUMASAKA, SARA, ID #021143, Director of Outreach and Recruitment, Pos. #6246, Office of Student Services, Irvine Valley College, conclusion of employment effective January 25, 2016. (Probationary Start date: June 22, 2015)
5. NUNEZ, KATHRYN, ID #002472, Senior Payroll Specialist, Pos. #4091, Payroll, Office of Business Services, District Services, resignation effective June 30, 2016 and retirement July 1, 2016. Payment is authorized for any compensated time off. (Permanent Start date: May 1, 1989)

J. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2015/2016 academic year.

Advanced Technology and Applied Sciences, Saddleback College

Guzman, Chris	Leach, James	McCarty, Brian
Vaccher, Robert		

Arts, Irvine Valley College

Burkett, Hayden	Kang, Esther	Liu, Jonathan
Morgan, Sara		

Business Sciences, Irvine Valley College

Medling, Scott

Community Education, Emeritus, and K-12 Partnership, Saddleback College

Buzick-Pontin, Molly

Fine Arts and Media Technology, Saddleback College

Akbari, Keivon	Anzis, Mike	Bagdasarian, Nancy
Beckett-Frank, Tod	Berkson, Brianna	Berkson, Nancy
Berkson, Soleil	Cudich, Alberto	Fiori, Kay
Glass, Deborah	Haudenschild, Rob	Jah, Madina
Kim, Young Ae	Kindle, Ethan	Lambly, Louise
Mamann, Allison	Patton, Lucy	Queen, Kayla
Queen, Terri	Spencer, Anne	Spencer, Cynthia
Spraker, Michael	Thompson, Daniel	Vanderbosch, Carl
Vantrease, Michael	Whyte, Betty Jo	Wiederkenr, Christine
Wiederkenr, Sydney	Wilkinson, Max	Wirtz, Larissa
Zuill, Danny		

Humanities and Languages, Irvine Valley College

Senturia, Nicholas

Kinesiology, Health, and Athletics, Irvine Valley College

Chan, Kinngai	Directo, Brandon	Mahle, Curt
Saenz, Derek		

Online and Extended Education, Irvine Valley College

Nguyen, Irene	Prickett, Phillip	Stuart, David
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J. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2015/2016 academic year.

Online Education and Learning Resources, Saddleback College
Ingram, Marie

Social and Behavioral Sciences, Saddleback College
Galal, Aminah Krezovid, Mirjaau

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on First Year Probationary Faculty
Recommended for Continuation of Tenure-Track Status

ACTION: Approval

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee before March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next academic year.

STATUS

The eighteen (18) employees listed in Exhibit A have satisfactorily completed their first year as tenure-track faculty members and are recommended for a one-year contract renewal.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a second one-year contract for the full-time faculty members listed in Exhibit A.

South Orange County Community College District
Annual Report on First Year Probationary Faculty

The following probationary faculty members have satisfactorily completed their first year as tenure-track employees and are recommended for a one-year contract renewal:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Jacqueline Blook	Health Information Technology	SC
Rick Boone	Business/Real Estate	IVC
Henry Carnie	History	IVC
Hollis Casey	Counselor (Generalist)	SC
Sheryl Christensen	Counselor (Generalist)	SC
Evan Enright	Mathematics	SC
Adam Ghuloum	Economics	IVC
Michelle Gustafson	Counselor (Generalist)	SC
Kathleen Lunetto	Culinary Arts	SC
Jonathan Luque	Mathematics	SC
Julie McGirr	English as a Second Language	SC
Chau Aimee Tran	Counselor (Articulation & Generalist)	SC
Pete Murray	Humanities	SC
Timothy Posada	Journalism	SC
Michael Salviani	Computer Information Management	IVC
Deanna Scherger	English Composition	IVC
Lisa Tran	Counselor (Generalist)	SC
Justin Wright	Biology	IVC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on Second Year Probationary Faculty
Recommended for Continuation of Tenure-Track Status

ACTION: Approval

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee before March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next two academic years.

STATUS

The thirty-one (31) employees listed in Exhibit A have satisfactorily completed their second year as tenure-track faculty members and are recommended for a two-year contract renewal.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve a contract for a term of two years, for the full-time faculty members listed on Exhibit A.

South Orange County Community College District
Annual Report on Second Year Probationary Faculty

The following probationary faculty members have satisfactorily completed their second year as tenure-track employees and are recommended for a two-year contract renewal:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Ann Marie Breslin	Learning Disability Spec./DSPS Counselor	SC
Carlo Chan	Mathematics	IVC
Joshua Danufsky	Mathematics	IVC
Keith Donovan	Chemistry	IVC
Meredith Dorner	Biology	IVC
Keith Gamache	Sign Language	IVC
Christina Ghanbarpour	History	SC
Cindy Gross	Nursing	SC
Catherine Hayter	English Composition	SC
Kenn Huber	Mathematics	IVC
Rebecca Kaminsky	English (Basic Skills)	IVC
Justin Komine	Physics	IVC
Melissa Knoll	English (Basic Skills)	IVC
Celina Lee	Librarian (Instructional)	IVC
Amy McWhorter	Biology (Anatomy)	IVC
Benjamin Mis	Psychology	IVC
Zahra Noroozi	Engineering	IVC
Sean Osborn	Human Services	SC
Sean Pheasant	Chemistry	IVC
Brenda Plascencia-Carrizosa	Child Development	SC
Emily Quinlan	Business Law	SC
Efren Rangel	Counseling (Generalist)	SC
Amanda Romero	Counselor (CTE)	IVC
John Russo	Entrepreneurship/Management	IVC
Brockton Schermerhorn	Real Estate	SC
Carolyn Seaman	Librarian (Instructional)	SC
Bennet Tchaikovsky	Accounting	IVC
Jacob Tracy	Mathematics	SC
Erica Vogel	Anthropology	SC
Jake Williams	English Composition	SC
Mindi Wolf	DSPS Counselor	IVC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure

ACTION: Approval

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under his or her first probationary contract for one year (Education Code Section 87608), under his or her second probationary contract for one year (Education Code Section 87608.5), and under his or her third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee prior to March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee.

STATUS

Exhibit A lists those employees who have satisfactorily completed the four-year tenure process. These thirty-one (31) full-time faculty members are recommended for tenure to be effective on the first day of service of their fifth year.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve for tenure the full-time faculty members listed in Exhibit A, effective the first day of service of their fifth year.

South Orange County Community College District
Annual Report on Fourth Year Probationary Faculty

The following probationary faculty members have satisfactorily completed their fourth year as tenure-track employees and are recommended for tenure to be effective on the first day of service of their fifth year:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Ariel Alexander	Music	SC
Arthur Ambrose	Chemistry	IVC
Rebecca Beck	English as a Second Language	IVC
Jack Beckham	English Composition	SC
Patricia Beckmann	Digital Media Art (Video)	IVC
Donald Bowman	Accounting Instructor	SC
Todd Brei	Physics	SC
Deidre Cavazzi	Dance	SC
Sarah Chang	Counselor	SC
Kathryn Damm	Psychology	SC
Stevie Daniels	English as a Second Language	SC
David Dixon	Physics	SC
Michelle Duffy	Reading	SC
Michael Engels	Counselor	SC
Monica Friedrich	Biology	SC
Joseph Gerges	Art (Drawing & Prints)	IVC
Esther Gravis	Nursing	SC
Judy Henmi	Counselor DSP&S	IVC
Georgios Kouritas	Music (Instrumental)	SC
Kenneth Lee	Horticulture	SC
William McGuire	Theatre Arts	SC
Bouchra Nadeau	International Languages (French)	SC
Orlantha Nin	Transfer Center Coordinator/Counselor	SC
Shellie Ochi	English Composition	SC
Anca Popescu	French	IVC
James Quigley	Mathematics	SC
John Reese	Art (Printmaking/Drawing)	SC
Kiarash Shafe	Mathematics	SC
Virginia Shank	English Composition	IVC
Jeff Vogel	Reading	SC
Lydia Welhan	Librarian	SC

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Annual Report on Third Year Probationary Faculty
Continuation of Tenure-Track

ACTION: Information

BACKGROUND

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15th of the year the contract ends, to take one of two actions. The District may notify the employee before March 15th that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for subsequent academic years.

