



Meeting of the Board of Trustees

May 16, 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 (Government Code Section 54957(b).)
 - A. Public Employee Evaluation of Performance (Government Code Section 54957(b).)(1 matter)
 - B. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(2 matters)
- 1.4 Conference with Labor Negotiators (Government Code 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 (Government Code Section 54956.9)
 - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1)
(2 potential cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee T.J. Prendergast

2.3 **Pledge of Allegiance**
Led by Trustee Terri Whitt

2.4 **Swearing In: Student Trustee Johnathan Forde**
Oath of Office administered by Board President Tim Jemal

2.5 **Public Comments**
*Members of the public may address the Board on any item on the agenda at this time or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at this time. If you wish to address the board, please complete a yellow form entitled, "Request to Speak" and submit 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 None

5.0 **CONSENT CALENDAR ITEMS**

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

5.1 **SOCCCD: Board of Trustees Meeting Minutes**
Approve minutes of Special Meetings held on April 6, 2016 and Regular Meeting held on April 25, 2016.

5.2 **SOCCCD, Saddleback College and Irvine Valley College: Resolutions**
Betty McClelland, Classified Employee Outstanding Service Award, District Services
Steven Gross, Classified Employee Outstanding Service Award, District Services
Dan Johnson, Classified Employee Outstanding Service Award, District Services
Steve Teh, Professor of the Year, Saddleback College
Jeffrey Oderlin, Associate Professor of the Year, Saddleback College
Lisa Messenger, Emeritus Institute Professor of the Year, Saddleback College
Michelle MacDougall Jackson, Outstanding Classified Employee of the Year, Saddleback College
Brad McReynolds, National Athletic Trainer of the Year for Community Colleges

- 5.3 **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.
- 5.4 **SOCCCD: Irvine Valley College: Independent Contractor Agreement, Brilliant Energy Solutions**
Approve contract for \$145,020.00 with Brilliant Energy Solutions for Deputy Sector Navigator Energy Efficiency and Utilities project direction and oversight, effective July 1, 2016 through June 30, 2017.
- 5.5 **SOCCCD: Irvine Valley College: Memorandum of Understanding, Capistrano Unified School District**
Approve the Memorandum of Understanding between SOCCCD and Capistrano Unified School District.
- 5.6 **Saddleback College: Curriculum New/Revised for the 2016-17 Academic Year**
Approve the proposed curriculum changes and additions for the 2016-17 academic year at Saddleback College
- 5.7 **Saddleback College: Student Travel, Semester Abroad in Oxford, England from March 16, 2017 to May 19, 2017**
Approve Spring 2017 Saddleback College study abroad program: Semester Abroad in Oxford, England, as summarized in Exhibit B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel agreements as shown in Exhibit C.
- 5.8 **SOCCCD: Saddleback College: Satellite Coffee Cart Services Agreement, Amendment No. 3, The Drip Coffee**
Approve Amendment No. 3 to the Saddleback College Satellite Coffee Cart Services agreement with The Drip Coffee, for a one year extension from July 1, 2016 to June 30, 2017.
- 5.9 **SOCCCD: Saddleback College: Cafeteria Operation and Food Vending Services Agreement, Amendment No. 3, S & B Foods**
Approve Amendment No. 3 to the Saddleback College Cafeteria Operation and Food Vending Services agreement with S & B Foods for the second one-year extension beginning July 1, 2016 and ending June 30, 2017.
- 5.10 **SOCCCD: Saddleback College: MPC Guillotine Paper Cutter Surplus**
Approve disposal of the MPC Guillotine paper cutter at Saddleback College and empower district personnel to take this action.

- 5.11 **Saddleback College: Amendment No. 3 to Educational Services Agreement, Academic Chess**
Approve the Amendment No. 3 to the Educational Services Agreement with Academic Chess in the amount of \$32,312 for a new contract total of \$130,000.
- 5.12 **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.
- 5.13 **SOCCCD: Saddleback College: “Capri” Day-Sailboat Surplus**
Approve disposal of five “Capri” day-sailboats and empower district personnel to take this action.
- 5.14 **SOCCCD: Contract with Neudesic LLC for Software Development**
Approve work order with Neudesic LLC, for the term of May 17, 2016 through August 31, 2016.
- 5.15 **SOCCCD: Gifts to the District and Foundations**
Accept the donations as listed.
- 5.16 **SOCCCD: Budget Amendment: Adopt Resolution No. 16-15 to Amend FY 2015-2016 Adopted Budget**
Adopt Resolution No. 16-15 to amend the FY 2015-2016 Adopted Budget.
- 5.17 **SOCCCD: Transfer of Budget Appropriations**
Ratify the transfer of budget appropriations for the current reporting period ending April 30, 2016.
- 5.18 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.19 **SOCCCD: April 2016 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Consolidated Elections for Members of Governing Boards**
Approve Resolution 16-16 to notify the Orange County Department of Education of the consolidated governing board election specifications.
- 6.2 **SOCCCD: Emergency Operations Plan**
Approve the SOCCCD Emergency Operations Plan.
- 6.3 **SOCCCD: Irvine Valley College: Barranca Entrance Project, Award of Bid No. 325, Hillcrest Contracting, Inc.**

Approve Award of Bid No. 325, Irvine Valley College Barranca Entrance project and approve the agreement with Hillcrest Contracting, Inc., of Corona, California, in the amount of \$1,465,770.

- 6.4 **SOCCCD: Board Policy Revision: BP-5301 Course Repetition**
Accept for review and study.
- 6.5 **SOCCCD: Board Policy Revision: BP- 2120 Institutional Planning, BP-3450 Traffic and Parking Regulations, BP-5618 Credit by Examination – Specific Course Credit, BP-5610.1 Student Fees**
Approve board policies as presented.
- 6.6 **SOCCCD: Academic Personnel Actions – Regular Items**
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Conclusion of Administrative Interim Assignment, Resignation/Retirement/Conclusion of Employment.
- 6.7 **SOCCCD: Classified Personnel Actions – Regular Items**
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reorganization, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.8 **SOCCCD: Sabbatical Rescindment**
Approve request from faculty member to rescind Fall 2016 sabbatical leave.
- 6.9 **SOCCCD: Destruction of Class 3 Disposable Records**
Approve destruction of Class 3 disposable records in compliance with code.
- 6.10 **SOCCCD: Equal Employment Opportunity (EEO) Plan**
Approve the SOCCCD Equal Opportunity Plan, designed to communicate the importance of diversity in the workplace and eliminate barriers to equal employment opportunities.
- 6.11 **SOCCCD: California School Employee Association Master Agreement**
Pending ratification vote, approve CSEA Tentative Agreement for the term July 1, 2015 to June 30, 2018 as presented.

7.0 REPORTS

- 7.1 **Saddleback College: Professors of the Year**
Saddleback College Professors of the Year
- 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 April 30, 2016.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.6 **SOCCCD: Quarterly Investment Report**
Status of investments as of quarter ending on March 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: SOCCCD: Minutes of the Board of Trustees Meeting
ACTION: Approval

Minutes from:

April 6, 2016 Special Meetings of the Board of Trustees (Exhibits A & B) and
April 25, 2016 Regular Meeting of the Board of Trustees (Exhibit C)

are submitted to the Board for review and approval.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Student Services Center
Room SSC 212, Second Floor
Saddleback College

MINUTES OF THE SPECIAL MEETING of the BOARD OF TRUSTEES
April 6, 2016

PRESENT

Members of the Board of Trustees:

Timothy Jemal, President
James R. Wright, Vice President
Barbara Jay, Member
Marcia Milchiker, Member
Terri Whitt, Member

ABSENT

David B. Lang, Clerk
T.J. Prendergast, III, Member

CALL TO ORDER: 12:30 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 **Invocation**
Led by Trustee Wright
- 1.3 **Pledge of Allegiance**
Led by Trustee Jay

4.0 DISCUSSION ITEMS

- 2.1 Comments by the Board of Trustees regarding process for the Listening Session, and solicitation of comments including, but not limited to the following: campus environment, services for students, quality of instruction, ongoing construction and maintenance projects, and suggestions for improvement of Saddleback College and the South Orange County

Community College District.

2.2 Faculty, staff, students and members of the public are encouraged to attend this special listening session at which time members of the board will entertain comments regarding issues relating to the district. The board would like to receive comments on matters similar to those provided by example in item 2.1.

- Trustee Jemal gave introductory remarks and welcomed everyone to the listening session.
- Audience members addressed the board on issues relating to the district.
- Board members thanked the audience for their attendance and participation and are look forward to future listening sessions.
- No action by the board was taken.

ADJOURNMENT

The meeting was adjourned at 2:10 p.m.

A handwritten signature in blue ink, appearing to read "G. Poertner", is written over a horizontal line.

Gary L. Poertner
Chancellor

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Library Building, the CAFE, First Floor
Irvine Valley College

MINUTES OF THE SPECIAL MEETING of the BOARD OF TRUSTEES
April 6, 2016

PRESENT

Members of the Board of Trustees:

Timothy Jemal, President
James R. Wright, Vice President
Barbara Jay, Member
Marcia Milchiker, Member
Terri Whitt, Member

ABSENT

David B. Lang, Clerk
T.J. Prendergast, III, Member

CALL TO ORDER: 3:00 P.M.

1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 **Invocation**
Led by Trustee Jemal
- 1.3 **Pledge of Allegiance**
Led by Trustee Wright

4.0 DISCUSSION ITEMS


- 2.1 Comments by the Board of Trustees regarding process for the Listening Session, and solicitation of comments including, but not limited to the following: campus environment, services for students, quality of instruction, ongoing construction and maintenance projects, and suggestions for improvement of Irvine Valley College and the South Orange County Community College District.
- 2.2 Faculty, staff, students and members of the public are encouraged to attend

this special listening session at which time members of the board will entertain comments regarding issues relating to the district. The board would like to receive comments on matters similar to those provided by example in item 2.1.

- Trustee Jemal gave introductory remarks and welcomed everyone to the listening session.
- Audience members addressed the board on issues relating to the district.
- Board members thanked the audience for their attendance and participation and look forward to future listening sessions.
- No action by the board was taken.

ADJOURNMENT

The meeting was adjourned at 4:35 p.m.



Gary L. Poertner
Chancellor

**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
April 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: 4:30 P.M.

Closed session was delayed and therefore the meeting was called to order at 5 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.***

Three public comments were heard by the board in regards to item 1.3 on the closed session agenda.

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).) (2 matters)
 - A. Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (GC Section 54957(b).) (1 matter)
 - 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 Real Property Negotiators (GC Section 54956.8) (1 matter)
 - 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.
- 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)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation

Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance

Led by Trustee T.J. Prendergast

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 by a student regarding St. Baldricks fundraiser.

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
 - 1. Request for board report on Workday progress that has been made since the launch and plans to address the issues identified at the Trustee Listening Sessions on April 6, 2016.

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

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 Jemal requested to pull item 5.2, Trustee Wright requested to pull 5.4, Trustee Lang requested to pull item 5.7, Trustee Whitt requested to pull items 5.9 and 5.11 for separate discussion and action.

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

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

Approve minutes of a Regular Meeting held on March 28, 2016.

5.2 **Resolutions:**

Lemar Momand, Student Trustee
Classified Employee Week
Mark Petersen, Classified Employee of the Year, Irvine Valley College
Rebecca Beck, Professor of the Year, Irvine Valley College
Rocio Giraldez Betron, Associate Professor of the Year, Irvine Valley College
Kathryn Kramer, Emeritus Professor of the Year, Irvine Valley College
Irvine Valley College Model United Nations Team
Irvine Valley College Speech and Debate Team

Student Trustee Momand was recognized with a plaque and resolution for

his one year term as a board member. The honorees will accept their board resolution and will be recognized for their achievement at their respective college campus.

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

5.3 Saddleback College: Curriculum Revisions for the 2016-2017 Academic Year

Approve the proposed curriculum changes and additions for the 2016-2017 academic year at Saddleback College.

5.4 Saddleback College: Revision of Instructional Material Fees

Approve the Saddleback College revised instructional material fees in Math Science and Engineering courses for 2016-2017.

The board requested to table this item and bring back to the next board meeting.

5.5 SOCCCD: Saddleback College, Vocational Cosmetology and Cosmetician (Esthetician) Education Services Agreement, Amendment No. 2 with Advance Beauty College and Amendment No. 1 with New America Beauty Education Corp., DBA Hair California Beauty Academy

Approve Saddleback College Amendment No. 2 with Advance Beauty College, and Amendment No. 1 with New America Beauty Education Corp., DBA Hair California Beauty Academy to renew the Cosmetology and Cosmetician (Esthetician) agreements term for the first one-year extension, beginning July 1, 2016 and ending June 30, 2017.

5.6 SOCCCD: Saddleback College, PE Sewer Ejector Project, Award of Bid No. 2046, MMC, Inc.

Award Saddleback College Bid No. 2046, PE Sewer Ejector project and approve the agreement with MMC, Inc. of La Palma, CA, in the amount of \$274,000.

5.7 Saddleback College: Student Travel Oxford Semester Abroad in Oxford, England from March 16, 2017 to May 19, 2017

Approve the Spring 2017 Saddleback College study abroad program: Oxford Semester Abroad in Oxford, England, as summarized in Exhibit B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel agreements as shown in Exhibit C.

The board requested to table this item and bring back to the next board meeting.

5.8 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.

5.9 SOCCCD: Irvine Valley College, Emergency Phone/Mass Notification System Project, Award of Bid No. 317, The Amergroup, Inc.

Award Bid No. 317, Irvine Valley College Emergency Phone/Mass Notification System project and approve the agreement with The Amergroup Inc. of Vista, CA, in the amount of \$287,000.

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

5.10 SOCCCD: Saddleback College and Irvine Valley College, Bookstore Operations Services Agreements, Amendment No. 3, Follett Higher Education Group

Approve Amendment No. 3 to the Saddleback College and Irvine Valley College Bookstore Operations Services Agreements with Follett Higher Education Group, for the third of three one-year extensions, beginning July 1, 2016 and ending June 30, 2017.

5.11 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.

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

5.12 SOCCCD: Student Out of State Travel

Approve the college's student out-of-state travel for the participants, dates, locations, courses and costs as listed in EXHIBIT A.

5.13 SOCCCD: Budget Amendment: Adopt Resolution No. 16-11 to Amend FY 2015-2016 Adopted Budget

Adopt Resolution No. 16-11 to amend the FY 2015-2016 Adopted Budget.

5.14 SOCCCD: Transfer of Budget Appropriations

Ratify the transfer of budget appropriations for the current reporting period ending March 31, 2016.

5.15 SOCCCD: Purchase Orders and Checks

Ratify the purchase orders and checks as listed.

5.16 SOCCCD: March 2016 Contracts

Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

6.1 SOCCCD: Lease of Real Property, Amended and Restated Ground Lease between the FPA4 Promenade, LLC and SOCCCD

Approve the Amended and Restated Ground Lease and authorize the execution by staff of the accompanying Amended and Restated Ground Lease agreement between FPA4 Promenade, LLC and SOCCCD.

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

6.2 SOCCCD: ATEP IVC First Building and Associated ATEP Utilities and Infrastructure Phase 1 Projects, Approval of Site Plans and Certification of CEQA Document Public Hearing

Open a public hearing and invite members of the public to present their comments with regard to the ATEP IVC First Building, and associated ATEP Utilities and Infrastructure Phase 1 projects to approve certification of the CEQA document, and to approve submission of the project Site Plans to the City of Tustin for project approval.

The board president recessed the regular meeting of the Board to a Public Hearing in order to provide the public an opportunity to comment on the subject of approval of site plans and certification of CEQA document. There being no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

6.3 SOCCCD: ATEP California Environmental Quality Act (CEQA), April 2016, Adopt Resolution No.16-08, Certifying the Final CEQA Document for the ATEP IVC First Building and the Related ATEP Utilities and Infrastructure Phase 1 Projects

Adopt Resolution No. 16-08 certifying the CEQA document, including the initial study and addendum dated April 2016 for the ATEP IVC First Building and associated ATEP Utilities and Infrastructure Projects.

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

6.4 SOCCCD: ATEP IVC First Building project, and ATEP Utilities and Infrastructure Phase 1 project, Approval of Site Plans, Adopt Resolution Nos. 16-09 and 16-10

Adopt Resolution No. 16-09, approve selected plans from the DSA plan submission as the Site Plan submittal for the ATEP IVC First Building project, adopt Resolution No. 16-10, and approve selected plans from the DSA plan submission as the Site Plan submittal for the associated ATEP Utilities and Infrastructure Phase 1 project.

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

6.5 SOCCCD: Saddleback College Exterior Lighting and Controls Retrofit Phase II, Energy Service Contract Public Hearing

Open a public hearing and invite members of the public to present their comments with regard to the Energy Service Contract to replace the exterior lighting fixtures with new energy efficient LED fixtures and wireless controls at Saddleback College.

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.

6.6 SOCCCD: Saddleback College Exterior Lighting and Controls Retrofit Phase II Project, Adopt Resolution No. 16-07, Authorizing Entering into an Energy Service Contract

Adopt Resolution No. 16-07 to authorize entering into an Energy Service Contract for the Saddleback College Exterior Lighting and Controls Retrofit Phase II Project.

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

6.7 SOCCCD: Saddleback College Exterior Lighting and Controls Retrofit Phase II Project, Award of Energy Service Contract, Anderson & Howard Electric, Inc.

Approve the Energy Service Agreement for the Saddleback College Exterior Lighting and Controls Retrofit Phase II project with Anderson & Howard Electric, Inc., in the amount of \$790,000.

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

6.8 SOCCCD: Resolution 16-12 Supporting Assembly Bills 1721 and 1892 (Medina) for Community College Affordability and Cal Grant Reform

Adopt resolution to support Cal Grant Reform bills AB 1721 and 1892 to be forwarded to California Community Colleges Chancellor's Office.

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

6.9 SOCCCD: Saddleback College, Sciences Building Project, Change Order No.4, C.W. Driver

Approve Board Change Order No. 4, for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with the contractor, resulting in an increase of \$126,063 in the total project cost and extend the project duration by 59 calendar days. The revised contract amount is \$55,671,696, and the project completion date is extended through May 31, 2016.

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

- 6.10 **SOCCCD: Board Policy Revision: BP- 2120 Institutional Planning, BP-3450 Traffic and Parking Regulations, BP-5618 Credit by Examination – Specific Course Credit, BP-5610.1 Student Fees**
Accept for review and study.

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

- 6.11 **SOCCCD: Board Policy Revision: BP- 4003 Employment of Relatives, BP-4310 Duties and Responsibilities of the Department/Academic Chair, BP-5320 Academic Renewal, BP-6135 Library User Fees**
Approve board policies.

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

- 6.12 **SOCCCD: Academic Personnel Actions – Regular Items**
New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/ Non-General Fund, Resignation/Retirement/Conclusion of Employment.

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

- 6.13 **SOCCCD: Classified Personnel Actions – Regular Items**
New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Increase Hours on a Classified Position, Reorganization, Temporary Increase in Hours, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

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

- 6.14 **SOCCCD: 2016-2017 Full-time Faculty Hiring Amendments – Irvine Valley College and Saddleback College**
Approve amendments to the IVC and SC full-time faculty hiring lists for 2016-2017.

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

- 6.15 **SOCCCD: Sabbatical Revision**
Approve revision to a sabbatical project previously approved by the Board in

January 2016.

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

7.0 REPORTS

- 7.1 **Irvine Valley College: Professor of the Year**
Irvine Valley College Professor of the Year nominee to be forwarded to the Orange County Department of Education.
- 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 March 31, 2016.
- 7.5 **SOCCCD: Retiree (OPEB) Trust Fund**
Report period ending March 31, 2016.
- 7.6 **SOCCCD: Quarterly Financial Status Report**
Report from period ending March 31, 2016.
- 7.7 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects

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 8:11 p.m. in memory of Saddleback College student, Dorrian Wyatt and former Saddleback College assistant dean of student services and financial aid, Wendy Baker.



Gary L. Poertner, Secretary

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Resolutions

ACTION: Approval

Board Resolutions are presented as a formal recognition by the board honoring extraordinary achievements such as board service, national and/or state championships as well as to those who have provided honorable, extraordinary, lasting contributions to students, the community or education. The honorees will accept their board resolution and will be recognized for their achievement at their respective college campus.

There are eight resolutions being submitted to the board for approval this month.

- **Betty McClelland**, Classified Employee Outstanding Service Award, District Services
- **Steven Gross**, Classified Employee Outstanding Service Award, District Services
- **Dan Johnson**, Classified Employee Outstanding Service Award, District Services
- **Steve Teh**, Professor of the Year, Saddleback College
- **Jeffrey Oderlin**, Associate Professor of the Year, Saddleback College
- **Lisa Messenger**, Emeritus Institute Professor of the Year, Saddleback College
- **Michelle MacDougall Jackson**, Outstanding Classified Employee of the Year, Saddleback College
- **Brad McReynolds**, National Athletic Trainer of the Year for Community Colleges

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A Y 1 6 , 2 0 1 6

BETTY MCCLELLAND

DISTRICT SERVICES

CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2015-2016

Whereas, Betty McClelland, a Senior Accounting Specialist, has been selected for the 2015-2016 District Services Classified Employee Outstanding Service Award, an honor bestowed upon a classified employee each year from Saddleback College, Irvine Valley College and District Services; and

Whereas, Betty McClelland helps each campus grant office, financial aid office and fiscal office conduct compliance review of federal, state and local laws and regulations to ensure transparent accounting for these funds; and

Whereas, Betty McClelland serves as a district representative on audits, helping to guide and interpret requirements; and

Whereas, Betty McClelland has been instrumental in implementing the Workday Grants Module including major contributions to the training manual which incorporated the individual needs of each campus; and

Whereas, Betty McClelland is known for going above and beyond to provide outstanding customer services district-wide; therefore,

Be it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Betty McClelland for her outstanding service and unwavering dedication to our district, bestowing upon her the District Services Classified Employee Outstanding Service Award for 2015-2016.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A Y 1 6 , 2 0 1 6

STEVEN GROSS DISTRICT SERVICES

CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2015-2016

*W*hereas, Steven Gross, a Programmer Analyst in District IT, has been selected for the 2015-2016 District Services Classified Employee Outstanding Service Award, an honor bestowed upon a classified employee each year from Saddleback College, Irvine Valley College and District Services; and

*W*hereas, Steven Gross has been integral to the success of the Workday HR/Finance system implementation which is deployed throughout the district and affects every employee; and

*W*hereas, Steven Gross underwent extensive training before the Workday project began, completing online classes in order to support integration and reporting needs; and

*W*hereas, Steven Gross took part in the Workday training, design, and testing sessions, working extra hours to refine data loads to ensure that information brought into Workday from our legacy systems was accurate; and

*W*hereas, Steven Gross is contributing in a similar way to the Tidemark budget planning project while continuing with the Workday project, providing systems support and training for employees and students district-wide; therefore,

*B*e it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Steven Gross for his outstanding service and unwavering dedication to our district, bestowing upon him the District Services Classified Employee Outstanding Service Award for 2015-2016.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

M A Y 1 6 , 2 0 1 6

DAN JOHNSON
DISTRICT SERVICES

CLASSIFIED EMPLOYEE OUTSTANDING SERVICE AWARD 2015-2016

*W*hereas, Dan Johnson, Senior Programmer Analyst in District IT, has been selected for the 2015-2016 District Services Classified Employee Outstanding Service Award, an honor bestowed upon a classified employee each year from Saddleback College, Irvine Valley College and District Services; and

*W*hereas, Dan Johnson has been integral to the success of the Workday HR/Finance system implementation which is deployed throughout the district and affects every employee; and

*W*hereas, Dan Johnson underwent extensive training before the Workday project began, completing online classes in order to support integration and reporting needs; and

*W*hereas, Dan Johnson took part in the Workday training, design, and testing sessions, working extra hours to refine data loads to ensure that information brought into Workday from our legacy systems was accurate; and

*W*hereas, Dan Johnson is contributing in a similar way to the Tidemark budget planning project while continuing with the Workday project, providing systems support and training for employees and students district-wide; therefore

*B*e it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Dan Johnson for his outstanding service and unwavering dedication to our district, bestowing upon him the District Services Classified Employee Outstanding Service Award for 2015-2016.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MAY 16, 2016

STEVE TEH SADDLEBACK COLLEGE PROFESSOR OF THE YEAR 2015-2016

*W*hereas, Steve Teh, a biology instructor at Saddleback College since 1990, was named Saddleback College's Professor of the Year; and

*W*hereas, Steve Teh's students praise his evident passion for teaching biology, fostering an environment that cements lasting friendships between students who started the semester as strangers; and

*W*hereas, Steve Teh is commended for always mixing fun into learning, influencing many of his students to major in biology; and

*W*hereas, many of Steve Teh's students say he has changed their lives by believing in their achievement and positively guiding them toward a career in the biological sciences, a career they wouldn't have the confidence to pursue without his encouragement; and

*W*hereas, Steve Teh is described as the epitome of what a college professor should be: motivating, caring, and inspiring; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District does hereby commend and congratulate Steve Teh for his outstanding dedication to his students and well-deserved recognition as Saddleback College's Professor of the Year.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MAY 16, 2016

JEFFREY ODERLIN
SADDLEBACK COLLEGE
ASSOCIATE PROFESSOR OF THE YEAR 2015-16

*W*hereas, Jeffrey Oderlin, an English instructor at Saddleback College, was named Saddleback College's Associate Professor of the Year; and

*W*hereas, Jeffrey Oderlin has taught Saddleback College students with distinction since 2011, and is well known for genuinely caring about his students and their success; and

*W*hereas, Jeffrey Oderlin encourages his students to think critically, pushing them to view all aspects when analyzing an issue; and

*W*hereas, Jeffrey Oderlin is a compassionate teacher and develops lessons that engage his students; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District does hereby commend and congratulate Jeffrey Oderlin for his outstanding dedication to his students and well-deserved recognition as Saddleback College's Associate Professor of the Year.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MAY 16, 2016

LISA MESSENGER
SADDLEBACK COLLEGE
EMERITUS PROFESSOR OF THE YEAR 2015-2016

*W*hereas, Lisa Messenger, a health and wellness instructor at Saddleback College, was named Saddleback College's Emeritus Professor of the Year; and

*W*hereas, Lisa Messenger's students describe her as a "rare gem" who teaches with a contagious enthusiasm; and

*W*hereas, Lisa Messenger's teaching style contributes, in her students' words, to their mental and physical health, vitality, and engagement with the life around them; and

*W*hereas, Lisa Messenger extends every effort to promote lifelong learning in her classes, and her adult students say she is one of the best teachers they've had throughout their academic lives; and

*W*hereas, Lisa Messenger commends how she and her students together are able to improve their quality of life through movement; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District does hereby commend and congratulate Lisa Messenger for her outstanding dedication to her students and well-deserved recognition as Saddleback College's Emeritus Professor of the Year.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MAY 16, 2016

MICHELLE MACDOUGALL JACKSON SADDLEBACK COLLEGE OUTSTANDING CLASSIFIED EMPLOYEE OF THE YEAR 2015-16

Whereas, Michelle Macdougall Jackson, Theatre Production and Operations Manager and an employee of Saddleback College employee for 6 years, is commended and appreciated for her professionalism, problem-solving skills, and willingness to help in all areas of the college; and

Whereas, Michelle is responsible for the calendaring of all events that take place in the McKinney Theatre and Studio Theatre, and effectively maintains and manages the high volume of events organized by faculty, the president's office, the chancellor's office, and outside vendors; and

Whereas, Michelle juggles many tasks, addressing problems and working diligently on behalf of the college's students and faculty; she is often placed in circumstances that require creative problem solving, in which she excels; and

Whereas, Michelle, due to her calm demeanor and extensive knowledge, is constantly sought out to help when a situation arises; she excels at conflict resolution, is immensely helpful, and has become a mentor to many students; and

Whereas, Michelle finds time to be involved on campus through her involvement as a member of the Community Emergency Response Team, the parking committee, and a member of various hiring committees; therefore

Be it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend Michelle Macdougall Jackson for outstanding service and unique dedication to Saddleback College and bestows upon her the Saddleback College Classified Employee Outstanding Service Award for 2015-16.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
MAY 16, 2016

BRAD McREYNOLDS

SADDLEBACK COLLEGE

2016 NATIONAL ATHLETIC TRAINERS ASSOCIATION

NATIONAL ATHLETIC TRAINER OF THE YEAR FOR COMMUNITY COLLEGES

*W*hereas, Brad McReynolds has served as a Certified Athletic Trainer in the Saddleback College athletics department since his hiring by the district in 1988; and

*W*hereas, Brad McReynolds has helped over 12,000 Saddleback College student-athletes in the care and prevention of athletic injuries over the past 29 years; and

*W*hereas, Brad McReynolds was selected as the California Community College Athletic Trainers Association (CCCATA) state Athletic Trainer of the Year in 2003; and

*W*hereas, Brad McReynolds was selected as the 2016 National Athletic Trainers Association (NATA) national Athletic Trainer of the Year for community colleges and small colleges; and

*W*hereas, Brad McReynolds will be presented with the national Athletic Trainer of the Year award during the National Athletic Trainers Association conference being held June 22-25, 2016, in Baltimore, Maryland; therefore

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Brad McReynolds for his outstanding service to the Saddleback College student-athletes and for earning the admiration and respect of his peers in being recognized for this top honor.

Tim 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

Johnathan Forde, Student Member

Gary L. Poertner, Chancellor



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 LIFE SCIENCES

Biotechnology Biomanufacturing Technician
Certificate of Proficiency (New)
Fall 16

This certificate provides the skills and knowledge needed for positions such as biomanufacturing operators, media preparation assistants, purification assistants or manufacturing technicians in the field of biomanufacturing. The emphasis is on preparation and collection of samples, proper use of lab equipment in contamination-free environments, and standard operating procedures in the biomanufacturing industry.

Complete the following courses:

BIOT 70	Introduction to Biotechnology	3
BIOT 70 L	Introductory Biotechnologies Laboratory	1
BIOT 273	Biotechnology A: Basic Lab Skills	4
BIOT 274	Biotechnology B: Proteins	4
BIOT 276	Quality and Regulatory Compliance in Bioscience	2
Total Units:		14

Biotechnology: Lab Assistant
Certificate of Proficiency (New)
Fall 16

Biotechnology is the use of microorganisms or biological substances, such as enzymes, to solve problems; develop or make useful products; or perform specific manufacturing processes. The certificate of proficiency in biotechnology will prepare students for entry-level positions in biotechnology/pharmaceutical companies as research assistants or basic laboratory technicians. Emphasis is placed on appropriate use and care of common laboratory equipment, aseptic technique, solution preparation and basic analysis of generated data. Students will also be introduced to industrial standards in recording laboratory procedures, ethical considerations and entry level quality control.

Complete the following courses:

BIOT 70	Introduction to Biotechnology	3
BIOT 70L	Introductory Biotechnology Laboratory	1
BIOT 273	Biotechnology A: Basic Lab Skills	4
CHEM 3	Fundamental Chemistry	4
Total Units:		12

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College: Independent Contractor Agreement, Brilliant Energy Solutions

ACTION: Approval

BACKGROUND

Starting in September 2013, Irvine Valley College was awarded a grant from the California Community Colleges Chancellor's office (CCCCO) for the Energy Efficiency and Utilities Deputy Sector Navigator (EEU DSN) grant. In this capacity, the college has taken a regional lead to identify gaps in workforce knowledge, education, and training to connect community college curricula to industry workforce needs for Energy, Construction, and Utilities.

STATUS

Working under the direction of the Dean for Instruction, Economic and Workforce Development at ATEP, Brilliant Energy Solutions will continue as the EEU DSN for the Orange County region. In this role, the consultant will perform the duties and functions as assigned to the EEU DSN by the State Chancellor's Office. The total value of the sub-contract for FY 2016-2017 is \$145,020 (EXHIBIT A).

Funds are available through grant funding for FY 2016-2017 in the amount of \$250,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve contract (EXHIBIT A) for \$145,020 with Brilliant Energy Solutions for Deputy Sector Navigator Energy Efficiency and Utilities project direction and oversight, effective July 1, 2016 through June 30, 2017.



INDEPENDENT CONTRACTOR AGREEMENT

(short form)

This Agreement is made and entered into this ____ day of May, 2016 between: Requisition No. SN001594

South Orange County Community College District

28000 Marguerite Parkway, Mission Viejo, California 92692-3635

Telephone (949) 582-4664

hereinafter called District, and

Contractor Name Brilliant Energy Solutions

Contractor Phone / Fax (562)481-6220

Contractor Address 2223 Florida St., Apt. 1, Huntington Beach, CA

92648-2917

hereinafter called Contractor.

The parties agree as follows:

1. The Contractor shall, at times and places designated by the District, perform the following services:

The CONTRACTOR shall, at times and places designated by it and acceptable to the DISTRICT perform the following services:

This consultant will report to the Dean, Instruction, Economic and Workforce Development. The consultant will function as the regional Deputy Sector Navigator (DSN) and, whereas the CONTRACTOR, will perform the duties and functions assigned to the Deputy Sector Navigator for Energy, Construction & Utilities in Orange County. The Contractor is especially trained to carry out the functions and duties described herein.

Works closely with the Statewide Sector Navigator in Energy, Construction & Utilities to ensure collaboration and alignment both regionally and statewide. The consultant will work with industry and institutional researchers to identify the employment gaps and tailor programs to meet the skills gap; work with new and seasoned faculty to align programs and develop specialization areas; develop credit, non-credit and not-for-credit program offerings; convene large groups meetings; facilitation activities related to outreach, training, and advisory groups.

The consultant will provide leadership, guidance, coordination as required for the development and deployment of:

- a. Title 24 regulations training
- b. CALCTP (California Advanced Lighting Controls Training) partnership/collaboration
- c. Building Operating Engineers curriculum for dissemination to the colleges in Orange County.
- d. HVAC, Lighting, and Automation/Control sector strategies – gaps have been identified and the CCCs sector strategy is to develop ways to bridge the skills gaps.
- e. Outreach to Community colleges, businesses, and community awareness
Website and other outreach materials for CC's
- f. Materials for outreach to K-12
- g. Enhancements to K-12 curriculum
- h. Professional Development Training – for faculty, incumbent workers, curriculum updates, online curriculum and webinars for incumbent workers
- i. Business and industry experts for regional advisory meetings; facilitate advisory committees
- j. Reports to the Sector Navigator and Chancellor's Office from local advisory groups
- k. Assistance to the Advanced Technology Education Park (ATEP) in becoming a regional training center for Orange County in Energy & Utilities



INDEPENDENT CONTRACTOR AGREEMENT

(short form)

PROGRAM OUTCOMES:

- A. The consultant will work collaboratively in a network comprised of the statewide sector navigator and other Deputy Sector Navigators within the sector. The consultant will work collaboratively with the Chair and/or Co-Chairs of the Regional Consortia to align the needs of sector employers with the program and curriculum offered by colleges within the regional consortium. Additionally, the consultant will work with the Regional Consortium, and individual colleges within the region offering courses and programs within the sector, to develop faculty collaboratives, connect programs and employers, and promote and strengthen curriculum and program alignment.
- B. The consultant will work with employers, industry and labor organizations, and Workforce Investment Boards within the region to determine gaps in the workforce; promote integration of workforce training and employment; strengthen programs within the sector at regional colleges and high schools; provide incumbent worker training; promote opportunities for contract education and faculty professional growth; and thereby, promote and support growth of the sector within the regional economy.
- C. Gaps within the workforce will be identified and prioritized and strategies developed and implemented using SB 1402 and/or SB 1070 funding. Examples of strategies to address workforce gaps include: creating community collaboratives, professional development opportunities, curriculum development, articulation of curriculum in a career pathway, career lattice, or in a system of stackable credentials, career guidance module development, seminars, workshops, and collaboration between faculty, with an outcome of integrating the needs of employers and addressing within the curriculum and programs the job skills and competencies required for employment and advancement.
- D. The consultant will work with representatives of business, labor, and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. A key objective is to enable incumbent workers to become more competitive in their region's labor market, increase competency, and identify career pathways to economic self-sufficiency. Sector strategies may be implemented using articulated career pathways or career lattices and a system of stackable credentials. Curriculum will be offered through a variety of methods including credit, non-credit, or contract education depending on the needs of the employer.
- E. The consultant will collect and report data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative.

-
- 2. The Agreement shall be effective from **July 1, 2016** to **June 30, 2017** and may be modified only by mutual written agreement of the parties. The District shall have the discretion to terminate this Agreement at any time by providing Contractor thirty (30) days prior written notice specifying the date of termination.
 - 3. The DISTRICT shall pay the CONTRACTOR **\$10,835** per month. An additional **\$15,000** shall be set aside to include all travel and accommodates to conferences throughout the US including the compensatory Extended Ops meetings; per diem, mileage, phone, and reimbursements of any kind. The total contract amount will not exceed **\$145,020** (including expenses). Upon completion of the services and upon a signed invoice acceptable to the District and approved by **Corine Doughty**, payment will be made by the District.
 - 4. The District shall not be liable to the Contractor for personal injury or property damage sustained by Contractor in the performance of this Agreement, whether caused by Contractor, the District, its officers, agents or employees, or by any third party. Contractor agrees to and does hereby indemnify, hold harmless and defend the District and its Board of Trustees, officers, employees and agents from every claim or demand made and every



INDEPENDENT CONTRACTOR AGREEMENT

(short form)

liability, loss, damage or expense, of any nature whatsoever arising out of or in any way connected with this Agreement.

Contractor shall be provided suitable office space located at ATEP or any location the Dean, Instruction, Economic and Workforce Development deems appropriate and necessary to support the mission. The DISTRICT shall issue the appropriate and necessary security badge(s), permit(s), keys, and District owned equipment to perform the required work. CONTRACTOR shall be granted after-hours access to facilities and equipment to perform work.

5. While performing the service hereunder, the Contractor is an independent contractor and not an officer, agent or employee of the District, Saddleback College or Irvine Valley College.
6. Neither party shall assign this Agreement nor any part thereof without the written consent of the other party.
7. This Agreement and any exhibits attached hereto constitute the entire Agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement. This Agreement incorporates by this reference any exhibits which are attached hereto and incorporated herein.

9. This Agreement shall be governed by the laws of the State of California.

Contractor

South Orange County Community College District

Signature:	Signature:
Print Name:	Print Name: Dr. Debra L. Fitzsimons
Title:	Title: Vice Chancellor, Business Services 949 582-4664
Date:	Date:
Contact Person: Len Pettis	College Contact Person: Rachel Manders
Contact Person Phone / Email: lpettis99@ivc.edu	College Contact Person Phone / Email: rmanders@ivc.edu

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Irvine Valley College: Memorandum of Understanding, Capistrano Unified School District

ACTION: Accept for Review and Study

BACKGROUND

Irvine Valley College (IVC), Santiago Canyon College, Santa Ana College, and Fullerton College have aligned curriculum and programs for an Orange County Biotechnology regional collaborative. The Orange County Department of Education's California Career Partnership Trust (OCCCPT) has identified biotechnology as a pathway for high schools and colleges to articulate and align programs across the county. Capistrano Unified School District has requested that Irvine Valley College offer two biotechnology courses (BIOT 70 and BIOT 70L) at Dana Hills High School in Fall 2016.