STATUS

For informational purposes, Exhibit A lists seventeen (17) full-time employees who have satisfactorily completed the first year of a two-year contract as tenure-track faculty members. The two-year contract was previously approved by the Board on February 23, 2015.

South Orange County Community College District
Annual Report on Third Year Probationary Faculty

The following probationary faculty members have satisfactorily completed the first year of a two-year contract previously approved by the Board on February 23, 2015, completing a total of three years as tenure-track faculty members:

<u>Name</u>	<u>Discipline</u>	<u>College</u>
Jodi Caggiano	Nursing	SC
Scott Fredrickson	Business/Entrepreneurship	SC
Julianna French	Communications Studies/Forensics	IVC
Carrie Goulding	English Composition	SC
Edgar Haley	Mathematics	SC
Jason Hole	Mathematics	SC
Carolina Kussoy	Computer Information Management	IVC
Anne Lawson	Nursing	SC
Christina Loeffler	Anthropology	IVC
Serena McClaine	Nursing	SC
J. Ryan McKeachie	Chemistry	SC
Brett Myhren	English Composition	SC
Shawn O'Rourke	Speech/Forensics	SC
Erin O'Shea	Art (2D/Design/Drawing)	SC
Bruno Passarelli	Biology	SC
Vincent Pollizzi	Automotive Technology	SC
Lindsay Steinriede	Kinesiology	SC

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: Saddleback College and Irvine Valley College: Speakers
ACTION: Information

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
Jan 27, 2016 9:00 a.m.	VIL 25-2	Clifford Meyer, Vincent Pollizzi	AUTO 104B, 207 Auto Engines, Auto Engine Performance	Jeff Baerg	Careers in Auto Racing Industry
Feb 8, 2016 11:30 a.m.	BGS 234	D. Messina	FN 50 Fundamentals of Nutrition	Laura Buschemi MPH, OCHCA	Alcohol Consumption, Binge Drinking
Feb 10, 2016 7:30 p.m.	VIL 30-1	Lem Chin	ARCH 122 Architectural Practice	Anders Lasater	Laguna Houses
Feb 11, 2016 9:30 a.m.	SSC 212	Clifford Meyer	Auto 104B, 207 Auto Engines, Auto Engine Performance	Antron Brown	Careers in Automotive Racing
Feb 17, 2016 9:00 a.m.	Laguna Woods Village Clubhouse 13	Peggy Nichols	ART 50x Beginning Painting in Oil/Acrylic	Kevin Greenland	Golden Acrylics
Feb 17, 2016 6:00 p.m.	VIL 30-1	Lem Chin	ARCH 136 Basic Architectural Design II	Mike Reynolds	Laguna Houses
Feb 11, 2016 6:00 p.m.	BGS 235	Larry Layton	BUS 1 Intro to Business	Christopher Buckstein	Entrepreneurship Business Start-Ups Angel Investment
Feb 18, 2016 9:00 a.m.	BGS 200	Eric Patton	English 200	Chris Merkle	Experiences as an Iraq War Veteran as related to <i>Fives and Twentyfives</i>
Feb 23, 2016 12:00 p.m.	BGS 119	Diane McGroarty	Fashion 101 Intro to Fashion Careers	Michelle Dobson	Fashion Entrepreneurship
Feb 24, 2016 7:30 p.m.	VIL 30-1	Lem Chin	ARCH 122 Architectural Practice	Horst Noppenberger	Modern Architecture
Feb 25, 2016 9:00 a.m.	BGS 200	Eric Patton	English 200	Chris Merkle	Experiences as an Iraq War Veteran as related to <i>Fives and Twentyfives</i>
Mar 1, 2016 12:00 p.m.	BGS 119	Diane McGroarty	Fashion 101	Theresa Fedden	Fashion Production and Design
Mar 9, 2016 6:00 p.m.	VIL 30-1	Lem Chin	ARCH 136 Basic Architectural Design II	Serafin Maranan	Transit Oriented Development

Mar 10, 2016 10:00 a.m.	HS 105	Martine Wehr	HS 182 Adolescent Substance Abuse	Aimee Dunkle and Margie Fleitman	The Solace Foundation: Parents who have lost their children to drugs and alcohol
Mar 16, 2016 7:30 p.m.	VIL 30-1	Lem Chin	ARCH 122 Architectural Practice	Rick Finkel	Commercial Architecture
April 4, 2016 7:00 p.m.	HS 134	Martine Wehr	HS 37 Intro to Criminology	Geoff Henderson, OCSD	Evidence Based Practices in OC Criminal Justice System
April 6, 2016 6:00 p.m.	VIL 30-1	Lem Chin	ARCH 136 Basic Architectural Design II	Robert Kraft	Architectural Profession
April 11 , 2016 7:00 p.m.	HS 134	Martine Wehr	HS 37 Intro to Criminology	Paul Le Baron., LBPD	Overview on police and getting hired
April 13, 2016 7:30 p.m.	VIL 30-1	Lem Chin	ARCH 122 Architectural Practice	Catherine Herbst	Woodbury University
April 20, 2016 3:30 p.m.	BGS 234 148	D. Messina	FCS 142 Life Management	Laura Buschemi, MPH, OCHCA	Alcohol Consumption, Binge Drinking
April 20, 2016 6:00 p.m.	VIL 30-1	Lem Chin	ARCH 136 Basic Architectural Design II	Karl Cameron	New School of Arch.
April 28, 2016 10:00 a.m.	HS 105	Martine Wehr	HS 182 Adolescent Substance Abuse	Larry Baril, SPO OC Probation	Youth Guidance Center

IRVINE VALLEY COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
Feb. 22, 2016 7:00 p.m.	CEC 4	Alicia Nicosia	LGL 201, Introduction to Paralegal Students & Ethics	Dennis Nakata	His Career as a Paralegal
April 4, 2016 7:00 p.m.	CEC 4	Alicia Nicosia	LGL 201, Introduction to Paralegal Students & Ethics	Sheri Dando	Her Career as a Paralegal
April 18, 2016 7:00 p.m.	CEC 4	Alicia Nicosia	LGL 201, Introduction to Paralegal Students & Ethics	Kathy Miller	Her Career as a Paralegal

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Basic Aid Report

ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of January 31, 2016, total estimated Basic Aid receipts are \$620.3M and total approved projects are \$599.4M as shown in EXHIBIT A. The balance of \$20.9M is the reserve for unrealized tax collections and returned funds available for distribution.

It should be noted that some of the approved projects are for state funded project match. Although approved, these funds will not be needed until the projects are approved by the State for funding.

In preparation for the next basic aid cycle and in conformance with BP and AR 3110, an assessment of unused funds in older projects takes place. Changes from the January, 2016 report include the transfer of \$11,899,194 remaining balance of fourteen projects to unallocated Basic Aid funds for future basic aid cycles. The majority of this balance was from funds set aside for completion of the IVC Life Sciences project which were reimbursed by the state.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
February 22, 2016**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2011 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>Balance Remaining for 2015/16</i>
CLOSED PROJECTS							
Campus Appearance Improvement IVC & SC (2009)	1,000,000	738,514	738	140,555	29,330	73,120	17,743
IVC SSC HVAC System (2010)	758,119	21,014	732	12,124	635,534	88,716	-
SC Building Repairs - Library Remodel (2003)	7,621,220	1,335,267	1,817,215	(630,004)	4,864,713	225,059	8,970
SC Health Sciences/DS Waterproofing (2013)	473,865				5,209	467,431	1,225
SOCCCD Document Management Solution (2011)	641,554		622,823	18,731			-
SOCCCD IT Basic Aid Project DW Infrastructure Inventory System	37,871				35,571	2,300	-
SOCCCD IT Basic Aid Project HRIS Data Migration	15,000			15,000			-
SOCCCD IT Basic Aid Project IT Governance - TeamDymanixHE SW	28,928			28,928			-
SOCCCD IT Basic Aid Project TracDat Integration with SharePoint	35,964			35,964			-
SOCCCD Online Catalog (2014)	135,856					135,856	-
SOCCCD Student Conduct & Incident Reporting (2015)	11,446					11,446	-
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	14,102,260	14,035,535	22,466	1,350	6,531	36,378	-
SOCCCD Technology Needs 2007/08 (2008)	8,036,477	7,604,574	392,177	28,547	2,020	9,159	-
CLOSED PROJECTS TOTAL	207,737,690	189,362,416	7,620,206	1,110,185	8,515,658	1,101,287	27,939
CAPITAL PROJECTS							
ATEP Building Demolition (2007)	13,700,000	1,513,289	781,124	109,025	1,744,947	2,741,440	6,810,175
ATEP First Building Phase 3A (2011)	24,700,000				761	336,973	24,362,266
ATEP Operating Budget* (2006)	13,464,683	10,398,626	507,119	564,290	579,960	622,701	791,988
ATEP Site Development (2013)	7,000,000			693,427	681,207	986,687	4,638,678
ATEP Staffing, Equipment, Program Development (2007)	891,611	538,040	291,119	7,785	14,204	2,026	38,437
ATEP Utilities/Infrastructure Phase I (2016)	7,000,000						7,000,000
IVC A200 Success Center (2014)	505,005						505,005
IVC A400 Bldg Remodel (2011)	13,013,000		28,153	608,333	953,102	5,695,412	5,728,000
IVC B200 Classroom Wing & Labs (2015)	400,000						400,000
IVC B400 Labs and Entrance Controls (2015)	410,000					1,600	408,400
IVC Defects Performing Arts Center (2014)	1,400,000				2,611	54,736	1,342,653
IVC Design and Install Entrance from Barranca (2003)	2,850,000	97,171	143,803	25,074	67,052	38,525	2,478,375
IVC Fine Arts Building (2008) - State Delay, Future Project request	856,278	61,278					795,000
IVC Health Center/Concessions Building (2016)	400,000						400,000
<i>IVC Life Sciences Project (2004)</i>	<i>2,490,000</i>	<i>1,323,367</i>	<i>(1,169,892)</i>	<i>693,544</i>	<i>2,416,169</i>	<i>(1,120,532)</i>	<i>347,345</i>
IVC New Parking Lot (2013)	3,100,000						3,100,000
IVC Performing Arts Center Waterproofing (2013)	470,000						470,000
IVC Upgrade Exterior & Entries to B300 (2013)	680,000						680,000
SC Athletic Stadium (2015)	18,000,000					73,205	17,926,795
SC Building Repairs - LRC Comm Arts Renovation (2013)	2,622,000		-	12,320	14,990	1,702,050	892,639
SC Building Repairs - ATAS Building (2003)	17,435,313	167,224	94,380	167,292	405,643	86,693	16,514,081
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687			124,917	519,146	1,532,643	8,072,982
SC Central Plant/CoGen Upgrade (2015)	750,000					12,503	737,497
SC Data Center Project (2016)	2,905,108						2,905,108
SC Demolition and Upper Quad Remodel (2008)	1,000,000						1,000,000
SC Digital Security Access (2015)	650,000						650,000
SC Fine Arts HVAC, Interior Improvements, Outdoor Theater (2016)	2,750,000						2,750,000
SC Fine Arts HVAC Renovation (2013)	4,950,000			2,754	76,091	216,891	4,654,264
SC Fire Alarm System (2015)	500,000						500,000
SC Golf Driving Range Net Replacement (2005)	300,000	106,750	19,300	42,520			131,430
SC LRC Defects (2015)	750,000						750,000
SC New Gateway Building (2013) (Match)	890,000						890,000
SC Sciences Building (M/S/E annex) (2003)	67,358,346	288,159	1,840,003	295,740	7,324,533	28,145,264	29,464,647
SC Storm Drain Repairs (2013)	9,138,000						9,138,000
SC Site Improvements (2008)	20,525,000	218,441	-	1,464	107,278	72,609	20,125,207
SC PE 200 and 300 Interior Renovation (2014)	1,000,000						1,000,000
SC PE 400 and 500 Renovation (2014)	800,000						800,000
SC Water Damages/Storm Drainage Issues (2013)	750,000			10,710	3,495	2,438	733,357
CAPITAL PROJECTS TOTAL	248,266,031	14,712,343	2,535,109	3,359,197	14,911,189	41,203,863	171,544,329

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
February 22, 2016**

Project Description	Approved Amount	1999/2011 Actual	2011/12 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	Balance Remaining for 2015/16
SCHEDULED MAINTENANCE							
IVC Library Exterior (2013)	275,000				1,830	5,289	267,881
IVC Lighting & Walkways (2013)	795,055				332,278	170,531	292,246
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600			702	43,312	30,565	268,021
SC 12KV Elec Distr Repair (2014)	200,000					70,189	129,811
SC Central Plant (2013)	750,000			61,780	23,875	109,072	555,273
SC HVAC PE 100 (2014)	800,000						800,000
SC Athletics Stadium Renovation (2014)	725,000					2,841	722,159
SC PE Complex (2013)	500,000						500,000
SCHEDULED MAINTENANCE PROJECTS TOTAL	4,881,005	-	-	62,482	401,295	388,487	4,028,741
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334			648,198	843,987	1,913,336	843,813
Campus Desktop Refresh (2016)	1,500,000					-	1,500,000
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600					35,906	417,694
SOCCCD Automated Password Reset & Single Sign-On Assess (2015)	115,600						115,600
SOCCCD Awards Management System (2013)	500,000			303,641	154,230		42,129
SOCCCD Classroom Tech & Audio Visual SC	978,750						978,750
SOCCCD Classroom Technology and Audio Visual Refresh (2016)	1,500,000					-	1,500,000
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000						735,000
SOCCCD Data Backup and Disaster Recovery (2016)	900,000						900,000
SOCCCD Degree Audit/MAP Upgrade (2013)	1,594,720			230,118	396,373	222,358	745,871
SOCCCD District IT Back Office Automation (2016)	210,000						210,000
SOCCCD District-wide Automatic Email Archive (2015)	165,000					80,752	84,248
SOCCCD District-wide Hardware Refresh (2014)	505,000				484,919	4,414	15,667
SOCCCD District-wide Network Security (2015)	369,895					322,157	47,738
SOCCCD District-wide Server/Storage Maintenance (2015)	950,000					832,393	117,607
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658			446,032	3,460,657	2,243,712	834,257
SOCCCD Enterprise Backup Solution (2014)	150,000				24,933		125,067
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000			31,386			118,614
SOCCCD HR/Bus Svcs Integrated Software (2013)	12,377,000		16,131	150,433	1,971,236	5,586,580	4,652,619
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500						54,500
MySite Help System	20,000			420	5,946		13,635
Unified Communications System	50,000			14,400			35,600
IT Contingency	924,615			31,800	32,800		860,015
SOCCCD IT Basic Aid Projects (2013)	994,615		-	46,620	38,746	-	909,250
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	5,571,957	1,745,944	888,629	136,099	11,747	390,394
SOCCCD Master Calendar Integration (2014)	300,000				58,500	677	240,823
SOCCCD Matriculation SEP System (2013)	100,000			332			99,668
SOCCCD MySite Message Customization (2014)	150,000					143,917	6,083
SOCCCD MySite Security (2014)	302,000				47,280	164,662	90,058
SOCCCD New Library System (2014)	100,000				21,909	62,088	16,003
SOCCCD Online Tutoring, SI, Office Hours, Appointments (2016)	201,000						201,000
SOCCCD Positive Attendance Hours (2016)	198,000						198,000
SOCCCD Refresh MDF and IDF SC	250,000						250,000
SOCCCD Server and Storage SC	200,000						200,000
SOCCCD Server and Storage Scheduled Maintenance (2016)	925,000					-	925,000
SOCCCD Student Early Alert System (2016)	226,800						226,800
SOCCCD Student Info Sys AR Enhancement/Electronic Refunds (2015)	600,000						600,000
SOCCCD Student Information System Enhancement (2013-2015)	6,326,400			1,047,013	1,720,024	1,379,858	2,179,505
SOCCCD Student Print Solution (2016)	221,634						221,634
SOCCCD Student Success Dashboard (2014)	550,000				52,324	382,882	114,794
SOCCCD Support Multiple Prerequisites (2015)	302,400					12,584	289,816
SOCCCD System Testing and Stability (2016)	377,000						377,000
SOCCCD Tableau for Data Visualization (2016)	270,000						270,000
SOCCCD Unified Student ID Card (2016)	452,000						452,000