STATUS

AB 288 (Holden) College and Career Pathways allows Capistrano Unified School District (CUSD) and South Orange County Community College District (SOCCCD) to enter into a MOU to deliver IVC courses in biotechnology to students at Dana Hills High School. This partnership will provide the opportunity to align curriculum and biotechnology programs in the region. The MOU addresses all sections of Education Code 76004 and complies with the SOCCCD College Service Area Agreement. All terms and conditions pertaining to this agreement are contained in the attached Exhibit A, Dual Enrollment Biotechnology College and Career Access Pathways Partnership Agreement 2016-18.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the Memorandum of Understanding between SOCCCD (Irvine Valley College) and Capistrano Unified School District as shown in EXHIBIT A.

**DUAL ENROLLMENT
BIOTECHNOLOGY COLLEGE & CAREER ACCESS PATHWAYS
PARTNERSHIP AGREEMENT
2016-2018**

This is a Biotechnology College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as “Agreement” between South Orange Community College District (SOCCCD) and Capistrano Unified School District (CUSD)

For clarity this document includes all sections of Education Code 76004.

AB 288, Holden. Public schools: College and Career Access Pathways partnerships filed with the California Secretary of State October 8, 2015. Section 76004 is added to the Education Code, to read:

76004. Notwithstanding Section 76001 or any other law:

(a) The governing board of a community college district may enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

(b) A participating community college district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

SOCCCD District Board Meetings:

- (a) **Information Board Meeting Date: May 16, 2016**
- (b) **Public Comment/Approval Board Meeting Date: June 27, 2016**

CUSD Board Meetings:

- (a) **Information Board Meeting Date: _____**
- (b) **Public Comment/Approval Board Meeting Date: _____**

(c)(1) The CCAP partnership agreement shall outline the terms of the CCAP partnership and shall include, but not necessarily be limited to, the total number of high school students to be served and the total number of full-time equivalent

students projected to be claimed by the community college district for those students; the scope, nature, time, location, and listing of community college courses to be offered; and criteria to assess the ability of pupils to benefit from those courses. The CCAP partnership agreement shall also establish protocols for information sharing, in compliance with all applicable state and federal privacy laws, joint facilities use, and parental consent for high school pupils to enroll in community college courses.

- (a) **Total number of high school students to be served: 40-80 per semester.**
- (b) **Total number of FTES projected to be claimed under this Agreement: 9-12 per semester (based on 40 students).**
- (c) **Scope, nature, time, location and listing of community college courses to be offered will be appended to this document each semester during the term of this Agreement and shall be known as Appendix A. Appendix A shall accompany the original submission of this document to the Chancellor's Office and shall subsequently be submitted per Chancellor's Office instructions.**

(2) The CCAP partnership agreement shall identify a point of contact for the participating community college district and school district partner.

SOCCCD/Irvine Valley College Point of Contact:

Name: Corine Doughty, Dean, Instruction, Economic and Workforce Development, 949-282-2730, cdoughty@ivc.edu.

CUSD/Dana Hills High School Point of Contact:

Name: _____ Title: _____,
Contact Information: _____.

(3) A copy of the CCAP partnership agreement shall be filed with the office of the Chancellor of the California Community Colleges and with the department before the start of the CCAP partnership. The chancellor may void any CCAP partnership agreement it determines has not complied with the intent of the requirements of this section.

Date of CCAP submission to the Chancellor's Office: June 30, 2016.

By Whom: Corine Doughty, Dean, Instruction, Economic and Workforce Development, Irvine Valley College

(d) A community college district participating in a CCAP partnership shall not provide physical education course opportunities to high school pupils pursuant to this section or any other course opportunities that do not assist in the attainment

of at least one of the goals listed in subdivision (a).

(e) A community college district shall not enter into a CCAP partnership with a school district within the service area of another community college district, except where an agreement exists, or is established, between those community college districts authorizing that CCAP partnership.

(f) A high school pupil enrolled in a course offered through a CCAP partnership shall not be assessed any fee that is prohibited by Section 49011.

SOCCCD/Irvine Valley College agrees to abide by sections (d), (e), and (f) above.

(g) A community college district participating in a CCAP partnership may assign priority for enrollment and course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending a middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001.

(h) The CCAP partnership agreement shall certify that any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in Section 87010, or any controlled substance offense as defined in Section 87011.

Under the terms of this Agreement, any community college instructor teaching at a high school campus must submit to a live scan fingerprint analysis which will be kept on file at the South Orange College Community College District and the Capistrano Unified School District.

(i) The CCAP partnership agreement shall certify that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

SOCCCD/Irvine Valley College and CUSD/Dana Hills High School hereby certify that no existing high school teachers will be displaced or terminated as a result of CCAP partnership courses being taught on the high school campus.

(j) The CCAP partnership agreement shall certify that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus.

SOCCCD/Irvine Valley College and CUSD/Dana Hills High School hereby certify that no Irvine Valley College faculty members have been displaced or terminated as a result of CCAP partnership courses being taught on the high school campus.

(k) The CCAP partnership agreement shall include a certification by the participating community college district of all of the following:

(1) A community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus.

SOCCCD/Irvine Valley College hereby certifies that the courses listed in Appendix A of this Agreement do not reduce access to the same courses offered at Irvine Valley College.

(2) A community college course that is oversubscribed or has a waiting list shall not be offered in the CCAP partnership.

SOCCCD/Irvine Valley College hereby certifies that college departments offering the courses listed in Appendix A of this Agreement do not have oversubscribed sections prior to commencement of the semester.

(3) Participation in a CCAP partnership is consistent with the core mission of the community colleges pursuant to Section 66010.4, and that pupils participating in a CCAP partnership will not lead to enrollment displacement of otherwise eligible adults in the community college.

SOCCCD/Irvine Valley College hereby certifies that pupils participating in this Agreement will not lead to enrollment displacement of otherwise eligible students at Irvine Valley College.

(l) The CCAP partnership agreement shall certify that both the school district and community college district partners comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP partnership course offered for high school credit.

CUSD/Dana hills High School and SOCCCD/Irvine Valley College hereby certify that this Agreement complies with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching courses listed in Appendix A of this document.

Further, SOCCCD/Irvine Valley College hereby certifies that all instructors teaching courses listed in Appendix A of this Agreement have met Minimum Qualifications prescribed according to the document "Minimum

Qualifications for Faculty and Administrators in California Community Colleges” dated January 2012.

(m) The CCAP partnership agreement shall specify both of the following:
(1) Which participating district will be the employer of record for purposes of assignment monitoring and reporting to the county office of education.

Capistrano Unified School District will be the employer of record for all District-paid teachers participating in this Agreement.

SOCCCD will be the employer of record for all community college-paid faculty teaching at the high schools listed in this Agreement.

(2) Which participating district will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

Capistrano Unified School District will assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

SOCCCD/Irvine Valley College will direct the respective college departments to conduct evaluation of all faculty teaching under this Agreement according to the regular college faculty evaluation guidelines and timelines.

(n) The CCAP partnership agreement shall certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student’s junior or senior year to ensure the student is prepared for college-level work upon graduation.

CUSD/Dana Hills High School and SOCCCD/Irvine Valley College hereby certify that none of the courses taught under this agreement are remedial.

(o) (1) A community college district may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP partnership agreement.

(2) For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus pursuant to paragraph (1) of subdivision (p) shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils.

(p) A community college district may allow a special part-time student

participating in a CCAP partnership agreement established pursuant to this article to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied:

- (1) The units constitute no more than four community college courses per term.
- (2) The units are part of an academic program that is part of a CCAP partnership agreement established pursuant to this article.
- (3) The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.
- (q) The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.

SOCCCD/Irvine Valley College hereby agrees to the conditions specified above in (o), (1), (2), and (3).

(r) A district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment.

CUSD/Dana Hills High School and SOCCCD/Irvine Valley College agree that the District shall claim full Average Daily Attendance (ADA) per pupil for at least 240 minutes of non-college instruction.

SOCCCD/Irvine Valley College agrees to restrict college course enrollment to pupils affected by this Agreement to no more than two college sections during the regular high school day.

Pursuant to section (p) above, pupils under this Agreement could take up to 15 units or a maximum of four college courses per term, but the other two community college courses must occur either in zero period, after school, at the community college campus, or online.

(s) The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity.

(t) (1) For each CCAP partnership agreement entered into pursuant to this section, the affected community college district and school district shall report annually to the office of the Chancellor of the California Community Colleges all of the following information:

(A) The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.

(B) The total number of community college courses by course category and type

and by school site enrolled in by CCAP partnership participants.

(C) The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.

(D) The total number of full-time equivalent students generated by CCAP partnership community college district participants.

SOCCCD/Irvine Valley College and CUSD/Dana Hills High School agree to annually report to the office of Chancellor of the California Community College sections A through D above.

(2) On or before January 1, 2021, the chancellor shall prepare a summary report that includes an evaluation of the CCAP partnerships, an assessment of trends in the growth of special admits system wide and by campus, and, based upon the data collected pursuant to this section, recommendations for program improvements, including, but not necessarily limited to, both of the following:

(A) Any recommended changes to the statewide cap on special admit full-time equivalent students to ensure that adults are not being displaced.

(B) Any recommendation concerning the need for additional student assistance or academic resources to ensure the overall success of the CCAP partnerships.

(3) The chancellor shall ensure that the number of full-time equivalent students generated by CCAP partnerships is reported pursuant to the reporting requirements in Section 76002.

(u) The annual report required by subdivision (t) shall also be transmitted to all of the following:

(1) The Legislature, in compliance with Section 9795 of the Government Code.

(2) The Director of Finance.

(3) The Superintendent.

(v) A community college district that violates this article, including, but not necessarily limited to, any restriction imposed by the board of governors pursuant to this article, shall be subject to the same penalty as may be imposed pursuant to subdivision (d) of Section 78032.

(w) The statewide number of full-time equivalent students claimed as special admits shall not exceed 10 percent of the total number of full-time equivalent students claimed statewide.

(x) Nothing in this section is intended to affect a dual enrollment partnership agreement existing on the effective date of this section under which an early college high school, a middle college high school, or California Career Pathways Trust existing on the effective date of this section is operated. An early college high school, middle college high school, or California Career Pathways Trust partnership agreement existing on the effective date of this section shall not operate as a CCAP partnership unless it complies with the provisions of this section.

(y) This section shall remain in effect only until January 1, 2022, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2022, deletes or extends that date.

In compliance of AB 288, assessment of the DHHS students' benefit from the courses taken as part of the Biotechnology CCAP will be based on, in part, high school completion rate, job placement or certificate completion and continuance of college courses beyond CCAP.

For purposes of allowances and apportionments from Section B of the State School Fund, Irvine Valley College reserves the right to cancel this program or convert the Biotechnology Pathway into a fee-based contract education program if the South Orange County Community College District experiences a workload reduction, a significant budget reduction, a regulatory change disallowing apportionment for special admissions (high school) students, or elimination of basic aid funding of the South Orange County Community College District. Irvine Valley College will communicate any necessary change in writing within 5 working days. A change to fee-based instruction would be effective for the following semester.

HOLD HARMLESS CLAUSE

The South Orange County Community College District shall not be liable to the Capistrano Unified School District for personal injury or property damage sustained by Capistrano Unified School District in the performance of this Agreement, whether caused by Capistrano Unified School District, the South Orange County Community College District, its officers, agents or employees, or by any third party.

Capistrano Unified School District agrees to and does hereby indemnify, hold harmless and defend the South Orange County Community College District and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever arising out of or in any way connected with this Agreement.

In witness thereof, the Chancellor of the South Orange Community College District, the President of Irvine Valley College, and the Superintendent of the Capistrano Unified School District are the signatories of this Memorandum of Understanding.

Gary L. Poertner,
Chancellor
South Orange Community College District

Date

Glenn R. Roquemore,
President,
Irvine Valley College

Date

Kristen M. Vital
Superintendent,
Capistrano Unified School

Date

APPENDIX A

Scope, nature, time, location and listing of community college courses to be offered:

SCOPE:

Approximately 100 hours of classroom lecture and laboratory college-level instruction in biotechnology.

NATURE OF THE COURSES:

Career Technical Education and College and Career Access Pathways partnership courses in biotechnology offered by Irvine Valley College. Offerings are open to students of Dana Hills High School exclusively and are in full compliance with AB 288.

TIME AND LOCATION:

Scheduling for BIOT 70 and 70L on the Dana Hills High School Campus in Fall 2016 will be during the regular bell schedule. The section meets 3 times a week. On Mondays it meets for one hour and then on Tuesday and Thursday it meets for 1 hour and 40 minutes.

COURSE DESCRIPTIONS (LISTING):

BIOT 70: Catalog Description:

Biotechnology is the use of microorganisms or biological substances, such as enzymes, to solve problems, develop or make useful products, perform specific industrial or manufacturing processes such as the bio-conversion of organic waste and the use of genetically altered bacteria in the cleanup of oil spills. This course is an introduction to the field of biotechnology including a history of its origin and development, a survey of modern industrial applications and accomplishments, ethical considerations, and career paths. Industry practices and ethics will be emphasized. Field trips may be required.

BIOT 70L: Catalog Description:

This laboratory course addresses basic skills and techniques common to the biotechnology industry. Topics include measurement of activity and quantity of proteins, growth and manipulation of bacteria, genetic engineering and antibody methods. This course is intended for students majoring in applied biotechnology and is the recommended course to accompany BIOT 70.

This course is being offered by Irvine Valley College at the request of the Capistrano Unified School District. Email memorandum from Mark B. Patterson, Executive Director of Secondary Curriculum & Instruction, Capistrano Unified School District, confirming the request is *in lieu* of formal letter from Superintendent Vital [forthcoming].

From: Patterson, Marc B. [mailto:MBPATTERSON@capousd.org]
Sent: Wednesday, April 20, 2016 1:23 PM
To: Craig Justice <cjustice@ivc.edu>; Allemann, Jason J. <JJAllemann@capousd.org>; Sabol, Amy M. <AMSABOL@capousd.org>
Subject: Re: Bio Tech

Hello-

I just wanted to formally acknowledge that CUSD and Dana Hills would love to continue the work to build the biotech pathway with IVC. Dr. Allemann will be in contact.

Thank you for being so patient as we worked through this process.

Marc

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Curriculum New/Revised 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 new/revised curriculum for the College. Exhibit A includes two new programs. Exhibit B includes revisions to courses and new courses for academic year 2016-17. The new and revised 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 Exhibit A and B.

SADDLEBACK COLLEGE
PROGRAMS
ACADEMIC YEAR 2016-2017

New

Associate in Science in Biology for Transfer Degree

The curriculum of the Biology program is designed to provide the transfer student the opportunity to achieve an Associate in Science in Biology for Transfer degree by providing the necessary breadth of study and an introduction to research methods used in a variety of Biology disciplines. Students who complete the Associate in Science in Biology for Transfer degree will receive priority admission to the California State University system, though admission to a specific campus is not guaranteed. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree is recommended for those considering professional careers, which can be achieved through transfer.

Students who complete this program will be able to demonstrate:

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

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

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

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
Required Core (8 units)		
BIO 4A*	Principles of Cellular Biology	4
BIO 4B*	Principles of Organismal Biology	4
List A: (23-25 units)		
CHEM 1A*	General Chemistry	5
_Or		
CHEM 2*	General Chemistry Principles	5
CHEM 1B*	General Chemistry	5
MATH 3A*	Analytic Geometry and Calculus	5
_Or		
MATH 3AH*	Honors Analytic Geometry and Calculus	5
Select One (1) of the following pairs of courses		
PHYS 1A*	Physics with Calculus for Chemistry	4
	And Life Science I	
PHYS 1B*	Physics with Calculus for Chemistry	
	And Life Science II	4
_Or		
PHYS 2A*	Introduction to Physics I	5
PHYS 2B*	Introduction to Physics II	5
_Or		
PHYS 4A*	General Physics I	5
PHYS 4B*	General Physics II	5

GEOG 1	Physical Geography	3
Or		
GEOG 1H	Honors Physical Geography	3
MATH 10	Introduction to Statistics	3
BIO 22	Human Genetics	3
HLTH 1	Contemporary Health Issues	3
HORT 113	Soils and Fertilizers	3
PSYC 1	Introduction to Psychology	3
Or		
PSYC 1H	Honors Introduction to Psychology	3

* Course has a prerequisite, co-requisite, limitation, or recommended preparation, see course description.
 †IGETC for STEM is only an option for students earning AS-T degrees in Biology for Transfer and/or Chemistry for Transfer. IGETC for STEM certification requires the following courses before transfer:

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

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

SADDLEBACK COLLEGE
PROGRAMS
ACADEMIC YEAR 2016-2017

New

Biomedical Illustration Certificate

Biomedical illustration is a unique discipline combining design, science, art, communication, and media technology. Biomedical illustrators work in a variety of media and industries to create visuals that transform complex information and data into images that explain, inform, and record scientific research and discoveries. In this program, students will combine illustration, drawing, biology, and anatomy studies to gain skills and apply them in the Biomedical illustration field. The program combines classroom and laboratory instruction to provide students with a well-rounded preparation in the Biomedical and life science illustration fields. The goal of the program is to train and prepare students for a career in the field as illustrators in various medical, science, and technical presentation areas. Among the applications of target skills are textbooks and journals, web, television, patient education, museums, veterinary, dental, trade shows, pharmaceutical advertising, and medical illustration used by attorneys and law enforcement to clarify complex medical information for judges and juries. Students completing this certificate will have foundational skills to prepare them for entry-level employment in this field.

Students who complete this program will be able to:

- Evaluate, understand, and translate scientific data into visual communication.
- Evaluate illustration methods and media to determine the most appropriate approach for the subject.
- Demonstrate a basic knowledge of anatomy and physiology.
- Apply traditional and digital illustration and drawing skills.
- Design, produce, and market scientific and medical illustrations to a broad audience.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
GD 149	Digital Illustration	3
ART 80	Drawing I	3
BIO 20	Introduction to Biology	4
GD 200	Photoshop Skills for Graphic Designers	3
GD 150	Digital Animation	3
ART 85	Drawing from the Live Model I	3
BIO 113	Human Anatomy and Physiology	4
GD 199	Digital Illustration II	3
GD 249*	Biomedical Illustration	3
Total		29

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

SADDLEBACK COLLEGE
PROPOSED CURRICULUM NEW/REVISED
ACADEMIC YEAR 2016-2017

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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
				pcs =program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
ATAS	ARCH 212	198135.00	PLUMBING CODES	ti fr PLUMBING CODES: DRAINS, WASTE, VENTS, WATER, AND GAS to <u>PLUMBING CODES - DRAINS, WASTE, VENTS, WATER, AND GAS</u> , SLOs
ATAS	ARCH 213	198260.00	MECHANICAL CODES	ti fr MECHANICAL CODE: HEATING, AC, REFRIGERATION, AND DUCTWORK to <u>MECHANICAL CODE - HEATING, AC, REFRIGERATION, AND DUCTWORK</u> , SLOs
ATAS	ARCH 221	992627.00	ADV REVIT/BIM II	ti fr ADVANCED REVIT/BUILDING INFORMATION MANAGEMENT II to <u>ADVANCED REVIT AND BUILDING INFORMATION MANAGEMENT II</u> , SLOs

SADDLEBACK COLLEGE
PROPOSED CURRICULUM NEW/REVISED
ACADEMIC YEAR 2016-2017

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ATAS	ARCH 270	482003.00	FLD STDY EU ARCH HIST	ti fr FIELD STUDY: EUROPEAN-ARCHITECTURAL HISTORY to <u>FIELD STUDY - EUROPEAN ARCHITECTURAL HISTORY</u>
ATAS	ARCH 271	482004.00	FLD STDY EU ARCH DRAW	ti fr FIELD STUDY: EUROPEAN SKETCH, DRAW, PHOTO to <u>FIELD STUDY - EUROPEAN SKETCH, DRAW, PHOTO</u>
ATAS	ARCH 272	482005.00	FLD STDY EU DESGN STU	ti fr FIELD STUDY: EUROPEAN DESIGN-STUDIO to <u>FIELD STUDY - EUROPEAN DESIGN STUDIO</u>
ATAS	CWE 180	992507.00	CWE: ARCH INTERNSHIP	ti fr COOPERATIVE WORK EXPERIENCE-ARCHITECTURAL INTERNSHIP to <u>COOPERATIVE WORK EXPERIENCE - ARCHITECTURAL INTERNSHIP</u>
ATAS	FASH 206	992371.00	KNITWEAR CONSTRUCTION	ti fr DESIGNING/CONSTRUCTING-KNITWEAR, ACTIVEWEAR, SWIMWEAR to <u>DESIGNING & CONSTRUCTING KNITWEAR, ACTIVEWEAR, SWIMWEAR, SLOs</u>
ATAS	FASH 225	992595.00	APPAREL CART	ti fr APPAREL CART: FASHION RETAILING-ONLINE WITH EASY CART SHOP to <u>APPAREL CART - FASHION RETAILING ONLINE WITH EASY CART SHOP, SLOs</u>
ATAS	FN 150	430030.00	INTRO TO HOSPITALITY	ti fr INTRODUCTION TO HOSPITALITY-INDUSTRY/MGMT AND SUPERVISION to <u>INTRODUCTION TO HOSPITALITY INDUSTRY - MGMT AND SUPERVISION</u>
ATAS	HORT 106	430837.00	CAD FUNDAMENTALS	ti fr LANDSCAPE CAD: AUTOCAD-FUNDAMENTALS to <u>LANDSCAPE CAD - AUTOCAD FUNDAMENTALS, SLOs</u>
ATAS	HORT 115	429488.00	HISTORY OF LAND. DSGN	ti fr HISTORY OF LANDSCAPE DESIGN-ANCIENT THROUGH 19TH CENTURY to <u>HISTORY OF LANDSCAPE DESIGN - ANCIENT THROUGH 19TH CENTURY, SLOs</u>
ATAS	ID 115	429809.00	CAD FOR INT DES	ti fr COMPUTER-AIDED DESIGN/DRAFTING-FOR INTERIOR DESIGN to <u>CAD FOR INTERIOR DESIGN, SLOs</u>
ATAS	ID 134	429815.00	ADV CAD FOR INT DES	ti fr ADVANCED COMPUTER-AIDED-DESIGN/DRAFTING FOR INTERIOR DESIGN to <u>ADVANCED CAD FOR INTERIOR DESIGN, SLOs</u>

SADDLEBACK COLLEGE
PROPOSED CURRICULUM NEW/REVISED
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BS	BUS 111	650747.00	BUSINESS SUSTAINABILITY STRATEGIES: PEOPLE, PLANET, PROFIT	ti fr BUSINESS SUSTAINABILITY STRATEGIES: PEOPLE, PLANET, PROFIT to <u>BUSINESS SUSTAINABILITY STRATEGIES, PEOPLE - PLANET - PROFIT</u> , pcs fr Not-Program Applicable to <u>Program Applicable</u>
BS	BUS 116	431677.00	PERSONAL LAW/STREET LAW	ti fr PERSONAL LAW/STREET LAW to <u>PERSONAL LAW, STREET LAW</u> , pcs fr Not-Program Applicable to <u>Program Applicable</u>
BS	CIM 121A	192290.05	KEYBOARDING FOR COMPUTERS: BEGINNING	ti fr KEYBOARDING FOR COMPUTERS: BEGINNING to <u>KEYBOARDING FOR COMPUTERS - BEGINNING</u>
BS	CIM 121B	192290.40	KEYBOARDING FOR COMPUTERS: INTERMEDIATE	ti fr KEYBOARDING FOR COMPUTERS: INTERMEDIATE to <u>KEYBOARDING FOR COMPUTERS - INTERMEDIATE</u>
BS	CIM 121C	192290.45	KEYBOARDING FOR COMPUTERS: ADVANCED	ti fr KEYBOARDING FOR COMPUTERS: ADVANCED to <u>KEYBOARDING FOR COMPUTERS - ADVANCED</u>
BS	CIM 274A	431658.00	WEB DIGITAL IMAGERY: PHOTOSHOP--BEGINNING	ti fr WEB DIGITAL IMAGERY: PHOTOSHOP--BEGINNING to <u>WEB DIGITAL IMAGERY - PHOTOSHOP--BEGINNING</u>
BS	CIM 274B	431658.20	WEB DIGITAL IMAGERY: PHOTOSHOP--ADVANCED	ti fr WEB DIGITAL IMAGERY: PHOTOSHOP--ADVANCED to <u>WEB DIGITAL IMAGERY: PHOTOSHOP--ADVANCED</u>
BS	CIMA 102	431695.00	WORD PROCESSING: WORD	ti fr WORD PROCESSING: WORD to <u>WORD PROCESSING - WORD</u>
BS	CIMA 102A	192360.05	WORD PROCESSING: WORD--BEGINNING	ti fr WORD PROCESSING: WORD--BEGINNING to <u>WORD PROCESSING - WORD--BEGINNING</u>
BS	CIMA 102B	192360.35	WORD PROCESSING: WORD--ADVANCED	ti fr WORD PROCESSING: WORD--ADVANCED to <u>WORD PROCESSING - WORD--ADVANCED</u>
BS	CIMA 104	431697.00	SPREADSHEETS: EXCEL	ti fr SPREADSHEETS: EXCEL to <u>SPREADSHEETS - EXCEL</u>
BS	CIMA 104A	612000.20	SPREADSHEETS: EXCEL--BEGINNING	ti fr SPREADSHEETS: EXCEL--BEGINNING to <u>SPREADSHEETS - EXCEL--BEGINNING</u>
BS	CIMA 104B	612000.35	SPREADSHEETS: EXCEL--INTERMEDIATE	ti fr SPREADSHEETS: EXCEL--INTERMEDIATE to <u>SPREADSHEETS - EXCEL--INTERMEDIATE</u>
BS	CIMA 106	431698.00	DATABASE: ACCESS	ti fr DATABASE: ACCESS to <u>DATABASE - ACCESS</u>

SADDLEBACK COLLEGE
PROPOSED CURRICULUM NEW/REVISED
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BS	CIMA 108	192402.10	BUSINESS PRESENTATIONS: POWERPOINT	ti fr BUSINESS PRESENTATIONS: POWERPOINT to <u>BUSINESS PRESENTATIONS - POWERPOINT</u>
BS	CIMA 202	405001.00	ADVANCED WORD PROCESSING: WORD	ti fr ADVANCED WORD PROCESSING: WORD to <u>ADVANCED WORD PROCESSING - WORD</u>
BS	CIMA 204	992714.00	ADVANCED SPREADSHEETS: EXCEL	ti fr ADVANCED SPREADSHEETS: EXCEL to <u>ADVANCED SPREADSHEETS - EXCEL</u>
BS	CIMA 206	405002.00	ADVANCED DATABASE: ACCESS	ti fr ADVANCED DATABASE: ACCESS to <u>ADVANCED DATABASE - ACCESS</u>
BS	CIMA 223A	430472.00	COMPUTERIZED ACCOUNTING: QUICKBOOKS-- BEGINNING	ti fr COMPUTERIZED ACCOUNTING: QUICKBOOKS--BEGINNING to <u>COMPUTERIZED ACCOUNTING - QUICKBOOKS--BEGINNING</u>
BS	CIMA 223B	430472.05	COMPUTERIZED ACCOUNTING: QUICKBOOKS-- ADVANCED	ti fr COMPUTERIZED ACCOUNTING: QUICKBOOKS--ADVANCED to <u>COMPUTERIZED ACCOUNTING - QUICKBOOKS--ADVANCED</u>
BS	CIMN 100	431692.00	COMPUTER OPERATING SYSTEMS: WINDOWS	ti fr COMPUTER OPERATING SYSTEMS: WINDOWS to <u>COMPUTER OPERATING SYSTEMS - WINDOWS</u>
BS	CIMN 100A	429849.00	COMPUTER OPERATING SYSTEMS: WINDOWS-- BEGINNING	ti fr COMPUTER OPERATING SYSTEMS: WINDOWS--BEGINNING to <u>COMPUTER OPERATING SYSTEMS - WINDOWS-- BEGINNING</u>
BS	CIMN 100B	429849.05	COMPUTER OPERATING SYSTEMS: WINDOWS-- INTERMEDIATE	ti fr COMPUTER OPERATING SYSTEMS: WINDOWS--INTERMEDIATE to <u>COMPUTER OPERATING SYSTEMS - WINDOWS-- INTERMEDIATE</u>
BS	CIMN 130	431691.00	COMPUTER OPERATING SYSTEMS: UNIX/LINUX	ti fr COMPUTER OPERATING SYSTEMS: UNIX/LINUX to <u>COMPUTER OPERATING SYSTEMS - UNIX AND LINUX</u>
BS	CIMP 5	192280.05	BUSINESS PROGRAMMING I: VISUAL BASIC	ti fr BUSINESS PROGRAMMING I: VISUAL BASIC to <u>BUSINESS PROGRAMMING I - VISUAL BASIC</u>
BS	CIMP 7A	430488.00	BUSINESS PROGRAMMING: JAVA--BEGINNING	ti fr BUSINESS PROGRAMMING: JAVA-- BEGINNING to <u>BUSINESS PROGRAMMING - JAVA--BEGINNING</u>
BS	CIMP 7B	430488.05	BUSINESS PROGRAMMING: JAVA--ADVANCED	ti fr BUSINESS PROGRAMMING: JAVA-- ADVANCED to <u>BUSINESS PROGRAMMING - JAVA--ADVANCED</u>

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BS	CIMW 100A	433032.00	WEB SITE DEVELOPMENT: HTML-BEGINNING	ti fr WEB SITE DEVELOPMENT: HTML-BEGINNING to <u>WEB SITE DEVELOPMENT - HTML-BEGINNING</u>
BS	CIMW 100B	433032.20	WEB SITE DEVELOPMENT: HTML--ADVANCED	ti fr WEB SITE DEVELOPMENT: HTML--ADVANCED to <u>WEB SITE DEVELOPMENT - HTML--ADVANCED</u>
BS	CIMW 105	429892.00	WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL	ti fr WEB DEVELOPMENT AND DB: INTRO SQL AND MYSQL to <u>WEB DEVELOPMENT AND DB - INTRO SQL AND MYSQL</u>
BS	CIMW 145	432603.00	WEB DEVELOPMENT: PHP & CMS/WORDPRESS AND E-COMMERCE	ti fr WEB DEVELOPMENT: PHP & CMS/WORDPRESS AND E-COMMERCE to <u>WEB DEVELOPMENT - PHP, CMS AND WORDPRESS AND E-COMMERCE</u>
BS	CIMW 160	432013.05	WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS, JQUERY AND AJAX	ti fr WEB DEVELOPMENT: JAVASCRIPT, FRAMEWORKS, JQUERY AND AJAX to <u>WEB DEVELOPMENT - JAVASCRIPT, FRAMEWORKS, JQUERY AND AJAX</u>
BS	CIMW 220	992615.00	WEB AND MOBILE 3D/2D ANIMATION: ADOBE FLASH	ti fr WEB AND MOBILE 3D & 2D ANIMATION - ADOBE FLASH to <u>WEB AND MOBILE 3D & 2D ANIMATION - ADOBE FLASH</u>
BS	CIMW 280	432597.00	WEB DESIGN: CAPSTONE PORTFOLIO PROJECT	ti fr WEB DESIGN: CAPSTONE PORTFOLIO PROJECT to <u>WEB DESIGN - CAPSTONE PORTFOLIO PROJECT</u>
BS	CWE 180	992569.00	CO-OP-ED: ACCOUNTING PROGRAM INTERNSHIP	ti fr CO-OP-ED: ACCOUNTING PROGRAM INTERNSHIP to <u>CO-OP-ED - ACCOUNTING PROGRAM INTERNSHIP</u>
BS	CWE 180	992580.00	COOPERATIVE WORK EXPERIENCE: ACCOUNTING	ti fr COOPERATIVE WORK EXPERIENCE: ACCOUNTING to <u>COOPERATIVE WORK EXPERIENCE - ACCOUNTING</u>
BS	CWE 180	992581.00	COOPERATIVE WORK EXPERIENCE: ACCOUNTING	ti fr COOPERATIVE WORK EXPERIENCE: ACCOUNTING to <u>COOPERATIVE WORK EXPERIENCE - ACCOUNTING</u>
BS	RE 176C	992431.00	REAL ESTATE APPRAISAL III: MARKET ANALYSIS AND STUDIES	ti fr REAL ESTATE APPRAISAL III: MARKET ANALYSIS AND STUDIES to <u>REAL ESTATE APPRAISAL III MARKET ANALYSIS AND STUDIES</u>
CE	AESL 701T	410041.00	BASIC LITERACY: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr BASIC LITERACY: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>BASIC LITERACY-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>

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CE	AESL 702T	410042.00	BEGINNING LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr BEGINNING LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>BEGINNING LOW-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
CE	AESL 703T	410043.00	BEGINNING HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr BEGINNING HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>BEGINNING HIGH-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
CE	AESL 704T	410044.00	INTERMED. LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr INTERMED. LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>INTERMED. LOW-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
CE	AESL 705T	410045.00	INTERMED. HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr INTERMED. HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>INTERMED. HIGH-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
CE	AESL 706T	410046.00	ADVANCED LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr ADVANCED LOW: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>ADVANCED LOW-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
CE	AESL 707T	410047.00	ADVANCED HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE	ti fr ADVANCED HIGH: ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE to <u>ADVANCED HIGH-ADULT EDUCATION ENGLISH AS A SECOND LANGUAGE</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
CE	AESL 708T	410048.00	CITIZENSHIP PREPARATION: ADULT EDUCATION ESL	ti fr CITIZENSHIP PREPARATION: ADULT EDUCATION ESL to <u>CITIZENSHIP PREPARATION - ADULT EDUCATION ESL</u> , pcs fr Not Program Applicable to <u>Program Applicable</u>
FAMT	ART 143	405007.00	ART SURVIVAL	ti fr ART SURVIVAL: FROM STUDENT TO ARTIST to <u>ART SURVIVAL - FROM STUDENT TO ARTIST</u> , SLOs

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FAMT	ARTH 100	78010.05	GALLERY DISPLAY EXHIB	ti fr ART GALLERY/DISPLAY AND EXHIBITION to <u>ART GALLERY DISPLAY AND EXHIBITION</u>
FAMT	ARTH 120	96290.00	TOUR-ART HIST/APPREC.	ti fr TOUR-ART HISTORY/APPRECIATION to <u>TOUR - ART HISTORY AND APPRECIATION</u>
FAMT	ARTH 25	96140.00	ART: ANCIENT-GOTHIC	ti fr SURVEY OF ART HISTORY: ANCIENT WORLDS TO GOTHIC to <u>SURVEY OF ART HISTORY - ANCIENT WORLDS TO GOTHIC</u> , SLOs
FAMT	ARTH 26	96190.00	ART HIST: REN-CONT	ti fr SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY to <u>SURVEY OF WESTERN ART HISTORY - RENAISSANCE TO CONTEMPORARY</u> , SLOs
FAMT	CTVR 280	429268.00	CTVR EMPLOYMENT SKILL	ti fr CINEMA/TELEVISION/RADIO-EMPLOYMENT SKILLS to <u>CINEMA-TELEVISION-RADIO EMPLOYMENT SKILLS</u> , SLOs
FAMT	MUS 613	542140.00	BAROQUE CHAMBER MUSIC	nc, <u>lim of Students must be able to sight read and play at a college level</u> , 2 units/1 hr lec/3 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 614	542141.00	CONTEMPORARY (20TH & 21ST CENTURY) CHAMBER MUSIC	nc, <u>lim of Students must be able to sight read and play at a college level</u> , 2 units/1 hr lec/3 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 615	542142.00	BEGINNING STRINGS	nc, 2 units/2 hrs lec/1 hr lab/0 hr lng cntr, non-repeatable
FAMT	MUS 616	542143.00	ROMANTIC CHAMBER MUSIC	nc, <u>lim of Students must be able to sight read and play at a college level</u> , 2 units/1 hr lec/3 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 621	542146.00	CLASSICAL CHAMBER MUSIC	nc, <u>lim of Students must be able to sight read and play at a college level</u> , 2 units/1 hr lec/3 hrs lab/0 hr lng cntr, non-repeatable

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FAMT	MUS 654	584130.00	BASIC ENSEMBLE I	nc, <u>lim of Ability to read and play music at a high school level</u> , 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 655	584135.00	ENSEMBLE TECHNIQUES FOR PROFESSIONAL MUSICIANS IV	nc, 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 656	584131.00	BASIC ENSEMBLE II	nc, <u>lim of Ability to read and play music at a high school level</u> , 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 657	584132.00	ENSEMBLE TECHNIQUES FOR PROFESSIONAL MUSICIANS I	nc, 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 658	584133.00	ENSEMBLE TECHNIQUES FOR PROFESSIONAL MUSICIANS II	nc, 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 659	584134.00	ENSEMBLE TECHNIQUES FOR PROFESSIONAL MUSICIANS III	nc, 1.5 units/1 hr lec/2 hrs lab/0 hr lng cntr, non-repeatable
FAMT	MUS 78	992772.00	KEYB LIT BAROQUE CLSC	ti fr KEYBOARD- LITERATURE/INTERPRETATION – BAROQUE AND CLASSICAL to <u>KEYBOARD LITERATURE & INTERPRETATION – BAROQUE AND CLASSICAL</u>
HS	CWE 180	992512.00	CWE: NEW GRAD RN TRANSITION INTERNSHIP	ti fr CWE: NEW GRAD RN TRANSITION- INTERNSHIP to <u>CWE, NEW GRAD RN TRANSITION INTERNSHIP</u>
HS	CWE 180	992517.00	COOPERATIVE WORK EXPERIENCE: MENTAL HEALTH	ti fr COOPERATIVE WORK EXPERIENCE:- MENTAL HEALTH to <u>COOPERATIVE WORK EXPERIENCE - MENTAL HEALTH</u>
HS	HIT 215	650740.00	CPT/AMBULATORY CARE CODING	ti fr CPT/AMBULATORY CARE CODING to <u>CPT AND AMBULATORY CARE CODING</u>
HS	HIT 220	650736.00	ICD/PROCEDURE CODING	ti fr ICD/PROCEDURE CODING to <u>ICD PROCEDURE CODING</u>
HS	HIT 221	992446.00	ICD/DIANOSTIC CODING	ti fr ICD/DIAGNOSTIC CODING to <u>ICD DIAGNOSTIC CODING</u>
HS	HS 112	422115.00	CONFLICT RESOLUTION/MEDIATION	ti fr CONFLICT RESOLUTION/MEDIATION to <u>CONFLICT RESOLUTION AND MEDIATION</u>
HS	HS 171	422120.00	SUBSTANCE ABUSE: INTERVENTION, TREATMENT AND RECOVERY	ti fr SUBSTANCE ABUSE: INTERVENTION, TREATMENT AND RECOVERY to <u>SUBSTANCE ABUSE - INTERVENTION, TREATMENT AND RECOVERY</u>