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
February 22, 2016**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2011 Actual</i>	<i>2011/12 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>Balance Remaining for 2015/16</i>
SOCCCD Virtual Desktop (2014)	50,000				13,050		36,950
SOCCCD Waitlist Modification (2014)	514,600				249,920		264,681
SOCCCD Wireless Coverage Expansion (2015)	738,000					30,452	707,548
SOCCCD Workday Big Data (2016)	170,000						170,000
SOCCCD Workday Student BPA Sessions (2016)	227,800						227,800
SOCCCD Workday Student Influencer Program (2016)	375,000						375,000
IT PROJECTS TOTAL	57,781,326	5,571,957	1,762,075	3,848,454	9,674,187	13,508,391	23,416,262

OTHER ALLOCATIONS							
SOCCCD Design/Build Specialty Consultant (2013)	525,000		13,300	91,725		66,635	353,340
SOCCCD Dist Union Offices (2014)	162,750					29,115	133,635
SOCCCD District-wide ADA Physical Access Transition Plan (2016)	400,000						400,000
SOCCCD District-wide Mapping (2015)	400,000						400,000
SOCCCD District-wide Parking Study (2016)	200,000						200,000
SOCCCD District-wide Sustainability/Energy Planning (2016)	200,000						200,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000				145,830		204,170
SOCCCD DSA Project Close Out (2013)	400,000			12,256	14,334	6,940	366,469
SOCCCD Facilities Software System (2013)	1,129,000			309,248	65,550	37,326	716,876
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000				3,040		206,960
SOCCCD Insurance Deductibles (2014)	300,000				100,000	100,000	100,000
SOCCCD Lease/Leaseback Consultant (2013)	425,000			8,531	9,265		407,204
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	710,000	149,494	117,900	100,578	110,074	106,955	124,998
SOCCCD Legal Counsel Facility Related Issues (2013)	900,000			35,073	2,804	36,405	825,719
SOCCCD Pre-Planning and Investigation (2015)	200,000					3,343	196,657
SOCCCD Trustee Election/General Election Expense (2004 - present)	2,598,988	1,398,988	-	354,083	-	389,456	456,461
SOCCCD Retiree Benefits (2001 - present)	63,627,683	35,417,938	2,600,000	18,489,745	3,520,000	-	3,600,000
OTHER ALLOCATIONS TOTAL	72,738,421	36,966,420	2,731,200	19,401,240	3,970,898	776,174	8,892,489

BASIC AID PROJECT TOTALS	599,440,950	254,217,711	15,040,767	27,810,106	37,475,247	56,987,361	207,909,759
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Commitments	390,693,234	(9,951,045)	70,406,108	54,193,413	45,306,580	48,792,660
Cumulative Commitments	390,693,234	380,742,189	451,148,297	505,341,710	550,648,290	599,440,950
Receipts	393,955,568	39,301,044	46,888,399	43,788,270	51,659,425	44,769,086
Cumulative Receipts	393,955,568	433,256,612	480,145,011	523,933,281	575,592,706	620,361,792
Cumulative Expenses	254,217,711	269,258,477	297,068,583	334,543,830	391,531,191	599,440,950
Uncommitted Basic Aid Funds	139,737,857	163,998,135	183,076,428	189,389,451	184,061,515	20,920,842

<i>Change from January 2016 Report:</i>	<i>Approved Amount</i>						<i>Commitment Change</i>
Campus Appearance Improvement IVC & SC (2009)	-						-
IVC Life Sciences Project (2004)	(11,000,000)						(11,000,000)
IVC SSC HVAC System (2010)	(41,880)						(41,880)
SC Building Repairs - Library Remodel (2003)	(248,679)						(248,679)
SC Health Sciences/DS Waterproofing (2013)	(526,135)						(526,135)
SOCCCD Document Management Solution (2011)	(17,649)						(17,649)
SOCCCD IT Basic Aid Project DW Infrastructure Inventory System	(37,129)						(37,129)
SOCCCD IT Basic Aid Project HRIS Data Migration	(5,000)						(5,000)
SOCCCD IT Basic Aid Project IT Governance - TeamDymanixHE	(21,072)						(21,072)
SOCCCD IT Basic Aid Project TracDat Integration with SharePoint	(36)						(36)
SOCCCD Online Catalog (2014)	-						-
SOCCCD Student Conduct & Incident Reporting (2015)	(1,614)						(1,614)
SOCCCD Student Information System Upgrade-Phase I/Phase II (2006)	-						-
SOCCCD Technology Needs 2007/08 (2008)	-						-
Total Change from January 2016 Report	(11,899,194)	-	-	-	-	-	(11,899,194)

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Monthly Financial Status Report
ACTION: Information

BACKGROUND

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

STATUS

The reports display the adopted budget, revised budget and transactions through January 31, 2016 (EXHIBIT A). A review of current revenues and expenditures for FY 2015-2016 show they are in line with the budget.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
General Fund Income and Expenditure Summary
As of January 31, 2016

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 54,989,960	54,989,960	54,989,960	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,372,603	5,902,635	1,142,785	19.36%
State Sources	8600-8699	40,668,609	44,223,691	31,067,810	70.25%
Local Sources	8800-8899	211,271,019	211,270,669	129,087,258	61.10%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		256,312,231	261,396,995	161,297,853	61.71%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 311,302,191	316,386,955	216,287,813	68.36%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 76,447,234	78,309,621	44,620,012	56.98%
Other Staff Salaries	2000-2999	47,529,117	49,306,104	23,224,073	47.10%
Employee Benefits	3000-3999	42,775,271	43,521,170	22,846,920	52.50%
Supplies & Materials	4000-4999	6,043,484	6,398,808	1,757,325	27.46%
Services & Other Operating	5000-5999	40,832,036	40,106,007	12,516,249	31.21%
Capital Outlay	6000-6999	13,129,549	13,563,513	1,949,142	14.37%
Payments to Students	7500-7699	583,253	1,219,485	657,378	53.91%
Total Expenditures		\$ 227,339,944	232,424,708	107,571,099	46.28%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 998,414	998,414	448,414	44.91%
Basic Aid Transfers Out	7300-7399	57,851,978	57,851,978	3,600,000	6.22%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		58,850,392	58,850,392	4,048,414	6.88%
TOTAL USES OF FUNDS		286,190,336	291,275,100	111,619,513	38.32%
ENDING FUND BALANCE		\$ 25,111,855	25,111,855	104,668,300	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 9,021,647	9,021,647		
Reserve for Economic Uncertainties		13,090,208	13,090,208		
College Reserves for Economic Uncertainties		3,000,000	3,000,000		
TOTAL RESERVES		\$ 25,111,855	25,111,855		

NOTES: As of January 31, 2015 actual revenues to date were **67.31%** and actual expenditures to date were **39.21%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of January 31, 2016

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 12,028,758	12,028,758	12,028,758	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 98,289,735	98,289,735	61,011,095	62.07%
Restricted Budget Allocation		21,297,930	23,782,279	12,561,394	52.82%
Total Revenue		119,587,665	122,072,014	73,572,489	60.27%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 131,616,423	134,100,772	85,601,247	63.83%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 48,943,537	49,465,811	27,614,705	55.83%
Other Staff Salaries	2000-2999	24,659,956	25,064,118	11,654,967	46.50%
Employee Benefits	3000-3999	24,467,354	24,905,741	12,706,074	51.02%
Supplies & Materials	4000-4999	4,213,074	4,418,895	1,060,060	23.99%
Services & Other Operating	5000-5999	17,715,943	18,031,543	5,681,410	31.51%
Capital Outlay	6000-6999	8,752,815	9,008,631	1,201,532	13.34%
Payments to Students	7500-7699	313,744	656,033	378,904	57.76%
Total Expenditures		\$ 129,066,423	131,550,772	60,297,652	45.84%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 550,000	550,000	250,000	45.45%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		550,000	550,000	250,000	45.45%
TOTAL USES OF FUNDS		129,616,423	132,100,772	60,547,652	45.83%
LOCATION OPERATING BALANCE		\$ 2,000,000	2,000,000	25,053,595	
RESERVES					
Reserve for Economic Uncertainties		\$ 2,000,000	2,000,000		

NOTES: As of January 31, 2015 actual revenues to date were **61.10%** and actual expenditures to date were **47.13%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of January 31, 2016