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HS	HS 285	955485.00	ETHICAL ISSUES/CLIENTS' RIGHTS	ti fr ETHICAL ISSUES/CLIENTS' RIGHTS to ETHICAL ISSUES AND CLIENT'S RIGHTS
HS	MA 226A	992484.00	FUNDAMENTALS OF CPT/AMBULATORY CODING FOR MEDICAL ASSISTANTS	ti fr FUNDAMENTALS OF CPT/AMBULATORY CODING FOR MEDICAL ASSISTANTS to FUNDAMENTALS OF CPT AMBULATORY CODING FOR MEDICAL ASSISTANTS
HS	MA 260	386600.20	COMPUTER APPLICATIONS/EHR IN HEALTH CARE	ti fr COMPUTER APPLICATIONS/EHR IN HEALTH CARE to COMPUTER APPLICATIONS EHR IN HEALTH CARE
HS	MLT 243	450151.00	CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY	ti fr CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY to CLINICAL IMMUNOLOGY - IMMUNOHEMATOLOGY
HS	MLT 253	450160.00	CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY PRACTICUM	ti fr CLINICAL IMMUNOLOGY/IMMUNOHEMATOLOGY PRACTICUM to CLINICAL IMMUNOLOGY - IMMUNOHEMATOLOGY PRACTICUM
HS	N 161	386225.00	LIFECYCLE 2: GROWTH AND DEVELOPMENT	ti fr LIFECYCLE 2: GROWTH AND DEVELOPMENT to LIFECYCLE 2, GROWTH AND DEVELOPMENT
HS	N 165	368010.10	LIFECYCLE 1: FUNDAMENTALS OF AGING	ti fr LIFECYCLE 1: FUNDAMENTALS OF AGING to LIFECYCLE 1, FUNDAMENTALS OF AGING
HS	N 212	405012.00	LABORATORY VALUES: INTERPRETATION AND APPLICATION	ti fr LABORATORY VALUES: INTERPRETATION AND APPLICATION to LABORATORY VALUES, INTERPRETATION AND APPLICATION
KNES	DANC 77	430331.00	DNC ACTVTS: LTN ARBCS	ti fr DANCE ACTIVITIES: LATIN AEROBICS to DANCE ACTIVITIES - LATIN AEROBICS, SLOs
KNES	KNES 15	675385.00	INT. CYCLING/SPINNING	ti fr INTERMEDIATE CYCLING/SPINNING to INTERMEDIATE CYCLING AND SPINNING, SLOs
KNES	KNES 19	674410.05	BEGINNING CYCLE/SPIN	ti fr BEGINNING CYCLING/SPINNING to BEGINNING CYCLING AND SPINNING, SLOs
KNES	KNES 19	674410.10	BEG.CYCLING/SPINNING	ti fr BEGINNING CYCLING/SPINNING to BEGINNING CYCLING AND SPINNING, SLOs
KNES	KNES 34	432270.05	BEG SURF II: SHORTBRD	ti fr BEGINNING SURFING II: SHORTBOARDING to BEGINNING SURFING II - SHORTBOARDING, SLOs

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KNES	KNES 622	675387.00	MYTHOLOGY OF YOGA	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non-repeatable
KNES	KNES 623	675388.00	TRAINING AND THEORY FOR RESTORATIVE YOGA	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non-repeatable
KNES	KNES 624	675389.00	YOGA TRAINING STRESS MANAGEMENT AND MEDITATION	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non-repeatable
KNES	KNES 627	674511.00	BEGINNING PICKLEBALL	nc, 1 unit/0.5 hr lec/1.5 hrs lab/0 hr lng cntr, non-repeatable
KNES	KNES 660	428245.00	STREET MARTIAL ARTS	nc, 1 unit/0.5 hr lec/1.5 hrs lab/0 hr lng cntr, non-repeatable
LA	ENG 15A	314010.00	SURVEY OF AMERICAN LITERATURE: 1620-1860	ti fr SURVEY OF AMERICAN LITERATURE: 1620-1860 to <u>SURVEY OF AMERICAN LITERATURE - 1620-1860</u>
LA	ENG 15B	314020.00	SURVEY OF AMERICAN LITERATURE: 1860-CONTEMPORARY	ti fr SURVEY OF AMERICAN LITERATURE: 1860-CONTEMPORARY to <u>SURVEY OF AMERICAN LITERATURE- 1860 - CONTEMPORARY</u>
LA	ENG 17A	314050.00	SURVEY OF ENGLISH LITERATURE: BEOWULF TO ROMANTIC MOVEMENT	ti fr SURVEY OF ENGLISH LITERATURE: BEOWULF TO ROMANTIC MOVEMENT to <u>SURVEY OF ENGLISH LITERATURE - BEOWULF TO ROMANTIC MOVEMENT</u>
LA	ENG 17B	314060.00	SURVEY OF ENGLISH LIT: ROMANTIC MOVEMENT TO THE PRESENT	ti fr SURVEY OF ENGLISH LIT: ROMANTIC MOVEMENT TO THE PRESENT to <u>SURVEY OF ENGLISH LIT - ROMANTIC MOVEMENT TO THE PRESENT</u>
LA	ENG 18	314090.00	SHAKESPEARE: THE TRAGEDIES	ti fr SHAKESPEARE: THE TRAGEDIES to <u>SHAKESPEARE - THE TRAGEDIES</u>
LA	ENG 19	314100.00	SHAKESPEARE: THE COMEDIES	ti fr SHAKESPEARE: THE COMEDIES to <u>SHAKESPEARE - THE COMEDIES</u>
LA	ENG 190	296040.00	ACADEMIC READING: SUCCESS AND STRATEGIES FOR COLLEGE	ti fr ACADEMIC READING: SUCCESS AND STRATEGIES FOR COLLEGE to <u>ACADEMIC READING - SUCCESS AND STRATEGIES FOR COLLEGE</u>
LA	ENG 21A	314130.00	WORLD LITERATURE: ANCIENT TO 17TH CENTURY	ti fr WORLD LITERATURE: ANCIENT TO 17TH CENTURY to <u>WORLD LITERATURE - ANCIENT TO 17TH CENTURY</u>

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LA	ENG 21B	314140.00	WORLD LITERATURE: 17TH CENTURY TO MODERN PERIOD	ti fr WORLD LITERATURE: 17TH CENTURY TO MODERN PERIOD to <u>WORLD LITERATURE - 17TH CENTURY TO MODERN PERIOD</u>
LA	ENG 221	992288.00	ACADEMIC READING: HUMAN ANATOMY	ti fr ACADEMIC READING: HUMAN ANATOMY to <u>ACADEMIC READING - HUMAN ANATOMY</u>
LA	ENG 222	992287.00	ACADEMIC READING: PHYSIOLOGY	ti fr ACADEMIC READING: PHYSIOLOGY to <u>ACADEMIC READING - PHYSIOLOGY</u>
LA	ENG 24	428961.00	ETHNIC VOICES IN LITERATURE: THE AMERICAN EXPERIENCE	ti fr ETHNIC VOICES IN LITERATURE: THE AMERICAN EXPERIENCE to <u>ETHNIC VOICES IN LITERATURE - THE AMERICAN EXPERIENCE</u>
LA	ENG 267	428800.00	NOVEL WORKSHOP: REVISING MANUSCRIPTS FOR PUBLICATION	ti fr NOVEL WORKSHOP: REVISING MANUSCRIPTS FOR PUBLICATION to <u>NOVEL WORKSHOP - REVISING MANUSCRIPTS FOR PUBLICATION</u>
LA	HUM 21	428070.05	THE SEARCH FOR MEANING: IDEAS OF SELF ACROSS CULTURES	ti fr THE SEARCH FOR MEANING: IDEAS OF SELF ACROSS CULTURES to <u>THE SEARCH FOR MEANING - IDEAS OF SELF ACROSS CULTURES</u>
LA	HUM 25	428100.05	PLANET EARTH: CONTEMPORARY ISSUES AND CONTROVERSIES	ti fr PLANET EARTH: CONTEMPORARY ISSUES AND CONTROVERSIES to <u>PLANET EARTH - CONTEMPORARY ISSUES AND CONTROVERSIES</u>
LA	HUM 30AH	429758.00	HONORS CULTURE, SCIENCE, SOCIETY D: WAR I	ti fr HONORS CULTURE, SCIENCE, SOCIETY D: WAR I to <u>HONORS CULTURE, SCIENCE, SOCIETY D - WAR I</u>
LA	HUM 30BH	429755.00	HONORS CULTURE, SCIENCE, SOCIETY B: POWER, RESISTANCE, EMPIRE	ti fr HONORS CULTURE, SCIENCE, SOCIETY B: POWER, RESISTANCE, EMPIRE to <u>HONORS CULTURE, SCIENCE, SOCIETY B- POWER, RESISTANCE, EMPIRE</u>
LA	HUM 30CH	429757.00	HONORS CULTURE, SCIENCE, SOCIETY C: NATURE & POLITICS I	ti fr HONORS CULTURE, SCIENCE, SOCIETY C: NATURE & POLITICS I to <u>HONORS CULTURE, SCIENCE, SOCIETY C - NATURE & POLITICS I</u>
LA	HUM 31AH	429761.00	HONORS CULTURE, SCIENCE, SOCIETY D: WAR II	ti fr HONORS CULTURE, SCIENCE, SOCIETY D: WAR II to <u>HONORS CULTURE, SCIENCE, SOCIETY D - WAR II</u>

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LA	HUM 31BH	429756.00	HONORS CULTURE, SCIENCE, SOCIETY B: TRANSFORMATION OF EMPIRE	ti fr HONORS CULTURE, SCIENCE, SOCIETY B: TRANSFORMATION OF EMPIRE to HONORS CULTURE, SCIENCE, SOCIETY B- TRANSFORMATION OF EMPIRE
LA	HUM 31CH	429760.00	HONORS CULTURE, SCIENCE, SOCIETY C: NATURE & POLITICS II	ti fr HONORS CULTURE, SCIENCE, SOCIETY C: NATURE & POLITICS II to HONORS CULTURE, SCIENCE, SOCIETY C - NATURE & POLITICS II
MSE	BIO 230	992638.00	BIOLOGY FIELD STUDIES: COASTAL ECOSYSTEMS	ti fr BIOLOGY FIELD STUDIES: COASTAL ECOSYSTEMS to COASTAL ECOSYSTEMS FIELD STUDIES
MSE	BIO 231	992639.00	BIOLOGY FIELD STUDIES: ISLAND ECOSYSTEMS	ti fr BIOLOGY FIELD STUDIES: ISLAND ECOSYSTEMS to ISLAND ECOSYSTEMS FIELD STUDIES
MSE	BIO 232	992640.00	BIOLOGY FIELD STUDIES: MOUNTAIN ECOSYSTEMS	ti fr BIOLOGY FIELD STUDIES: MOUNTAIN ECOSYSTEMS to MOUNTAIN ECOSYSTEMS FIELD STUDIES
MSE	BIO 233	992641.00	BIOLOGY FIELD STUDIES: DESERT ECOSYSTEMS	ti fr BIOLOGY FIELD STUDIES: DESERT ECOSYSTEMS to DESERT ECOSYSTEMS FIELD STUDIES
MSE	BIO 234	405121.00	BIOLOGICAL FIELD STUDIES: EXTENDED ISLAND ECOSYSTEMS STUDY	ti fr BIOLOGICAL FIELD STUDIES: EXTENDED ISLAND ECOSYSTEMS STUDY to EXTENDED ISLAND ECOSYSTEMS FIELD STUDIES
MSE	BIO 235	405122.00	BIOLOGICAL FIELD STUDIES: EXTENDED MOUNTAIN ECOSYSTEM STUDY	ti fr BIOLOGICAL FIELD STUDIES: EXTENDED MOUNTAIN ECOSYSTEM STUDY to EXTENDED MOUNTAIN ECOSYSTEM FIELD STUDIES
MSE	CHEM 12A	150080.00	ORGANIC CHEMISTRY	tps
MSE	GEOL 170	356130.07	GFS: NATIONAL PARKS & MONUMENTS (WESTERN UNITED STATES)	ti fr GFS: NATIONAL PARKS & MONUMENTS (WESTERN UNITED STATES) to GEOLOGY OF THE NATIONAL PARKS
MSE	GEOL 172	356190.05	GEOLOGY FIELD STUDIES: MOJAVE DESERT	ti fr GEOLOGY FIELD STUDIES: MOJAVE DESERT to GEOLOGY OF THE MOJAVE DESERT

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MSE	GEOL 173	356250.05	GEOLOGY FIELD STUDIES: DEATH VALLEY	ti fr GEOLOGY FIELD STUDIES: DEATH VALLEY to <u>GEOLOGY OF DEATH VALLEY</u>
MSE	GEOL 174	356310.05	GEOLOGY FIELD STUDIES:EASTERN SIERRA REGION	ti fr GEOLOGY FIELD STUDIES:EASTERN-SIERRA REGION to <u>GEOLOGY OF THE EASTERN SIERRA NEVADA</u>
MSE	GEOL 182	356690.05	GEOLOGY FIELD STUDIES: COAST RANGE-MORRO BAY	ti fr GEOLOGY FIELD STUDIES: COAST-RANGE-MORRO BAY to <u>GEOLOGY MORRO BAY AND THE CENTRAL COAST</u>
MSE	GEOL 183	356730.05	GEOLOGY FIELD STUDIES: ANZA-BORREGO DESERT	ti fr GEOLOGY FIELD STUDIES: ANZA-BORREGO DESERT to <u>GEOLOGY OF THE COLORADO DESERT</u>
MSE	GEOL 185	356870.05	GEOLOGY FIELD STUDIES: YOSEMITE	ti fr GEOLOGY FIELD STUDIES: YOSEMITE to <u>GEOLOGY OF YOSEMITE NATIONAL PARK</u>
OELR	LIB 100	473010.10	BASIC INFORMATION COMPETENCY SKILLS: LIBRARY RESEARCH	ti fr BASIC INFORMATION COMPETENCY SKILLS: LIBRARY RESEARCH to <u>BASIC INFORMATION COMPETENCY SKILLS, LIBRARY RESEARCH</u>
OELR	LIB 2	473011.10	ADVANCED INFORMATION COMPETENCY SKILLS: ONLINE SEARCHING	ti fr ADVANCED INFORMATION COMPETENCY SKILLS: ONLINE SEARCHING to <u>ADVANCED INFORMATION COMPETENCY SKILLS, ONLINE SEARCHING</u>
OELR	LIB 602H	405114.00	HONORS ADVANCED INFORMATION COMPETENCY: ONLINE SEARCHING	ti fr HONORS ADVANCED INFORMATION COMPETENCY: ONLINE SEARCHING to <u>HONORS ADVANCED INFORMATION COMPETENCY, ONLINE SEARCHING</u>
SBS	ANTH 21	30160.00	WOMEN, GENDER, AND CULTURE: CROSS-CULTURAL PERSPECTIVES	ti fr WOMEN, GENDER, AND CULTURE: CROSS-CULTURAL PERSPECTIVES to <u>WOMEN, GENDER, AND CULTURE - CROSS-CULTURAL PERSPECTIVES</u>
SBS	ANTH 5	433994.00	ANTHROPOLOGY OF LATIN AMERICA: CULTURE, IDENTITY, AND POWER	ti fr ANTHROPOLOGY OF LATIN AMERICA: CULTURE, IDENTITY, AND POWER to <u>ANTHROPOLOGY OF LATIN AMERICA-CULTURE, IDENTITY, AND POWER</u>
SBS	CD 128	416200.00	ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION	ti fr ADMINISTRATION I: PROGRAMS IN- EARLY CHILDHOOD EDUCATION to <u>ADMINISTRATION I - PROGRAMS IN EARLY CHILDHOOD EDUCATION</u>

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SBS	CD 129	416210.00	ADMINISTRATION II: PERSONNEL & LEADERSHIP EARLY CHILDHOOD ED	ti fr ADMINISTRATION II: PERSONNEL & LEADERSHIP EARLY CHILDHOOD ED to <u>ADMINISTRATION II-PERSONNEL & LEADERSHIP EARLY CHILDHOOD ED</u>
SBS	CDE 124	542155.00	PRESCHOOL AND EARLY PRIMARY CHILD DEVELOPMENT	nc, 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 126	542164.00	SCHOOL AGE AND ADOLESCENT DEVELOPMENT	nc, 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 250	542154.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - SOCIAL AND EMOTIONAL	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 251	542152.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - LANGUAGE, LITERACY	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 253	542151.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - MATH	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 254	542163.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - VISUAL ARTS	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 255	542150.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - PERFORMING ARTS	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 256	542148.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - PHYSICAL DEVELOPMENT	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 257	542147.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - HEALTH	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 258	542149.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - HISTORY/SOC SCIENCE	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 259	542153.00	CA PRESCHOOL FOUNDATIONS AND FRAMEWORKS - SCIENCE	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable

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SBS	CDE 260	542158.00	PRINCIPLES OF TEACHING TRANSITIONAL KINDERGARTEN	nc, 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non repeatable
SBS	CDE 261	542156.00	CHALLENGING BEHAVIORS	nc, 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non repeatable, <u>rec prep CD 7 or CDE 124</u>
SBS	CDE 262	542157.00	TOOLS AND METHODS FOR TK - EARLY PRIMARY ASSESSMENT	nc, 3 units/3 hrs lec/0 hrs lab/0 hrs lng cntr, non repeatable, <u>rec prep CD 7 or CDE 124</u>
SBS	CDE 263	542161.00	TRANSITIONAL KINDERGARTEN - REFLECTIVE PRACTICE	nc, <u>prereq CDE 260 or CDE 262</u> , 2 units/2 hrs lec/0 hrs lab/0 hrs lng cntr, non repeatable, <u>rec prep Students should have successfully completed all courses in the TK certificate prior to enrolling: CDE 124, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, and 262</u>
SBS	CDE 264	542160.00	CLINICAL PRACTICE - STUDENT TEACHING IN TK CLASSROOM	nc, <u>prereq CDE 260 or CDE 262</u> , 2 units/1 hr lec/3 hrs lab/0 hrs lng cntr, non repeatable, <u>rec prep This a capstone course and is recommended to be taken after all other TK certificate courses have been completed</u>
SBS	ES 3	992592.00	INTRODUCTION TO CHICANA/O AND LATINA/O CULTURES	ti fr INTRODUCTION TO CHICANA/O AND LATINA/O CULTURES to <u>INTRODUCTION TO CHICANA(O) AND LATINA(O) CULTURES</u>
SBS	HIST 21	404150.00	WOMEN IN UNITED STATES HISTORY: A MULTICULTURAL PERSPECTIVE	ti fr WOMEN IN UNITED STATES HISTORY: A MULTICULTURAL PERSPECTIVE to <u>WOMEN IN UNITED STATES HISTORY - A MULTICULTURAL PERSPECTIVE</u>
SBS	HIST 29	405089.00	FILM AND HISTORY IN LATIN AMERICA	pcs fr Not Program Applicable to <u>Program Applicable</u>
SBS	HIST 33	429739.00	CHICANO/ LATINO AMERICAN HISTORY	ti fr CHICANO/ LATINO AMERICAN HISTORY to <u>CHICANO - LATINO AMERICAN HISTORY</u>
SBS	HIST 61	404320.00	HISTORY AND POLITICS OF RUSSIA: SOVIET PERIOD TO THE PRESENT	ti fr HISTORY AND POLITICS OF RUSSIA: SOVIET PERIOD TO THE PRESENT to <u>HISTORY AND POLITICS OF RUSSIA-SOVIET PERIOD OT THE PRESENT</u>
SBS	PSYC 7	416010.10	DEVELOPMENTAL PSYCHOLOGY: CHILDHOOD THROUGH ADOLESCENCE	ti fr DEVELOPMENTAL PSYCHOLOGY: CHILDHOOD THROUGH ADOLESCENCE to <u>DEVELOPMENTAL PSYCHOLOGY - CHILDHOOD THROUGH ADOLESCENCE</u>

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SBS	CDE 250	542154.00	CA PRESCHOOL FOUNDATIONS & FRAMEWORKS - SOCIAL AND EMOTIONAL	nc, 1 unit/1 hr lec/0 hrs lab/0 hrs lng cntr, non repeatable
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Student Travel, Semester Abroad in Oxford, England from March 16, 2017 to May 19, 2017

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 spring sessions in Oxford, England. Study abroad programs are authorized under Education Code 72640.

STATUS

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program, Oxford Semester in Oxford, England, during the spring 2017 sessions from March 16, 2017 to May 19, 2017. The program will be organized and arranged by American Institute for Foreign Study (AIFS) for a fee, which includes airfare, of \$6,295 per student at a cost of \$96.84 per day for 20 to 24 students, \$6,115 per student at a cost of \$94 per day for 25 or more students. 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 of Study Contractor Agreement is provided in EXHIBIT C, which include evidence of liability insurance of not less than \$5,000. The proposal from AIFS 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 England. 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 for the Oxford Semester Abroad in Oxford, England, for March 16, 2017 to May 19, 2017, as summarized in Exhibit B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the American Institute for Foreign Study (AIFS) for coordinating all travel agreements as shown in Exhibit C.

Item Submitted by: *Dr. Tod A. Burnett, President*
Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services

Study Abroad Narrative
Oxford, England
Spring 2017

Saddleback College has offered the Oxford, England Study Abroad Program for more than twenty consecutive years. In spring 2017, a group of 20 or more students will study English literature, Shakespeare's Tragedies, and the Humanities from March 17 through May 18. Twenty-five students participated in spring 2016. The faculty advisor will accompany the students on their arrival flight, March 16, 2017, as well as the duration of the program in Oxford, returning March 19, 2017.

Students will enroll in a minimum of 12.0 units of Saddleback College courses. 3 of the 12 units will be taken at Saddleback in the first eight weeks of the spring semester, preceding their March 16 departure. At Oxford, students will attend classes Monday through Wednesday. An associate professor and faculty advisor will teach the courses at Lincoln College, adhering to Saddleback's course outlines. The average number of units taken per student in spring 2016 was 12 units. The Program includes more than 15 weekly hours of instruction in addition to Thursday excursions to cultural and historical sites.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

STUDY ABROAD PROGRAM INFORMATION SUMMARY

1. PROGRAM									
Location/Destination:		Oxford, England			First Trip: Yes:		No:		X
Dates: From:		March 16, 2017		To: May 19, 2017		Total No. of Days:		65	
Partner Name (Academic Institution):		American Institute for Foreign Study							
Address:		AIFS, Partnership Programs 1 High Ridge Park Stamford, CT 06905							
Contact Person:		Sharon Secki			Telephone No.:		203-399-5597		
Description of Institution:		BA/MA Degree granting university in British university system							
Includes:	Accredited Instruction	Yes:	x	No:					
	Transfer College Units	Yes:	x	No:					
	Orientation	Yes:	x	No:					
	Books/Supplies	Yes:		No:	x				
	Tutors	Yes:		No:	x				
	Weekend Study Activities	Yes:	x	No:					
	Food	Yes:	x	No:					
	Transportation	Yes:	x	No:					
	Lodging	Yes:	x	No:					
Other:	Three field trips within England: Bath/Stonehenge, London, Stratford-Upon-Avon. Weekly on-site liaison to assist students with travel, planning, group activities, tours, life, etc. Four educational excursions into London.								
Does Not Include: (Examples: Local Transportation at home; Personal Items, etc.)		Excludes \$50 non-refundable application fee, passport and visa fees if applicable, meals other than those indicated on the itinerary, personal expenses, any SOCCCD tuition or administrative fees, additional field trips or excursions required by the SOCCCD faculty and anything not specified, local transportation, airline-imposed departure taxes and fees (estimated \$720).							
Other:									
2. FACULTY									
Lead Faculty Name:		Jennifer Hedgecock							
Coordinates Trip:		Yes:	x	No:					
If No, Explain:									
Travels to Site:		Yes:	x	No:					
Dates: From:		3/16/17			To:		5/19/17		
Teaching Assignment at Program Site:		Yes:	x	No:					
Dates: From:		3/17/17			To:		5/18/17		
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
Humanities 1	Introduction to Humanities (Oxford 3/17-5/18/17)						3
English 18	Shakespeare: The Tragedies (Oxford 3/17-5/18/17)						3
English 27A	Introduction to the Novel (Oxford 3/17-5/18/17)						3
English 1BH	Principles of Composition II (Saddleback College 1/18-3/16/17)						3
4. STUDENTS							
Minimum number of students required to make program:						20	
Minimum number of units:						12	
Maximum number of units:						15	
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:						\$ 6295	
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>						\$ 96.84	
College:							
Additional costs to the District?		Yes:		No:	x		
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.						\$ N/A	
Other Costs						\$ 0	
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.	Eng. 27A	Eng 18	Eng. 18	Field trips			
9 a.m.	X	x	x				
10 a.m.	X	X	X	X			
11 a.m.	X	X	X	X			
12 Noon	lunch	lunch	lunch	lunch			
1 p.m.		Hum 1	Hum 1	X			
2 p.m.		X	X	X			
3 p.m.		X	X	X			
4 p.m.		X	X	X			
5 p.m.				X			
6 p.m.				dinner			
7 p.m.				X			
8 p.m.				X			
9 p.m.				X			
10 p.m.				X			
Exceptions to weekly schedule:		Field trips are scheduled during 3 of the 9 weeks students are in Oxford.					
8. ATTACHMENTS							
9. REQUIRED SIGNATURES							


Lead Faculty Member

4/28/16
Date

 4/25/16
Department Chair Date


Division/School Dean

4-25-16
Date


Vice President, Instruction

4/25/16
Date


College President

4-25-16
Date



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

EDUCATIONAL TOUR / FIELD STUDY TRAVEL CONTRACTOR AGREEMENT

GENERAL TERMS AND CONDITIONS

Spring 2017 Education Program in Oxford, England

This Agreement is made this 25 day of April, 2016 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and American Institute for Foreign Study (AIFS) located at 1 High Ridge Park, Stamford, CT 06905 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."



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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



Travel Contractor Agreement

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.



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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.

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



Travel Contractor Agreement

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.

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.



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.

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (AIFS)

South Orange County Community
College District

Date: _____

Date: _____

By: Sharon Secki
Name of authorized agent

By: Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

Address: 1 High Ridge Park
Stamford, CT 06905

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Phone: (203) 399-5597

Phone: (949) 582-4664

AMERICAN INSTITUTE FOR FOREIGN STUDY

PROPOSAL FOR SADDLEBACK COLLEGE

OXFORD SEMESTER CUTSOMIZED, FACULTY-LED PROGRAM – SPRING 2017

Effective date: April 25, 2016

Depart U.S.: Thursday, March 16, 2017
Arrive Oxford: Friday, March 17, 2017
Depart Oxford: Friday, May 19, 2017

PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE

- Transportation package consisting of international airfare (Los Angeles – London – Los Angeles) and round-trip transfers between the London airport and the housing in Oxford on the scheduled program dates. Please note that a mandatory airline-imposed taxes and fuel fees (estimated at \$720) are not included and students will be billed separately for these.
- An orientation program in Oxford consisting of an orientation meeting with AIFS staff, student information packet including comprehensive student handbook, local area information and a walking tour of Oxford with the services of a professional guide including entrances to an Oxford University College and afternoon tea welcome event.
- Accommodation in a single room homestay on a half-board basis with breakfast and dinner provided. Students will live no further than a 30 minutes bus ride from Oxford city center and will be located in safe residential areas.
- One classroom available for 2.5 days a week (Monday – Wednesday) for the duration of the program. Audio-visual equipment will be provided as required including a data projector and a laptop.
- The services of AIFS staff including a local Oxford based homestay coordinator and London based student services to allocate and deal with homestay issues and to liaise with the Saddleback College faculty and to offer assistance throughout the program. AIFS staff will be available to handle any emergencies and will visit the group once a week. An AIFS staff member will be on site for the entire first week of the program.
- Provision of one adjunct lecture to teach Saddleback College approved Humanities course. Teaching will follow the course syllabi as outlines or approved by Saddleback College.
- Four academically enhancing day excursions to London. Two day excursions for the humanities course, including round-trip travel on the Oxford Tube bus and unlimited

travel on the day in the central zones of London. A day excursion to London by Oxford Tube, unlimited travel on the day on London transport in the central zones, a tour of Shakespeare's Globe and standing tickets to a performance. A day excursion to London by Oxford Tube, unlimited travel on the day on London transport in the central zones, entrance to the Charles Dickens Museum and guided themed walking tour.

- Full-day excursion to London by Oxford Tube bus with a tour of London accompanied by a professional guide with entrance to the Tower of London included, and an evening theatre performance in the West End. Oxford Tube bus tickets allow return the same or next day allowing students to stay in London for the night if they wish.
- Full-day trip to Bath and Stonehenge by private coach, including the services of a professional guide. Entrances to the Roman Baths and Stonehenge (are included. Please note there is a limit of 26 people per private tour of Stonehenge so should the group numbers exceed this then they will be split into two groups with different entrance times or general entrance will be arranged.
- Full-day excursion to Stratford-upon-Avon by private coach (with late return) accompanied by a professional guide, including visit with entrances to Warwick Castle, entrance to Anne Hathaway's Cottage and Shakespeare's Birthplace and an evening theatre performance at the Royal Shakespeare Theatre in Stratford.
- Farewell event for students, faculty and staff.
- \$50 non-refundable application fee.
- Student medical and program fee refund insurance policies, as outlined in the AIFS insurance brochure. Coverage includes \$100,000 accidental medical expense and \$10,000 accidental death payment plus 24-hour emergency care assistance during the program and repatriation in cases of verified emergency beyond the students' control.
- \$51,000,000 liability coverage with Saddleback College named as additional insured for the duration of the program.
- Accounting/billing services in the U.S.
- Pre-departure information services and a toll-free contact number in the U.S.
- Promotional materials and assistance with marketing development.
- Advance planning services of the AIFS program headquarters.

FACULTY BENEFITS INCLUDED IN THE STUDENT FEE

Faculty support services (target enrollment 20 students with 1 faculty member) as listed below:

- Round-trip flights between Los Angeles and London on the scheduled group flight. Alternatively, faculty may wish to make their own flight arrangements. In this situation AIFS will reimburse Saddleback College faculty member the optional student airfare fee once the program has departed the U.S.
- AIFS will provide the Saddleback College faculty member with housing in a one bedroom apartment in Oxford. The apartment will be fully furnished and all utilities (except telephone) will be included. Internet will be provided in the apartment.
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.
- AIFS will provide the Saddleback College faculty member with a pay as you go cell phone and printer. Cell phone costs are the responsibility of the faculty.

Faculty benefits are paid in full for an enrolment of 20 paying students or more, or pro rata for a lower enrolment.

FEES

Based on an enrollment of **20 to 24 paying student participants with 1 faculty member**, for the services specified above, the fee per person is **\$6295**.

Based on an enrollment of **25 or more paying student participants with 1 faculty members**, for the services specified above, the fee per person is **\$6115**.

Should Saddleback College wish to run this program with an enrollment below **20** paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. AIFS would discuss these options with Saddleback College.

These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. AIFS will charge a \$35 returned check fee on each check returned by the bank for insufficient funds.

WHAT IS NOT INCLUDED?

The above fee does not include the following items:

- × Airport taxes and fuel
- × \$250 refundable damage deposit
- × Passport or visa fees if applicable
- × Meals other than those listed
- × Personal expenses
- × University tuition or administrative fees
- × Textbooks
- × Additional fieldtrips and excursions to those listed
- × Insurance for faculty
- × Anything not specified

OPTIONAL COMPONENTS

- Optional three-day, two night, stay in a hotel in York on a bed and breakfast basis, including round-trip travel between Oxford and York (by train or by private coach), entrances to York Minster, a ghost tour of the city and an excursion to Castle Howard including round-trip transport by public bus and entrance to Castle Howard for **\$600**. The services of an AIFS staff member are available throughout to assist the group. A minimum enrolment of 15 students is required in order to run the trip.
- Optional Extra Protection Insurance Coverage, including increased medical insurance (\$65) and/or personal effects insurance (\$90) as outlined in the AIFS insurance brochure.

PROGRAM APPLICATION PROCEDURE AND BILLING

We recommend the promotion of and initial receipt of deposits for this program as early as possible.

Penalties apply to changed program bookings after Wednesday, December 21, 2016. Therefore, AIFS would require the Saddleback College to collect the application forms and deposits of \$450 (\$50 non refundable application fee and \$400 deposit) per student and to forward them to AIFS by Wednesday, December 21, 2016. AIFS would then bill the individual student/bill the Saddleback College for the balance of fees owing. Full payment and confirmation of final numbers must be received by Friday, January 20, 2017. Please note that these are not postmark dates but the dates by which funds must arrive in the AIFS Connecticut office.

AIFS also offers an online enrollment option. Online forms must be approved no later than Wednesday, December 21, 2016.

AIFS reserves the right to withdraw students who are not paid in full by the final payment deadline. AIFS can accept applications after Wednesday, December 21, 2016, but cannot guarantee program costs after this date.

Students applying after the application deadline date of Wednesday, December 21, 2016, can only be accepted on a space-available basis.

AIRFARE CONDITIONS

AIFS will reserve spaces according to information on the student application form. Once airline tickets have been issued to students they can only be changed directly with the issuing agent once the student is abroad – agent and airline-imposed penalties apply.

AIFS cannot arrange airline tickets for students applying after Wednesday, December 21, 2016.

AIFS is financially committed to any confirmed airline seats from Tuesday, December 6, 2016 and therefore an airfare review will take place prior to this date. AIFS requests that Saddleback College provide an indication of how many students intend to participate on the programme. However, should Saddleback College subsequently decide to offer the programme but arrange their own student airfare then AIFS must be notified before Tuesday, December 6, 2016 and will be able to provide a land only fee.

REFUND POLICY

If a student withdraws:	S/he receives a refund of:
On or before Wednesday, December 21, 2016	All fees paid less the \$50 non-refundable application fee, \$100 processing fee and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
After Wednesday, December 21, 2016, but on or before Friday, January 20, 2017	All fees paid less the \$50 non-refundable application fee, \$400 deposit and any non-refundable deposits paid by the student or by AIFS on the student's behalf.
After Friday, January 20, 2017	No refund, and the total program fee is due.
Once the program has begun	No refund, unless AIFS suspends the program.
Because of covered medical reasons	All fees paid less the \$50 non-refundable application fee, \$100 processing fee and \$210 insurance premium.

Please note that any student who is academically withdrawn by his or her home institution after their application has been processed by AIFS is subject to the standard refund policy.

It is understood that the Saddleback College will not cancel the program if the necessary minimum number of participants have been enrolled Wednesday, December 21, 2016.

In the event of the U.S. State Department issuing a travel warning which advises U.S. Citizens not to travel to Oxford, or if they are already in Oxford, to leave it, AIFS 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 pro-rata rebate of fees paid to AIFS for the proportion of the program not completed, less the \$100 processing fee, \$210 insurance premium, \$50 non-refundable application fee and any costs incurred flying the student home.

ACCEPTANCE OF PROPOSAL

AIFS requires written acceptance of this proposal as soon as possible 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. This will enable us to prepare your program materials accurately.

A confirmation in writing is required by Friday, June 3, 2016. Please sign and date below, and fax or scan and email this document in its entirety to Sharon Secki, Director of Admissions, AIFS, Customized Faculty-Led Programs in Stamford, CT, at 203-399-5597, or ssecki@aifs.com.

PROPOSAL ACCEPTED BY _____
SADDLEBACK COLLEGE

PRINTED NAME _____

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.

Alert	March 7, 2016	Laos Travel Alert
Warning	March 1, 2016	Algeria Travel Warning
Warning	February 29, 2016	Turkey Travel Warning
Alert	February 29, 2016	Tunisia Travel Alert
Warning	February 26, 2016	Mali Travel Warning

Warning	February 23, 2016	Mauritania Travel Warning
Alert	February 18, 2016	Niger Travel Alert
Alert	February 12, 2016	Bangladesh Travel Alert
Warning	February 5, 2016	Nigeria Travel Warning
Warning	January 29, 2016	Iran Travel Warning
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
Warning	December 22, 2015	Cameroon Travel Warning
Warning	December 16, 2015	Israel, The West Bank and Gaza Travel Warning
Alert	December 15, 2015	Seychelles Travel Alert
Warning	December 14, 2015	Ukraine Travel Warning
Warning	December 14, 2015	Yemen Travel Warning
Warning	December 13, 2015	Burundi Travel Warning
Warning	December 11, 2015	Lebanon Travel Warning
Warning	December 4, 2015	Democratic Republic of the Congo Travel Warning
Warning	December 4, 2015	Iraq Travel Warning

Warning	November 20, 2015	North Korea Travel Warning
Warning	November 19, 2015	Afghanistan Travel Warning
Warning	November 10, 2015	Kenya Travel Warning
Warning	November 10, 2015	Chad Travel Warning
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 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	August 28, 2015	Pakistan Travel Warning
Warning	August 27, 2015	Syria Travel Warning
Warning	August 5, 2015	Haiti Travel Warning
Warning	July 17, 2015	Djibouti Travel Warning
Warning	June 5, 2015	Colombia Travel Warning
Warning	May 6, 2015	Eritrea Travel Warning

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College: Satellite Coffee Cart Services Agreement, Amendment No. 3, The Drip Coffee

ACTION: Approval

BACKGROUND

On May 21, 2012, the Board of Trustees approved a three year agreement beginning July 1, 2012, with options to renew for two additional one year terms for the Satellite Coffee Cart Services with The Drip Coffee. On January 22, 2013, the Board of Trustees approved Amendment No. 1 to add a third coffee cart location. On June 22, 2015, the Board of Trustees approved Amendment No. 2 to extend the services for the first of two one-year extensions.

STATUS

The college's food services committee recommends approval of Amendment No. 3 to The Drip Coffee agreement (EXHIBIT A) to accept the option for a one year renewal, extending the contract duration to June 30, 2017 under the same terms and conditions as the original agreement and those defined in Amendment No. 1.

Compensation rates are illustrated in EXHIBIT B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Amendment No. 3 (EXHIBIT A) to the Saddleback College Satellite Coffee Cart Services agreement with The Drip Coffee, for a one year extension from July 1, 2016 to June 30, 2017.

**AMENDMENT NO. 3
TO SATELLITE COFFEE CART SERVICES AGREEMENT
FOR SADDLEBACK COLLEGE**

July 1, 2016

THIS AMENDMENT shall modify the original contracts dated July 1, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and The Drip Coffee, 15 Pacific Grove, Irvine, CA 92620, hereinafter referred to as "VENDOR".

WHEREAS, Article XX. Amendment, of the original agreement establishes that the terms and conditions, rates and provision of the Agreement between the DISTRICT and VENDOR may be amended by mutual consent of the parties from time to time by written modification only; and

WHEREAS, Article II. Term, indicated the Agreement shall commence on July 1, 2012 and shall terminate on June 30, 2015 and at the end of this period, the DISTRICT will have an option for renewal, under the same terms and conditions for two additional one-year periods; and

WHEREAS, the DISTRICT and the VENDOR have agreed to an additional location in Amendment No. 1 and agreed to extend the term for the first one-year period to June 30, 2016 in Amendment No. 2; and

WHEREAS, the DISTRICT wishes to amend the agreement to extend the term for the second one-year period with a new termination date of June 30, 2017; and

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

NOW, THEREFORE, the parties agree as follows:

1. Term: The term of this agreement is hereby extended from July 1, 2016 to June 30, 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

"CONTRACTOR"
The Drip Coffee

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

By: _____
Scott Cohen
CFO

Date

Date

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

BID NO. 2003

**COFFEE CART SERVICES COMPENSATION
FOR SADDLEBACK COLLEGE**

The Drip Coffee
<u>Commission:</u> Base Rent Factors (*Per location) Guarantee payment of 12% on gross yearly sales of \$80,000 or \$800/month or \$9,600 per location 15% payment on gross sales after \$80,000 *Contract includes servicing 3 locations, coffee cart at BGS, LRC and the Village
<u>Annual Guarantee:</u> \$9,600 per location
<u>Annual Donation to Food Pantry:</u> \$1,000
<u>Discounts:</u> ASG Card – 10% discount
<u>Annual Gift Card Credits:</u> \$200 (in increments of \$10/card)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College: Cafeteria Operation and Food Vending Services Agreement, Amendment No. 3, 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 and Food Vending 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. On June 22, 2015, the Board of Trustees approved the first one year extension to June 30, 2016.

STATUS

Saddleback College has requested the district renew the Cafeteria Operation and Food Vending Services agreement (EXHIBIT A) for the second one-year extension, beginning July 1, 2016 and ending June 30, 2017, and modify the terms and conditions to allow for the option of contracting with a separate vendor for healthy food vending machines.

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. 3 (EXHIBIT A) to the Saddleback College Cafeteria Operation and Food Vending Services agreement with S & B Foods for the second one-year extension beginning July 1, 2016 and ending June 30, 2017.

**AMENDMENT NO. 3
TO THE CAFETERIA OPERATION
and
FOOD VENDING SERVICES AGREEMENT
AT SADDLEBACK COLLEGE**

July 1, 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, the DISTRICT and the VENDOR have agreed to extend the term for the first one-year period to June 30, 2016 in Amendment No. 2; and

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

NOW, THEREFORE, the parties agree to modify the original contract as follows:

1. Term: The term of the agreement is hereby extended from July 1, 2016 to June 30, 2017, under the same terms and conditions of the original agreement.
2. Vending Services (Article III.B.) shall be appended with an additional item as follows:
15. DISTRICT may separately contract for one or more alternative vendor for vending machines at Saddleback College. Should DISTRICT exercise this option, commission reports will be provided to VENDOR and commissions owed to DISTRICT by VENDOR will be adjusted accordingly.

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

"DISTRICT"
South Orange County Community College District

"CONTRACTOR"
S & B Foods

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

By: _____
James Gau
Owner

Date

Date

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

FOOD & COFFEE CART SERVICES FOR SADDLEBACK COLLEGE

S&B Foods
<u>Commission:</u> 13% of net sales or \$5,900/month (whichever is greater on cafeteria sales and vending machine sales only)
<u>Annual Guarantee:</u> Minimum paid to SC annually will be \$59,000
<u>Upfront Commission:</u> \$5,000 upon signing on 7/1/12
<u>Capital Investment:</u> \$6,000 enhancement \$1,000 awning
<u>President's Office Catering Allowance:</u> \$3,500
<u>Annual Scholarship:</u> \$2,000
<u>Annual Donation to Food Pantry:</u> None
<u>ASG Annual Catering Credit:</u> \$5,000
<u>District Catering for hot breakfast/ lunch 4x times a year:</u> \$8,500 = \$34,000
<u>Discounts:</u> ASG Card – 10% Faculty – 20% cafeteria on Fridays Coffee and tea- \$1 off a small size drink
<u>Annual Gift Card Credits:</u> None
Provide (2) 65" Televisions
<u>Term:</u> Three (3) years beginning July 1, 2012 with two - one year options to renew

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College: MPC Guillotine Paper Cutter Surplus

ACTION: Approval

BACKGROUND

Saddleback College services include a print shop assisting faculty, staff and the campus community with various printing needs including advertising, direct mail, publications and marketing communications.

According to Education Code 81452: (c) If the Board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of on order of any employee of the district empowered for that purpose by the board.

STATUS

Saddleback College print shop recently received a notification regarding their MPC Guillotine paper cutter indicating that the machine should be taken out of service immediately and no longer used (EXHIBIT A). This item, purchased in 1989 with a useful life of 12 years, was declared unsafe for use and no longer supported for repairs and is determined to have no market value.

Staff recommends the Board of Trustees approve disposal of the MPC Guillotine paper cutter.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve disposal of the MPC Guillotine paper cutter (EXHIBIT B) at Saddleback College and empower district personnel to take this action.

The Challenge Machinery Company

PRODUCT SAFETY BULLETIN

Product: Diamond Cutters - 193, 265, 305

305 Champion Cutters - MC, MCPB, MPX, MPC, CRT

Serial Number Range: Diamond Cutters 101 - 2864

Champion Cutters (Sequential numbers) 11197 - 13906

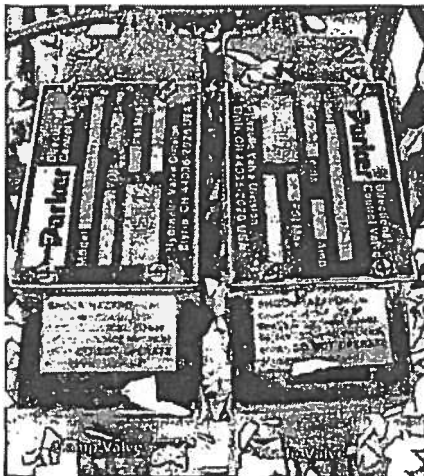
(Serial numbers by year started in 1991) 91101 - 94131D

Description:

A potential malfunction of the 4-way directional control valve manufactured by Parker Hannifin Corporation - Hydraulic Valve Division has been discovered. It is now possible given the age of these machines for the springs inside the valve to fail causing the valve spool to shift. This could cause the knife bar to move unexpectedly in either the up or down direction. This motion could occur without pressing the cut buttons. This could create a hazardous condition if the valve fails in the mode that sends the knife down while a machine operator has their hands in the cut / clamp zone, even though we warn against such work practices. The exact cause of the failure has not been determined, but could be due to corrosion of the spring over time due to water in old hydraulic oil, fatigue, or a defect of the spring steel. The valves have now exceeded their useful safe life.

The machines that used this Parker valve are now up to 32 years old and are no longer supported by Challenge for repair parts. They have reached the end of their useful safe life and no longer comply with ANSI safety standards. **Machines that use this Parker valve should be taken out of service immediately and no longer used.**

Photo of Parker Valves.



Valve Note

If the valves on your machine are not Parker brand valves as shown in the photo this bulletin does not apply to your machine.

This is not an endorsement of the use of any other brand of valves in this machine.

**MPC Guillotine Cutter Surplus
Saddleback College**

May 16, 2016

SC Tag No.	Serial No.	Date Acquired
000188	12461	08/01/1989

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Amendment No. 3 to Educational Services Agreement, Academic Chess

ACTION: Approval

BACKGROUND

Community Education offers after-school and summer programs and activities in partnership with Capistrano Unified School District (CUSD), including the CUSD After-School Experience and CUSD Summer Experience. Community Education also offers College for Kids academic and enrichment programs which take place in summertime and during the school year after the school day ends and on the weekend. These program opportunities are delivered by vendors with whom Community Education enters into annual contract agreements. Contract amounts are estimated prior to the fiscal period in which they are offered, based on the proposed number of classes, estimated number of students, and Community Education compensation formulas

STATUS

Academic Chess after school programs have been very successful this year, resulting in increased numbers of participants. The increased demand has resulted in two previous amendments to the original estimated contract amounts for a revised total contract amount of \$97,688 as of April 19, 2016 (EXHIBIT B).

Amendment No. 3 (EXHIBIT A) will increase the agreement by \$32,312 for a new contract total of \$130,000 allowing Community Education to increase more academic and enrichment programs with Academic Chess for FY 2015-2016.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Amendment No. 3 to the Educational Services Agreement with Academic Chess in the amount of \$32,312 for a new contract total of \$130,000 for FY 2015-2016.

AMENDMENT No. 3
Educational Services Agreement Between
South Orange County Community College District
and Academic Chess

THIS AMENDMENT shall modify the original educational services agreement, dated July 1, 2015, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Academic Chess, P. O. Box 3918, Mission Viejo, CA 92690 949-348-2892 hereinafter referred to as "CONTRACTOR" for the purpose of College For Kids and CUSD After-School Programs, Academic Chess, Academic Origami, Masters of the Field, and other similar after-school programs.

WHEREAS, Amendment No. 1 was approved on August 31, 2015 for the amount of Eighty Thousand Dollars and no/100 (\$80,000) for additional course offerings; and

WHEREAS, Amendment No. 2 was approved on April 19, 2016 for the amount of Fifteen Thousand Dollars and no/100 (\$15,000) for additional course offerings for a total revised contract amount of Ninety Seven Thousand Six Hundred and Eighty Eight Dollars and no/100 (\$97,688); and

WHEREAS, more additional course offerings are requested.

NOW, THEREFORE, the parties agree as follows:

1. COMPENSATION.

The COMPENSATION of the agreement is now increased by Thirty Two Thousand Three Hundred and Twelve Dollars and no/100 (\$32,312) for a new revised contract total of One Hundred and Thirty Thousand Dollars and no/100 (\$130,000), 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 No. 3 as of the date set forth above.

"DISTRICT"
South Orange County Community College District

"CONTRACTOR"
Academic Chess

By: _____

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

By: _____

Adam Brody

Date: _____

Date: _____

**AGREEMENT
AMENDMENT NO. 2**

Academic Chess Educational Services Agreement was executed June 11, 2015 between Academic Chess, P. O. Box 3918, Mission Viejo, CA 92690, and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 for the purpose of CUSD After-School Programs, Academic Chess, Academic Origami, Masters of the Field, and other similar after-school program.

The parties hereby agree to the following amendment:

1. Increase the agreement amount with Academic Chess an additional \$15,000.00 to provide additional after-school programs as specified in the original agreement. The total revised agreement amount not to exceed \$97,688.00

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of 19 day of April, 2016.

Academic Chess

By: _____

Signature

South Orange County Community College District

By: _____

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services
South Orange County
Community College District

APR 20 2016

**AGREEMENT
AMENDMENT NO. 1**

Academic Chess Educational Services Agreement was executed June 11, 2015 between Academic Chess, P. O. Box 3918, Mission Viejo, CA 92690, and South Orange County Community College District located at 28000 Marguerite Parkway in Mission Viejo, California 92692-3635 for the purpose of CUSD After-School Programs, Academic Chess, Academic Origami, Masters of the Field, and other similar after-school program.

The parties hereby agree to the following amendment:

1. Increase the agreement amount with Academic Chess an additional \$80,000.00 to provide additional after-school programs as specified in the original agreement. The total revised agreement amount not to exceed \$82,688.00.

Each party has read and agrees to be bound by the terms and conditions of this Amendment. The parties hereunder hereby execute this Amendment as of 31 day of August, 2015.

Academic Chess

By: _____

Signature

South Orange County Community College District

By: _____

Dr. Debra L. Fitzsimons, Vice Chancellor, Business Services
South Orange County
Community College District

SEP 01 2015

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COMMUNITY EDUCATION
EDUCATIONAL SERVICES AGREEMENT

DISTRICT
COPY

Board Approval Date: March 30, 2015

PO / REQ#:

This Agreement is made this 1st of July, 2015, between South Orange County Community College District (hereinafter referred to as the "DISTRICT") and the following named contractor (hereinafter referred to as the "CONTRACTOR"). The CONTRACTOR shall commence providing services under this Agreement on or about July 1st, 2015 and be completed on or about, but not later than July 1st, 2016.

Contractor Name: Academic Chess, *
Address: P.O. Box 3918
Mission Viejo, IC 92690

Telephone: 949-290-0539
Fax Number:
Email Address: unicyclechess@gmail.com

WITNESSETH:

WHEREAS the DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ persons especially trained to perform special services required; and

WHEREAS the DISTRICT is in need of such special services and such services are needed on a limited basis and the DISTRICT and the CONTRACTOR mutually agree that the CONTRACTOR is especially qualified to perform the services.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

1. Contractor shall provide the education services for the community education classes more particularly described as:
CUSD After-School Programs, Academic Chess, Academic Origami, Masters of the Field, and other similar after school programs
Services shall be provided by Eric Hicks/Adam Brody(name of individual)

2. The DISTRICT, agrees to pay the CONTRACTOR for services satisfactorily rendered pursuant to this AGREEMENT a total fee of
CUSD - 60% Of Net

Net revenue is defined as the enrollment times the enrollment fee, less refunds, administrative fees, facility rental, reprographic expense, unredeemed dishonored checks outstanding at the end of the last class and any other itemized direct cost associated with the conduct of the class. Each event will be charged for brochure space and administrative fees.

Cost is \$112.00 per student with an estimated enrollment of 24 students for an estimated total value of \$ 2688.00

COLLEGE ACCOUNT NUMBER: 09-5173-1-044-1-060-106-6822


- A. All requests by the CONTRACTOR for payment under this Agreement shall be submitted on approved invoices furnished by the DISTRICT. Each submitted invoice shall be accompanied by a written report stating the nature, time, and date of the services or work performed for which payment is being requested. No payments shall be rendered prior to the review and acceptance by the DISTRICT of the CONTRACTOR'S progress toward the completion of the services. Payment is to be made in installments upon completion.
 - B. No personal promotion, sale of books, tapes or other materials will be permitted without prior written approval from the DISTRICT.
3. The CONTRACTOR shall assume all other expenses incurred in connection with the performance of this Agreement; and the DISTRICT shall not be responsible for payment of any other expenses. The fees specified, unless otherwise indicated and agreed to, shall be the only obligation of the DISTRICT. While engaged in carrying out and complying with any of the terms and conditions of this Agreement, the CONTRACTOR is not an officer, agent, or employee of the DISTRICT and is 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 Workers' Compensation. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this Agreement. CONTRACTOR assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this Agreement. CONTRACTOR will not make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the DISTRICT or of the State of California.
 4. The CONTRACTOR agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of any act, neglect, default, or omission of the CONTRACTOR, or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by the Agreement, whether said injury or damage occurs either on or off District's property.
 5. The DISTRICT may, at any time, with or without reason, terminate this Agreement and compensate CONTRACTOR only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three days after the day of mailing, whichever is sooner.
 6. 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. CONTRACTOR agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
COMMUNITY EDUCATION
EDUCATIONAL SERVICES AGREEMENT

or may in the future become applicable to CONTRACTOR, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.

7. The CONTRACTOR and all CONTRACTOR'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 the Agreement.
8. The CONTRACTOR agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
9. The failure of the DISTRICT or CONTRACTOR 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. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or enforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
10. 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 services of (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, 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. Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorney's fees.
12. CONTRACTOR agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this Agreement, shall be wholly original to CONTRACTOR and shall not be copied in whole or in part from any other source, except that submitted to CONTRACTOR by DISTRICT as a basis for such services.
13. CONTRACTOR 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. CONTRACTOR consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium. No personal promotion, sale of books, tapes or other materials by CONTRACTOR will be permitted without prior written approval from the DISTRICT.
14. The obligations of the CONTRACTOR pursuant to this Agreement shall not be assigned by the CONTRACTOR.
15. CONTRACTOR, if an employee of another public agency, agrees that CONTRACTOR 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.
16. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange County, California. This Agreement is made in and shall be performed in Orange County, California.

CONTRACTOR



Contractor's signature

Dated 5-11-15SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
(SADDLEBACK COLLEGE or IRVINE VALLEY COLLEGE)

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

Dated JUN 11 2015

Complete applicable information:

Social Security No.

Employer Identification No.

California Business License No.

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.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*

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 Honarium/Travel</i>
5/2/16	Carmenmara Hernandez-Bravo SPAN 1 Elementary Spanish	Carolina Bravo- Karimi	Implicit Bias: The Silent Killer of Diversity	\$1000.00
5/5/16	Amira Wegenek/Psych 1 Intro to Psychology	Mark Combs Ph.D.	Psychology of Investing + Class	\$350.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Saddleback College: "Capri" Day-Sailboat Surplus

ACTION: Approval

BACKGROUND

Saddleback College maintains a fleet of "Capri" day-sailboats to support their Marine Science program.

According to Education Code 81452: (c) If the Board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the Board, or it may be disposed of in the local public dump on order of any employee of the district empowered for that purpose by the board.

On May 27, 2015, Saddleback College requested a survey and vessel evaluation on two "Capri" day-sailboats, ages 25 and 28 years (EXHIBIT A). These vessels were found unsafe for use with the cost of rebuilding and repairs far exceeding their market value (EXHIBIT C). The report stated the actual cash value to be "none" and the Board of Trustees approved disposal.

STATUS

Five "Capri" day-sailboats, aged 28 years (EXHIBIT B), were purchased during the same period as the two sailboats previously determined to hold no value. College staff identified these five sailboats as unsafe for use with the cost of rebuilding and repairs far exceeding their market value based on the previous survey information.

Staff recommends the Board of Trustees approve disposal of the five "Capri" day-sailboats.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve disposal of five "Capri" day-sailboats (EXHIBIT B) and authorize district personnel to take this action.

**“Capri” Day-Sailboat Surplus
Saddleback College
From June 22, 2015 Board Agenda**

May 16, 2016

Hull Registration	SC Tag No.	Serial No.	Date Acquired
CF2916XS	7332	3677	2/11/1991
CF2490XC	7334	2305	3/18/1988

**“Capri” Day-Sailboat Surplus
Saddleback College**

May 16, 2016

Hull Registration	SC Tag No.	Serial No.	Date Acquired
CF2498XC	7328	2307	3/18/1988
CF2489XC	7331	2304	3/18/1988
CF2494XC	7335	2300	3/18/1988
CF2486XC	7340	2301	3/18/1988
CF2491XC	7342	2303	3/18/1988

GRANT MARINE SURVEYS

SURVEY REPORT & VESSEL EVALUATION

May 27, 2015



VESSEL DESCRIPTION

Name CF 2490 XC and CF 2916 XS
Catalina hull numbers CP14.2-3677 and CP14.2-2305

Present Owner Saddleback Community College

Survey Requested by Division of Technology and Applied Science
Saddleback Community College

Vessel Type 2 Day Sailboats: The Capri 14.2

Builder Catalina Yachts: 1988-1991 Displ 340#

LOA 14' LWL --- Beam 6'2" Draft 12" (centerboard up)

Last Drydocking 2013-2015 Last Survey BWL May 27, 2015

These 2 Capri sailboats were examined berthed out of water on a float at Dana Harbor Youth & Group facility to assess Actual Cash Value and related condition.

Vessels were found to be in poor, deteriorated condition and without masts, standing/running rigging, and rudders. Hull #3677 has a warped fiberglass centerboard that does not function and Hull #2305 has no centerboard.

Fiberglass delamination was noted at centerboard trunks and at cockpit surfaces. Significant water intrusion was noted at bow stems and centerboard trunks, and much of vessels' internal foam flotation was found water soaked.

Vessels were found unsafe for use and the cost of rebuilding, repairs, and purchase/installation of replacement masts, rigging, rudders, and centerboards to far exceed the Market Value of these vessels subsequent to necessary work and replacement components being installed.

It is recommended that these Capri 14 vessels be discarded to an authorized facility for treatment as waste product.

Actual Cash Value: None
Replacement Value: \$5800. Each Hull

End

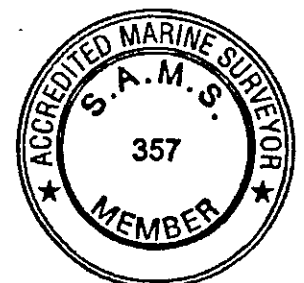
This survey report constitutes a statement of the surveyor's opinion of conditions aboard the vessel based on an inspection of all accessible areas on the date of survey. It is not a warranty of the condition of the vessel or associated equipment.

Marine Surveyor

Date of Survey

Capt. Ron Grant

May 27, 2015



COMMENTS AND RECOMMENDATIONS ATTACHED No more

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Contract with Neudesic LLC for Software Development

ACTION: Approval

BACKGROUND

The Student Information System (SIS) is a core mission-critical system, providing direct services to students and faculty as well as administrators, managers, and staff at the colleges.

In order to support SIS-related software projects for this fiscal year, the District is in need of expertise in the area of software development and project management. Neudesic LLC provides these services and is familiar with SOCCCD's systems and development approach.

STATUS

The district is upgrading MySite to version 3.0 which will include the Student Success Dashboard. Saddleback College has SSSP funds that are available to extend the capabilities of the Student Success Dashboard.

A master agreement between Neudesic, LLC and South Orange County Community College District for IT Services was approved on November 17, 2014. Based on that contract, Neudesic will complete assigned tasks as described in the work order (EXHIBIT A), at the rates specified in the master agreement, in an amount not to exceed \$188,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the work order with Neudesic LLC, Exhibit A, for an amount not to exceed \$188,000 for the term of May 17, 2016 through August 31, 2016.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
WORK ORDER FOR INFORMATION TECHNOLOGY CONSULTANT SERVICES**

To:

Neudesic, LLC
8105 Irvine Center Drive, Suite 1200
Irvine, CA 92618

Supplier Contract No:

A contract between IT Consultant and South Orange County Community College District for IT Services was approved on November 17th, 2014. Based on that contract, IT Consultant shall complete the following projects, at the rates specified in the contract as described below:

Item	Description	Start Date	End Date	Not to Exceed Amt.
1	Perform project management, business analysis, and software development services. Extend the functionality of the existing Student Success Dashboard and MySite 3.0 by adding new features prioritized by the district-wide design team.	5/17/16	8/31/16	\$188,000

Work order approved by:
DISTRICT

South Orange County Community College District

Accepted by:
IT CONSULTANT

Neudesic, LLC

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Parsa Rohani
Chief Executive Officer

(Date)

(Date)

Dr. Robert Bramucci
Vice Chancellor, Technology and Learning Services

(Date)

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Gifts to the District and Foundations
ACTION: Approval

BACKGROUND

Pursuant to the California Education Code Section 72241 and Board Policy 3300, the Board of Trustees “receives and administers gifts to the District.” The division/school or office within the college receiving the donated item reviews all gifts.

STATUS

The gifts listed on EXHIBIT A have been reviewed by the appropriate district and college officials and have been determined to be of benefit to the receiving location.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept the donation(s) to the District and/or the Foundations listed on EXHIBIT A and further direct that its appreciation be appropriately conveyed to the donor(s).

DONATIONS
May 16, 2016

SADDLEBACK COLLEGE

Gift	Donated By:
Computer, mouse and keyboard	Dwight Mudry
Books	Wyoma McKinley
Books	John Fendel
Books	Hamid Mokhberi
Books	Ana Maria Cobos
Books	James Ibelle
Television	Julia Oien

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No.16-15 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

Student Success & Support Program - Non-credit at Irvine Valley College	\$4,838
Global Trade and Logistics at Saddleback College	\$5,273
Cyber Patriot at Irvine Valley College	\$12,000
Instructional Material Fees (Restricted) at Irvine Valley College	<u>(\$5,005)</u>
Total Increase to the General Fund	<u><u>\$17,106</u></u>

Capital Outlay Fund

SC Fine Arts/HVAC Project	<u>\$2,100,000</u>
Total Increase to the Capital Outlay Fund	<u><u>\$2,100,000</u></u>

Total Budget Amendment	<u><u>\$2,117,106</u></u>
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RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 16-15 to amend the FY 2015-2016 Adopted Budget as indicated in EXHIBIT A.

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

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 16-15

May 16, 2016

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$2,117,106 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>
8600	State Revenue	\$25,236
8800	Local Revenue	(\$8,130)
		<u>\$17,106</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$8,621
2000	Classified Salaries	\$3,945
3000	Fringe Benefits	\$1,484
4000	Books and Supplies	(\$5,522)
5000	Other Operating Expenses and Services	\$5,453
7000	Other Outgoing	\$3,125
		<u>\$17,106</u>

Capital Outlay

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8900	Incoming Transfer	2,100,000
		<u>\$2,100,000</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
6000	Capital Outlay	\$2,100,000
		<u>\$2,100,000</u>

Total Budget Amendment	<u>\$2,117,106</u>
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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2015-2016

GENERAL FUND

RESOLUTION 16-15

May 16, 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 \$2,117,106 duly and regularly adopted by the said Board at a regular meeting thereof held on May 16, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 17th day of May 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 April 30, 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 April 30, 2016

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$846,125	
2000	Classified Salaries	\$139,492	
3000	Fringe Benefits	\$4,896	
4000	Books and Supplies	\$59,482	
5000	Other Operating Expenses & Services		\$3,298,222
6000	Capital Outlay	\$147,475	
7000	Other Outgo	\$2,100,752	
Total Transfers - General Fund		<u><u>\$3,298,222</u></u>	<u><u>\$3,298,222</u></u>

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
6000	Capital Outlay	\$11,899,194	
7000	Other Outgo		\$11,899,194
Total Transfers - Capital Outlay Fund		<u><u>\$11,899,194</u></u>	<u><u>\$11,899,194</u></u>

Total Transfers	<u><u>\$15,197,416</u></u>	<u><u>\$15,197,416</u></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 \$805,471.78 and an additional 263 purchase orders below \$5,000 amounting to \$237,934.67 for a combined total of \$1,043,406.45 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 960 checks in the amount of \$7,064,798.78 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the purchase orders and checks in EXHIBIT A through EXHIBIT C.



South Orange County Community College District

EXHIBIT A
Page 1 of 1

Purchase Order Ratification (Supplier)

April 7, 2016 through April 26, 2016

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P174254	Academic Marketing Services, L Lc	Career Focus magazine	42,351.18
P174061	American Portable Storage	Portable Storage Containers for Saddleback	7,999.20
P174164	Anatomy Warehouse	Anatomy Models for Bio Labs	7,445.37
P174169	Anatomy Warehouse	Anatomy Models for Bio Labs	14,111.82
P174026	Apple Computer, Inc.	iMac Replacements for FA203	9,105.16
P174089	Apple Computer, Inc.	Technology Items for Disabled Student Program	10,295.64
P174048	Asw Express	Supplies for SC Fashion classes	5,103.82
P174067	Butler Chemicals, Inc.	Dishwasher for Culinary Arts Lab/Classes	5,329.80
P174032	C2 Imaging	Equipment for the IVC Athletics	7,657.20
P174049	Carbide 3D LLC	Nomad 883 CNC Mill in HDPE 3d printers	6,362.82
P174090	CDW Government, Inc.	HP Elitbooks for DSPS	5,106.46
P174013	Club Car, LLC.	Carryall 700 Electric Utility Vehicle	16,979.47
P174084	Division of the State Architect	Bleachers project, DSA plan/field review fee	13,750.00
P174205	Fisher Scientific	Supplies for SC Chemistry Dept.	10,445.48
P174024	Global Equipment Co., Inc.	ADA Tables and Signage for DSPS	8,007.45
P174123	Graybar Electric Company	Cabling Supplies & Equipment for SC IT	5,480.28
P174203	Island Promotional Products	Educational Survival Kits for CalWORKs students	6,492.62
P174142	Market-Based Solutions	SCAQMD Rule 2202 Emission Credits	24,444.00
P174062	Meadows Medical Supply	Bladder scanner for Nursing program	7,014.60
P174076	Meridian It, Inc.	Barracuda Backup Server 995 - Saddleback	248,505.59
P174112	Meridian It, Inc.	Barracuda Backup Server 995 - District Svcs	248,505.59
P174033	Pacific Coast Entertainment	IVC Gym Instructional Audio Equipment	12,338.97
P174243	PI Physik Instrumente LP	Laser equipment for Optics courses	18,442.08
P174217	Quark Enterprises, Inc.	Supplies for SC Chemistry Dept.	8,569.48
P174133	S & B Foods Catering Division	Refreshments for Cultural Competence Summit	9,583.96
P174222	Saddleback Bookstore	Textbooks purchased for EOPS students	5,829.00
P174257	Sanstreak Corp.	Camera for Engineering Program	5,984.60
P174087	Systems Source, Inc.	IT Building Village 2 project furniture	8,442.20
P174002	Takach Press Corporation	Instructional Supplies for SC Art Department	5,884.14
P174060	Test Equipment Depot	SC Physics equipment - IR camera	9,740.20
P174191	Vernier Software	Equip. and Supplies for Biotechnology Program	5,163.60
P174165	Wells Fargo #2785	Google AdWords Campaign for Summer 16	5,000.00
		TOTAL PURCHASE ORDERS	805,471.78



South Orange County Community College District

EXHIBIT B
Page 1 of 1

Purchase Order Ratification (Amount)

April 7, 2016 through April 26, 2016

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P174076	Meridian It, Inc.	Barracuda Backup Server 995 - Saddleback	248,505.59
P174112	Meridian It, Inc.	Barracuda Backup Server 995 - District Svcs	248,505.59
P174254	Academic Marketing Services, L Lc	Career Focus magazine	42,351.18
P174142	Market-Based Solutions	SCAQMD Rule 2202 Emission Credits	24,444.00
P174243	PI Physik Instrumente LP	Laser equipment for Optics courses	18,442.08
P174013	Club Car, LLC.	Carryall 700 Electric Utility Vehicle	16,979.47
P174169	Anatomy Warehouse	Anatomy Models for Bio Labs	14,111.82
P174084	Division of the State Architect	Bleachers project, DSA plan/field review fee	13,750.00
P174033	Pacific Coast Entertainment	IVC Gym Instructional Audio Equipment	12,338.97
P174205	Fisher Scientific	Supplies for SC Chemistry Dept.	10,445.48
P174089	Apple Computer, Inc.	Technology Items for Disabled Student Program	10,295.64
P174060	Test Equipment Depot	SC Physics equipment - IR camera	9,740.20
P174133	S & B Foods Catering Division	Refreshments for Cultural Competence Summit	9,583.96
P174026	Apple Computer, Inc.	iMac Replacements for FA203	9,105.16
P174217	Quark Enterprises, Inc.	Supplies for SC Chemistry Dept.	8,569.48
P174087	Systems Source, Inc.	IT Building Village 2 project furniture	8,442.20
P174024	Global Equipment Co., Inc.	ADA Tables and Signage for DSPS	8,007.45
P174061	American Portable Storage	Portable Storage Containers for Saddleback	7,999.20
P174032	C2 Imaging	Equipment for the IVC Athletics	7,657.20
P174164	Anatomy Warehouse	Anatomy Models for Bio Labs	7,445.37
P174062	Meadows Medical Supply	Bladder scanner for Nursing program	7,014.60
P174203	Island Promotional Products	Educational Survival Kits for CalWORKs students	6,492.62
P174049	Carbide 3D LLC	Nomad 883 CNC Mill in HDPE 3d printers	6,362.82
P174257	Sanstreak Corp.	Camera for Engineering Program	5,984.60
P174002	Takach Press Corporation	Instructional Supplies for SC Art Department	5,884.14
P174222	Saddleback Bookstore	Textbooks purchased for EOPS students	5,829.00
P174123	Graybar Electric Company	Cabling Supplies & Equipment for SC IT	5,480.28
P174067	Butler Chemicals, Inc.	Dishwasher for Culinary Arts Lab/Classes	5,329.80
P174191	Vernier Software	Equip. and Supplies for Biotechnology Program	5,163.60
P174090	CDW Government, Inc.	HP Elitbooks for DSPS	5,106.46
P174048	Asw Express	Supplies for SC Fashion classes	5,103.82
P174165	Wells Fargo #2785	Google AdWords Campaign for Summer 16	5,000.00
TOTAL PURCHASE ORDERS \$			805,471.78



South Orange County Community College District

EXHIBIT C
Page 1 of 1

Check Ratification

April 7, 2016 through April 26, 2016

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	699	4,477,266.19
07 IVC Community Education	16	103,375.15
09 SC Community Education	28	281,992.13
12 Child Development	13	122,480.05
40 Capital Outlay	114	1,626,886.33
68 Self Insurance	3	11,172.89
71 Retiree Benefit	3	362,894.91
95 SC Associated Student Government	44	20,511.90
96 IVC Associated Student Government	40	58,219.23
Total Checks	960	\$7,064,798.78

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: April 2016 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 \$87,800 for equipment, supplies and maintenance projects. During April 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>Academic Chess</u> Amendment No. 2- For additional after-school programs of \$15,000 for a revised contract total of \$97,688. Saddleback College	\$97,688.00
<u>dmoorecreative</u> Independent Contractor Agreement- For video production and creative services for online advisement videos from 3/7/2016-6/30/2016. Irvine Valley College	\$48,900.00
<u>Community College League of California</u> Independent Contractor Agreement- To purchase electronic information databases for use in the library from FY 2016-2017. Irvine Valley College	\$45,910.58
<u>CDWG</u> Software License Agreement- For renewal of NetApp SAN, data storing solution, ending on 3/31/2018. Saddleback College	\$37,600.00
<u>Parsons Brinckerhoff, Inc.</u> Amendment No. 2- For labor compliance services of \$7,000 for a revised contract total of \$33,376. Irvine Valley College	\$33,376.00

<u>Gear Connection</u> Independent Contractor Agreement- For audio equipment rental and installation services for Summer Theatre from 7/5/2016-7/24/2016. Saddleback College	\$32,952.00
<u>Blue Tiger, Inc.</u> Amendment No. 2- For additional consulting services on curriculum design of \$20,000 for a revised contract total of \$25,000. Irvine Valley College	\$25,000.00
<u>Scholar Baller</u> Independent Contractor Agreement- For incentive program materials and logo licensing for scholar athlete recognition program from 4/7/2016-12/31/2020. Saddleback College	\$25,000.00
<u>Workday, Inc.</u> Professional Services Agreement- For implementation of employee recruiting services module. District Services	\$22,000.00
<u>Rancho Santiago Community College District</u> Grant Sub-Agreement- For 2 nd Annual C-STEM Day in Orange County in May 2016. Irvine Valley College	\$20,000.00 (Revenue)
<u>Rancho Santiago Community College District</u> Grant Sub-Agreement- For Cyber Patriot competition team project, an outreach project with local high schools, from July 2016 to December 2016. Irvine Valley College	\$20,000.00 (Revenue)
<u>ePlus</u> Software License Agreement- For campus-wide Cisco telephones and software licenses. Saddleback College	\$19,183.00
<u>Hilton Garden</u> Facility Use Agreement- For Common Assessment Initiative (CAI) Professional Development Regional Meeting in San Diego, CA. on 5/11/2016 and 5/12/2016. Saddleback College	\$17,000.00
<u>Hyatt Hotels & Resorts</u> Facility Use Agreement- For college administrator and manager's retreat in Palm Springs, CA. from 9/7/2016-9/9/3016. Saddleback College	\$17,000.00
<u>Media Services 55</u> Advertising Agreement- To provide targeted advertising on local cable network for Emeritus Institute's Educational Campaign from 4/1/2016-3/31/2017. Saddleback College	\$16,560.00

<u>STEAM Builders</u> Educational Services Agreement- To provide community education classes in science for College for Kids program from 11/15/2015-6/30/2017. Saddleback College	\$15,000.00
<u>Haitbrink Asphalt Paving</u> Construction Service Agreement- For roadwork project in lot 1A exit area on 4/30/2016. Saddleback College	\$14,710.00
<u>Nuventive, LLC</u> Software license agreement- For annual maintenance of TracDat, data management software, from 4/18/2016-4/17/2017. District Services	\$13,797.00
<u>Rossco Promotions</u> Independent Contractor Agreement- For promotional merchant discount coupon cards for students. Saddleback College-ASG	\$13,500.00
<u>Dana Wharf Sportfishing</u> Amendment No. 1- For annual boat rentals at a revised daily amount increase of \$100 per day for a new daily rate of \$1,300 for a new revised 2-year contract from \$12,000 to \$13,000. Saddleback College	\$13,000.00
<u>JAMF</u> Software License Agreement- For Casper Suite, imaging and mobile device management software, used by Technology Services Department. Saddleback College	\$12,544.00
<u>Wingman Enterprises, Inc.</u> Guest Speaker Agreement- For a Wingman Leadership Workshop for administrators and managers on 5/19/2016. Irvine Valley College	\$12,500.00
<u>Presidio</u> Software Purchase Agreement- For integration services for the active directory system and unified communications system. District Services	\$12,460.00
<u>Ayres Hotel & Suites</u> Facility Use Agreement- For CA Career Café Advisory Meeting in Costa Mesa, CA. on 5/9/2016 and 5/10/2016. Irvine Valley College	\$12,000.00
<u>Microwest Software Systems, Inc.</u> Software Maintenance and Support Agreement- For annual maintenance of Microwest, a facility management and tool control software system. Saddleback College	\$10,155.00

<u>Blue Tiger, Inc.</u> Independent Contractor Agreement- For preparing a revised self-evaluation report and exhibits for the American Bar Association for IVC's Paralegal Program's accreditation process by 5/30/2016. Irvine Valley College	\$10,000.00
<u>Mohammad Asghari</u> Independent Contractor Agreement- Guest speaker at the OC Pathways to STEM workshops from April 2016 to March 2017. Saddleback College	\$10,000.00
<u>Siteimprove, Inc.</u> Software Subscription Agreement- For reviewing and reporting quality control issues on college website. Saddleback College	\$9,690.00
<u>Vital Link</u> Independent Contractor Agreement- For outreach activities in connection with Deputy Sector Navigator for Energy Efficiency and Utilities from 4/4/2016-6/30/2016. Irvine Valley College	\$8,930.00
<u>Mike Brown Grandstands</u> Amendment No. 1- For additional staging equipment rental for Summer 2016 Semester of \$650 for a revised contract total of \$8,450. Saddleback College	\$8,450.00
<u>Nuventive, LLC</u> Software Maintenance Agreement- For annual maintenance of TracDat, data management software, from 4/18/2016-4/17/2017. District Services	\$8,130.00
<u>dataBridge</u> Independent Contractor Agreement- For SharePoint installation services on 4/13/2016. District Services	\$7,700.00
<u>Geographic Solutions</u> Independent Contractor Agreement- For annual license fee and support of CACareerCafe website from 3/1/2016-6/30/2016. Irvine Valley College	\$7,416.64
<u>Mavenlink</u> Software License Agreement- For additional user licenses for project management software, used by Technology Services from 4/29/2016-3/30/2017. Irvine Valley College	\$6,822.72
<u>Avalon Tent & Party</u> Independent Contractor Agreement- For stage drapery, chair and table rentals for annual scholarship ceremony from 5/1/2016-5/30/2018. Saddleback College	\$6,642.97

<u>Mike Shill Painting</u> Construction Service Agreement- For rooftop painting services on 4/13/2016. Irvine Valley College	\$6,525.00
<u>Essence Entertainment</u> Independent Contractor Agreement- For contracted musicians as needed for spring 2016 instrumental music performances from 4/1/2016-6/30/2016. Irvine Valley College	\$5,730.00
<u>Blackboard</u> Software License Agreement- For annual electronic disbursement services for students from 4/11/2016 to 4/10/2021. District Services	\$5,031.65
<u>UpSnap</u> Advertising Agreement- For mobile advertising to promote summer registration from 4/18/2016-6/17/2016. Saddleback College	\$5,000.00
<u>Geo Spectra</u> Geotechnical Service Agreement- For geotechnical testing and special inspection services for Fine Arts HVAC upgrade and interior improvement project. Saddleback College	\$4,950.00
<u>Joseph Kibbe and Associates</u> Amendment No. 1- No cost extension of services from 2/28/2016 to 5/23/2016 for research on CTE programs with total contract remaining at \$4,875. Saddleback College	\$4,875.00
<u>Orange Coast Fence</u> Construction Service Agreement- For fence and arbor installation services in Village 3 garden on 5/31/2016. Saddleback College	\$4,782.00
<u>Jack Hollywood</u> Independent Contractor Agreement- For website edits and updates for CACareerCafé web site from 4/13/2016-6/30/2016. Irvine Valley College	\$4,600.00
<u>Manassero Farms</u> License to Use Agreement- For use of IVC property for agricultural purposes for an annual fee from 3/15/2015 to 3/15/2017. Irvine Valley College	\$4,500.00 (Revenue)
<u>Avalon Tent & Party</u> Independent Contractor Agreement- For rental services and delivery for commencement on 5/24/2016. Irvine Valley College	\$4,315.20