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		4,804,007	4,804,007	4,804,007	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 58,838,750	58,838,750	37,343,066	63.47%
Restricted Budget Allocation		12,513,815	15,048,101	8,335,579	55.39%
Total Revenue		71,352,565	73,886,851	45,678,645	61.82%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>76,156,572</u>	<u>78,690,858</u>	<u>50,482,652</u>	64.15%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	26,045,540	27,327,660	16,380,008	59.94%
Other Staff Salaries	2000-2999	15,116,386	16,489,211	7,650,130	46.39%
Employee Benefits	3000-3999	14,227,862	14,527,238	7,996,356	55.04%
Supplies & Materials	4000-4999	1,711,118	1,860,621	674,270	36.24%
Services & Other Operating	5000-5999	13,458,308	12,430,049	3,397,868	27.34%
Capital Outlay	6000-6999	4,129,435	4,294,213	677,624	15.78%
Payments to Students	7500-7699	269,509	563,452	278,474	49.42%
Total Expenditures		74,958,158	77,492,444	37,054,730	47.82%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	198,414	198,414	198,414	100.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		198,414	198,414	198,414	100.00%
TOTAL USES OF FUNDS		<u>75,156,572</u>	<u>77,690,858</u>	<u>37,253,144</u>	47.95%
LOCATION OPERATING BALANCE		<u>1,000,000</u>	<u>1,000,000</u>	<u>13,229,508</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>1,000,000</u>	<u>1,000,000</u>		

NOTES: As of January 31, 2015 actual revenues to date were **64.78%** and actual expenditures to date were **49.23%** of the revised budget to date.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT
February 22, 2016

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

	Original	Revision	Total
Project Budget:	\$52,234,000	\$8,308,000	\$67,358,000
State Match:	\$36,564,000	(\$36,564,000)	-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 from basic aid dollars to partially fund the Sciences building after three years running with no state funding. On August 27, 2012, the Board approved \$11,179,000 to fund the remainder of the project budget. In August, the state chancellor's office has escalated the project budget to \$59,050,000 resulting in the unassigned amount of \$215,000. On October 28, 2013, the Board approved reassignment of funds from existing encumbered funding from the ATAS renovation project for an amount of \$8,523,000 for a new project budget equaling \$67,358,000.

Status: Construction Phase, *92% Complete*: Electrical and interior finishes, Site concrete and paving are nearing completion.

In Progress: FF&E furniture bids have been received and are under review by the district and college. Minor plaster at exterior, interior wall framing, drywall, and painting all three floors is nearing completion. Interior cabinets and finishes are underway at all three floors. *College directed AV changes and access controls.*

Recently Completed: Concrete walkways and bridges to campus are complete. Windows and Curtin-wall water testing is complete. Grading and subgrade preparation is complete.

Focus: *AV installation change order under review.* Interior finishes, cabinets and finish electrical. Beginning the close out process with final M&O manuals submittals. Landscaping and irrigation, and the commissioning process. Beginning the punch list process.

Project Start: March 2011	Scheduled Finish: December 2015
Projected Finish: April 2016	DSA Close Out: Pending

2. SITE IMPROVEMENTS

	Original	Revision	Total
Project Budget:	\$11,697,000	\$9,828,000	\$21,525,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,442,000	\$18,083,000	\$21,525,000

Budget Narrative: Budget reflects Board agenda action on 3/24/08 and 6/22/15. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) incorporated into work scope with isolated budget, Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000) for a total project budget of \$13,580,000. On June 22, 2015 the Board approved additional funds of \$7,945,000.

Status: Bid and Award Phase: *Request for Proposal (RFP) released to the three (3) shortlisted Design-Build Teams.*

In Progress: *Development of proposal phase Addenda.*

Recently Completed: Issuance of Request for *Proposals* (RFP) for Design-Build Entities.

Focus: *Review of final project scope in relation to approved project budget and execution timeframe.*

Project Start: Phase I-Feb 2010	Scheduled Finish: June 2016
Projected Finish: <i>April 2019</i>	DSA Close Out: <i>Pending</i>

3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$8,755,055	\$8,679,945	\$17,435,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,956,000	\$15,479,000	\$17,435,000

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, and 6/23/2014. The original basic aid assignment of \$1,956,000 met design costs. The scope was revised to include both the North and South wing with a new budget estimated at \$14,733,000. On August 27, 2012, the Board approved \$12,777,000 to fully fund the project budget. On October 25, 2013, the Board approved reassignment of funds for an amount of \$8,523,000 for the Saddleback College Sciences Building project for a reduced budget equaling \$6,210,000. On June 23, 2014 the Board approved restored funding of \$8,523,000 and an additional \$2,702,000 to fully fund the project.

Status: Bid and Award Phase (*On Hold*): *Constructability review revealed a need to re-assess foundation design.*

In Progress: *Coordination efforts between geotechnical consultant and architect. Development of Request for Qualifications (RFQ) for construction services.*

Recently Completed: Contract in place for CM preconstruction and bid services.

Focus Issue: *Construction costs under review and in alignment with CIC/BAARC annual process.*

Project Start: September 2011	Scheduled Finish: March 2015
Projected Finish: October 2017	DSA Close Out: Pending

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

	Original	Revision	Total
Project Budget:	\$5,807,000	\$4,443,000	\$10,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$5,807,000	\$4,443,000	\$10,250,000

Budget Narrative: Budget reflects Board agenda action on 8/27/2012, 6/17/13 and 6/23/2014. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, and June 23, 2014 the Board approved additional funding of \$3,714,000 and \$729,000 respectively.

Status: Construction Phase: *Project substantially complete.*

In Progress: *Final punch list underway, seismic bracing at equipment, installation of safety shunt trip.*

Recently Completed: *Furniture procurement and installation and calibration of auto equipment.*

Focus: *Review of all remaining change orders.*

Project Start: May 2012	Scheduled Finish: December 2014
Projected Finish: January 2016	DSA Close Out: Pending

5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

	Original	Revision	Total
Project Budget:	\$1,000,000	\$6,700,000	\$7,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$6,700,000	\$7,700,000

Budget Narrative: Budget reflects Board agenda action on 5/21/2012, 6/17/13 and 6/22/2015. On May 21, 2012, the Board approved \$1,000,000 to fund the original project budget. On June 17, 2013, the Board approved additional funding of \$3,950,000. On June

22, 2015 the Board approved additional funds of \$2,750,000 to address DSA approval at canopies. College guarantees additional \$2,100,000 necessary to fully fund project in advance of basic aid request cycle.

Status: *Pre-Construction*

In Progress: *Equipment procurement and site investigations underway*

Recently Completed: *Board approval of Contractor and Construction Manager.*

Focus: Start of preconstruction activities

Project Start: July 2012	Scheduled Finish: September 2015
Projected Finish: September 2016	DSA Close Out: Pending

6. ATHLETICS STADIUM PROJECT

	Original	Revision	Total
Project Budget:	\$18,800,000	(800,000)	\$18,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$950,000	17,050,000	\$18,000,000

Budget Narrative: Budget reflects Board action on 6/23/14 and 6/22/15. On June 23, 2014, the Board approved \$950,000. On June 22, 2015 the Board approved additional funds of \$17,050,000.

Status: Bid and Award Phase: *Request for Proposal (RFP) released to three (3) shortlisted Design-Build Teams.*

In Progress: *Development of proposal phase Addenda.*

Recently Completed: Issuance of Request for *Proposals* (RFP) for Design-Build Entities.

Focus: *Review of final project scope in relation to approved project budget and timeframe of execution.*

Project Start: July 2014	Scheduled Finish: Pending
Projected Finish: <i>April 2019</i>	DSA Close Out: Pending

7. GATEWAY PROJECT

	Original	Revision	Total
Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000
Anticipated State Match:	\$30,053,000	-\$7,813,500	\$22,239,500
Basic Aid Allocation:	\$1,545,115	\$(655,115)	\$890,000
Unallocated Amount:	\$41,321,885		\$43,589,000

Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/23/2014.

Status: On Hold.

In Progress: The project is awaiting *state* funding.

Recently Completed: On Hold.

Focus: On Hold.

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
State Match:	\$14,472,000	-	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report fiscal year 03-04 and 07-08.

Status: Close Out: The final Notice of Completion was filed on September 24, 2007. DSA advises close out via alternate engineer assistance.