<u>New Vision Construction</u> Construction Service Agreement- For ice machine relocation and mop sink installation services in Culinary Arts Department on 5/31/2016. Saddleback College	\$4,306.86
<u>Vortex</u> Construction Service Agreement- For replacing chiller tower door on 4/21/2016. Saddleback College	\$3,787.00
<u>Foundation for California Community Colleges</u> Professional Service Agreement- For presentation and consultation on math strategies for California Acceleration Project event on 4/8/2016. Irvine Valley College	\$3,500.00
<u>Qualtrics, LLC</u> Software License and Support Agreement- For annual subscription of computer software, to conduct surveys, polls and reports, starting on 3/31/2016. District Services	\$3,500.00
<u>Turboscape</u> Construction Service Agreement- For supplying ground cover for the Avery Slope Project on 4/22/2016. Saddleback College	\$3,300.00
<u>Norman Stolzoff</u> Independent Contractor Agreement- Guest speaker for Distinguished Academic Lecture Series on 5/19/2016. Irvine Valley College	\$3,000.00
<u>Stone Fire Grill</u> Independent Contractor Agreement- Catering services for IVC Student Association Awards Ceremony on 5/5/2016. Irvine Valley College-ASIVC	\$3,000.00
<u>AG Construction</u> Construction Service Agreement- For window glass replacement services in Business Sciences and Technology Innovation Center on 3/30/2016. Irvine Valley College	\$2,816.15
<u>Sports Facilities Group</u> Independent Contractor Agreement- For bleacher inspection and repair services from 4/15/2016-5/10/2016. Irvine Valley College	\$2,600.00
<u>BurlingtonEnglish</u> Software License Agreement- For annual subscription of BurlingtonEnglish, ESL language software for contract education courses. Irvine Valley College	\$2,592.00

<u>South Coast Fire Protection</u> Construction Service Agreement- For Post Indicator Valve (PIV) device replacement in HVAC system in Student Services Center on 4/12/2016. Irvine Valley College	\$2,585.00
<u>South Coast Fire Protection</u> Construction Service Agreement- For main potable water backflow device repair services on 1/15/2016. Irvine Valley College	\$2,585.00
<u>Modular A/C Systems</u> Construction Service Agreement- For air conditioning unit installation services at Village 26-1 on 3/28/2016. Saddleback College	\$2,500.00
<u>San Clemente Ocean Festival</u> Sponsor Agreement- For festival advertisement on 7/16/2016 and 7/17/2016 for Outreach and Recruitment department. Saddleback College	\$2,500.00
<u>Vital Link Orange County</u> Independent Contractor Agreement- For providing round trip transportation for OC Pathways to STEM students and chaperones from Saddleback College to USC between April and June 2016. Saddleback College	\$2,500.00
<u>Dell</u> Software Support Agreement- For renewing the support for Dell servers from 5/27/2016-5/27/2017. Saddleback College	\$2,400.56
<u>Signature Celebrations</u> Independent Contractor Agreement- For balloon creation delivery and installation for commencement ceremony on 5/24/2016. Saddleback College	\$2,262.60
<u>South Coast Fire Protection</u> Construction Service Agreement- For fire protection annual inspection on 4/13/2016. Irvine Valley College	\$2,250.00
<u>Tustin Ranch Golf Course</u> Facility Use Agreement- For IVC Dance Department Student Award Banquet on 5/21/2016. Irvine Valley College-ASIVC	\$2,135.81
<u>Dave & Buster's</u> Facility Use Agreement- For facility use and refreshments for District-Wide Planning Council Annual Retreat on 5/25/2016. District Services	\$2,055.58
<u>At Last Window Cover</u> Construction Service Agreement- For window cover installation services at FA 203. Saddleback College	\$2,000.00

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

<u>Camp Invention</u> Facility Use Agreement- For Community Education Classes, College for Kids, and Summer Youth Program to be held at Chaparral Elementary School from 6/27/2016-7/1/2016. Saddleback College	\$2,000.00
<u>Camp Invention</u> Facility Use Agreement- For Community Education Classes, College for Kids, and Summer Youth Program to be held at Castille Elementary School from 6/27/2016-7/1/2016. Saddleback College	\$2,000.00
<u>Camp Invention</u> Facility Use Agreement- For Community Education Classes, College for Kids, and Summer Youth Program to be held at Don Juan Avila Elementary School from 6/27/2016-7/1/2016. Saddleback College	\$2,000.00
<u>Camp Invention</u> Facility Use Agreement- For Community Education Classes, College for Kids, and Summer Youth Program to be held at Las Palmas Elementary School from 6/27/2016-7/1/2016. Saddleback College	\$2,000.00
<u>Main Graphics</u> Independent Contractor Agreement- For printing of IVC literary journal titled, The Ear, for spring 2016. Irvine Valley College	\$2,000.00
<u>Pacific Coast Entertainment</u> Independent Contractor Agreement- For audio system installation services in IVC gymnasium from 3/31/2016-6/30/2016. Irvine Valley College	\$2,000.00
<u>Source Graphics</u> Service Agreement- For providing on-site maintenance services for plotter used in Marketing Department from 4/18/2016-4/17/2017. Irvine Valley College	\$1,928.00
<u>Bridges Transitions</u> Software License Agreement- To renew Bridges Transitions, education and career planning software, used by Counseling Department, through 4/29/2017. Irvine Valley College	\$1,850.00
<u>Michael Pitre</u> Independent Contractor Agreement- For guest speaker, author of <i>Fives and Twenty Fives</i> , in participation of One Book, One College Program on 4/26/2016. Saddleback College	\$1,616.15
<u>Source Graphics</u> Service Agreement- For on-site maintenance services for plotter used in Duplicating Center from 4/26/2016-4/25/2017. Irvine Valley College	\$1,550.00

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

<u>Diane Rodriguez-RP Group</u> Independent Contractor Agreement- For guest speaker for Student Success Summit in spring 2014. Irvine Valley College	\$1,350.00
<u>Maggiano's Little Italy</u> Facility Use Agreement- For catering and facility use for Nursing Advisory Breakfast Banquet on 4/29/2016. Saddleback College- Foundation	\$1,300.00
<u>Vortex</u> Construction Service Agreement- For replacing rollers on sliding door in cafeteria on 4/21/2016. Saddleback College	\$1,236.00
<u>CCS Presentations Inc.</u> Service Agreement- For overhead projector and cable installation services in classroom, Village 33-1, from 11/20/2015-6/30/2016. Saddleback College	\$1,173.00
<u>PDQ Rental Center</u> Independent Contractor Agreement- For forklift rental for Summer Theatre 2016 from 6/27/2016-7/1/2016. Saddleback College	\$1,160.00
<u>PDQ Rental Center</u> Independent Contractor Agreement- For forklift rental for Summer Theatre 2016 from 7/25/2016-7/29/2016. Saddleback College	\$1,160.00
<u>Angela Colombo, M.D.</u> Independent Contractor Agreement- For review of medical assistant course curriculum and program and a guest speaker at the annual advisory committee meeting from 7/1/2015-6/30/2016. Saddleback College	\$1,000.00
<u>Lake Forest Golf Center</u> Facility Use Agreement- For facility rental for golf classes from 3/1/2016-5/23/2016. Saddleback College	\$1,000.00
<u>Covoc Corporation</u> Independent Contractor Agreement- For window blinds in library study area from 4/13/2016-4/19/2016. Irvine Valley College	\$999.42
<u>Wedgewood Center</u> Facility Use Agreement- For facility use and catering services for Career and Technical Education Faculty Workshop on 6/15/2016. Saddleback College	\$986.22
<u>Avalon Tent & Party</u> Independent Contractor Agreement- For rentals for Scholarship Breakfast on 5/23/2016 and Commencement on 5/24/2016. Irvine Valley College	\$939.89

<u>Allyson Bates</u> Independent Contractor Agreement- Guest viola player for Theatre Arts FY 2015-2016. Saddleback College	\$880.00
<u>Martin Torres</u> Independent Contractor Agreement- Guest bassist player for She Loves Me theatre production from 4/4/2016-4/17/2016. Saddleback College	\$880.00
<u>Minna Im</u> Independent Contractor Agreement- Guest cellist for Theatre Arts FY 2015-2016. Saddleback College	\$880.00
<u>Nina Kang</u> Independent Contractor Agreement- Guest violinist for Theatre Arts FY 2015-2016. Saddleback College	\$880.00
<u>Steven Wade</u> Independent Contractor Agreement- Guest trumpet player for She Loves Me theatre production from 4/4/2016-4/17/2016. Saddleback College	\$880.00
<u>National Association for College Admission Counseling</u> Registration Agreement- For Spring 2016 National College Fair booth space fee on 4/24/2016. Saddleback College	\$870.00
<u>California Electric</u> Independent Contractor Agreement- For small appliance repair services in Culinary Arts Lab from 7/1/2015-6/30/2016. Saddleback College	\$750.00
<u>On My Game Photography</u> Independent Contractor Agreement- For athletics photography services from 4/1/2016-6/30/2016. Irvine Valley College-Foundation Athletic	\$600.00
<u>Software Bisque</u> Software License Agreement- For subscription of THESKY, an astronomy software used by Math, Sciences, and Engineering division. Saddleback College	\$598.00
<u>Susan Sellers</u> Independent Contractor Agreement- For booking agent of musicians in Orchestra and Wind Ensemble concerts from 4/15/2016-4/29/2016. Saddleback College	\$550.00
<u>Bassem Wahbi Concert Videography</u> Independent Contractor Agreement- For videography services for piano concert on 4/17/2016. Irvine Valley College	\$500.00

<u>PFLAG Speakers Bureau</u> Independent Contractor Agreement- For panel presentation on tolerance and diversity on 4/14/2016. Saddleback College	\$500.00
<u>Daikin</u> Amendment No. 1- No cost extension from 10/7/2015 to 1/5/2016 for uploading HVAC software to Power House 2 (PH2). Irvine Valley College	\$480.00
<u>Eugenie McAllister</u> Independent Contractor Agreement- For tennis match officiating services from 4/4/2016-6/30/2016. Irvine Valley College	\$450.00
<u>Sandra A. Bowerbank</u> Independent Contractor Agreement- For tennis match officiating services from 4/4/2016-6/30/2016. Irvine Valley College	\$450.00
<u>Computer Systems Approach, Inc.</u> Independent Contractor Agreement- For printer repairs and parts replacement services for Photography Lab from March 2016 to May 2016. Saddleback College	\$400.00
<u>David Lawrence Koonse</u> Amendment No. 1- For additional amount of \$150 to correct error on the original agreement of a musician performance, for a corrected contract total of \$350. Saddleback College-Foundation	\$350.00
<u>Mark Combs</u> Independent Contractor Agreement- For guest speaker to lecture on saving and investing habits on 5/5/2016. Saddleback College	\$350.00

<u>Nuance Communications, Inc.</u> Software License Agreement- For Dragon Naturally Speaking Software, speech recognition software, used by Disabled Students Programs and Services Department from 4/19/2016 to 6/30/2017. Saddleback College	\$300.00
<u>Betty Whyte</u> Independent Contractor Agreement- Guest flutist for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Brian Woodworth</u> Independent Contractor Agreement- Guest bassoon player for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Claire Bertram</u> Independent Contractor Agreement- Guest oboe player for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Earl Keith Bishop</u> Independent Contractor Agreement- Guest bassoon player for Symphony Orchestra concert on 5/14/2016. Saddleback College-Foundation	\$255.00
<u>James Stark</u> Independent Contractor Agreement- Guest violinist for Symphony Orchestra concert on 5/14/2016. Saddleback College-Foundation	\$255.00
<u>Joshua Huppert</u> Independent Contractor Agreement- Guest percussionist for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Karen Linkletter</u> Independent Contractor Agreement- Guest cellist for Symphony Orchestra concert on 5/14/2016. Saddleback College-Foundation	\$255.00
<u>Leslie Schroerlocke</u> Independent Contractor Agreement- Guest clarinetist for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Lisa Cherry</u> Independent Contractor Agreement- Guest horn player for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Maryann Tucker</u> Independent Contractor Agreement- Guest cellist for Symphony Orchestra concert on 5/14/2016. Saddleback College-Foundation	\$255.00

<u>Marco De Almeida</u> Independent Contractor Agreement- Guest horn player for Symphony Orchestra concert on 5/14/2016. Saddleback College-Foundation	\$255.00
<u>Matthew Caffrey</u> Independent Contractor Agreement- Guest clarinet player for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Maya Horikawa</u> Independent Contractor Agreement- Guest violinist for Symphony Orchestra concert on 5/14/2016. Saddleback College-Foundation	\$255.00
<u>Shannon Yoshinaga</u> Independent Contractor Agreement- Guest clarinetist for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Stephanie Getz</u> Independent Contractor Agreement- Guest flutist for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Susan V. Sellers</u> Independent Contractor Agreement- Guest clarinetist for Wind Ensemble concert on 5/6/2016. Saddleback College-Foundation	\$255.00
<u>Alvin Gregorio</u> Independent Contractor Agreement- For guest speaker presentation on visual heritage on 4/8/2016. Saddleback College	\$250.00
<u>Ramona Adamson</u> Independent Contractor Agreement- For guest presenter to give a master dance class on 5/13/2016. Irvine Valley College	\$200.00
<u>OC Audio Visual Solutions</u> Independent Contractor Agreement- For rental and delivery of A/V equipment for event on 3/22/2016. District Services	\$194.40
<u>RDA Toolkit</u> Software License Agreement- To renew RDA Toolkit, library cataloging software. Irvine Valley College	\$185.00
<u>Bruce Friesen</u> Independent Contractor Agreement- For tennis match officiating services from 4/15/2016-6/30/2016. Irvine Valley College	\$150.00

<u>Kim Richmond</u> Independent Contractor Agreement- For guest speaker for Jazz Comp class on 3/30/2016. Saddleback College	\$150.00
<u>Diane Kosakowski</u> Independent Contractor Agreement- For tennis match officiating services on 4/16/2016. Irvine Valley College	\$120.00
<u>Soli Studio Music</u> Independent Contractor Agreement- For digital keyboard rental for Emeritus 40 th Anniversary Celebration on 4/15/2016. Saddleback College-Foundation	\$108.00
<u>Jack Spencer</u> Independent Contractor Agreement- Speech analyst for Speech and Debate Team for National Tournament on 4/29/2016. Saddleback College-Foundation	\$100.00
<u>Dr. Ray Imatani</u> Independent Contractor Agreement- Guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 4/22/2016. Saddleback College-Foundation	\$100.00
<u>Michelle Wulfestieg</u> Independent Contractor Agreement- Guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 4/8/2016. Saddleback College-Foundation	\$100.00
<u>Taylor Stickle</u> Independent Contractor Agreement- National anthem singer for Commencement Ceremony on 5/24/2016. Saddleback College- ASG	\$100.00
<u>Pearson</u> Software License Agreement- For annual license renewal of Q Local, scoring and reporting software, from 4/20/2016-4/19/2017. Saddleback College	\$99.00
<u>Design Science</u> Software License Agreement- For Mathtype, mathematical notation editing software, used by Disabled Students Programs and Services Department. Saddleback College	\$97.00
<u>Mindjet</u> Software License Agreement- For renewal of Mindjet, virtual whiteboard software, used by Technology Services from 7/18/2016-7/17/2017. Irvine Valley College	\$94.80
<u>Jasmine McLeod</u> Independent Contractor Agreement- Speech analyst for Speech and Debate Team for National Tournament on 4/15/2016. Saddleback College	\$50.00

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

<u>Olivia Noceda</u> Independent Contractor Agreement- Speech analyst for Speech and Debate Team for National Tournament on 4/10/2016. Saddleback College	\$50.00
<u>Anaheim Regional Medical Center</u> Clinical Affiliation Agreement- For training clinical experience on-site for Health Sciences/Human Services students. Saddleback College	\$0.00
<u>Brandman University</u> Facility Use Agreement- For student services event on 7/21/2016 and 7/22/2016. Irvine Valley College	\$0.00
<u>Complete Resurgency, LLC</u> Clinical Internship Agreement- For providing clinical internship on-site for students at a detox and behavioral treatment center. Saddleback College	\$0.00
<u>Harmony Heals, Inc.</u> Clinical Internship Agreement- For providing clinical internship on-site for students at a detox and behavioral treatment center. Saddleback College	\$0.00
<u>University of California, Irvine</u> Clinical Affiliation Agreement- For providing clinical internship experience on-site for students enrolled in Paramedic Program. Saddleback College	\$0.00
<u>South Coast Specialty Surgery Center</u> Clinical Internship Agreement- For providing clinical internship on-site for students enrolled in Nursing Program. Saddleback College	\$0.00

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Consolidated Elections for Members of Governing Boards

ACTION: Approval

BACKGROUND

The provisions of Education Code Section 5340 read in part:

“School District governing board or community college district governing board member elections for two or more school districts of any type to be held in the same district or area on the same day shall be consolidated so that a person entitled to vote in both or all of such elections may do so at the same time and place and using the same ballot.”

STATUS

Consistent with previous practice during election years, the Orange County Department of Education has notified the South Orange County Community College District that a resolution relative to consolidated elections and order of election needs to be adopted by the board and returned to that office by June 17, 2016. Resolution 16-16 (Exhibit A) resolves that pursuant to the authority of Education Code Sections 5304 and 5322, the Orange County Department of Education is being notified of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 8, 2016.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve Resolution 16-16 to notify the Orange County Department of Education of the consolidated election specifications as outlined in Exhibit A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

**RESOLUTION AND ORDER OF BIENNIAL TRUSTEE ELECTION AND
SPECIFICATIONS OF THE ELECTION ORDER**

RESOLUTION 16-16

May 16, 2016

WHEREAS, the election of governing board members is ordered by law pursuant to §5000 of the Education Code to fill the office of members whose terms expire on December 2, 2016, next succeeding the election.

NOW BE IT RESOLVED that pursuant to the authority of Education Code §5304 and 5322, the County Superintendent of Schools, Orange County, is hereby informed of the specifications of the election order for the forthcoming Biennial Governing Board Election to be held on Tuesday, November 8, 2016.

The County Superintendent is further ordered to consolidate this election in accordance with Education Code Sections 5340 and 5342.

Dated this 16th day of May, 2016.

Clerk, Board of Trustees
South Orange County Community College District

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

RESOLUTION NUMBER 16-16

Excerpt from the Journal of the Board of Trustees of the South Orange County Community College District, State of California, for a regular meeting held on the sixteenth day of May, 2016, at 6:30 p.m. at which the following members were PRESENT:

ABSENT:

On motion of Trustee _____, seconded by Trustee _____, a Resolution and Order of Election and Specifications of the Election Order was adopted by the following vote:

AYES:

NOES:

ABSENT:

Certified a correct copy this 16th day of May, 2016

Clerk, Board of Trustees
South Orange County Community College District

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Emergency Operations Plan

ACTION: Approval

BACKGROUND

Pursuant to Board Policy 3453 and Administrative Regulation 3453, the Chancellor shall establish procedures that ensure that the District, the colleges and ATEP implement a plan to be activated in the event of an emergency, or the occurrence of a natural disaster or hazardous condition. This plan must comply with the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and should incorporate the functions and principles of the Incident Command System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among agencies in the event of an emergency or natural disaster.

The plan contains information regarding activation and chain of command responsibilities. Compliance with NIMS mandates requires planning and incorporation for all phases of emergency management including mitigation and prevention, preparedness, response and recovery. The District must ensure that its disaster plan is updated regularly. Campuses must comply with NIMS and SEMS to receive federal or state funding.

STATUS

The Business Continuity Planning Committee (BCPC) has produced an inaugural SOCCCD Emergency Operations Plan for approval.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the proposed SOCCCD Emergency Operations Plan (Exhibit A).

Item Submitted By: *Dr. Robert Bramucci, Vice Chancellor, Technology & Learning Services*



EMERGENCY OPERATIONS PLAN

July 2014

PROMULGATION STATEMENT
South Orange County Community College District (SOCCCD)

The Office of the Chancellor, or designee, has the authority and responsibility for the direction and control of the resources for district-wide business continuity emergencies.


This Plan supersedes any previous SOCCCD Emergency Operations Plans issued for business continuity management purposes. It provides a framework in which SOCCCD can perform its responsibility to prepare and respond to business continuity emergencies during disasters or threats to public safety.

The Plan was developed in concurrence with the district-wide Business Continuity Planning Committee and complies with federal, state and local statutes and agreements made with the various agencies identified herein. It is both SEMS and NIMS compliant. It shall be periodically reviewed and revised by the Business Continuity Planning Committee in accordance with federal and state guidelines.

It is the responsibility of district-wide departments and personnel identified in this Plan to advise the Business Continuity Planning Committee of any changes that may result in its improvement or increase its effectiveness.

Date:

Signatures:



Gary Poertner
Chancellor



Robert Bramucci,
Vice Chancellor, Technology & Learning Services
Chair, Business Continuity Planning Committee

Emergency Operations Plan

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1A

BASIC PLAN

OVERVIEW

This is the first edition of the South Orange County Community College District (SOCCCD) Emergency Operations Plan. This plan:

- Implements the mandatory provisions required by the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS)
- Reflects recent advances in emergency management protocols and strategies and changes in the Emergency Services Act (ESA)
- Addresses important considerations for mitigation, preparedness, response, and recovery activities
- Is a flexible multi-hazard plan

There are four parts to the SOCCCD Emergency Operations Plan:

- **Part I** is the Basic Plan, describing the hazards we face in California, the emergency management organization, the Standardized Emergency Management System (SEMS), emergency declarations, roles and responsibilities, and administrative practices. The basic plan is intended to be general in its application and provide for flexibility during response and recovery.
- **Part II** consists of an overview of the organization for response and recovery operations, including state agencies and other organizations with lead and support responsibilities.
- **Part III** is a listing of plans and documents that are identified as references to the SOCCCD Plan. Included are laws, regulations, orders, plans, training material, resource manuals, and agreements that support this plan. They provide additional detailed information for the conduct of emergency operations and performance of emergency duties.
- **Part IV** contains a glossary of definitions used in this plan.

The SOCCCD Emergency Operations Plan is not meant to stand alone; it is intended to be used in conjunction with plans from the colleges, city, county, operational area (OA), state agencies, and associated standard operating procedures. Other specific contingency plans may also support this plan. Where supporting plans are inconsistent with the general principles described in the SOCCCD Plan, the State Plan will supersede supporting plans.

INTRODUCTION

FUNCTION

This plan outlines the emergency management system used for all emergencies impacting South Orange County Community College District (SOCCCD). It describes the SOCCCD emergency management organization and its supporting contingency plans and operating procedures.

RELATIONSHIP TO SEMS AND NIMS

The plan establishes protocols for responding to emergencies within SOCCCD. It conforms to the requirements outlined in the Standardized Emergency Management System (SEMS) and is compliant with the federal National Incident Management System (NIMS). In addition, it promotes use of the Incident Command System (ICS) during emergency operations.

The plan establishes the policies, concepts, and general protocols for the implementation of SEMS and NIMS. The California Emergency Services Act (Government Code 8607[d]) requires the use of SEMS during emergency response by state agencies. The SOCCCD emergency management organization will use SEMS/NIMS/ICS throughout the four phases of a disaster: mitigation, preparedness, response, and recovery. The integration of emergency management activities throughout all phases of an emergency and across all functions will increase accountability, provide continuity of resource application, establish a clear chain of command and coordination, and identify responsibilities for critical task performance.

PURPOSE, SCOPE, AND ASSUMPTIONS

PURPOSE

The plan is supported by an emergency management organization that focuses on specific functional responsibilities during such emergencies as earthquakes, fires, hazardous material spills, civil disorder or terrorist attacks.

The plan includes:

- A description of the SOCCCD Emergency Organization
- A description of mutual aid use during non-declared and declared emergencies to ensure effective coordination of needed resources
- General policies to guide emergency management activities
- Guidance on interagency coordination to deliver assistance
- Specific responsibilities of various levels of the campus' emergency management organization
- Interagency and intergovernmental shared responsibilities and support capabilities
- Supporting plans and procedures

SCOPE

The plan applies to all elements of SOCCCD's emergency management organization during all phases of emergency management. Primary audiences are:

- Saddleback College
- Irvine Valley College (IVC)
- Advanced Technology and Education Park (ATEP)
- South Orange County Community College District Services
- The California Community Colleges Chancellor's Office
- Local emergency responders

This plan is also a reference for emergency managers from local, state and federal governments, as well as private agencies and interested members of the public. It is intended to be an operational document with supporting attachments.

ASSUMPTIONS

The following assumptions apply to this plan:

- Emergency management activities are accomplished using SEMS/NIMS/ICS protocols
- Emergency response is best coordinated at the lowest level of government involved in the emergency
- SOCCCD will coordinate operational control and responsibility for emergency management activities within its jurisdictional area with the colleges, unless otherwise superseded by statute or agreement
- Mutual Aid will be requested when needed and provided when available
- Mitigation activities conducted prior to the occurrence of a disaster potentially reduce damage, injuries, and loss of life
- Supporting plans and procedures are maintained and updated by the responsible emergency management unit

CONCEPT OF OPERATIONS

OPERATIONAL PRIORITIES

Special consideration will be given to the following priorities when conducting emergency operations:

- Protecting life (highest priority), property, and the environment
- Meeting the immediate emergency needs of students, faculty, staff and visitors (e.g., rescue, medical care, food and shelter)
- Temporarily restoring facilities that are essential to the health, safety, and welfare of the district population (e.g., medical, water, and electricity)
- Mitigating hazards that pose a threat to life, property, and the environment

DIRECTION, CONTROL AND COORDINATION

Implementation of the Standardized Emergency Management System (SEMS) is required by Government Code §8607 (a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

SEMS incorporates the use of the Incident Command System (ICS), the Master Mutual Aid Agreement, existing discipline-specific mutual aid, the operational area concept, and multi-agency or inter-agency coordination. SEMS helps unify all elements of California's emergency management organization into a single integrated system. Its use is required for government response agencies, including SOCCCD.

THE FIVE SEMS ORGANIZATIONAL LEVELS

The Standardized Emergency Management System (SEMS) consists of five organizational levels that are activated as necessary in response to an emergency:

- 1) **Field Level** on-scene responders carry out tactical decisions and activities in direct response to an incident or threat (colleges).
- 2) **Local Government Level** manages and coordinates the overall emergency response and recovery activities within the jurisdiction (SOCCCD).
- 3) **Operational Area Level** manages and/or coordinates information, resources and priorities among local governments within the operational area and serves as the coordination and communications link between the local government level and the regional level.
- 4) **Regional Level** manages and coordinates information and resources among operational areas within the mutual aid region designated pursuant to Government Code Section 8600 and between the operational areas and the state level. The regional level along with the state level coordinates overall state agency support for emergency response activities.
- 5) **State Government Level** manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid

regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

THE CALIFORNIA EMERGENCY ORGANIZATION

The five SEMS organization levels, together with the private sector, are collectively referred to as the *California Emergency Organization*. This organization's goal is to support emergency activities to protect life, property, and the environment. Operating from established Emergency Operations Centers (EOCs) at all levels of government, the California Emergency Organization represents all resources available within the state that may be applied in disaster response and recovery phases.

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. However, some emergency responses are led by designated state agencies which have jurisdiction at the state level of those emergencies or disasters. In other cases (for example, hazardous material, nuclear power plant, and terrorism emergencies), there may be a *joint* response, which requires a Unified Command for coordinated response between federal, state and local jurisdictions.

Requests for resources originate at the lowest applicable level of government and are forwarded to the next level until filled. For example, if an Operational Area (OA) is unable to provide the necessary requested assistance, it may contact the California Office of Emergency Services (CalOES) at the Regional Emergency Operations Center (REOC) and forward the request.

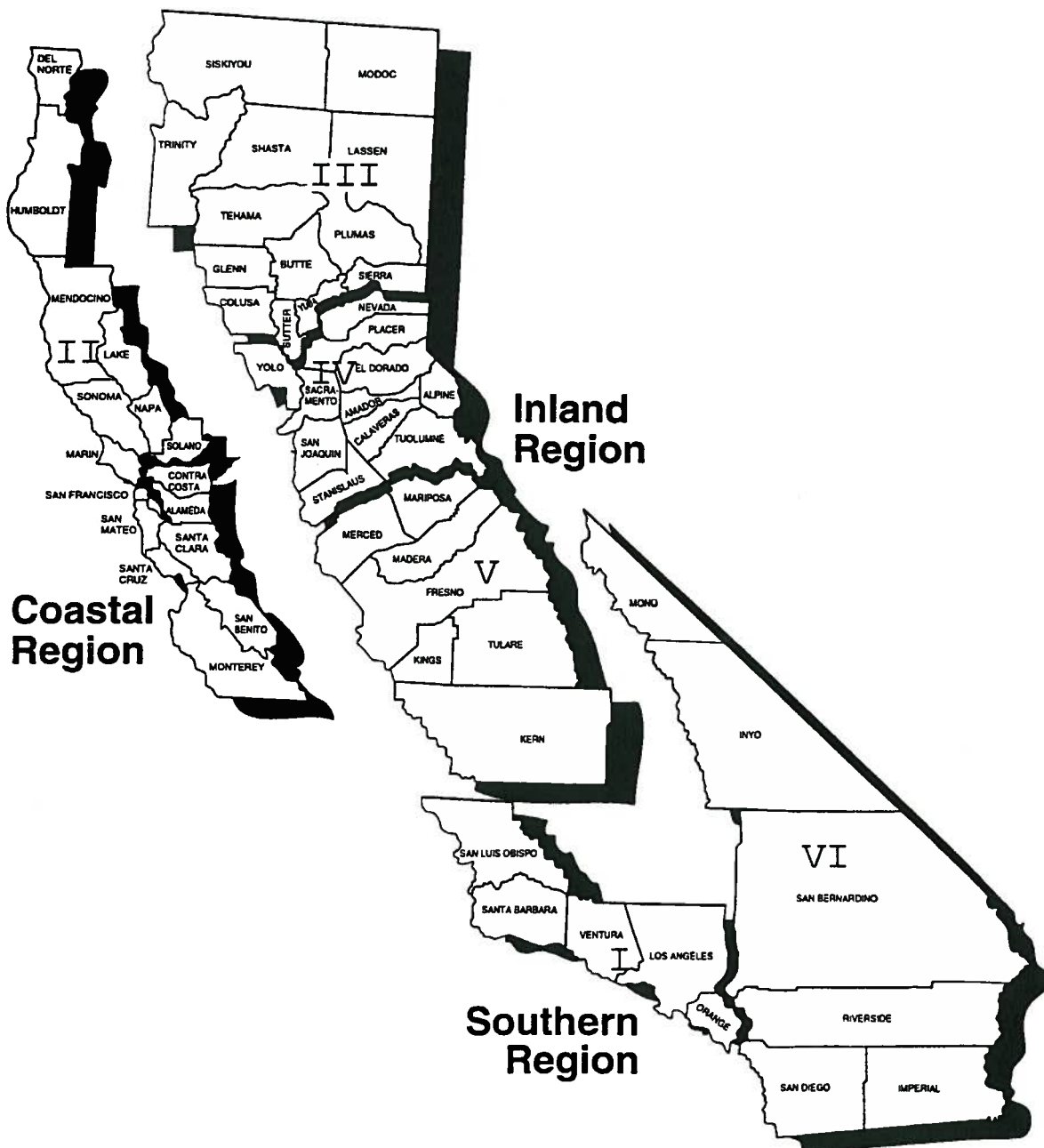
State agencies with responsibilities for emergency response normally follow their established plans and procedures. However, during complex emergencies involving multiple jurisdictions and agencies, coordination of resources may be achieved through the use of liaison officers, agency representatives, and a unified command.

When support requirements cannot be met with state resources, the state may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations. The state may also request a *Presidential Declaration* of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288 as amended.

California has established procedures for essential communications support between the OA, the CalOES REOC, the State Operations Center (SOC), and other state agencies to provide the information links for elements of the California Emergency Organization.

Figure 1

California Office of Emergency Services Administrative and Mutual Aid Regions



ORGANIZATIONAL FUNCTIONS

The Incident Command System (ICS), which is an element of SEMS, incorporates an organizational management structure that establishes the concepts of:

- Common Terminology
- Manageable Span-of-Control
- Unity of Command
- Integration of Communications

ICS incorporates five principal functions that can be performed at any incident:

1. Management
2. Operations
3. Planning/Intelligence
4. Logistics
5. Finance/Administration

ICS allows for a modular and rapid expansion to meet the needs imposed by the incident. ICS can be used during any serious multi-disciplinary (e.g. fire, law enforcement, medical) emergency within a jurisdiction and is particularly useful for any kind of incident involving multiple jurisdictions and agencies.

EOC EMERGENCY MANAGEMENT FUNCTIONS

The following is a description of the five principle functions of ICS:

1. **Management:** This function provides for the overall management and coordination of response and recovery activities through the joint efforts of the campuses, SOCCCD, local governmental agencies, and private organizations.
2. **Operations:** This function is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the action plan.
3. **Planning/Intelligence:** This function is responsible for collecting, evaluating, and disseminating intelligence and information; developing the action plan in coordination with the other functions; and maintaining documentation.
4. **Logistics:** This function is responsible for providing facilities, services, personnel, equipment, and materials.
5. **Finance/Administration:** This function is responsible for financial and administrative aspects not assigned to the other functions.

Under ICS, all levels of government use this organizational structure. Thus, the same five emergency management functions will be used in the Saddleback EOC, the IVC EOC, and the District Services EOC.

SEMS/ICS will be utilized whenever SOCCCD activates an EOC, or when a college and local emergency have been declared or proclaimed. When an EOC is activated, communications and coordination will be established between the EOC Director at the respective college and the District Services EOC. Coordination of fire and law enforcement resources will be accomplished through the mutual aid systems at the college level. The same five principal functions of ICS will be utilized in the District Services EOC as well as at the college EOCs.

MUTUAL AID

Figure 1 shows that California is divided into six Mutual Aid Regions with three administrative regional offices that provide oversight. SOCCCD is located within Region I of the Southern Administrative and Mutual Aid Region.

During an emergency, state agency representatives will establish liaisons with their local counterparts to relay information and mutual aid requests, with the CalOES regional manager coordinating interregional mutual aid and state assistance, as necessary, at the request of the Operational Area Coordinators. Additionally, fire and rescue, and law enforcement coordinators are assigned at the Operational Area level.

The CalOES Region I Manager serves as the Regional Mutual Aid Coordinator. Depending on the nature of an emergency, the Orange County Sheriff or Fire Authority Chief will act as the Operational Area Coordinator.

Requests for, and coordination of, mutual aid support will normally be made through established channels:

- From Irvine Valley College or Saddleback College to SOCCCD; and/or
- From Irvine Valley College to the City of Irvine and the Operational Area; and/or
- From Saddleback College to the City of Mission Viejo and the Operational Area

Local agencies receiving mutual aid are responsible for logistical support of reporting personnel.

Requests for mutual aid will specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed
- Reporting time and location
- Authority to whom responding personnel should report
- Access routes
- Estimated duration of emergency operations

SOCCCD will provide mutual aid upon:

- Request from Saddleback College for emergency assistance and support
- Request from Irvine Valley College for emergency assistance and support
- Request from local governments that have declared a local emergency, and if appropriate, in coordination with the colleges
- Direction from the California Office of Emergency Services (CalOES) to render emergency assistance
- Gubernatorial declaration of a state of emergency in an area including Saddleback College and/or Irvine Valley College
- The proclamation of a state of war emergency as defined in the *California Emergency Services Act* (Chapter 7, Division 1, Title 2, California Government Code)
- A federal declaration of a national emergency

The City of Mission Viejo (in coordination with county contracted public safety services) will:

- Develop and maintain Standard Operating Procedures with Saddleback College consistent with the State Emergency Plan and Master Mutual Aid Agreement
- Maintain liaison with neighboring jurisdictions, including Saddleback College and the county Emergency Management Organization
- Designate staging areas for incoming support and recovery operations

The City of Irvine will:

- Develop and maintain Standard Operating Procedures with IVC consistent with the State Emergency Plan and Master Mutual Aid Agreement
- Maintain liaison with neighboring jurisdictions, including IVC and the county Emergency Management Organization
- Designate staging areas for incoming support and recovery operations

The County of Orange will:

- Provide coordination of intra-county mutual aid
- Maintain liaison with CalOES personnel
- Request mutual aid from the CalOES Southern Region Manager

CalOES – Southern Region will:

- Maintain liaison with local, state, and federal authorities
- Provide planning guidance and assistance to county and local jurisdictions
- Respond to requests for mutual aid

- Provide a clearinghouse for emergency operations information

CalOES – Headquarters will:

- Perform executive functions assigned by the governor
- Coordinate response and recovery operations of state agencies
- Provide a clearinghouse for emergency operations information
- Prepare and disseminate proclamations from the governor
- Receive and process requests for mutual aid
- Receive and process requests for federal disaster assistance
- Direct the allocation of federal and out-of-state resources

PHASES OF EMERGENCY MANAGEMENT

Emergency management activities can be categorized into a series of phases, which fall into two general categories: Preparedness and Response.

Preparedness

Day-to-Day: The preparedness phase involves activities undertaken in advance of an emergency. These activities develop operational capabilities and improve effective response to disasters. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, writing mutual aid operational plans, training response personnel, and improving public information and communications systems.

Preparedness activities are part of the implementation of the *Emergency Services Act* (ESA), the *Master Mutual Aid Agreement* (MMAA), and the State Emergency Plan. The plan is considered in effect at all times to provide authorization to accomplish essential preparedness activities.

Increased Readiness: As a crisis begins to develop, government takes action to increase its readiness. Actions taken during the buildup of a crisis situation are designed to increase an organization's ability to respond effectively to a disaster. Increased readiness actions include briefing government officials, reviewing plans, preparing information for release to the public, updating resource lists, and testing warning and communications systems.

Response

Pre-Impact: When emergency managers are able to recognize the approach of a potential disaster, actions are taken to save lives and protect property. The response phase is activated to coordinate emergency response activities. During this phase, warning systems may be activated, resources may be mobilized, EOCs may be activated, and evacuation may begin.

Immediate Impact: During this phase, emphasis is placed on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response actions are accomplished within the affected area by government agencies (including requests for mutual

aid) and segments of the private sector. During this phase, EOCs may be activated and emergency instructions may be issued to the public.

Sustained: As the emergency continues, assistance is provided to victims of the disaster and efforts are made to reduce secondary damage. Regional or statewide mutual aid may be provided to assist with these efforts. Response support facilities may be established. The incidents' resource requirements continually change to meet the needs of the incident.

Figure 2

THE DISASTER CYCLE



Response Levels:

Emergency response generally includes three levels of activity. Detailed emergency action plans for responding to the various emergencies are provided in Part 2.

Level I Response Mode – Decentralized Coordination

This management mode is operative under normal conditions in which local resources are adequate and emergency situations are responded to by normal management procedures. The EOC is not activated and any inter-unit coordination (e.g., fire, paramedic, police) is accomplished by radio or telephone.

Level II Response Mode – Centralized Coordination

This mode of operation is used for emergency responses that require several functional units within the plan to be activated. In these situations, key EOC personnel will meet in a central location to provide emergency coordination. Their activities include (but are not limited to):

- Establishing a situation assessment function
- Establishing a public information function

- Determining resource requirements and coordinating resource requests
- Establishing and coordinating the logistical systems necessary to support emergency services

Level III Response Mode – Highest Interagency Coordination and Discretion

This mode of operation will be utilized following a major disaster that would render it impossible for District Services, IVC or Saddleback College to effectively respond or function at either Level I or II. In this situation, one or more EOCs will be activated and all coordination and direction activities, including interagency coordination, would be accomplished from the EOC(s). To the extent practicable, incident emergency management systems would report to and receive direction from the EOC(s).

Recovery

At the onset of an emergency, actions should be taken to enhance the effectiveness of recovery operations. Recovery comprises both short-term activities intended to return vital life-support systems to operation and long-term activities designed to return infrastructure systems to pre-disaster conditions. Recovery also includes cost recovery activities.

Mitigation

Mitigation planning includes a review of ways to eliminate or reduce the impact of future disasters. Specific hazard mitigation plans are prepared following a federally declared disaster and reflect the current risk analysis and mitigation priorities specific to the declared disaster.

CONTINUITY OF AUTHORITY

In a major disaster, essential records might be destroyed and key government officials could be injured or killed. In such an event, the California Government Code and the Constitution of the State of California provide authority for the continuity and preservation of state and local government. Continuity of leadership and government authority are particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities.

Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and other emergency information throughout any disaster condition.

Ensuring Continuity of Government

To ensure continuity of government (COG), seven elements must be addressed by government at all levels:

- (1) Succession to essential positions required in emergency management.

In the absence of the Chancellor being able to designate a successor, the line of succession in emergency operations for the Chancellor will be the following:

- Vice Chancellor, Technology & Learning Services

- Vice Chancellor, Business Services
- Vice Chancellor, Human Resources
- President, Saddleback College*
- President, Irvine Valley College*

*If only one college is impacted by the emergency, then that college president will take precedent. If it is a district-wide emergency, then the above order will be followed.

- (2) Pre-delegation of emergency authorities to key officials
- (3) Emergency action steps provided in emergency plans and emergency action plans
- (4) District Emergency Operations Center: District IT training room
- (5) Alternate Emergency Operations Center: normally, emergency operations will be coordinated in the designated EOCs at Saddleback College, IVC, and District Services. Should conditions preclude the use of one or more of these EOCs, emergency operations will be coordinated in the Saddleback Police Department Mobile EOC. If needed, portable trailers may be rented and located in an area near or adjacent to the EOC to provide temporary offices for the chancellor and vice chancellors.
- (6) Safeguarding vital records: a major disaster could result in damage to administrative offices and destruction of records fundamental to day-to-day campus operations. To assist in the recovery and reconstruction period following a disaster, proactive measures must be taken to protect essential records.

Vital records are defined as those records that are essential to:

- *Protect the rights and interests of individuals.* Examples include student transcripts, business records, personnel records, student patient records, Hazardous Material Business Plan, and criminal record information.
- *Conduct emergency response and recovery operations.* Records of this type include personnel rosters, emergency operating procedures, utility system maps, and the locations of emergency supplies and equipment.
- *Reestablish normal administrative functions.* Included in this group are financial records, payroll records, and purchase orders.
- *Educational.* This includes faculty and staff research, journal articles, grant material, exams, and grades. Each college, in coordination with district, is responsible for designating a custodian for vital records, and ensuring that vital record storage and preservation is accomplished.

Vital records storage methods that might be utilized:

- Duplication (either hard copy or removable computer drives)
- Dispersal (off campus)
- Fireproof containers
- Vault storage (on- or off-campus)

Detailed direction on preservation of vital records is located in Part Two.

(7) Protection of government/industrial resources, facilities, and personnel.

EMERGENCY PROCLAMATION

There are four classes of emergencies:

- Campus
- Local
- State
- State of War

During a state of emergency or a state of war emergency, the governor has complete authority over all agencies of state government. For specific information regarding emergency declarations, powers of the governor, and authorities of jurisdictions, refer to the California ESA.

1) Campus Emergency In an emergency, and as the conditions warrant, an official proclamation by the campus president or chancellor will have the following effects and provide legal authority to:

- Promulgate orders and regulations necessary to provide for the protection of life and property, including campus closure.
- Facilitate participation in mutual aid from SOCCCD, local jurisdictions or state agencies.
- Activate the college's personnel, facilities and logistical resources for emergency response.
- Ensure emergency response personnel are acting within their authority to manage, control, and participate in activities outside the regular scope of employees' duties.
- Provide an appropriate procedure for sign-in and tracking emergency workers.
- Ensure appropriate coverage of Workers' Compensation, reimbursement for extraordinary expenses, and state and federal disaster relief funds, where applicable.
- Implement documentation of damages and expenses, tracking extraordinary expenses for reimbursement and seeking federal disaster relief where appropriate.
- Impose penalties for violation of lawful orders under Education Code Section 70902.
- Conduct emergency operations without facing liabilities for performance or failure of performance per Article 17 of the Emergency Services Act.

SOCCCD will proclaim a formal emergency when additional assistance is required by a college in SOCCCD, or if local, state, and possibly federal assistance will be needed. If conditions extend into the larger community, SOCCCD will request a resolution from the County of Orange.

Procedures to declare an emergency are described in Attachment 2. The chancellor may follow these procedures to allow for campus closure(s) and issuance of administrative leave to SOCCCD employees.

Requests for mutual aid will be initiated when additional material and/or personnel are required to respond to the emergency. Saddleback College police department and/or Irvine Valley College police department will request or render mutual aid directly through established channels; however, the college president or chancellor must authorize any action which involves financial outlay by the campus or SOCCCD.

2) *Local Emergency* A local emergency may be proclaimed by the City of Mission Viejo or the City of Irvine as described in the California ESA and as provided for in their local emergency ordinances. A local emergency means the duly-proclaimed existence of a disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, county, or city and county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions (other than conditions resulting from a labor controversy) which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission. Local proclamations may authorize additional emergency authorities for local officials in accordance with their local ordinance.

When local resources are overwhelmed, the City of Mission Viejo or City of Irvine will make an appeal to the County Operational Area. The county can proclaim a local area emergency that will include all jurisdictions. For specific actions local jurisdictions may take after a local emergency proclamation, see Attachment C, Emergency Proclamations.

3) *State of Emergency* A disaster may be of such magnitude that it requires extraordinary action by the state in order to protect the lives, property, and environment of its citizens. The Emergency Services Act allows the governor to proclaim a state of emergency:

“...when the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a “state of war emergency” which conditions, by reasons of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

For specific actions the governor may take after a state of emergency proclamation, see Attachment C, Emergency Proclamations.

4) *State of War Emergency* If a state of war emergency exists, all provisions associated with a state of emergency apply as stated above. All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the governor, as provided in the ESA.

A state of war emergency:

“exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.”

For specific state of war emergency actions, see Attachment C, Emergency Proclamations.

THE GOAL, OBJECTIVES, AND RESPONSIBILITIES OF THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT EMERGENCY ORGANIZATION

The goal of the SOCCCD Emergency Organization is to provide effective coordination and management of emergency operations involving the college campuses or other district property. The following objectives support this goal:

- Ensure SEMS/NIMS is applied to emergency management throughout the district
- Establish and staff an augmented emergency communications system
- Request and coordinate mutual aid according to established procedures
- Respond to approved requests for resources and other support
- Maintain liaison with local, state, and federal government agencies and the private sector, ensuring that resources are available to support mutual aid
- Manage the movement, reception, and care of persons during an evacuation
- Restore essential services

The designation of responsibilities to SOCCCD Emergency Organization is intended to ensure coordinated emergency management support. The responsibilities are assigned in accordance with the general criteria listed below. Each college is responsible for planning, organizing, training, and other preparedness activities necessary for its campus to carry out assigned tasks.

- All essential emergency responsibilities as assigned.
- Emergency responsibilities assigned to colleges, or their respective departments, are generally compatible or related to their regular functions.
- Each primary task is assigned to one department (see Functional Matrix-Page 38).
- Support tasks are assigned to as many departments as appropriate.

- Colleges, or their respective departments, may be requested to provide support under specific emergency situations even if the support function is not assigned in this plan.

Summarized below are the responsibilities of the California Emergency Organization:

Local Jurisdictions

Each local emergency organization fits into the California Emergency Organization in a systematic and organized manner as described in the SEMS Regulations. A prime objective in emergency operations is to provide local jurisdictions with the resources to meet their disaster needs and maintain continuity of government.

Government Code Section 8680.2 defines a local government agency as “any city, city and county, county, county office of education, community college district, school district, or special district.” Pursuant to Government Code 8680.2 SOCCCD is a local government agency within the SEMS organization. Accordingly, the SOCCCD chancellor may declare a local emergency pursuant to the California Emergency Plan. Such a declaration can be made when, in the chancellor’s opinion, there is an actual or threatened condition of disaster or extreme peril to persons or property on campus which cannot be met by ordinary campus administrative procedures and makes implementation of this plan necessary.

As a local government agency, SOCCCD operates in the Orange County Operational Area in a manner consistent with a local government agency in the areas of networking, planning, training and exercising, and reporting the operational status of the college.

Implementation of the SOCCCD Emergency Operations Plan puts into effect SOCCCD’s role in the California Emergency Plan and is the first step in coordinating disaster assistance with local jurisdictions. This includes providing and receiving mutual aid pursuant to the California Emergency Plan. As is the case with all public employees, in the event of a declared emergency all SOCCCD personnel are considered Disaster Service Workers (DSW) and may be given emergency assignments.

Cities and Counties

Cities and counties typically have ordinances that establish their emergency organization and local disaster council, provide for the development of an emergency plan, establish responsibilities for emergency management operations, and specify the officials authorized to declare a local emergency. As part of emergency preparedness, many jurisdictions have adopted agreements to share critical skilled personnel and equipment. Local jurisdictions have conducted training for emergency response and taken advantage of training made available by a wide variety of agencies.

During the immediate threat of, or in actual disaster conditions, local authorities immediately put emergency response plans into operation and take actions required to cope with disaster situations. As conditions require, all immediately available and applicable local, state, and

federal resources will, in accordance with prior arrangements and as authorized by law, be committed to protect lives, property, and the environment.

As defined by statute and provided for in local ordinances, a local emergency will be proclaimed by local officials. Local EOCs will advise the OA EOC of this proclamation. The EOC will, in turn, advise the CalOES Regional Administrator through the CalOES Regional Duty Officer. Situation reports, including anticipated or actual mutual aid requirements, will follow this channel. Formal mutual aid requests will follow specified procedures through identified mutual aid coordinators.

Specific tasks for implementing local jurisdiction emergency management are included in Attachment D, Summary of Local Jurisdiction Responsibilities.

- City of Mission Viejo: The City of Mission Viejo will provide support and assistance as available to Saddleback College when requested.
- City of Irvine: The City of Irvine will provide support and assistance as available to Irvine Valley College when requested.

Operational Area

Under SEMS, the Operations Area (OA) is an intermediate level of the state's emergency organization which encompasses the county and all political subdivisions located within the county, including special districts. The OA manages information, resources, and priorities among local governments within the OA. It serves as the coordination and communication link between the local government level and the regional level.

County of Orange

The Orange County Operational Area consists of the county, 34 cities and all special districts, including school districts. There is a formal Joint Powers relationship between the county and the 34 incorporated municipalities in the county. The Operational Area staff coordinates among all of the public agencies within the county's boundaries and the California Emergency Management Agency (CalOES). The Operational Area is staffed by the county Office of Emergency Services (OES), which is located at the county Emergency Operations Center (EOC) on Loma Ridge. The Orange County EOC will be activated during a disaster response, when appropriate. They will coordinate resources at the Operational Area level and collect status reports and other information from agencies and facilities that have sustained damage. OES staff will coordinate and forward the information to CalOES, where it will be included in the justification for requesting federal assistance.

The County of Orange acts under emergency authority established by Orange County Emergency Services Ordinance 098-4, and under the authority provided to counties, cities, and special districts under the State of California Emergency Services Act (California Government Code 8550 et seq.) and Petris Bill SB 1841 Chapter 1069 (SEMS) — Amendments to the Government Code, Article 7, California Emergency Services Act.

State Agencies

Emergency Responsibilities of CalOES

CalOES is the lead state agency for all aspects of emergency management, including planning, response coordination, recovery coordination, mitigation efforts, and training. REOC/SOC staff is responsible for coordinating the state's emergency response to disasters, including provision of mutual aid and the allocation of essential supplies and resources.

CalOES is responsible for development of the State Emergency Plan. During emergency operations, it receives and disseminates emergency alerts and warnings. It coordinates and acts on mutual aid requests. It activates and operates the SOC and REOCs, and participates in the Disaster Field Office (DFO) activities. CalOES coordinates emergency response and recovery activities with the federal Regional Operation Center (ROC) and the Joint Information Center (JIC). In conjunction with the federal government, it directs and coordinates recovery programs to mitigate future disasters and to recover disaster costs.

The state emergency management staff, headed by the CalOES Director, or by the CalOES Director's designated representative (such as the SOC or REOC Director), is assisted by coordinators designated by state agencies.

Initial Response Actions

When the CalOES State Operations Center and Regional EOC(s) are activated, the ten (10) items listed below constitute the initial response actions to be taken:

- 1) Establish formal activation time and initial staffing pattern for EOC.
- 2) Establish and maintain communications with other EOCs and Department Operations Centers (DOCs).
- 3) Deploy field representatives, as needed, to assess the situation.
- 4) Coordinate and deploy immediate assistance, as requested, through mutual aid.
- 5) Establish/confirm air and ground routes into affected area.
- 6) Determine need for staging areas, mobilization centers, and disaster support areas, and coordinate their establishment.
- 7) Provide/deploy technical assistance to supported elements, as needed.
- 8) Mobilize and stage key resources required to address the potential threat.
- 9) Determine the operational periods and develop action plans for those periods, adjusting the time frame as necessary.
- 10) Monitor and prioritize scarce resources as the situation dictates.

Other State Agency Emergency Responsibilities

The ESA requires that state agencies carry out activities assigned by the governor. They cooperate with each other, CalOES, and other political subdivisions to prepare for, respond to, and mitigate the effects of an emergency. Agency plans must be consistent with the provisions of the administrative orders and the statutory authorities of the individual agency. These plans are reviewed and approved by CalOES. Part Three of the California plan lists planning documents such as Administrative Orders and Standby Orders.

Administrative orders, prepared under the authority of the Governor's Executive Order W-9-91, expand upon and consolidate emergency assignments of state agencies. Additional state agency assignments may be indicated within Standby Orders from the governor. Each agency maintains its own emergency plans and procedures, in accordance with SEMS, to accomplish assigned emergency management tasks. Agency plans may delegate authority and assign responsibilities to divisions, bureaus, field offices, or other components of the agency.

State agencies must ensure that all personnel assigned specific responsibilities in support of this plan are adequately trained and prepared to assume those responsibilities. Agencies of state government retain operational control of their personnel and equipment when tasked to support other state agencies or local jurisdictions.

State agencies may use the CalOES ten initial response actions listed on page 19, the State Agency Disaster Response Planning Guidelines, and the generic State Agency Checklist (Part Two Checklist), for basic actions to consider and implement before, during, and after an emergency.

SOCCCD Responsibilities

Pursuant to the State Emergency Plan, Section 14.26, and in coordination with the Board of Governors for the California Community Colleges, SOCCCD may be required to provide the following services or resources following a declaration of emergency by the governor.

- **Hazardous Materials:** Dispense hazardous materials preparedness materials to districts and colleges and promote the use of science instructors to assist in hazardous materials emergencies.
- **Care and Shelter:** Organize education/college facilities related to Emergency Medical Services and Emergency Welfare Services.
- **Public Health and Medical:** Coordinate education/college facilities to support emergency medical services and emergency welfare services. Direct districts and colleges to utilize facilities, transportation options, miscellaneous supplies and equipment during emergency and support emergency medical services and emergency welfare services.
- **Public Information:** Supports CalOES Public Information Office in providing information and instructions and coordinates with the education community to conduct exercise activities.

- **Resources:** Provide emergency teams, facilities planners and Information Technology (IT) personnel throughout a response, foreign language instructors to assist and facilities planners and IT personnel for the period of recovery.

Federal Government

By executive order, the president has assigned emergency preparedness and operating responsibilities to certain federal agencies. Overall responsibility is assigned to the Federal Emergency Management Agency (FEMA). Other federal agency assignments are based on their regular functions and capabilities and are detailed in the Federal Response Plan (FRP). Federal emergency management includes the administration of natural disaster relief programs, technological emergencies, and other incidents requiring federal assistance.

Initial requests for federal assistance will be made to and coordinated with the Federal Emergency Management Agency Regional Operations Center (FEMA Region IX ROC) by the CalOES SOC, unless other more specific procedures are agreed upon and contained in mutually approved contingency plans.

Federal agency responsibilities are listed in the Federal Response Plan matrix.

Volunteer Agencies and Non-Governmental Organizations (NGOs)

The American Red Cross (ARC) provides disaster relief to individuals and families, and emergency mass care in coordination with government and private agencies. It receives its authority from a congressional charter that cannot be changed by state or local emergency plans and procedures. In providing their services, the ARC will not duplicate the programs of other public or private welfare agencies, nor will it assume financial responsibility for their actions.

ADMINISTRATIVE PRACTICES

GENERAL DISCUSSION

Adherence to standard administrative and finance procedures is critical because they support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs. It is essential that all financial management officials involved in record keeping have access to the basic documents which govern Damage Survey Reports (DSRs). The "Subgrantee Disaster Assistance Resource Manual, Disaster Assistance Division/CalOES" describes the use of specialized time reporting documents, reports, travel claims, purchase orders, and Plans, and Supporting Documents.)

Records maintenance continues throughout the cycle of an emergency:

- **Prior to the Disaster:**
Training and appropriate forms are to be provided, including procedures for all units of the response organization.
- **During the Disaster Response:**
Care should be taken to ensure that adequate documentation is collected for activities of personnel, use of equipment, and expenditures for the incident.
- **After the Disaster Response:**
Records must be protected and maintained for audit purposes and potential court actions. It is essential that a single unit be responsible for cost recovery records and that all managers assist in collecting any missing information. Problem areas should be identified, corrective measures taken, and employees retrained in proper procedures.

SPECIFIC PRACTICES

Mutual Aid

Under the terms of the Master Mutual Aid Agreement, Mutual Aid emergency response is provided at no cost to a requesting jurisdiction. *Mutual Aid* Under specific conditions, federal and state moneys may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility.

“Lowest Level” Principle

It is the policy of the state that contracts for emergency response needs and disaster repair and restoration be entered into by the lowest level of government possible. Therefore, a local government should enter into a contract before a county, and counties should enter into contracts before the state or state agencies. Local entities bear the cost and may be reimbursed if funds are made available.

State Agency Funding

State agencies may be directed by the governor to incur costs and expend funds from their normal operating budget for disaster assignments. Because of the need to respond to emergency situations immediately, there may be times when it is difficult to secure advance approval for expenditures from the Department of Finance (DOF). For this reason, DOF, under the authority of the California Government Code, §13078, and Executive Order W-9-91, has given standing authority to the Secretary of CalOES to direct any agency to utilize and employ state personnel, property, equipment, and appropriations to prevent or alleviate actual or threatened damage due to an emergency, without prior approval. The cost of such urgency actions by state agencies may not exceed \$25,000 for each emergency incident directed by CalOES. For expenditures above this level, DOF approval is required.

Reimbursement

The California Government Code, §8649, provides that for any state department using its personnel, property, equipment, or appropriation for declared emergencies where the agency's funds are subject to constitutional restrictions, the state department may be reimbursed and the original expenditure considered a temporary loan to the General Fund. It is the state's policy to recover eligible state agency disaster costs from available federal assistance programs. It is each state agency's responsibility to maintain its own records, prepare its own applications for disaster assistance funds, and prepare requests to the Legislature to recoup funds spent on disaster activities.

DOF Assistance

The State Administrative Manual (SAM) provides that, subject to approval by DOF, any state agency may use its personnel, property, equipment, and appropriations in emergencies proclaimed by the Governor. In the event a department is unable to absorb all the costs associated with an emergency response, it should request assistance from DOF.

The DOF staff will give immediate attention to the anticipated funding deficiency and provide guidance to the department projecting the shortage. DOF will evaluate and make decisions on each request for supplemental funding on an individual basis.

Damage Survey Reports (DSRs)

Time frames for processing public assistance applications and completing DSRs can vary considerably, given the complexities and difficulty of any given project. The Public Assistance Applicant Packet for State Agencies, Local Government, and Special Districts provides a flowchart titled "Public Assistance Overview," which illustrates the process from a major disaster declaration to final inspection, and payment of retained funds. It is critical to submit complete and accurate information in the application to make timely progress toward project approval.

TRAINING AND EQUIPMENT

TRAINING

The main objective of SOCCCD is efficient and timely response during emergencies. A good plan is a first step toward that objective. However, planning alone will not guarantee preparedness; training is essential to make emergency operations personnel ready to respond effectively. This plan includes provisions for training.

Elements of the Training Program

1) NIMS/SEMS Training: The first element of the program is required training in state and federal mandates for emergency management personnel. The Standardized Emergency Management System (SEMS) administered by California Office of Emergency Services (CalOES) and the National Incident Management System (NIMS) administered by the federal

office of Homeland Security (HS), both establish emergency management laws, policies and procedures for government officials and emergency management personnel.

2) **Simulation Exercises:** The second element of this training program will include emergency simulation exercises that allow personnel to become thoroughly familiar with the procedures, facilities and systems used in emergency situations. These exercises are carried-out in several forms.

- *Orientation Seminars* are used to introduce or refresh participants to planning and procedures. They may involve lectures, panel discussions, media presentations or case studies. Such exercises can involve all levels of campus personnel, particularly support service groups.
- *Tabletop Exercises* will provide a convenient and low-cost method of introducing officials to scenario-related problem situations for discussions and problem solving. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- *Functional Exercises* will be utilized to simulate actual emergencies. They will involve the complete emergency management staff and are designed not only to exercise procedures, but also to test the readiness of personnel, communications and facilities. Such exercises will be conducted at the EOC level.
- *Full Scale Exercises* are the most complex type of exercise, and the ultimate goal of the training program. This is a full performance exercise that adds a field component that interacts with the EOC through simulated messages. These exercises test the planning process, the deployment of resources and the operations of field personnel.

EMERGENCY EQUIPMENT

Extraordinary emergencies, such as a major earthquake with a local or regional impact, could require sustained emergency management operations for up to five days without outside assistance.

The needs of the district, in a sustained emergency situation, require that necessary equipment be in place and in operational order. Designated campus personnel should have procurement cards for use to purchase emergency equipment and supplies. Memorandums of understanding or contracts should be put in place with local vendors to provide access to additional resources if needed. These MOU's and contracts, to the extent possible, should be prepared in coordination with the campus Emergency Management Coordinator.

The Basic Campus Equipment List of items currently stored on each campus is in the Supporting Documents.

PLAN DEVELOPMENT AND MAINTENANCE

This emergency operations plan was developed under the authority conveyed to the chancellor by SOCCCD and the California Community Colleges. The document is synchronized with the campuses, local government, state agencies and the California Community Colleges. This plan has been reviewed and recommended to the chancellor for approval by the SOCCCD Business

Continuity Planning Committee. The plan will be maintained by the District Emergency Management Coordinator, and changes or revisions will be published as warranted.

AUTHORITIES AND REFERENCES

California Emergency Services Act
Natural Disaster Assistance Act
California Code of Regulations, Title 19
Governor's Executive Order W-9-91*
California Disaster and Civil Defense Master Mutual Aid Agreement
State of Emergency Orders and Regulations (Made in advance of a State of Emergency -- Standby Orders)
State of War Emergency Orders and Regulations (Made in advance of a State of War Emergency-- Standby Orders)
Robert T. Stafford Disaster Relief and Emergency Assistance Act (as amended)
The Federal-State Agreement
Title 44 Code of Federal Regulations

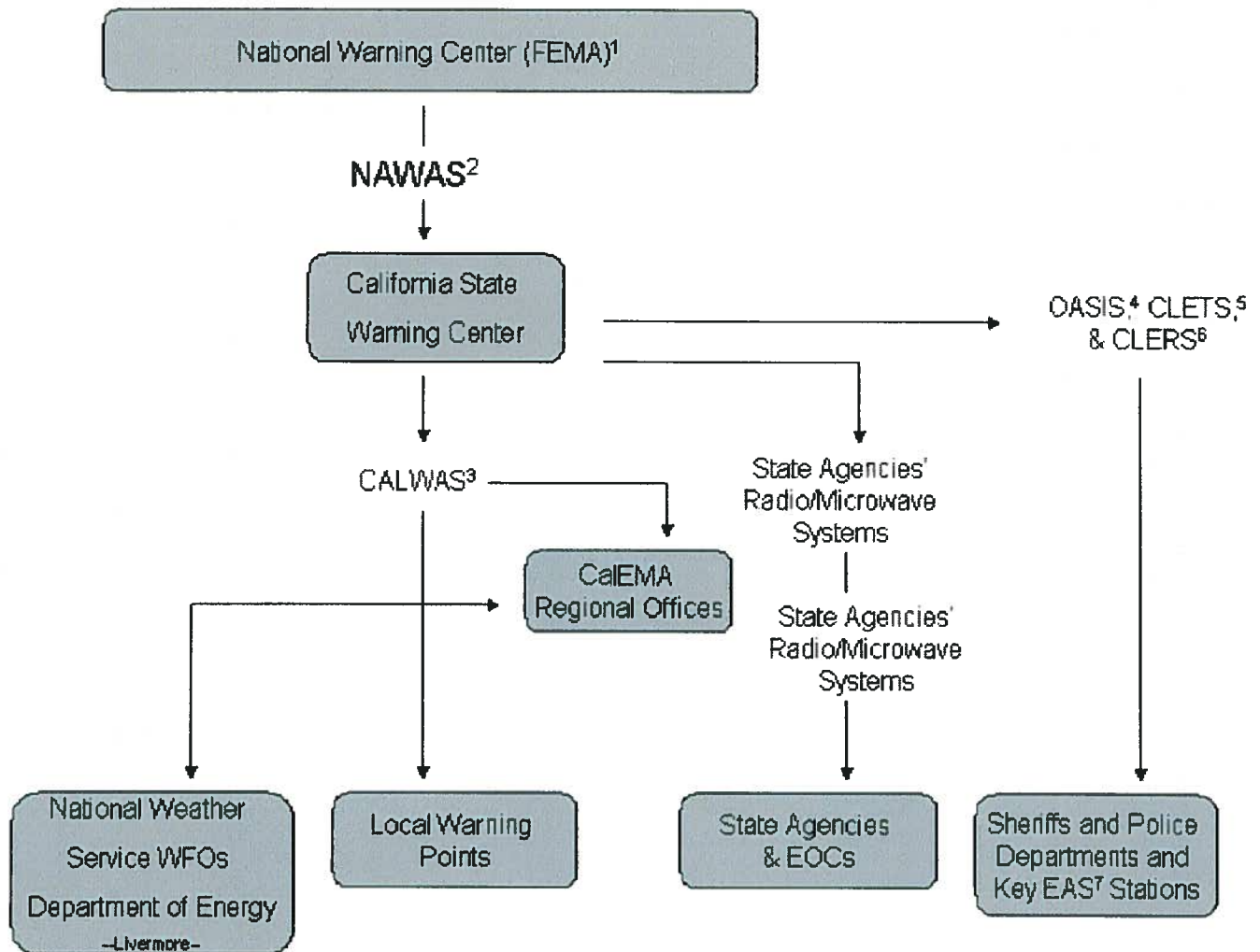
Other related authorities are contained in Part Three of this plan.

*The Governor's Order directs the secretary of CalOES to prepare the State of California's Emergency Plan and to coordinate the activities of all state agencies during the preparedness and response phases of emergencies. The Executive Order also directs state government organizations to submit agency emergency plans and procedures to the secretary of CalOES for review and approval prior to publication, provide personnel emergency training, define lines of succession, and ensure effective use of resources during response and recovery.

Part IB

ATTACHMENTS: ADMINISTRATIVE FUNCTIONS AND OPERATIONS

PART IB Attachment A
CALIFORNIA WARNING SYSTEM (NAWAS)



¹Federal Emergency Management Agency

⁴ Operational Areas Satellite Information System

⁶ California Law Enforcement Radio System

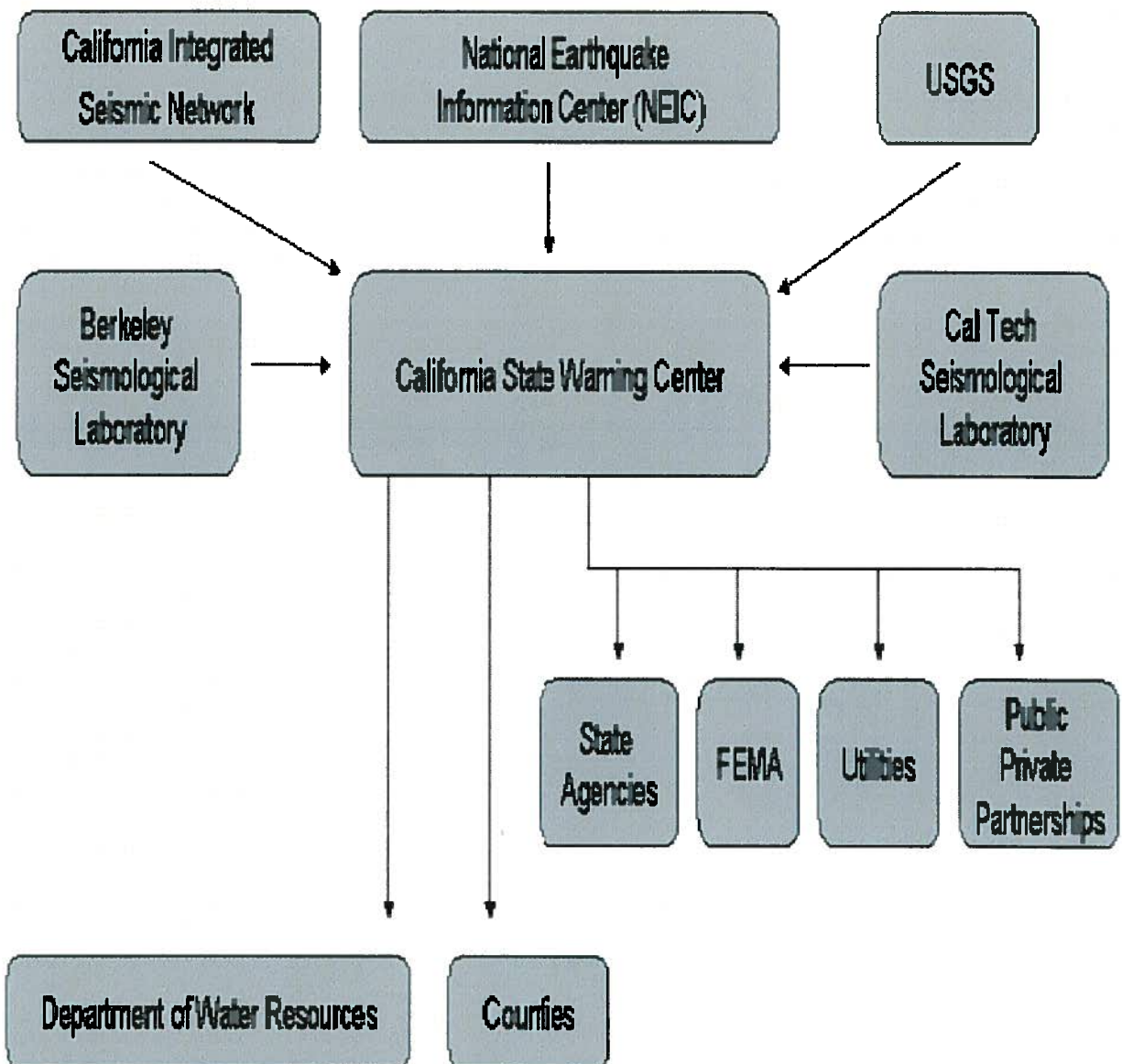
²National Warning System

⁵ California Law Enforcement Teletype System

⁷ Emergency Alert System

³California Warning System

PART IB Attachment B EARTHQUAKE WARNING SYSTEM



**PART IB Attachment C
EMERGENCY PROCLAMATION:
LOCAL EMERGENCY**

WHO PROCLAIMS*	BASED ON WHAT CRITERIA
Governing body of a county, city and county, or city or by an official so designated by ordinance adopted by the governing body	Existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, city and county, or county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the California Public Utilities Commission.
WHO PERFORMS*	SOME KEY ACTIVITIES AFTER PROCLAMATION
City, city and county, or county	• Request the governor to proclaim a state of emergency.
	• Promulgate or suspend local orders and regulations as necessary to provide for the protection of life and property including issuing orders or regulations imposing a curfew within designated boundaries.
	• Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
	• Request state agencies to provide mutual aid.
	• Require emergency services of any local official or employee.
	• Requisition necessary personnel and materials from any local department or agency.
	• Obtain vital supplies and equipment, and if required, immediately commandeer these for public use.
	• Impose penalties for violation of lawful orders.
	• Conduct operations under emergency conditions with broadened immunities from legal liability for performance or failure of performance.
	• Review declarations of local emergency every 14 days (or every 21 days if the board/council does not meet at least weekly) in accordance with Emergency Services Act, Section 8630.

* For further details regarding the activities, authorities, and responsibilities for disaster declarations refer to the California Emergency Services Act.

PART IB Attachment D
SUMMARY OF LOCAL JURISDICTION RESPONSIBILITIES

PREPAREDNESS	RESPONSE/RECOVERY-MUTUAL AID	HAZARD MITIGATION (in coordination with the GAR*)
<ul style="list-style-type: none"> • Identify all hazards that may pose a major threat to the jurisdiction. • Develop and maintain up-to-date emergency plans consistent with the State Emergency Plan and the California Master Mutual Aid Agreement. • Develop maps of jurisdiction showing areas subject to disasters. • Develop plans for meeting all conditions which could constitute a local emergency. • Develop standard forms available for use in requesting the Governor to proclaim a State of Emergency. 	<ul style="list-style-type: none"> • Provide state OES with estimates of the severity and extent of damage resulting from a disaster, including dollar values of both public and private sustained as well as estimates of resource costs required to alleviate the situation. • Dispatch situation reports to the operational area coordinator and OES mutual aid region as the emergency situation develops and changes. • Identify multipurpose staging areas for support of recovery activities. • Maintain liaison with the OES mutual aid region and neighboring jurisdictions. • Request assistance from neighboring jurisdictions and the operational area. • Respond to emergency regulations issued by the Governor. • Respond to mutual aid requests. • Use resources received from neighboring jurisdictions and from state, federal, and private agencies. 	<ul style="list-style-type: none"> • Obtain concurrence for the findings and recommendations of the joint survey, then follow up on those to ensure that timely and adequate local and state hazard mitigation actions are taken. • Provide technical assistance to eligible applicants for accomplishing state-approved hazard mitigation actions. • Arrange for state inspection to verify compliance with approved hazard mitigation measures. • Accomplish hazard mitigation planning in accordance with federal/state agreement. • Submit a final report of compliance with state and local hazard mitigation requirements to the FEMA Regional Director for review and acceptance.

*Governor's Authorized Representative

PART IB Attachment E CALIFORNIA MUTUAL AID SYSTEM

INTRODUCTION

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and adopted by California's incorporated cities and by all 58 counties. It created a formal structure within which each jurisdiction retains control of its own personnel and facilities but may give and receive assistance. State government, on the other hand, is obligated to provide available resources to assist local jurisdictions in emergencies.

To facilitate the coordination and flow of mutual aid, the state has been divided into six California Office of Emergency Services (CalOES) Mutual Aid Regions (see map on page 6). Through this mutual aid system, CalOES can receive a constant flow of information from every geographic and organizational area of the state. This includes direct notification from a state agency or department or from a local government entity that a disaster exists or is imminent. In some cases, it also includes information that makes it possible to anticipate an emergency and mitigate its effects by accelerated preparations, or perhaps prevent a situation from developing to disaster proportions.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, fire coordinators and law enforcement coordinators have been selected and function at the Operational Area (countywide), Mutual Aid Region (two or more counties), and at the state (CalOES) level. It is expected that during a catastrophic event, such as an earthquake, coordinators will be assigned at all levels for other essential services (e.g., medical, care and shelter, rescue, etc.).

RESPONSIBILITIES AT OPERATIONAL LEVELS

Campuses

The campus is responsible for:

- Developing and maintaining current emergency planning that is compatible with the California Emergency Plan and the California Master Mutual Aid Agreement, which includes provisions for applying campus resources to meet the emergency requirements of the campus or its neighbors and coordinating such planning with those of neighboring jurisdictions. Periodic training and testing of planning are required.
- Identifying staging areas to provide rally points for incoming mutual aid.
- Responding to requests for mutual aid.
- Dispatching situation reports through established channels as the emergency situation

develops and as changes in the emergency situation dictate.

- Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- Carrying out emergency regulations issued by the governor.

Local Jurisdictions (SOCCCD)

Local jurisdictions are responsible for:

- Developing and maintaining current emergency planning that is compatible with the California Emergency Plan and the California Master Mutual Aid Agreement and are designed to assist the campuses in meeting the emergency requirements of the immediate community or its neighbors and in coordinating such planning with those of neighboring jurisdictions to ensure mutual compatibility.
- Identifying Multipurpose Staging Areas, in coordination with the colleges, to provide rally points for incoming mutual aid and/or a staging area for support and recovery activities.
- Responding to requests for mutual aid.
- Dispatching situation reports to the appropriate Operational Area Coordinator and/or CalOES Mutual Aid Region as the emergency situation develops and as changes in the emergency situation dictate.
- Requesting assistance from neighboring jurisdictions and/or the Operational Area, as necessary and feasible.
- Receiving and deploying resources as may be provided by neighboring jurisdictions and state, federal, and private agencies.
- Carrying out emergency regulations issued by the governor.

Operational Area

Coordinators at the Operational Area level are responsible for:

- Coordinating intra-county mutual aid.
- Maintaining liaison with the appropriate CalOES Mutual Aid Region Coordinator, the local jurisdictions within the county, and neighboring jurisdictions.
- Identifying Multipurpose Staging Areas to provide rally points for incoming mutual aid and/or staging areas for support and recovery activities.
- Channeling local mutual aid requests that cannot be satisfied from within the county to the appropriate CalOES Mutual Aid Region Coordinator.
- Dispatching reports to the appropriate CalOES Mutual Aid Region Coordinator as the emergency situation develops and as changes in the emergency situation dictate.

- Receiving and employing resources provided by other counties and by state, federal, and private agencies.
- Carrying out emergency regulations issued by the governor.

CalOES Mutual Aid Region

Coordinators at the CalOES Mutual Aid Region level are responsible for:

- Maintaining liaison with appropriate state, federal, and local emergency response agencies located within the region.
- Providing planning, guidance and assistance to local jurisdictions.
- Responding to mutual aid requests submitted by local jurisdictions and/or Operational Area Coordinators.
- Receiving, evaluating, and disseminating information on emergency operations.
- Providing the secretary, CalOES, with situation reports and, as appropriate, recommending courses of action.

State Office of Emergency Services

- Performs executive functions assigned by the governor.
- Coordinates the extraordinary emergency activities of all state agencies.
- Receives, evaluates, and disseminates information on emergency operations.
- Prepares emergency proclamations and orders for the governor and disseminates to all concerned.
- Receives, processes, evaluates, and acts on requests for mutual aid.
- Coordinates the application of state mutual aid resources and services.
- Receives, processes, and transmits requests for federal assistance.
- Directs the receipt, allocation, and integration of resources supplied by federal agencies and/or other states.
- Maintains liaison with appropriate state, federal, and private agencies.
- Coordinates emergency operations with bordering states.

Other State Agencies

Provide mutual aid assistance to local jurisdictions commensurate with capabilities and available resources.

POLICIES AND PROCEDURES

- Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement and supporting separate agreements.
- During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the

appropriate Operational Area or Mutual Aid Regional level whenever the available resources are:

- Subject to state or federal control
- Subject to military control
- Located outside the requesting jurisdiction
- Allocated on a priority basis
- Due to the incompatibility of radio communications equipment between most agencies, local agencies should, where possible, provide incoming mutual aid forces with portable radios using local frequencies.
- Requests for and coordination of mutual aid support normally will be accomplished through established channels (cities to Operational Areas, to Mutual Aid Regions, to state). Requests should include, as applicable:
 - Number of personnel needed
 - Type and amount of equipment
 - Reporting time and location
 - Authority to whom they are to report
 - Access routes
 - Estimated duration of operations

REFERENCES

Mutual aid assistance may be provided under one or more of the following:

- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Local Mutual Aid Agreement
- Federal Disaster Relief Act of 1974

Part IIA

DISASTER OPERATIONS: RESPONSE AND RECOVERY

SOCCCD RESPONSE AND RECOVERY ACTIVITIES

EMERGENCY MANAGEMENT ORGANIZATION

This section specifies the responsibilities and tasks assigned to the SOCCCD Emergency Management Organization to ensure effective management of emergency operations. It provides information about the SOCCCD emergency management structure, activation of emergency response and recovery procedures, and Emergency Operations Center (EOC) data.