In Progress: Six change orders remain in "Pending" status and must be closed to arrive at DSA close out. *Architect's proposal to complete close-out under review.*

Recently Completed: Re-open project with DSA to address certification.

Focus: Change order close-out. DSA Close-Out Consultant is engaged to work with the DSA to complete this effort.

Project Start: October 2003	Scheduled Finish:
Finish: Complete: July 2007	DSA Close Out: Underway

2. LIFE SCIENCES PROJECT

	Original	Revisions	Total
Project Budget:	\$24,861,000	(\$4,371,000)	\$20,490,000

State Match:	\$17,393,000	(\$3,825,000)	\$13,568,000
Basic Aid Allocation:	\$1,113,000	\$1,780,000	\$13,490,000

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000. The state has reimbursed the district \$13,568,000 resulting in no need for additional basic aid funding. \$5,700,000 of the state reimbursement has been returned to basic aid project funds.

Status: Warranty: Final warranty items to be completed by end of the fiscal year.

In Progress: *Development of bid documents for warranty scope of work.*

Recently Completed: Drawings received from architect for outstanding warranty items.

Focus: *Final closeout of project budget.*

Project Start: December 2008	Scheduled Finish: July 2012
Projected Finish: February 28, 2014	DSA Close Out: May 8, 2014

3. BARRANCA ENTRANCE

	Original	Revision	Total
Project Budget:	\$2,850,000	-	\$2,850,000
State Match:	-	-	-
Basic Aid Allocation:	\$2,850,000	-	\$2,850,000

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

Status: Construction Documents: *Construction documents have been approved by Division of the State Architect (DSA) and the City of Irvine. Bid documents are being prepared and scheduled to be advertised March 1, 2016.*

In Progress: Preparation of bid documents. *Solicitation for project on-site construction management consultant.*

Recently Completed: Finalization of Easement agreement with City of Irvine.

Focus: Solicit Testing and Inspection *services* from pools in tandem with project bid.

Project Start: March 2010	Scheduled Finish: Summer/Fall 2015
Projected Finish: Early 2017	DSA Close Out: Pending

4. LIBERAL ARTS BUILDING PROJECT

	Original	Revision	Total
Project Budget:	\$3,004,051	\$10,008,949	\$13,013,000
State Match:	-	-	-
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Budget Narrative: Budget reflects Board agenda action on 2/28/2011, 8/27/2012 and 6/17/2013. On 8/27/2012, the Board approved \$11,463,000 additional to fund the project budget. Staff analyzed the budget identified in the Education and Facilities Master Plan and determined there was no allowance for equipment. On 6/17/13 the Board approved \$1,550,000 for furniture, fixtures and equipment.

Status: Construction *Phase:* Contractor re-installing building envelope system.

In Progress: *Installation of drywall in interior, installation of plaster system on the exterior.*

Recently Completed: *Testing of windows and exterior building envelope, initial plaster coating.*

Focus: *Project delay results in a need to assess responsible parties. Contractor is currently working with their insurance company and is involved in discussion with their subcontractors. Furniture, fixture and equipment procurement.*

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: June 2016	DSA Close Out: Pending

5. FINE ARTS PROJECT

	Original	Revision	Total
Project Budget:	\$35,703,000	\$2,053,000	\$37,756,000
Anticipated State Match:	\$25,141,000	-\$6,263,000	\$18,878,000
Basic Aid Allocation:	\$795,000	-	\$795,000
Unallocated Amount:	\$34,908,000		\$36,961,000

Budget Narrative: Budget reflects Board action on 6/23/2014.

Status: On Hold.

In Progress: The project is waiting *state* funding.

Recently Completed: On Hold.

Focus: On Hold.

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

6. PARKING LOT PHASE IA PROJECT

	Original	Revision	Total
Project Budget:	\$3,010,000	\$90,000	\$3,100,000
State Match:	-	-	-
Basic Aid Allocation:	\$3,010,000	\$90,000	\$3,100,000

Budget Narrative: Budget reflects Board action on 6/23/2014 and 6/22/2015. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000.

Status: Pre Design

In Progress: *An RFP for Geotechnical services is underway. Proposals have been received and are being evaluated.*

Recently Completed: *Determination by college to include solar shade structure with parking lot scope.*

Focus: Establish schedule

Project Start: Pending	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

7. HEALTH CENTER/CONCESSIONS PROJECT

	Original	Revision	Total
Project Budget:	\$5,200,000	-	\$5,200,000
State Match:	-	-	-
Basic Aid Allocation:	\$400,000	-	\$400,000
Unallocated Amount:	\$4,800,000	-	\$4,800,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Pre Design: Programming Architect under contract.

In Progress: *Project estimate provided to CIC/BAARC for annual process.*

Recently Completed: *Programming Report and statement of probable cost have been received.*

Focus: Complete Programming phase and statement of probable cost.

Project Start: October 2015	Scheduled Finish: Pending
Projected Finish: Pending	DSA Close Out: Pending

ATEP

1. ATEP DEMOLITION

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	\$6,700,000	\$13,700,000

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

Status: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: County land exchange negotiations.

Recently Completed: Land Exchange Demolition Project is complete and the Notice of Completion was approved by the Board of Trustees on September 28, 2015.

Focus: Adhere to various regulatory requirements specific to maintenance of the ATEP site.

Project Start: September 2010	Scheduled Finish: March 2013
Projected Finish: December 2016	DSA Close Out: N/A

2. ATEP - IVC FIRST BUILDING

	Original	Revision	Total
Project Budget:	\$23,000,000	\$3,250,000	\$26,250,000
State Match:	-	-	-
Basic Aid Allocation:	\$12,500,000	\$13,750,000	\$26,250,000

Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014 and 6/22/15. \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building budget of \$12,500,000 with \$8,950,000 additional funds

approved on 6/23/14. On June 22, 2015 the Board approved additional funds of \$3,250,000 for associated parking.

Status: Construction Documents: *Review of 50% construction documents.*

In Progress: *Final sign offs of 100% Design Development documents by project team. Selection of exterior and interior materials and finishes.*

Recently Completed: Review of 100% Design Development Drawings by stakeholders.

Focus: *Review cost impacts related to geotechnical investigation modifying design needs after receipt of Design-Build Request for Proposals (RFP) and College requested increase in size of lobby collaborative space by 2,000 square feet.*

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

3. ATEP – UTILITIES AND INFRASTRUCTURE

	Original	Revision	Total
Project Budget:	\$7,000,000	-	\$7,000,000
State Match:	-	-	-
Basic Aid Allocation:	\$7,000,000	-	\$7,000,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Construction Documents: *The project team is meeting every other week to develop the project documents.*

In Progress: *Sign off on Design Development documents by the project team. Working with the City of Tustin to complete Bell Avenue design and revise the Sub-Area Master Plan for the utilities infrastructure planning with Irvine Ranch Water District. Meetings with the Gas Company. Project boundaries established with Southern California Edison.*

Recently Completed: City of Tustin accepted utility backbone infrastructure for the Bell Avenue design. *Design* phase complete.

Focus: Coordinate schedule with Bell Avenue and ATEP IVC First Building. Meet DSA submittal target.

Project Start: July 2014	Scheduled Finish: February 2018
Projected Finish: December 2017	DSA Close Out: Pending

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

	Original	Revision	Total
Project Budget:	\$704,000	\$425,000	\$1,129,000
State Match:	-	-	-
Basic Aid Allocation:	\$704,000	\$425,000	\$1,129,000

Budget Narrative: Budget reflects Board action on 6/25/2012, 6/17/2013 and 6/23/2014.

Status: Report Development: Draft assessment reports have been submitted and are being reviewed.

In Progress: Evaluation of storm drain systems, including video inspections, is underway.

Recently Completed: Consultant has provided draft reports of completed on site assessments which are being reviewed by the district and colleges.

Focus: Completion of storm drain assessments.

Project Start: July 2012	Scheduled Finish: May2016
Projected Finish: May 2016	DSA Close Out: N/A

2. PARKING STUDY

	Original	Revision	Total
Project Budget:	\$200,000	-	\$200,000
State Match:	-	-	-
Basic Aid Allocation:	\$200,000	-	\$200,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: *Research and Analysis Phase: Collecting parking data from both campuses and refining the project deliverables.*

In Progress: The project committee *and stakeholders are* meeting with the consultant to obtain the required parking counts *to* enable a better understanding of capacity and traffic flow on each campus during peak periods.