THE INCIDENT COMMAND SYSTEM

In order for all public service sectors to use the same terminology, the emergency management organization is arranged by functional responsibility. These responsibilities are grouped according to the Incident Command System (ICS) format to show the various duties and reporting relationships in each different ICS section. The functions are divided into five sections: Command/Management, Operations, Logistics, Planning/ Intelligence, and Finance/Administration. The personnel within the sections report to a Section Coordinator, which facilitates efficient response and establishes a single point of contact for each task. The following pages will provide descriptions and duties of each function within each of the ICS sections as well as checklists to help direct the actions of responders in the EOC.

The branches of the emergency organization are multi-disciplined; organized and structured according to the SEMS (Standardized Emergency Management System) organization; and relate to the Emergency Service Functions of the Federal Response Plan (FRP). Lead and support departments are identified in the matrix referenced in this part. **Additional assignments may be made as necessary to carry out response and recovery activities.**

SOCCCD will have overall responsibility for:

- Organizing, staffing, and operating the SOCCCD EOC
- Supporting communications and warning systems
- Providing information and guidance to each campus community
- Monitoring information on the status of resources, services, and operations
- Monitoring overall operations
- Providing or obtaining support for each campus

- Analyzing hazards and recommending appropriate countermeasures
- Collecting, evaluating, and disseminating damage assessment and other essential information in support of the campuses
- Providing status and other reports to the Operational Area EOC (if activated)

COMMAND STRUCTURE

As required by the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), SOCCCD's response operations will be managed and directed by SOCCCD personnel using the Incident Command System (ICS). During the course of an incident or an emergency, the first responder will initially act as the EOC Director, and the level of response may be escalated based on the judgment of the EOC Director at the time. The first responder, subsequent line of personnel, and the SOCCCD Emergency Response Teams are expected, and fully empowered, to act as the EOC Director(s) and direct all response activities until termination of the emergency or until relieved by a person of higher authority.

SOCCCD's overall response to an emergency will be coordinated among District Services and the colleges. The college EOC Director will manage the response from the affected college, along with the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and the Finance/Administration Section Chief.

During the assessment period, emergency response, and recovery phase, all appropriate SOCCCD staff will be under the direction of the SOCCCD EOC Director. This transfer of responsibilities is critical in order to ensure that all actions will be properly organized and coordinated. Key EOC Director responsibilities include:

- Evaluating the risk potential
- Determining source and possible effect
- Delegating responsibility and authority
- Assessing priorities in terms of allocating manpower, materials, and equipment
- Mobilizing and managing proper response effort, both internal and external
- Establishing communications with management

The SOCCCD EOC Director will be assisted by the EOC and/or Business Continuity Planning Committee Team.

UNIFIED COMMAND

One of the key reasons for using a standardized ICS approach is the ability to adapt the emergency response to the particular event. Standardized ICS provides an organized platform for readily and rapidly integrating other emergency response organizations that also use a

standardized ICS, e.g., SOCCCD or county emergency response organizations and private industry mutual aid companies.

Following the arrival of multiple Public Safety Services, and at the discretion of the EOC Director, a Unified Command ICS structure may be established. For a Unified Command structure, key like-positions of both emergency support teams are paired and decisions are typically made jointly; however, the site appropriate EOC Director retains ultimate authority for his/her SOCCCD site. These authorities apply to command and control issues, as well as location of the Incident Command Post. If a Unified Command is established, EOC Directors should be co-located to facilitate Unified Command communication.

AREA COMMAND

According to NIMS, an Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is established either to oversee the management of multiple incidents that are being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations, such as would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time (e.g., bioterrorism event). An Area Command oversees management of the incident, while an EOC coordinates support functions and provides resources support. Because tactical operations are determined on-scene, the Area Command does not include an Operations Section in the Incident Command. Area Command responsibilities include: 1) set overall incident related priorities, 2) allocate critical resources, 3) ensure incidents are properly managed, 4) ensure incident management priorities are met and do not conflict, 5) identify critical resource needs and report them to the EOC, and 6) ensure short-term recovery is coordinated. Area Command can be established at any of the SOCCCD sites. An example of where an Area Command could be used is in the situation involving a biohazard or pandemic outbreak.

FUNCTIONAL MATRIX: EMERGENCY RESPONSE ROLES OF SOCCCD UNITS

RESPONSIBILITIES UNDER INCIDENT COMMAND SYSTEM																										
	MANAGEMENT					PLANS				OPERATIONS *SOCCCD PROVIDES SUPPORT										LOGISTICS			FINANCE			
	POLICY / EOC EXECUTIVE	EOC DIRECTOR	PUBLIC INFORMATION	SAFETY	LIABISON	SITUATION ANALYSIS	DOCUMENTATION	MESSAGE CENTER / WEBOC	DISPATCH PROCESSOR	ALERT & WARNING	LAW ENFORCEMENT / TRAFFIC	HAZMAT / SEARCH & RESCUE	DISASTER MEDICAL	PUBLIC HEALTH	CORONER	CARE & SHELTER	MOVEMENT	EMERGENCY COMMUNICATIONS	CONSTRUCTION / ENGINEERING	INFORMATION TECHNOLOGY	UTILITIES	TRANSPORTATION	PERSONNEL / VOLUNTEERS	FINANCIAL SERVICES	SUPPLY / PROCUREMENT	TIME KEEPING / CLAIMS
SOCCCD OFFICES																										
Chancellor	P																									
VC Technology		P			P																					
Public Affairs			P					P	P	P																
Facilities Planning											S	S					S		S		P	S			S	
Risk Management				P								S	S	S	S	S							S			P
Purchasing																S									P	
Information Technology						P	P	S	S	S								S		P						
Fiscal Services																								P		P
Human Resources																S							P			S
Public Safety																										
Technical Staff						S																				
Outside Mutual Aid												P	P													

Keys terms are defined as follows:

Primary (P): Responsible for the overall management or coordination of a particular function.

Support (S): Responsible for providing support to a particular function.

SOCCCD RESPONSE AND RECOVERY ACTIVITIES

RESPONSE ACTIVITIES

Management
Liaison
Public Information
Safety

Planning/Intelligence

Situation Status & Analysis
Documentation
Mobilization/Demobilization
Advance Planning
Technical Specialists

Operations

Law Enforcement
Fire and Rescue
Communications
Health Services
Care and Shelter
Construction and Engineering
Utilities
Hazardous Materials

Logistics

Information Systems and Communication
Transportation
Personnel
Procurement
Facilities Coordination
Resource Tracking

Finance/Administration

Time Reports
Compensation and Claims
Cost Accounting
Damage Survey Report Record-Keeping
Procurement

RECOVERY ACTIVITIES

Management
Government Liaison
Public Information
Safety

Planning/Intelligence

Situation Status & Analysis
Documentation
Mobilization/Demobilization
Advance Planning
Action Planning

Operations

Access Control and Property Security
Individual Assistance
Communications
Public Health
Long Term Shelter Operations
Damage Assessment
Utility Restoration
Hazardous Materials
Hazard Mitigation

Logistics

Information Systems and Communications
Staffing Services
Procurement
Facilities Coordination
Resource Tracking

Finance/Administration

Time Reports
Compensation and Claims
Cost Accounting
Damage Survey Report Record-Keeping
Procurement

SOCCCD EMERGENCY MANAGEMENT RESPONSIBILITIES

This section provides a synopsis of the emergency management responsibilities.

POLICY GROUP

In addition to the ICS functions is the important decision-making role of the Policy Group. This group includes the chancellor and the executive committee. The vice chancellor of technology and learning services, acting in the role of EOC Director, advises the chancellor as to the extent of an emergency. The chancellor, in the capacity of Emergency Operations Executive (EOE), directs the development and preparation, including policies and procedures, of the Emergency Operations Plan to ensure readiness. The EOE will advise the Policy Group of the need to establish goals and objectives for SOCCCD operations for the duration of the recovery period. Examples include (1) when to close or reopen campuses for classes, (2) emergency budgetary policy, and (3) how to proceed with rebuilding.

COMMAND STAFF

The Command Staff is responsible for overall emergency policy implementation and coordination. The SOCCCD Command Staff should carryout their activities in coordination and support of with the affected campus or campuses. The Command Staff includes the EOE, EOC Director, and the following positions:

Public Information Officer The Public Information Officer is responsible for developing and releasing information about emergency operations to the news media, to personnel involved in the operation, and other appropriate agencies and organizations in coordination with the affected campus(es). Additional support may be drawn from other local and state agencies, volunteers, or participants in the Public Information Officer Mutual Aid Program.

Safety Officer The Safety Officer develops and recommends measures for assuring personnel safety, assessing and/or anticipating hazardous and unsafe situations, and taking corrective measures. This position also ensures that staff receives stress management services.

Liaison Officer The Liaison Officer ensures staffs representing other agencies receive a preliminary briefing on the current emergency operations and are assigned to the appropriate functions within the EOC.

GENERAL STAFF

The General Staff is responsible for the functional operations in response to an emergency. The SOCCCD General Staff should carryout their activities in coordination with and in support of the affected campus or campuses. The General Staff includes the following responsibilities and staff positions:

OPERATIONS SECTION Operations is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's action plan. **This is a college function.**

The Operations Section is headed by a Section Chief and includes the following units.

Operations Section Chief Responsible for the management of all operations directly applicable to the primary mission. The Operations Chief activates and supervises organizational staff in accordance with the Incident Action Plan, and directs its execution. The Operational Chief also requests and/or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to EOC Director.

Fire and Rescue Fire and Rescue monitors the status of fire mutual aid activities. This unit provides support to Urban Search and Rescue (USAR) efforts and other technical rescues occurring in the urban environment. It provides non-fire support, as needed, to other branches.

Law Enforcement Law Enforcement performs functions in accordance with the Law Enforcement Mutual Aid Plan. This unit coordinates and monitors law enforcement activities. It provides support to USAR efforts. It also provides law enforcement protection of district facilities and occupants; traffic supervision and control; physical security of EOC and policy group.

Communications Center Coordinates all aspects of radio communications. SOCCCD will monitor emergency communications via 800 MHz and 400UHF radio, and WebEOC.

Disaster Medical Disaster Medical coordinates 'first responder' medical response and operations, and provides emergency medical treatment at a facility or triage center. Provides crisis counseling services for disaster victims and mass care workers. SOCCCD personnel will focus primarily on public health issues.

Care and Shelter Care and Shelter is responsible for mass care and shelter of persons displaced by a disaster, the set-up and maintenance of mass care facilities, and coordination of feeding operations. SOCCCD will assist in identifying on campus sheltering resources, and subsistence if needed.

Construction and Engineering Construction and Engineering provides construction and engineering resources during a disaster. It provides initial and rapid damage survey of roadways, assists with debris removal, inspects and reports damage to buildings and elevators and provides traffic control, traffic diversion, and alternate route identification. It may also be asked to assist with security and access control to damaged systems. SOCCCD Facilities Planning may be asked to assist with this task and lead recovery efforts.

Utilities Utilities coordinates shut-off or safe operation of utilities in coordination with service providers. SOCCCD may coordinate district mutual aid between campuses and sites.

Hazardous Materials Hazardous Materials monitors hazardous materials (hazmat) incidents. This unit assists with the coordination of resources for response to hazmat and radiological incidents. This may be a priority for SOCCCD Risk Management.

PLANNING/INTELLIGENCE SECTION The Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information; developing the organizational level's

action plan in coordination with the other functions in coordination with the SOCCCD EOC; and maintaining documentation of the incident. The Planning/ Intelligence section is headed by a Section Chief and includes the following units.

Planning/Intelligence Section Chief Responsible for the collection, evaluation, dissemination and use of information about the development of the incident and status of resources. Information is needed to a) understand the current situation, b) predict probable course of incident events, and c) assist in preparing alternative strategies and control operations for the incident.

Situation Status and Analysis Situation Status and Analysis prepares the situation report, maintains status information in WebEOC database (a computerized information system) and on status boards (electronic or manual), analyzes and verifies data, and prepares the Action Plan and operations.

Mobilization/Demobilization Mobilization/Demobilization works with Operations and Logistics to help plan the mobilization of personnel, equipment, and facilities. It also prepares the demobilization plan and monitors its execution.

Advance Planning Advance Planning identifies situations that may impact emergency operations beyond the current operational period. The liaison to recovery activities is established in this unit.

LOGISTICS SECTION The Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials in support of an emergency. The Logistics section is headed by a Section Chief. Logistics includes the following units.

Logistics Section Chief Responsible for providing facilities, services and material in support of the incident. The Logistics Section Chief participates in development and implementation of the Incident Action Plan and activates, and supervises the elements within the Logistics Section. SOCCCD may be required to identify support elements from other units within the District to assist.

Information Systems and Communications Information Systems and Communications Unit coordinates all aspects of telecommunications including computer systems, telephones, fax, and satellite communications. SOCCCD provides support for this responsibility.

Transportation Transportation Unit coordinates all aspects of transportation in support of emergency operations. SOCCCD Transportation Services may be requested to support campus needs.

Personnel and Volunteers Personnel and Volunteers Unit coordinates the acquisition of staff, develops staffing patterns and shift assignments, and ensures that personnel are provided to support emergency operations. SOCCCD provides support for this responsibility.

Facilities Coordination Facilities Coordination Unit develops facilities plans such as mobilization centers, disaster support areas or staging areas, shelters, and campus evacuation points. It oversees set-up and installation of utilities, communications, and office equipment, and ensures facilities maintenance. SOCCCD will support campus operations.

Resource Tracking Resource Tracking is responsible for tracking the status of resources. This unit coordinates with discipline-specific mutual aid sub-systems regarding mutual aid tracking. SOCCCD provides support for this responsibility.

FINANCE/ADMINISTRATION SECTION The Finance/Administration Section is responsible for financial activities and administrative aspects not assigned to the other functions. SOCCCD will play a significant role with providing fiscal support to a campus or campuses. The Finance/Administration section is headed by a Section Chief and includes the following units.

Finance Section Chief Responsible for all financial and cost analysis aspects of the incident, and for supervising the elements in the Finance Section.

Time Reports Unit Time Reports ensure employees maintain and submit complete and accurate personnel time keeping records and costs associated with personnel. Time Reports also collect equipment time from operators. SOCCCD provides support for this responsibility.

Procurement Unit Procurement arranges for the purchase of supplies and equipment. Develops and manages contracts for services in support of emergency operations. This unit maintains a record of procured items, and tracks and coordinates delivery of supplies. SOCCCD provides support for this responsibility.

Compensation and Claims Unit Compensation and Claims manages worker's compensation and claims actions. SOCCCD provides support for this responsibility.

Cost Accounting Unit Cost Accounting maintains costs on response activities, including oversight for all state financial transactions. SOCCCD provides support for this responsibility.

Damage Survey Report Unit Damage Survey Report Record Keeping manages the DSR *Record Keeping* process throughout the response phase. This unit will work in coordination with SOCCCD Fiscal Services. SOCCCD provides support for this responsibility.

See 'SOCCCD Emergency Management Organization', Attachment A; and the listing of designees for the Emergency Operations Center staff.

MINIMUM ACTIVATION REQUIREMENTS PER SEMS REGULATIONS

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC that, in turn, triggers activation of the state level EOC.

MINIMUM ACTIVATION REQUIREMENTS PER SEMS REGULATIONS

Shaded areas = not applicable to SEMS Levels	SEMS LEVELS:				
Situations identified in SEMS Regulations:	Field Response	Local Government	Operational Area	Regional	State
Incident involving two or more emergency response agencies §2407(a)(1)	Use ICS				
Local emergency proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local government EOC activated §2407(a)(1)	Use ICS	Use SEMS			
Local government activates EOC and requests operational area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an operational area proclaim a local emergency §2409(f)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
County and one or more cities proclaim a local emergency §2409(f)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests governor's state of emergency proclamation §2409(f)(4)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(f)(5)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area requests resources from outside its boundaries** §2409(f)(6)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Operational area receives resource requests from outside its boundaries** §2409(f)(7)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
An operational area EOC is activated §2411(a)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency §2413(a)(2)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)	Use ICS	Use SEMS	Activate EOC	Activate EOC	Activate EOC

Notes: This matrix highlights the flow of SEMS activation requirements. Activation of an operational area EOC triggers activation of the regional EOC which, in turn, triggers activation of the state level EOC.

* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.

**** Does not apply to requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the Master Mutual Aid Agreement.**

§ Indicates sections in the California Code of Regulations, Title 19, Division 2, Chapter 1 (SEMS)

Part IIB

ATTACHMENTS: ADMINISTRATIVE ROLES

PART IIB Attachment A
SOCCCD EMERGENCY MANAGEMENT ORGANIZATION

ASSIGNMENT

DESIGNEE

Management

Policy/Emergency Operations Executive
EOC Director
Public Information Officer
Safety Officer
Liaison Officer

Chancellor
VP Technology & Learning Services
District Director, Public Affairs & Marketing
District Director, Risk Management
SOCCCD Designee

Operations Section Chief

HazMat
Disaster Health Services
Care & Shelter
Communications

District Director, Facilities Planning
District Director, Risk Management
Director, Risk Management
Designee, Human Resources
Designee, Technology Services

Logistics Section Chief

Construction/Engineering
Supply
Transportation
Damage Assessment
Telecommunications
Personnel/Volunteers

District Director, Facilities Planning
District Asst. Director, Facility Planning
Designee, Purchasing
Designee, Facilities Planning
Designee, Facilities Planning
Director, Information Technology Services
Designee, Human Resources

Planning Section Chief

Situation Analysis
Documentation
Message Center/Display Processor

Designee, Technology Services
Designee, Technology Services
Designee, Public Affairs & Marketing
Designee, Public Affairs & Marketing

Finance Section Chief

Cost Accounting
Procurement
Compensation and Claims

District Director, Fiscal Services
Designee, Fiscal Services
Designee, Fiscal Services
Designee, Fiscal Services

These staff members will normally operate from the SOCCCD EOC, which is located in the District IT training room. The alternate EOC is Saddleback Police Department Mobile EOC. The alternate location would be used when the primary EOC is damaged, uninhabitable or better suited as a location from which to manage an emergency.

Part IIC

CHECKLISTS: EOC MANAGEMENT

POLICY GROUP
(Page 1 of 2)

Reports to:	EOC Director/ Chancellor.	
Location:	<ul style="list-style-type: none"> • Maintains availability to EOC Director, Chancellor and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs. 	
Primary Responsibilities:	<ul style="list-style-type: none"> • Serve as a strategic policy team for the SOCCCD EOC. • Approve large funding expenditures and emergency capital projects, as needed to restore college facilities and maintain programs. • Transition, as assigned, into the SOCCCD Recovery Team. 	
Support Responsibilities:	<ul style="list-style-type: none"> • Assist Public Information Officer with communication strategy regarding protecting the college's image. • Support the EOC Director by authorizing large expenditure of funds and/or allocation of resources for recovering the SOCCCD. 	
Equipment & Supplies:	<ul style="list-style-type: none"> • Maintain SOCCCD & personal phones, cell phones, e-mail accounts and e-mail enabled smart phone. • Provide SOCCCD PD Emergency Management Program with up-to date telephone, cellular telephone, e-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of SOCCCD Emergency Response Management Plan. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report, as requested by the EOC Director and/or the Chancellor to the SOCCCD's Emergency Operations Center or if request attend via conference call. Meet as a team to provide strategic leadership to the EOC Director.		
2. Confer with the EOC Director to identify and address issues which impact overall SOCCCD operations. Provide direction regarding such issues and establish emergency policy, as necessary, to support the emergency response and recovery operations.		
3. Provide direction, as needed, to the Public Information Officer in conveying a positive and responsible position of SOCCCD regarding disaster operations and impacts to SOCCCD programs.		
4. Support the Academic Coordinator/Critical Programs with communication to SOCCCD staff and others who work with SOCCCD regarding emergency operations and request necessary cooperation in order to recover facilities as quickly as possible.		

POLICY GROUP

(Page 2 of 2)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
5. As damage assessment information becomes available, provide direction to the EOC Director regarding urgent capital projects for the restoration of buildings and facilities.	
6. Begin the strategic plan for recovery of SOCCCD programs and services.	
<i>DEACTIVATION/RECOVERY:</i>	
1. As appointed by the Chancellor and the EOC Director, transition to the Recovery Team	
2. Assist with information for the After-Action Report and recommendations for procedural changes.	

CHANCELLOR'S CHECKLIST
(Page 1 of 2)

Location:	<ul style="list-style-type: none"> • Maintains availability to EOC Director, and other Emergency Operations Center (EOC) Command Staff, by phone, fax and e-mail for conference calls, consultation or meetings. • Upon request, may report to EOC for meetings, briefings, or other critical needs.
Primary Responsibilities:	<ul style="list-style-type: none"> • Proclaim SOCCCD emergencies. • If requested, serve as the official SOCCCD spokesperson. • Notify and inform key SOCCCD constituents and stakeholders. • Provide direction for the resumption of research and educational programs. • Appoint a team to manage the recovery process.
Support Responsibilities:	<ul style="list-style-type: none"> • Provide overall direction for policy issues. • Provide overall direction for the priorities in the recovery process.
Equipment & Supplies:	<ul style="list-style-type: none"> • Maintain SOCCCD & personal phones, cell phones, e-mail accounts and e-mail enabled smartphone. • Provide Campus Police Emergency Management with up-to date telephone, cellular telephone, e-mail and e-mail enabled smart phone contact information. • Electronic and or hard copy of SOCCCD Emergency Operations Plan.
PROCEDURES	
TIME/ DATE	
EMERGENCY RESPONSE:	
1. When notified of an emergency or crisis which impacts SOCCCD, contact the SOCCCD EOC Director and establish communication channels in order to maintain contact with and receive updates from the EOC.	
2. As requested by the EOC, declare a state of emergency for SOCCCD. Issue a brief statement explaining why SOCCCD is in an emergency. Inform key SOCCCD constituents and stakeholders about the emergency, as needed. If necessary, inform the impacted president of the status of SOCCCD.	
3. Provide support and direction to the EOC Policy Group regarding the interruption to research and academic programs. Provide support, as needed, regarding priorities and communicating messages to SOCCCD academic staff.	
4. Serve, if requested, as the official spokesperson for SOCCCD.	

CHANCELLOR'S CHECKLIST

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY:</i>	
1. If it is a large scale emergency or disaster, which causes extensive damage or other losses to the SOCCCD, provide leadership in contacting key stakeholders, other universities, and/or any public or private resource which may be able to provide assistance for recovering critical research and academic programs.	
2. Provide support and direction to the recovery team and support the EOC Director in the development of the SOCCCD recovery plan.	
3. Request an After-Action Report of the emergency response from the EOC Director.	
4. Send acknowledgments to all agencies and services that supported SOCCCD during the emergency.	

(Page 2 of 2)

EOC DIRECTOR'S CHECKLIST

(Page 1 of 5)

Reports to:	The EOC Director acts as the EOC Director for SOCCCD	
Location:	SOCCCD Emergency Operations Center (EOC)	
Primary Responsibilities:	<ul style="list-style-type: none"> Activate and deactivate the Emergency Operations Plan. Activate, direct and manage the EOC. Activate and direct SOCCCD emergency response and recovery operations. Determine strategic priorities. Allocate resources. Provide status reports to the City of Mission Viejo or Irvine, the County of Orange and the State of California. Approve expenditure of emergency funds and the acquisition of resources to support the emergency response. Coordinate operations with other agency EOCs. Develop the After-Action Report for submittal to the chancellor. Develop a transition plan (to normal operations). Deactivate the EOC. 	
Support Responsibilities:	Support the Chancellor in notification.	
Equipment & Supplies:	<ul style="list-style-type: none"> EOC to provide phone, internet access for e-mail, and basic office supplies. Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. When aware of and informed of any emergency or pending emergency which may affect or impact SOCCCD properties, staff and/or operations, determine the appropriate level and extent of activation of the Emergency Operations Plan. Determine if the Emergency Operations Center (EOC) will be activated and to what extent. Contact the respective Police Communications Center to assist in the process of activating the EOC.		
2. If the EOC is activated, call to duty those positions and functions needed for the emergency response. If the potential for emergency response is great, it is better to overstaff initially than to try to later "catch up" to the needs of the situation.		
3. Activate the EOC Support Staff to set up the EOC facility.		

EOC DIRECTOR'S CHECKLIST
(2 OF 5)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
<p>4. Obtain as much information as possible about the emergency. Meet with the Operations Team Leader and the Planning and Intelligence leader to identify the following:</p> <ul style="list-style-type: none"> • Primary event or cause of the emergency • Status of operations • Current overall situation at SOCCCD, including: <ul style="list-style-type: none"> • Power/utilities • Communications • Major damage to buildings and facilities • Status of research programs and lab animals • Status of SOCCCD staff and research departments • Status of SOCCCD academic programs and students • Status of childcare facilities • Status of residential housing • Other critical programs or activities at SOCCCD or the colleges 	
<p>5. Identify Major Incidents and Operations (post the list and mark on the EOC map)</p>	
<p>6. Establish the Priorities for the SOCCCD emergency response, based on the following response criticality:</p> <ul style="list-style-type: none"> • Life safety - protection of lives and care of the injured • Patient care • Animal care • Protection of critical research project operations (power dependent) • Protection of the environment and response workers • Protection of property from further damage • Containment of hazards - protection of college staff and the public • Protection of research and academic work-in-progress documentation and on-site files • Restoration of networks and information systems 	
<p>7. Develop the SOCCCD Incident Action Plan</p>	

EOC DIRECTOR'S CHECKLIST

(Page 3 of 5)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
<p>8. Evaluate the action plan for the following:</p> <ul style="list-style-type: none"> • Staffing requirements (exempt/non-exempt, commute problems) • Labor agreements and types of work • Weather conditions • Personnel support • Equipment and supplies 	
<p>9. Work with the Academic Coordinator to address the interruption of research programs and academic classes. Establish the protocol and procedures for stopping classes and other programs. Task the Public Information Officer position to ensure that a full communications program is implemented to inform students, staff, news media, and others who have an interest in SOCCCD programs.</p>	
<p>10. Task the Liaison position with notifying the following entities regarding the activation of the SOCCCD EOC and the status of operations:</p> <ul style="list-style-type: none"> • City and County of Orange (will forward status reports to the State of California) • The college presidents (as needed) • Other affected agencies and organizations which have an interest in SOCCCD operations 	
<p>11. Based on the information and advice from the Planning and Intelligence Team Leader, determine the capability of SOCCCD resources to address the overall response. If SOCCCD is about to exhaust all SOCCCD resources, determine the best sources for additional resources: mutual assistance, temporary hires, or contracted services. Each alternative has benefits and disadvantages. Also each alternative, if used within the federal program guidelines, is eligible for cost reimbursement under the federal FEMA disaster assistance programs. If mutual aid is requested, determine the following:</p> <ul style="list-style-type: none"> • Type of assistance needed • Location • Tasks and duties to be performed • College person who will coordinate • Food, water, sanitation and lodging resources available for support 	
<p>12. Work with the Resources and Logistics Team Leader to provide for the above, including supporting the EOC staff.</p>	

EOC DIRECTOR'S CHECKLIST
(Page 4 of 5)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
13. Coordinate with the Finance Section Chief to account for all labor hours, accounting codes, and resource purchase documentation. Periodically obtain summary reports of expenses to date and/or cost estimates.	
14. Keep the Chancellor and other key staff informed of the action plan and situation status. Use the attached Status Report form or other format for providing updates. Provide updated reports to the City of Mission Viejo, City of Irvine and County of Orange every four hours or as requested.	
15. Assist Public Information Officer with news media releases and internal communications. Coordinate regarding the release of information with the SOCCCD offices, as appropriate.	
16. Hold periodic briefings (every 1/2 hour or as conditions change) in the EOC to keep all staff informed of operational status and response priorities.	
17. If this is an earthquake emergency, plan for the eventuality of aftershocks. Buildings and facilities will need to be rechecked after significant shaking.	
18. Provide and staff for 24-hour EOC operations, if needed.	
19. Begin the development of a transition plan to support recovery and resumption of normal operations.	
PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY:</i>	
1. Plan for the transfer of response operations to normal procedures. With the Chancellor, assign staff to the SOCCCD Recovery Team. Develop a transition and recovery plan which allows for the resumption of normal operations and business support in SOCCCD facilities. If these services are not available, plan for resuming critical programs at alternative locations. Include a communications plan for full implementation of the SOCCCD recovery plan.	
2. Plan for the deactivation of the EOC and release staff, as able. Ensure that all EOC documentation, logs, messages and files are maintained. Notify all SOCCCD staff, local jurisdictions and support services when the EOC will be closing.	
3. Continue to support on-going emergency operations with key EOC functions, as needed. Allow staff to work from their own offices when buildings are operational and emergency conditions calling for immediate action no longer exist.	

PROCEDURES	TIME/ DATE
<i>DEACTIVATION/RECOVERY (cont.):</i>	
4. Conduct an Incident and EOC activation debriefing with SOCCCD staff regarding the emergency response and recovery process. Identify key lessons learned and opportunities for improvement to the SOCCCD plans, training programs, and facilities.	
5. Prepare an After-Action Report for the State of California under Governor Declared Emergencies.	
6. Revise this checklist, as needed.	

EOC DIRECTOR'S CHECKLIST
(Page 5 of 5)

PUBLIC INFORMATION OFFICER'S CHECKLIST
(Page 1 of 3)

Reports to:	EOC Director	
Location:	SOCCCD Emergency Operations Center (EOC)	
Primary Responsibilities:	<ul style="list-style-type: none"> • Serve as the point of contact for the EOC for media • Collect, prepare and disseminate information to: SOCCCD faculty and staff SOCCCD students News media The public • Coordinate all news media contacts with college PIOs • Prepare news releases, employee bulletins, and recorded messages • Activate the SOCCCD Emergency Hotline • Hold news conferences and arrange for interviews • Implement rumor control procedures 	
Support Responsibilities:	<ul style="list-style-type: none"> • Participate in joint press releases and broadcasts with other agencies, as appropriate • Support the Academic Coordinator with disseminating information regarding the resumption of programs and processes for alternative classes, etc. 	
Supplies:	Telephone communication, news media contact listings, cellular telephone, fax, news release forms, and background information about SOCCCD	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report to the SOCCCD EOC and set up the Media Center. Establish communication and coordination between the SOCCCD EOC, the Media Center and the colleges' EOCs.		
2. Either serves as the official SOCCCD EOC spokesperson to the news media and for all public information purposes, or select appropriate staff, as needed to respond to specific inquiries. Coordinate such selections with the EOC Director, if appropriate. If the crisis is severe, consider requesting the Chancellor to be the official spokesperson to national media and federal agencies.		
3. Forward news releases and other prepared statements to the Liaison position for distribution to outside agencies.		
4. Implement rumor control procedures, coordinating closely with all SOCCCD EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.		

PUBLIC INFORMATION OFFICER'S CHECKLIST
(Page 2 of 3)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE (Cont.):	
5. As soon as possible, if the telephone service is operational, record a message on the SOCCCD Emergency Hotline. Update the message as new information is received. Always include the time when the message will be updated as part of the recording.	
6. Establish contact and coordinate with the City of Mission Viejo, City of Irvine and County of Orange EOC Public Information Officers (PIOs) and with any other agency or organization involved in the response with SOCCCD. Coordinate information so that a consistent message is sent out with respect to SOCCCD. Seek to get SOCCCD information included in the city and county updates and media releases. This strategy will assist SOCCCD in getting key information to staff, employees, students, family members and other interested parties in the area as part of the county's Emergency Broadcast System (EBS) messages. Include information such as: <ul style="list-style-type: none"> • SOCCCD is open for business 5:30am until 11:00pm • Staff are requested to come to work or stay home, go to www.socccd.edu for updated information • Anyone needing information regarding SOCCCD should go to www.socccd.edu if normal telephone service is down. 	
7. Ensure that news media representatives are not allowed into the SOCCCD EOC or any other restricted area of the college. Redirect media representatives, as able, to the Media Center. (Generally, per California state law, the news media is allowed access to any area open to the public, public agency facility, or with permission of the property owners, unless restricted due to the threat to public health and safety, or per police authority, such as a crime scene). Coordinate with the campus EOC Operations Section Chief regarding news media access. If possible, provide Public Information staff to meet with news media representatives who wish to inspect SOCCCD and escort them.	
8. Gather information from Situation Status, Damage Assessment, and others in the SOCCCD EOC. Verify all information and obtain approval from the EOC Director before release. Attend all EOC briefings and Policy Group meetings for additional information. Be prepared with information about the incident size, cause, ongoing situation, resources, and other information such as background on SOCCCD.	
9. Have news releases prepared for and approved by the EOC Director, and disseminate to the news media. Ensure they are numbered in sequence and copies are kept of everything released.	
10. Issue staff information bulletins, student information bulletins, and the employee hotline number messages. Coordinate all with the appropriate SOCCCD EOC staff, including the Academic Coordinator.	

11. Forward news releases and other prepared statements to the Liaison position for distribution to outside agencies.	
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PUBLIC INFORMATION OFFICER'S CHECKLIST
(Page 3 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (Cont.):</i>	
9. Implement rumor control procedures, coordinating closely with all SOCCCD EOC staff to verify and correct all errors and misstatements; ensure all audiences are notified of the corrections.	
<i>DEACTIVATION/RECOVERY:</i>	
1. Support the Recovery Team with a communications plan to disseminate information regarding: <ul style="list-style-type: none"> The resumption of research programs The resumption of academic programs and classes Work locations (if changed) Status of SOCCCDF business departments Letters and communications to key constituents and stakeholders in SOCCCD programs 	
2. De-activate your position in the EOC as directed by the EOC Director.	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities. Maintain the complete files of released information (including news releases and employee and student bulletins), news media contact log, and any clippings for future reference.	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements.	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the EOC Director or Planning Section, as appropriate.	
7. Submit comments to EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> Review of pertinent position descriptions and operational checklists Recommendations for procedure changes Section accomplishments and issues Emergency Response/Recovery plans, procedures activities that need improvement or worked well 	

LIAISON OFFICER'S CHECKLIST

(Page 1 of 3)

Reports to:	SOCCCD EOC: EOC Director	
Coordinates With:	College EOC: Liaison Officer	
Location:	SOCCCD EOC	
Primary Responsibilities:	<ul style="list-style-type: none"> Initiate and maintain contact with outside agencies involved in the SOCCCD emergency response, as requested by the EOC Director. Coordinate mutual aid support and assistance between the providing agency and SOCCCD, when mutual aid has been provided. Coordinate mutual aid support provided by SOCCCD to another agency, when SOCCCD provides such assistance to others. Assist with contacting distant SOCCCD sites and operations to relay essential information and/or to receive status reports, as requested by the EOC Director. 	
Support Responsibilities:	<ul style="list-style-type: none"> Operations Team Leader with communications to outside agencies, as requested. EOC Director and Public Information Officer with communication to distant SOCCCD sites, facilities and operations, as requested. 	
Supplies:	<ul style="list-style-type: none"> EOC to provide phone, internet access for e-mail, and basic office supplies. Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner, as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report to or call into the EOC. Immediately get a report on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response, then:		
2. Identify all agencies represented in the college EOC that are involved in or may become involved in the SOCCCD emergency response. These may include: <ul style="list-style-type: none"> The American Red Cross Orange County Sheriff, Irvine Police, Tustin Police, Orange County Fire Authority, Public Works, Water Department, and other city or county departments SCE, PG&E 		

LIAISON OFFICER'S CHECKLIST
(Page 2 of 3)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
<p>3. Identify all outside agencies that are involved in or may become involved in the SOCCCD emergency response. These may include:</p> <ul style="list-style-type: none"> • Orange County Sheriff's Department, Irvine PD, Tustin PD, etc. • Orange County Fire Authority • Orange County of Health Care Agency • Other Orange County community college campuses • The California Chancellor's Office • State of California Emergency Management Agency (CalOES) • Other agencies either providing or requesting mutual aid 	
4. Set up contact numbers and communication protocols with each agency.	
5. As requested by the EOC Director, liaison with the outside agencies. Provide critical information to the Situation Status position for posting on the log, map and/or status boards.	
6. Verify information that is cleared for release to outside agencies with the Public Information Officer position. Distribute SOCCCD media releases to outside agencies, and request media releases from those agencies, if available. Forward media releases to Public Information Officer as they are received from outside agencies.	
7. In the event SOCCCD requests mutual aid, communicate directly with the college's EOC Personnel Unit. Ensure that the EOC has a roster of all mutual aid personnel working on the SOCCCD emergency, including name, emergency contact number, assignment, and approximate hours worked.	
8. Ensure that the EOC provides for food, water and rest areas for any mutual aid personnel working a SOCCCD incident.	
9. Receive requests for mutual aid to be provided by SOCCCD. The college EOC Director will determine if SOCCCD can provide such aid. If provided, prepare a list of all SOCCCD staff names, their ID#, their emergency contact numbers (which may be the college Police Communications Center), and their assignment. Provide this list to the receiving agency and track the progress of SOCCCD staff resources while they are assisting another agency.	
10. Brief alternate Liaison upon relief.	

LIAISON OFFICER'S CHECKLIST
(Page 3 of 3)

<i>DEACTIVATION/RECOVERY:</i>	
PROCEDURES	TIME/ DATE
1. Notify all outside agencies involved in the response when the SOCCCD EOC is deactivated	
2. De-activate your position in the EOC as directed by the EOC Director	
3. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities	
4. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment	
5. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements	
6. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section	
7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities which need improvement or worked well 	

SAFETY OFFICER'S CHECKLIST

(Page 1 of 2)

Reports to:	SOCCCD EOC: EOC Director	
Coordinates With:	College EOC: Safety Officer	
Location:	SOCCCD EOC	
Primary Responsibilities:	Gather information necessary to assess incident assignment and determine immediate needs and actions <ul style="list-style-type: none"> Recognize potentially hazardous situations Advise SOCCCD EOC Director of known hazards Advise of special precautions needed when extraordinary hazards exist 	
Support Responsibilities:	<ul style="list-style-type: none"> Assist with the development of a safety action plan, as requested. 	
Supplies:	<ul style="list-style-type: none"> EOC to provide phone, internet access for e-mail, and basic office supplies. Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. Bring clerical support/runner as needed. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Report to or call into the EOC. Obtain briefing on emergency conditions and the situation. Begin a log of your activities and keep it current throughout the emergency response, then:		
2. Identify all agencies represented in the College EOC that are involved in or may become involved in the SOCCCD emergency response. These may include: <ul style="list-style-type: none"> Orange County Fire Authority Hazmat Team, Orange County Sheriff Bomb Squad, Orange County Health Care Agency, and other city, county or state departments. SCE, PG&E The American Red Cross 		
3. Organize and staff function, as needed.		
4. Monitor college response and notify college Safety Officer of any potentially unsafe acts.		
5. Collaborate with college Safety Officer on any recommendations for corrective actions.		
6. Review college Incident Action Plan Safety and Risk Analysis (ICS 215A), and advise SOCCCD		

EOC Director.	
7. Discuss safety issues with college Safety Officer.	