Recently Completed: *Project Initiation Phase.* Award of consultant contract. Project schedule developed. Roles and Responsibilities defined.

Focus: To assess current parking issues district-wide and establish standards.

Project Start: June 2015	Scheduled Finish: March 2016
Projected Finish: March 2016	DSA Close Out: N/A

3. SUSTAINABILITY STUDY

	Original	Revision	Total
Project Budget:	\$200,000	-	\$200,000
State Match:	-	-	-
Basic Aid Allocation:	\$200,000	-	\$200,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Project Kick off TBD.

In Progress: N/A

Recently Completed: N/A

Focus: To create sustainability standards district wide.

Project Start: TBD	Scheduled Finish: June 2016
Projected Finish: June 2016	DSA Close Out: N/A

4. ADA TRANSITION PLAN

	Original	Revision	Total
Project Budget:	\$400,000	-	\$400,000
State Match:	-	-	-
Basic Aid Allocation:	\$400,000	-	\$400,000

Budget Narrative: Budget reflects Board action on 6/22/2015.

Status: Proposal and Award

In Progress: An RFP&Q for a development of an ADA Transition Plan is underway.

Recently Completed: *Qualifications and Proposals have been evaluated and a recommendation to the Board has been prepared for this month, February's, agenda.*

Focus: *All three cost proposals received were in excess of the project budget requiring project augmentation which was deemed necessary as a result of the immediate need for these services.*

Project Start: August 2015	Scheduled Finish: June 2017
Projected Finish: June 2017	DSA Close Out: N/A

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Definitions:

Project Start:	Month Architect/Consultant(s) are on board for project design
Scheduled Finish:	Assumed duration of project depending on variables, such as agency review, etc. outside District and consultant control
Projected Finish:	Identified finish at the time of the report
DSA Close Out:	The process of sending required documents to DSA to obtain project certification.

Note: When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year 2016-2017. (FUSION is the State Chancellor's Office database for Capital Outlay.) The word "Anticipated" is included in project budget table when money has not yet been allocated but the amount has been identified by the state.

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 70% match and so on as the economy changes) 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: Gary L. Poertner, Chancellor

RE: SOCCCD: Retiree (OPEB) Trust Fund

ACTION: Information

BACKGROUND

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

STATUS

This report is for the period ending January 31, 2016, (EXHIBIT A). The portfolio was comprised of 51.7% Fixed Funds (Bonds) and 48.3% Common Stocks (Domestic and International). The portfolio's performance decreased 2.79%, ending with a fair market value of \$87,729,554, and an annualized return of 4.64% which is consistent with the market.

February 5, 2016

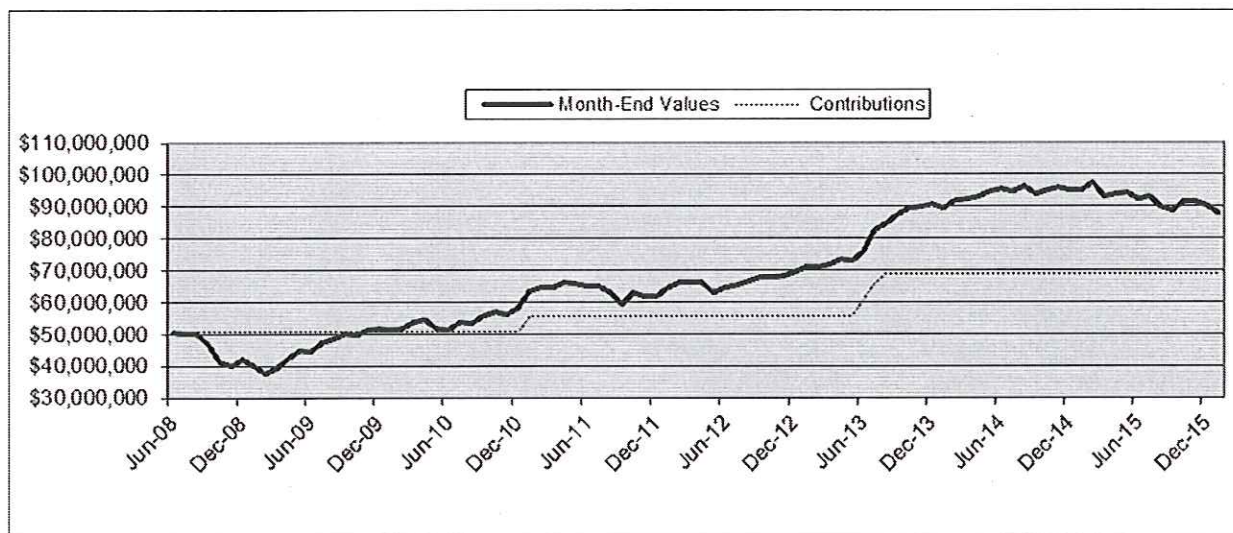
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

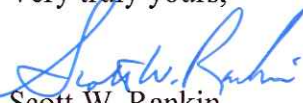
With a fair market value on January 31st of \$87,729,553.96 your portfolio's performance was down -2.79% for the month and up 4.64% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (48.3%) and fixed income funds (51.7%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. \$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>January 2016</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-2.79%	-2.79%	4.64% annualized return
S&P 500	-4.96%	-4.96%	7.96% (Domestic Stocks)
MSCI EAFE	-7.23%	-7.23%	0.00% (International stocks)
Barclays Aggregate	1.38%	1.38%	4.51% (Domestic Bonds)
Barclays Global	0.87%	0.87%	2.48% (Global Bonds)



Very truly yours,


Scott W. Rankin
Senior Vice President

Benefit Trust - Retiree (OPEB) Trust

EXHIBIT A
Page 2 of 2

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
July-13	\$ 5,000,000	\$ 65,409,811	\$ 82,877,790
August-13	\$ 3,389,913	\$ 68,799,724	\$ 84,697,024
September-13	\$ -	\$ 68,799,724	\$ 87,424,231
October-13	\$ -	\$ 68,799,724	\$ 89,609,089
November-13	\$ -	\$ 68,799,724	\$ 89,951,634
December-13	\$ -	\$ 68,799,724	\$ 90,697,726
January-14	\$ -	\$ 68,799,724	\$ 89,457,863
February-14	\$ -	\$ 68,799,724	\$ 92,015,106
March-14	\$ -	\$ 68,799,724	\$ 92,418,028
April-14	\$ -	\$ 68,799,724	\$ 93,035,180
May-14	\$ -	\$ 68,799,724	\$ 94,606,053
June-14	\$ -	\$ 68,799,724	\$ 95,689,395
July-14	\$ -	\$ 68,799,724	\$ 94,769,733
August-14	\$ -	\$ 68,799,724	\$ 96,479,698
September-14	\$ -	\$ 68,799,724	\$ 94,002,753
October-14	\$ -	\$ 68,799,724	\$ 95,339,341
November-14	\$ -	\$ 68,799,724	\$ 96,004,369
December-14	\$ -	\$ 68,799,724	\$ 95,241,531
January-15	\$ -	\$ 68,799,724	\$ 95,202,573
February-15	\$ -	\$ 68,799,724	\$ 97,642,721
March-15	\$ (4,000,000)	\$ 64,799,724	\$ 93,188,823
April-15	\$ -	\$ 64,799,724	\$ 94,125,319
May-15	\$ -	\$ 64,799,724	\$ 94,358,288
June-15	\$ -	\$ 64,799,724	\$ 92,222,506
July-15	\$ -	\$ 64,799,724	\$ 93,208,064
August-15	\$ -	\$ 64,799,724	\$ 90,108,927
September-15	\$ -	\$ 64,799,724	\$ 88,539,000
October-15	\$ -	\$ 64,799,724	\$ 91,671,410
November-15	\$ -	\$ 64,799,724	\$ 91,546,935
December-15	\$ -	\$ 64,799,724	\$ 90,246,709
January-16	\$ -	\$ 64,799,724	\$ 87,729,554
	\$ 64,799,724		



IRVINE VALLEY COLLEGE

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TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemoire, PhD, President *GR*

DATE: February 11, 2016

SUBJECT: President's Report for the February 22, 2016 Board of Trustees Meeting

Veterans Director on the Board of NAVPA

Irvine Valley College's (IVC) Director of Health and Wellness Center and Veteran Services Center Nancy Montgomery began serving on the board for the National Association of Veterans Program Administrators (NAVPA) in October 2015. The NAVPA is a very prominent organization in Washington, DC and advocates for veteran matters with members of Congress and the Senate. Montgomery, along with her Saddleback colleague, Terence Nelson, will attend the annual meeting February 28-March 2, in Washington, D.C to help advocate for the welfare of our veteran students.

IVC Book Group, AACC Pathways Project Institute

On January 26, Vice President for Student Services Linda Fontanilla and her staff, Angela Mahaney and Maria Nunez, coordinated a book group to discuss "Redesigning America's Community Colleges: A Clear Path to Student Success" by Thomas R. Bailey, Shanna Smith Jagers, and Davis Jenkins. Over 35 staff, administrators and faculty were in attendance. Dr. Craig Hayward, Director of Research, Planning and Accreditation, facilitated discussions. The book group's goal, to introduce the concept of redesigning America's community colleges as part of the ongoing AACC Pathways Project Institute, was well established during the discussion.

IVC Men's Tennis Coach Chosen to Represent U.S. in Croatia

Men's tennis coach Ross Duncan has been chosen to represent the United States in the International Tennis Federation (ITF) Young Seniors World Team Championships in Umag, Croatia. This year marks the fifth straight year that Duncan has been named to the team. He is one of the top 24 American players in the age category of 35-45 that will participate at the ITF Young Seniors World Team Championships. For the second year in a row, Duncan has been named captain of this year's squad. IVC has also won three straight Orange Empire Conference titles and finished as runner-up in the state in 2014. Since taking over the Irvine Valley men's team four years ago, Duncan has turned the Lasers into one of the top programs in the state. IVC won its first ever California Community College Athletic Association (CCCCAA) State Championship in 2015 and is expected to challenge for the title again this year. IVC has also won three straight Orange Empire Conference titles and finished as runner-up in the state in 2014.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T. J. Prendergast III, Terri Whitt, James R. Wright
Gary L. Poertner, Chancellor • Glenn R. Roquemoire, PhD, President, Irvine Valley College

An Equal Opportunity Institution

IVC Wind Symphony Students Selected for 2016 Chapman University Honor Band

IVC Wind Symphony students were selected for the 2016 Chapman University Hall-Musco Conservatory of Music Honor Band on February 27. Selected students include: Douglas Lou, Mekayla Cotton, Abdiel Ortiz, Brock Gieszl, Tobi Uribe, Arthur Priest, Ceara Messana, Grecia Rodas, Jason Rodriguez, Haydn Burkett, Jesse Tellez, Michael Salgado and Christian Jiron.

Club Day

On January 27, IVC's Inter-Club Council hosted Club Day. Over 26 extra-curricular clubs and co-curricular programs, including athletics, honors, speech and debate, and Administration of Justice, were in attendance. Faculty members Lisa Alvarez and Brooke Choo provided students with information about IVC's various diversity programs. The Career Technical Education booth offered students workforce opportunities within the community and workforce development projects at ATEP. Over 500 students participated in the Club Day activities.

First Amendment Forum

On January 26, approximately 200 students, faculty, staff and administrators gathered in the Live Oak Terraces to discuss a recent incident at the college where an outside organization (protected by the first amendment) came to our campus to create a hostile environment for Muslim students. The forum was organized by the Office of Student Life with the support of several faculty and staff who came together after seeing the impact of the outside group's language on the campus community. IVC President Glenn Roquemore welcomed attendees, IVC Chief of Police Will Glen gave an account of the incidents as they took place, and over 40 different students expressed their feelings, thoughts and concerns about how it felt to hear the words of hate. Because so much of the narrative was orchestrated by an event involving the outside group, this forum gave students the opportunity to reclaim their commitment to diversity and the values that celebrate difference. The forum was facilitated by Director of Student Life and Equity Programs Anissa Heard-Johnson.



SADDLEBACK COLLEGE

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TO: Members of the Board of Trustees
Gary L. Poertner, Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for February 22, 2016 Board of Trustees Meeting

Saddleback College, in partnership with the South Orange County Economic Coalition, released the 2016 South Orange County Economic Report at the South Orange County Economic Forecast Luncheon on Friday, February 5th. More than 300 elected officials, business and industry representatives, and community members were in attendance to hear details of the report, whose principal author was Anthony Teng, dean of advanced technology and applied science. The report includes demographics, employment statistics, and key industry sectors in the south Orange County region, which includes 11 cities and the unincorporated areas south of Irvine. Speakers included County Supervisor Lisa Bartlett, an alumna of Saddleback College, Lucy Dunn, President and CEO of the Orange County Business Council, Paul Simonds, Chairman of the South Orange County Economic Coalition, President Burnett, and Dean Teng. Senator Pat Bates led the Pledge of Allegiance. Thank you to Board of Trustees President Tim Jemal, and Trustees Marcia Milchiker and Terri Whitt, for attending the event. The *Orange County Register* highlighted the South Orange County Economic Report and the February 5th luncheon in an article published on February 9th. The report is available online at saddleback.edu/ewd.

A Teach-In on Islam was held on February 9th. Saddleback's international languages department, chaired by Professor Carmenmara Hernandez-Bravo, sponsored the teach-In due to the recent surge of hostility around the country which has caused many in our nation's Muslim community to feel unsafe and unwelcome in their own country. The teach-in provided a unique and valuable opportunity for guests to come and hear speakers that offered explanations of the Quran, the principles of Islam, the role of women in Islam, as well as Muslim life.

The Saddleback College Gala will be held on Saturday, March 12th, at 6:00 pm at the Laguna Cliffs Marriott. The Alum of the Year is Michelle Desilets, Class of 1985, an anthropologist whose work focuses on orangutans in Borneo.

The results of the college's professional development survey were reviewed in Consultation Council. The results showed that overall, full-time and part-time faculty, and managers and administrators believe that professional development opportunities are available and beneficial. However, classified staff responses show that professional development opportunities that are currently provided are not particularly relevant to their positions. In discussions between President Burnett and classified senate representatives, it was determined that a classified luncheon will be held at an alternative time of the year, rather than during professional development week, when many classified staff are busy helping students in preparation for the start of the semester.

The President's Cup basketball finals were held at Irvine Valley College on Thursday, February 11th.

Consultation Council approved the college's Interpersonal Conflict Resolution, which offers recommendations on how interpersonal conflicts should be addressed.

The college's draft technology plan was submitted to Consultation Council on February 9th.

Office of Instruction

Fine Arts and Media Technology

On Friday, February 5th, in loving memory of Richard White, art, jazz, speech, dance students and faculty put on a spectacle of improvised performances to a sold-out audience. On Wednesday and Thursday, February 10th & 11th, another collaboration of Saddleback departments (dance, music, math, and visual arts) presented *Sequences and Spirals: Exploring Fibonacci Numbers through Music, Dance, Math, and Visual Arts* to full houses. On February 18th, Jazz Studies presented Ryan Keberle (trombonist/composer/educator) and Catharsis in the McKinney Theatre. On Friday, February 19th, the Angels for the Arts presented a student-run event to raise student scholarships. *A Night in Historic Motown*, celebrated the sound that changed America with an evening of festivities including wine, beer, mixed drinks, food, and exclusive performances in the McKinney Theatre. On Sunday, February 21st, American Concert pianist Kevin Ayesh performed masterpieces of Mozart, Chopin, Ravel, and Gershwin's Rhapsody in Blue in the McKinney Theatre. On February 22nd through March 10th, the Art Gallery presented *Reclamation Art Installation* by Barbara Homes. An Artist's Reception was held on Thursday, February 18th from 5-8 pm. Joey Sellers' Jazz Studies Program commemorated Jazz Day on February 27th with a full day of jazz activities which included clinics with high school ensembles, a meet-the-artist session, and a master class leading to a concert by world-class trombonist John Fedchock and the Saddleback Big Band in the McKinney Theatre.

Upcoming Events:

Saddleback College Gala: Saturday, March 12th, 6:00 pm, Laguna Cliffs Marriott

Senior Day: Thursday, March 17th, 11:00 am – 2:00 pm, Saddleback College quad