SAFETY OFFICER'S CHECKLIST

(Page 2 of 2)

PROCEDURES	TIME/ DATE
<i>EMERGENCY RESPONSE (cont.):</i>	
8. Assist with safety messages, as requested by college Safety Officer.	
<i>DEACTIVATION/RECOVERY:</i>	
PROCEDURES	TIME/ DATE
1. Investigate accidents that have occurred within incident areas. <ul style="list-style-type: none"> • Ensure accident is properly documented • Recommend corrective actions to SOCCCD EOC Director 	
2. Participate in critical stress, hazardous material incidents, and other debriefings.	
3. Notify all outside agencies involved in the response when the SOCCCD EOC is deactivated.	
4. De-activate your position in the EOC as directed by the EOC Director.	
5. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
6. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
7. Upon deactivation of your position, brief the EOC Director on current problems, outstanding issues, and follow-up requirements.	
8. Upon deactivation of your position, ensure all documentation and Operational Logs (ICS Form 214) are submitted to the Planning Section.	
7. Submit comments to the EOC Director, or Planning Section as appropriate for discussion and possible inclusion in the after-action report. Topics may include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues • Emergency Response/Recovery plans, procedures activities which need improvement or worked well 	

EOC MANAGER'S CHECKLIST
(Page 1 of 2)

Reports To:	EOC Director	
Coordinates with:	<ul style="list-style-type: none"> • EOC Director and EOC Section Chiefs • Orange County EOC 	
Location:	SOCCCD Emergency Operations Center (EOC)	
Primary Responsibilities:	<ul style="list-style-type: none"> • Serve as emergency management subject matter expert to Command Staff & General Staff in ICS, NIMS, SEMS, NRF and Homeland Security Directives. • Assist Command Staff in coordination with city, state and federal emergency operations centers/officials. • Coordinate EOC support staff. 	
Support Responsibilities:	<ul style="list-style-type: none"> • EOC Sections in Just-in-time Training. • Inter-agency emergency management meetings. • May fulfill other EOC Command Staff or General Staff functions in the absence of others. 	
Supplies:	<ul style="list-style-type: none"> • EOC to provide phone, internet access for e-mail, and basic office supplies. • Individual to bring: cell phone, laptop, PDA, spare batteries, chargers, phone lists and reference materials specific to their function. 	
PROCEDURES		TIME/ DATE
EMERGENCY RESPONSE:		
1. Upon notification of an emergency confer with the EOC Director on immediate activation priorities.		
2. As directed coordinate or issue notification, alert or activations to EOC and/or emergency response teams via Mass Notification System from office, home, or cell phone.		
3. As directed coordinate or leave out-going message on EOC Information line as directed: Saddleback College: 949-582-4500 Irvine Valley College: 949-451-5100 SOCCCD: www.socccd.edu		
4. As directed, coordinate or leave out-going message on campus hotline. Saddleback College: 949-582-4500 Irvine Valley College: 949-451-5100		

SOCCCD: www.socccd.edu	
5. Assure monitoring of EOC & Emergency Response Team responses to notification & activation messages, and reporting of results to Section Chiefs and EOC Director every 30 minutes until staff and teams are accounted for.	
6. Report to the SOCCCD EOC ASAP.	
3. Coordinate EOC support staff to set-up and maintain EOC.	

EOC MANAGER'S CHECKLIST

(Page 2 of 2)

PROCEDURES	TIME/ DATE
EMERGENCY RESPONSE:	
8. Assign EOC Support Staff to specific functions as indicated.	
9. Provide ongoing assessment of EOC operations and provide assistance/advice to EOC Director on NIMS/SEMS Compliance.	
10. Provide ongoing assessment of EOC operations and provide assistance/advice to staff as needed.	
11. If requested, serve as SOCCCD Liaison to campuses and/or Orange County EOC.	
12. If requested represent SOCCCD at city, state and federal emergency management meetings.	
DEACTIVATION/RECOVERY:	
1. De-activate your position in the EOC as directed by the EOC Director.	
2. Do not delete or destroy any written documents or e-mail correspondence related to your EOC activities.	
3. Ensure return/retrieval of equipment and supplies and return all assigned EOC equipment.	
4. Upon deactivation of your position, brief the EOC Director, as appropriate, on current problems, outstanding issues, and follow-up requirements.	
5. Upon deactivation of your position, ensure all documentation and operational Logs (ICS Form 214) are submitted to the Planning Section.	
6. Submit comments to the EOC Director or Planning Section as appropriate for discussion and possible inclusion in the after-action report; topics may include: <ul style="list-style-type: none"> Review of pertinent position descriptions and operational checklists 	

- | | |
|---|--|
| <ul style="list-style-type: none">• Recommendations for procedure changes• Section accomplishments and issues• Emergency Response/Recovery plans, procedures activities that need improvement or worked well. | |
|---|--|

Part IID

ENCLOSURES: EMERGENCY MANAGEMENT OPERATIONS

PART IID Enclosure 1
SOCCCD EMERGENCY OPERATIONS CENTER

The SOCCCD Emergency Operations Center (EOC) is located in the District IT training room. It is a secure location that provides a single focal point for centralized information management, decision-making, resource support and resource application during a disaster response.

When the EOC is activated, the SOCCCD Emergency Management Staff will respond to that location and coordinate emergency operations from there.

If there is a possibility that all (or a related part) of the Statewide Emergency Management System will be activated, the SOCCCD EOC will be activated and staffed by all or part of the designated Emergency Management Staff.

PART IID Enclosure 2
SOCCCD EMERGENCY COMMUNICATIONS SYSTEM

The SOCCCD emergency communications system consists of telephone, internet and radio systems. The primary location for communicating with the District emergency response organization, the district community, the City of Mission Viejo, the City of Irvine, the county OA, and other emergency organizations, is from the Communications Center in the SOCCCD Emergency Operations Center. Communications capabilities are described below.

EMERGENCY OPERATIONS CENTER

The primary EOC, located at Saddleback College in the District IT training room, will have the following communications systems:

- Dedicated telephone lines (incoming/outgoing).
- One (1) portable Campus Police 400 UHF transceiver radio.
- One (1) portable OC 800 MHz Countywide Coordinated Communications System (transceiver radio).
- Berbee IP telephony audio/text messaging system
- Access to Blackboard Connect-ED
- Email, including the option to make notification to all students and employees
- Access to WebEOC

PART IID Enclosure 3
DISTRICT ALERT AND WARNING SYSTEM

RESPONSIBILITIES

Campus Police Department has the primary responsibility for promptly notifying the respective campus of an emergency situation when warranted. SOCCCD will provide support when needed to a requesting campus.

The Campus Police Communications Center is the primary point on campus for receipt of emergency warnings from local and state officials. Warnings may be received via radio or telephone from the County Operational Area EOC, the City of Mission Viejo EOC, the City of Irvine EOC or the CalOES Regional EOC.

Notification to the campus community will normally be accomplished through the respective Campus Police Communications Center or EOC, and include a warning message of an immediate or impending emergency condition, followed by the issuance of appropriate instructions. District Information Technology may be requested to make email notification to students or staff.

ALERT AND WARNING SYSTEMS

- Telephone System (Berbee Messages)

In the event of an emergency or imminent threat, public information regarding the emergency will be disseminated through the campus telephone system, which also includes a visual display feature. The chief of police or public information officer will be responsible for preparing the appropriate warning or notice.

- Loud Speakers or Voice Command

Notification of the campus community can also be made through the use of police vehicles, utilizing the vehicles' public address system and hand-held loudspeakers. Emergency personnel, such as building marshals, will also give on-site voice commands.

- Blackboard Connect-Ed
- Email

PART IID Enclosure 4 CAMPUS CLOSURE PROCEDURES

PURPOSE

To assist SOCCCD Emergency Operations Center (EOC) personnel and emergency responders when closing a campus or other SOCCCD property due to an emergency or potential public safety situation.

BACKGROUND

The basic mission of SOCCCD is to function as an educational institution that provides continuous learning programs, classes and related activities. That mission also respects the need to ensure the protection of students, faculty and staff from immediate or potential danger to life and property. Because of that responsibility, there may be situations that require an isolated area of a campus to be closed for the protection of individuals and/or property. Conditions may also occur that require the closure of an entire campus.

EMERGENCY SITUATION

The decision to close a campus shall be made by a college president, his/her acting designee, or the chancellor, on the basis of a recommendation received from a campus police chief, or in his/her absence and if the situation dictates, the senior campus police officer on duty. During an emergency, the chief of police in the role of the EOC Director will be located in the campus Emergency Operations Center at the respective college.

CLOSING THE CAMPUS/NOTIFICATIONS

A formal declaration of a campus emergency shall be obtained from the president, his/her acting designee, or the chancellor.

Following a declaration by one of the above persons, the below personnel will be notified by the president's office:

1. SOCCCD Chancellor
2. Vice Chancellor for Technology and Learning Services
3. Vice Chancellor for Business Services
4. Vice Chancellor for Human Resources
5. District Director of Public Affairs and Marketing
6. District Director of Facilities Planning
7. District Director of Fiscal Services
8. District Director of Risk Management

These individuals will call those who report directly to them, and other key emergency response personnel required by the SOCCCD Emergency Operations Plan.

PART IID Attachment 1 to Enclosure 4
CAMPUS CLOSURE IMPLEMENTATION PROCEDURES

Implemented by: District EOC Director

Request the public information officer, in coordination with the respective campus director of public affairs, prepare a media/press release notification of the decision to cancel classes and close the campus(es), including when and why.

The release should also be transmitted to Orange County, and/or City of Mission Viejo, and/or City of Irvine emergency management authorities for immediate release.

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Irvine Valley College Barranca Entrance Project, Award of Bid No. 325, Hillcrest Contracting, Inc.

ACTION: Approval

BACKGROUND

On April 27, 2009, the Board of Trustees approved basic aid for Irvine Valley College (IVC) Barranca Entrance project for a total basic aid allocation of \$2,850,000.

On December 29, 1971, The Irvine Company LLC transferred land to Southern California Edison with a provision for an access road to IVC from Barranca Parkway. On November 12, 1996, The Irvine Company, LLC transferred land to the City of Irvine with a provision for an access road to IVC from Barranca Parkway. On March 31, 2014, The Irvine Company, LLC assigned the easement providing the district with a non-exclusive right to use the road & utility easement area to construct the new access road.

STATUS

On March 1 and March 6, 2016, SOCCCD ran a newspaper advertisement requesting bids for the IVC Barranca Entrance project. The request for bids was also posted on the district web site. On March 10, 2016, fifteen bidders attended the mandatory job walk. Seven bids were received on April 14, 2016. The lowest bid meeting all specification requirements was submitted by Hillcrest Contracting, Inc., of Corona, California, in the amount of \$1,465,770 (EXHIBIT A). Staff has reviewed the bids and recommends approval.

Basic aid funds are available in the approved project budget of \$2,850,000.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees award Bid No. 325, Irvine Valley College Barranca Entrance project and approve the agreement (EXHIBIT B) with Hillcrest Contracting, Inc., of Corona, California, in the amount of \$1,465,770.

**Bid No. 325
Barranca Entrance
Award of Bid No. 325
Irvine Valley College**

May 16, 2016

<u>CONTRACTORS</u>	<u>CITY</u>	<u>AMOUNT</u>
* Hillcrest Contracting, Inc.	Corona, CA	\$1,465,770
All American Asphalt	Corona, CA	\$1,494,256
PALP Inc. dba Excel Paving Company	Long Beach, CA	\$1,559,007
R. J. Nobel Company	Orange, CA	\$1,574,000
C.S. Legacy Construction, Inc.	Pomona, CA	\$1,643,164
Griffith Company	Montclair, CA	\$1,662,162
Roadway Engineering & Contracting, Inc.	Mira Loma, CA	\$1,723,000

***RECOMMENDED AWARD**

AGREEMENT – CONSTRUCTION SERVICES, BARRANCA ENTRANCE, IRVINE VALLEY COLLEGE

THIS AGREEMENT, dated the 16th day of May, 2016, in the County of Orange, State of California, is by and between South Orange County Community College District, (hereinafter referred to as "DISTRICT"), and Hillcrest Contracting, Inc., 1467 Circle City Drive, Corona, CA 92879, 951.273.9600, (hereinafter referred to as "CONTRACTOR").

The DISTRICT and the CONTRACTOR, for the consideration stated herein, agree as follows:

1. CONTRACTOR agrees to complete the Project known as Barranca Entrance at Irvine Valley College according to all the terms and conditions set forth in the Project Documents, including but not limited to the Notice Calling For Bids, Information for Bidders, Bid Form, Bid Security, Designation of Subcontractors, all prequalification forms submitted pursuant to Public Contract Code Section 20651.5, if any, Non-collusion Declaration, Workers' Compensation Certificate, Faithful Performance Bond, Payment Bond, Escrow Agreement, if applicable, Drug-Free Workplace Certification, Smoke-Free Workplace Certification, No Gift Policy Certification, Change Orders, Shop Drawing Transmittals, Insurance Certificates and Endorsements, Guarantees, CONTRACTOR'S Certificate Regarding Non-Asbestos Containing Materials, Disabled Veteran Business Enterprises Certification, if applicable, General Conditions, Supplemental Conditions, if any, Special Conditions, if any, Drawings, Specifications, and all modifications, addenda and amendments thereto by this reference incorporated herein. The Project Documents are complementary, and what is called for by any one shall be as binding as if called for by all.

2. CONTRACTOR shall perform within the time set forth in Paragraph 4 of this Agreement everything required to be performed, and shall provide, furnish and pay for all the labor, materials, necessary tools, expendable equipment, and all taxes, utility and transportation services required for construction of the Project. All of said work shall be performed and completed in a good workmanlike manner in strict accordance with the drawings, specifications and all provisions of this Agreement as hereinabove defined and in accordance with applicable laws, codes, regulations, ordinances and any other legal requirements governing the Project. The CONTRACTOR shall be liable to the DISTRICT for any damages arising as a result of a failure to fully comply with this obligation, and the CONTRACTOR shall not be excused with respect to any failure to so comply by any act or omission of the Architect, Engineer, Inspector, Division of State Architect, or representative of any of them, unless such act or omission actually prevents the CONTRACTOR from fully complying with the requirements of the Project Documents, and unless the CONTRACTOR protests at the time of such alleged prevention that the act or omission is preventing the CONTRACTOR from fully complying with the Project Documents. Such protest shall not be effective unless reduced to writing and filed with the DISTRICT within three (3) working days of the date of occurrence of the act or omission preventing the CONTRACTOR from fully complying with the Project Documents.

3. DISTRICT shall pay to the CONTRACTOR, as full consideration for the faithful performance of this Agreement, subject to any additions or deductions as provided in the Project Documents, the sum of One Million Four Hundred Sixty-Five Thousand Seven Hundred Seventy Dollars (\$1,465,770.00).

4. The work shall be commenced on the date of the DISTRICT'S Notice to Proceed and shall be completed within Two Hundred Twenty (220) consecutive calendar days from the date specified in the Notice to Proceed.

5. **Time is of the essence.** If the work is not completed in accordance with Paragraph 4 above, it is understood that the DISTRICT will suffer damage. It being impractical and infeasible to determine the amount of actual damage, in accordance with Government Code Section 53069.85, it is agreed that CONTRACTOR shall pay to DISTRICT as fixed and liquidated damages, and not as a penalty, the sum of Seven Hundred Fifty Dollars (\$750.00)

*Schools Legal Service of O.C.
June 2012*

*Agreement
Page 1*

for each calendar day of delay until work is completed and accepted. Time extensions may be granted by the DISTRICT as provided in Article 64 of the General Conditions. Liquidated damages shall be imposed as set forth in Article 64 of the General Conditions.

6. Termination for Cause or Non-appropriation. In the event CONTRACTOR defaults in the performance of the Agreement as set forth in General Conditions Article 13(a) or if there is a non-appropriation of funds or insufficient funds as set forth in General Conditions Article 13(d), then this Agreement shall terminate or be suspended as set forth in General Conditions Article 13.

7. Termination for Convenience. DISTRICT has discretion to terminate this Agreement at any time and require CONTRACTOR to cease all work on the Project by providing CONTRACTOR written notice of termination specifying the desired date of termination. Upon receipt of written notice from DISTRICT of such termination for DISTRICT'S convenience, CONTRACTOR shall:

- (i) Cease operations as directed by DISTRICT in the notice;
- (ii) Take any actions necessary, or that DISTRICT may direct, for the protection and preservation of the work; and
- (iii) Not terminate any insurance provisions required by the Project Documents.

In case of such termination for DISTRICT'S convenience, CONTRACTOR shall be entitled to receive payment from DISTRICT for work satisfactorily executed and for proven loss with respect to materials, equipment, and tools, including overhead and profit for that portion of the work completed. In the case of Termination for Convenience, DISTRICT shall have the right to accept assignment of subcontractors. The foregoing provisions are in addition to and not in limitation of any other rights or remedies available to the DISTRICT.

8. Hold Harmless and Indemnification. Contractor shall defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from all liabilities, claims, actions, liens, judgments, demands, damages, losses, costs or expenses of any kind arising from death, personal injury, property damage or other cause based or asserted upon any act, omission, or breach connected with or arising from the progress of Work or performance of service under this Agreement or the Contract Documents. As part of this indemnity, Contractor shall protect and defend, at its own expense, District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from any legal action including attorney's fees or other proceeding based upon such act, omission, breach or as otherwise required by this Article.

Furthermore, Contractor agrees to and does hereby defend, indemnify and hold harmless District, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors from every claim or demand made, and every liability, loss, damage, expense or attorney's fees of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for (1) death or bodily injury to persons; (2) damage or injury to, loss (including theft), or loss of use of, any property; (3) any failure or alleged failure to comply with any provision of law or the Contract Documents; or (4) any other loss, damage or expense, sustained by any person, firm or corporation or in connection with the Work called for in this Agreement or the Contract Documents, except for liability resulting from the sole or active negligence, or the willful misconduct of the District.

(b) Any bodily injury to or death of persons or damage to property caused by any act, omission or breach of Contractor or any person, firm or corporation employed by Contractor, either directly or by independent contract, including all damages or injury to or death of persons, loss (including theft) or loss of use of any property, sustained by any person, firm or corporation, including the District, arising out of or in any way connected with Work covered by this Agreement or the Contract Documents, whether said injury or damage occurs either on or off District property, but not for any loss, injury, death or damages caused by the sole or active negligence or willful misconduct of the District.

(c) Any dispute between Contractor and CONTRACTOR'S subcontractors/supplies/ Sureties, including, but not limited to, any failure or alleged failure of the Contractor (or any person hired or employed directly or indirectly by the Contractor) to pay any Subcontractor or Material supplier of any tier or any other person employed in connection with the Work and/or filing of any stop notice or mechanic's lien claims.

Contractor, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the District, its officers, agents or employees, on account of or founded upon any cause, damage, or injury identified herein Article 5 and shall pay or satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

The CONTRACTOR'S and Subcontractors' obligation to defend, indemnify and hold harmless the Owner, Architect, Construction Manager, Inspector, the State of California and their officers, employees, agents and independent contractors hereunder shall include, without limitation, any and all claims, damages, and costs for the following: (1) any damages or injury to or death of any person, and damage or injury to, loss (including theft), or loss of use of, any property; (2) breach of any warranty, express or implied; (3) failure of the Contractor or Subcontractors to comply with any applicable governmental law, rule, regulation, or other requirement; (4) products installed in or used in connection with the Work; and (5) any claims of violation of the Americans with Disabilities Act ("ADA").

This indemnity shall survive termination of the contract or final payment thereunder. This indemnity is in addition to any other rights or remedies which the DISTRICT may have under the law or under the Project Documents. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, the DISTRICT may in its sole discretion reserve, retain or apply any monies due to the CONTRACTOR under the Project Documents for the purpose of resolving such claims; provided, however, that the DISTRICT may release such funds if the CONTRACTOR provides the DISTRICT with reasonable assurance of protection of the DISTRICT'S interests. The DISTRICT shall in its sole discretion determine whether such assurances are reasonable.

9. CONTRACTOR shall take out, prior to commencing the work, and maintain, during the life of this Agreement, and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain the insurance coverages set forth below and in Articles 16, 17, 18 and 19 of the General Conditions. CONTRACTOR agrees to provide all evidences of coverage required by DISTRICT including certificates of insurance and endorsements.

Public Liability Insurance for injuries including accidental death, to any one person in an amount not less than	\$2,000,000
Subcontractors of every tier	\$1,000,000
and	

Subject to the same limit for each person on
account of one accident,
in an amount not less than \$2,000,000

Subcontractors of every tier \$1,000,000

Property Damage Insurance
in an amount not less than \$2,000,000

Subcontractors of every tier \$1,000,000

Course of Construction
Insurance without exclusion
or limitation in an
amount not less than \$2,000,000

Excess Liability Insurance (Contractor only) \$2,000,000

Insurance Covering Special Hazards: The following special hazards shall be covered by rider or riders to above-mentioned public liability insurance or property damage insurance policy or policies of insurance, or by special policies of insurance in amounts as follows:

Automotive and truck where operated in amounts as above

Material hoist where used in amounts as above

Waiver of Subrogation

Contractor waives (to the extent permitted by law) any right to recover against the District, and its respective elected officials, officers, employees, agents, and representatives for damages to the Work, any part thereof, or any and all claims arising by reason of any of the foregoing, but only to the extent that such damages and/or claims are covered by property insurance and only to the extent of such coverage (which shall exclude deductible amounts) actually carried by the District.

The provisions of this section are intended to restrict each party to recovery against insurance carriers only to the extent of such coverage and waive fully and for the benefit of each, any rights and/or claims which might give rise to a right of subrogation in any insurance carrier. The District and the Contractor shall each obtain in all policies of insurance carried by either of them, a waiver by the insurance companies there under of all rights of recovery by way of subrogation for any damages or claims covered by the insurance.

Additional Insured Endorsement Requirements.

The Contractor shall name, on any policy of insurance required the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. Subcontractors shall name the Contractor, the District, their officers, employees, Construction Manager, Architect, and all other Agents and Representatives as additional insureds. The Additional Insured Endorsement included on all such insurance policies shall state that coverage is afforded the additional insured with respect to claims arising out of operations performed by or on behalf of the insured. The additional insured endorsement shall be an ISO CG 20 10 (04/13), or an ISO CG 20 38 (04/13), or their equivalent as determined by the District in its sole discretion. If the additional insureds have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The insurance provided by the Contractor must be designated in the policy as primary to any

insurance obtained by the District. The amount of the insurer's liability shall not be reduced by the existence of such other insurance.

The Contractor shall name, on any policy of insurance required by the District, the City of Irvine, its officers, officials, employees, and agents as additional insureds thereunder, and that there are no special limitation on the scope of protection afforded to the City of Irvine and any of their respective officers, officials, employees, and agents.

The Contractor shall name, on any policy of insurance required by the District, Irvine Community Development Company LLC, The Irvine Company LLC and The Irvine Land Company LLC and all entities controlling, controlled by, or under common control with any such entity, together with their respective owners, shareholders, partners, members, divisions, officers, directors, employees, representative and agents, and all of their respective successors and assigns as Additional Insureds.

The Contractor shall name, on any policy of insurance required by the District, Southern California Edison, its officers, agents and employees as additional insureds

10. Public Contract Code Section 22300 permits the substitution of securities for any retention monies withheld by the DISTRICT to ensure performance under this Agreement. At the request and expense of the CONTRACTOR, securities equivalent to the monies withheld shall be deposited with the DISTRICT, or with a state or federally chartered bank in California as the escrow agent, who shall then pay such monies to the CONTRACTOR. The DISTRICT retains the sole discretion to approve the bank selected by the CONTRACTOR to serve as escrow agent. Upon satisfactory completion of the Agreement, the securities shall be returned to the CONTRACTOR. Securities eligible for investment shall include those listed in Government Code Section 16430 or bank or savings and loan certificates of deposit. The CONTRACTOR shall be the beneficial owner of any securities substituted for monies withheld and shall receive any interest thereon.

In the alternative, under Section 22300, the CONTRACTOR may request DISTRICT to make payment of earned retention monies directly to the escrow agent at the expense of the CONTRACTOR. Also at the CONTRACTOR'S expense, the CONTRACTOR may direct investment of the payments into securities, and the CONTRACTOR shall receive interest earned on such investment upon the same conditions as provided for securities deposited by CONTRACTOR. Upon satisfactory completion of the Agreement, CONTRACTOR shall receive from the escrow agent all securities, interest and payments received by escrow agent from DISTRICT pursuant to the terms of Section 22300.

11. Prevailing Wages. Wage rates for this Project shall be in accordance with the general prevailing rate of holiday and overtime work in the locality in which the work is to be performed for each craft, classification, or type of work needed to execute the Contract as determined by the Director of the Department of Industrial Relations. Copies of schedules of rates so determined by the Director of the Department of Industrial Relations are on file at the administrative office of the District and are also available from the Director of the Department of Industrial Relations. Monitoring and enforcement of the prevailing wage laws and related requirements will be performed by the Labor Commissioner/ Department of Labor Standards Enforcement (DLSE). The following are hereby referenced and made a part of this Agreement and Contractor stipulates to the provisions contained therein: (1) Chapter 1 of Part 7 of Division 2 of the Labor Code (Section 1720 et seq.); and (2) California Code of Regulations, Title 8, Chapter 8, Subchapters 3 through 6 (Section 16000 et seq.)

12. If CONTRACTOR is a corporation, the undersigned hereby represents and warrants that the corporation is duly incorporated and in good standing in the State of California, and that Glenn J. Salsbury, whose title is President, is authorized to act for and bind the corporation.

13. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not currently inserted, then upon application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.

14. This Agreement constitutes the entire agreement of the parties. No other agreements, oral or written, pertaining to the work to be performed, exists between the parties. This Agreement can be modified only by an amendment in writing, signed by both parties and pursuant to action of the Governing Board of the District. This Agreement shall be governed by the laws of the State of California.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

"DISTRICT"
South Orange County Community College District

"CONTRACTOR"
Hillcrest Contracting, Inc.

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

By: _____
Glenn J. Salsbury
President

Date

Date

CONTRACTOR'S License No.

Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,
if corporation)

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP- 5301 Course Repetition

ACTION: Accept for Review and Study

BACKGROUND

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

STATUS

One board policy is being presented to the Board of Trustees for review and study. The new language to the board policies was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on May 5, 2016 for review and recommendation to the Chancellor.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the board policy as shown in EXHIBIT A.

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5301

STUDENTS

COURSE REPETITION AND COURSE REPEATABILITY

A student may repeat the same credit courses at South Orange County Community College District under the following circumstances.

1. When a student earns a substandard grade (D, F, or NP) or a Withdrawal (W) is assigned, and the student wants to retake the course to earn a passing grade.
2. When a student meets the criteria for special circumstances.
3. When a course is specifically designed as repeatable.

When a course repetition occurs to mitigate a D, F, NP or W, the permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history.

Once a student has earned a grade of A, B, C or P (or CR) in a non-repeatable course, the student will not be permitted to reenroll in that course or the equivalent course at the other college in the district. The student who has earned a grade of D, F, W, or NP (or NC) may reenroll in that course or the equivalent course within the District for no more than two additional enrollments. The first two substandard grades received may be annotated and excluded from the cumulative grade point average. When repetition occurs, the permanent academic record shall be annotated in such a manner that all work remains legible, insuring a true and complete academic history.

A skills based course may be designated as repeatable. Such allowable repetitions shall be noted in the college catalog. Students may enroll for these courses in the district for the maximum number of times designated in the Course Outline of Record.

Under special circumstances, students may repeat a course beyond these restrictions as described in the AR-5301 Course Repetition and Repeatable Courses.

~~I. COURSE REPETITION FOR COURSES WITH A PASSING GRADE~~

~~As stated in Title 5, California Code of Regulations, no student may repeat a credit course for credit nor may state apportionment be claimed if the student has previously completed the course with a grade of A, B, C or CR except:~~

- ~~1. Where there has been a significant lapse of time (not less than three years) since the student previously took the course. A single repeat is the maximum allowed under this provision;~~
~~or~~
- ~~2. Where the course is approved by the Board of Trustees as a repeatable course. Three repeats is the maximum allowable under this provision.~~

~~— A course may be designated as repeatable only if:~~

Adopted: 10-09-85

Revised: 5-22-06

Revised: 5-15-89

Revised: 4-28-08

Revised: 4-26-99

Revised: 2-22-10

- a. ~~The course is approved specifically as a repeatable course by the Board of Trustees;~~
- b. ~~The course content differs each time the course is offered as demonstrated through course syllabi;~~
- c. ~~The course is so designed that students repeating the course will enhance their skills or proficiencies through supervised repetition and practice within class periods; or~~
- d. ~~The mastery of course content is by design likely to require the repetition of the~~
~~—course by a substantial proportion of those who are expected to enroll.~~

~~Students seeking to enroll in a repeatable course under these provisions may not concurrently enroll in the same repeatable course.~~

~~An exception to the above stated conditions may be considered only through the formal appeal process.~~

~~A repeatable course shall be so designated in the catalog and shall contain as part of the course description notation of the maximum number of times the course may be taken for credit.~~

II. ~~COURSE REPETITION FOR COURSES WITH A SUBSTANDARD GRADE~~

~~A student may repeat courses for which substandard work has been recorded in accordance with the policies described below. For purposes of course repetition, the term “substandard” shall be defined as meaning course work for which the grading symbols “D”, “F” and/or “NC” have been recorded (Title 5, California Code of Regulations).~~

- 1. ~~Previous grades and credits for each repetition are to be disregarded in the computation of grade point averages (Title 5, California Code of Regulations).~~
- 2. ~~When course repetition occurs, the permanent academic record shall be annotated in such a manner that only the most recent grade and credit earned will be used to calculate the student’s grade point average. All work shall remain legible, ensuring a true and complete academic history (Title 5, California Code of Regulations).~~
- 3. ~~Repetition may be permitted for courses deemed equivalent within the South Orange County Community College District and for which substandard academic performance has been recorded as defined in this section (Title 5, California Code of Regulations). Equivalency will be established by a college determined process.~~
- 4. ~~Students will automatically be allowed to repeat a course taken with a substandard grade only twice. A student may be allowed to repeat the course a third time only through a formal appeal process, which verifies that there are extenuating circumstances which justify the additional repetition. Extenuating circumstances are verified cases of accidents, illness or other circumstances beyond the control of the student.. Each subsequent grade shall be recorded consistent with the provisions of Title 5, California Code of Regulations, as described above.~~
- 5. ~~Prior course repetition actions by other accredited colleges and universities may be honored in determining transfer of a student’s credits (Title 5, California Code of Regulations).~~

III. ~~APPORTIONMENT FOR COURSE REPETITION~~

Adopted: 10-09-85

Revised: 5-15-89

Revised: 4-26-99

Revised: 5-22-06

Revised: 4-28-08

Revised: 2-22-10

~~The conditions under which state apportionment may be claimed for course repetition are contained in Title 5, which states:~~

- ~~1. Except as specifically authorized by statute or by this section, no state apportionment shall be allowed for the attendance of a student in a course in which the student has previously received a grade from the District~~
- ~~2. State apportionment may be claimed for the attendance of a student in a course in which the student has received a grade only if:~~
 - ~~a. The student is repeating the course to alleviate substandard work that has been recorded on the student's record. The term "substandard" shall be defined as course work for which the grading symbol "D", "F", or "N/C" has been recorded; or~~
 - ~~b. The District finds that the student's previous grade is, at least in part, the result of extenuating circumstances. Extenuating circumstances are verified cases of accidents, illness, or other circumstances beyond the control of the student; or~~
 - ~~c. The District has determined that a student should repeat a course because there has been a significant lapse of time since the student previously took the course~~

~~The attendance of students repeating a course as authorized by this subsection may be claimed only once for state apportionment.~~

- ~~3. State apportionment for repetition of courses not expressly authorized by this section may be claimed upon approval of the Chancellor in accordance with the following procedure:~~
 - ~~a. The District must identify the courses which are to be repeatable, and designate such courses in the college catalogs;~~
 - ~~b. The District must determine and certify that each identified course is one in which the course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the two following reasons:~~
 - ~~• Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or~~
 - ~~• Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained~~
 - ~~c. The District must develop and implement a mechanism for the proper monitoring of such repetition~~

~~The attendance of students repeating a course pursuant to this subsection, when approved by the Chancellor, may be claimed for state apportionment for not more than three semesters.~~

Reference:

Title 5, Section 55040, 55041, 55042, 55044, 55253, 56029, 58161, 55761, 55762

Adopted: 10-09-85

Revised: 5-15-89

Revised: 4-26-99

Revised: 5-22-06

Revised: 4-28-08

Revised: 2-22-10

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Board Policy Revision: BP- 2120 Institutional Planning, BP-3450 Traffic and Parking Regulations, BP-5618 Credit by Examination – Specific Course Credit, BP-5610.1 Student Fees

ACTION: Discussion / Approval

BACKGROUND

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

STATUS

Four board policies are presented to the Board of Trustees for discussion / approval. The new language to the board policies was reviewed and revised by the District's Board Policy and Administrative Regulation Advisory Council and includes collegial consultation with the Academic Senates, pursuant to Title 5 Section 53200 et. seq.

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on March 17, 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 D.

BOARD POLICY

2120

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ADMINISTRATION

INSTITUTIONAL PLANNING

The Chancellor, along with the colleges, shall ensure that a broad based, comprehensive, systematic, and integrated system of planning takes place on a district-wide basis and at the colleges and district services. The integrated planning system shall be supported by institutional effectiveness research and involve appropriate segments of the colleges and district services.

The Chancellor shall submit the plans to the Board of Trustees for approval, ~~per Title 5 and California Community College Chancellor's Office.~~

Reference:

~~*Accreditation Standard I.B.*~~

Title 5, Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, 56270 et seq.

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B);

Education Code Sections 78210 et. Seq., 84754.6

Adopted: 1-20-09
Revised: 5-20-13

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

3450

BUSINESS

TRAFFIC AND PARKING REGULATIONS

Traffic and parking regulations are developed at the college level, recommended by the Chancellor, approved by the Board of Trustees, and made available through publications and college websites. These regulations will be relatively consistent on all campuses to accommodate those students attending classes at more than one location.

The Board of Trustees authorizes Saddleback College and Irvine Valley College ~~the Department of Safety and Security~~ Police Departments (formerly known as Department of Safety and Security) to issue traffic and parking citations within the boundaries of District properties.

Reference:

California Education Code Section 76360
Vehicle Code Section 21113

Adopted: 3-28-77	Revised: 5-23-88
Revised: 8-28-78	Revised: 11-14-94
Revised: 2-13-79	Revised: 4-26-99
Revised: 6-09-80	Revised: 9-29-03
Revised: 10-21-80	Revised: 12-06-10

BOARD POLICY

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

5618
STUDENTS

CREDIT BY EXAMINATION - SPECIFIC COURSE CREDIT

A student may qualify for credit by examination for courses in ~~at the~~ current South Orange County Community College District catalog for which he/she appears to be reasonably qualified by training or experience, ~~and for which he/she has not received previous high school or college credit, attempted credit by examination, or even enrolled. However, the course in which the student seeks credit by examination should be one in which the course content can be tested by examination, in the opinion of the department and of the instructor assigned. A student may not receive credit by examination for any course which is a prerequisite to one for which credit has been received. Inasmuch as a minimum 2.0 grade point average in at least twelve units completed at Irvine Valley College and Saddleback College is required to enroll in credit by examination, units earned through credit by examination shall not be counted in determining the 12 units required in residence for graduation.~~

Reference:

Title 5, Calif. Code of Regulations, Section 55050753

BOARD POLICY

5030 ~~5610.1~~

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

STUDENT FEES

Students shall be assessed an enrollment fee at the time of enrollment. The amount of the fee is established by law and published in the College catalog(s) and on other print and electronic publications. The District may adjust, waive, or partially refund the fee as provided in the California Education Code.

Students may also be charged health fees, materials fees, parking fees, and nonresident application fees as permitted by law. These fees are published in the College catalogs and on other print and electronic publications.

~~(NOTE: See Administrative Regulation 5625: Fee Refund for Military Withdrawal)~~

Reference:

California Education Code, Section 681305, 70902, 76141

Title 5, Sections ~~58500-58510~~-58520

Accreditation Standard 1.C.6

Adopted: 5-15-89

Revised: 4-08-91

Technical Update: 4-26-99

Revised: 5-27-03

Revised: 3-28-11

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. ADMINISTRATIVE EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. FAHIMI, TRACI ANN, is to be employed as Dean of Social and Behavioral Sciences, Pos #6186, School of Social and Behavioral Sciences, Irvine Valley College, effective May 1, 2016. Approximate Salary Placement: Range 22, Step 1. This is a new position approved by the Board of Trustees on June 22, 2015. (Exhibit B, Attachment 1)
- b. NITTA, AKIRA “ART”, is to be employed as Dean of Mathematics, Science and Engineering, Pos #4619, Division of Mathematics, Science and Engineering, Saddleback College, effective July 1, 2016. Approximate Salary Placement: Range 22, Step 2. This is a replacement position for Christopher McDonald, who received a promotion. (Exhibit B, Attachment 2)
- c. SKAFF, PENELOPE, is to be employed as Dean of Counseling Services, Pos #4606, Division of Counseling Services and Special Programs, Saddleback College, effective June 1, 2016. Approximate Salary Placement: Range 22, Step 1. This is a replacement position for Jerilyn Chuman, who retired. (Exhibit B, Attachment 3)

2. ACADEMIC EMPLOYMENT (Ratified – Pursuant to Board Policy 4002.1)

- a. JENNISON, ELIZABETH, is to be employed as Accounting Instructor, Pos #5398, Division of Business Science, Economic and Workforce Development, Saddleback College, effective August 15, 2016. Approximate Salary Placement: Range II, Step 1. This is a new position approved by the Board of Trustees on October 26, 2015. (Exhibit B, Attachment 4)
- b. LIU, EMILY, is to be employed as English Composition Instructor, Pos #7280, School of Humanities, Irvine Valley College, effective August 15, 2016. Approximate Salary Placement: Range V, Step 1. This is a new position approved by the Board of Trustees on October 26, 2015. (Exhibit B, Attachment 5)
- c. MEDLING, JANE, is to be employed as Accounting Instructor, Pos #1730, Division of Business Science, Economic and Workforce Development, Saddleback College, effective August 15, 2016. Approximate Salary Placement: Range II, Step 1. This is a replacement position for Anthony Teng, who received a promotion. (Exhibit B, Attachment 6)
- d. PAKULA, JENNIFER, is to be employed as Economics Instructor, Pos #7230, Division of Social and Behavioral Sciences, Saddleback College, effective August 15, 2016. Approximate Salary Placement: Range II, Step 1. This is a new position approved by the Board of Trustees on October 26, 2015. (Exhibit B, Attachment 7)
- e. WARNER, BRENT, is to be employed as English as a Second Language Instructor, Pos #7223, School of Humanities, Irvine Valley College, effective August 15, 2016. Approximate Salary Placement: Range II, Step 1. This is a new position approved by the Board of Trustees on October 26, 2015. (Exhibit B, Attachment 8)

A. NEW PERSONNEL APPOINTMENTS - Continued

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Choi, Kookhee	PHD/Music	Music/IVC	5	06/20/16
Glenane, Ronald	MA/Clinical Psych.	Adm. Of Justice/IVC	2	08/22/16
La Curan, Jennifer	MFA/Dance	Dance/SC	2	08/22/16
Martinez, Laura	MA/Comm. Studies	Speech/IVC	2	08/22/16
Smith, Dana-Jean	MA/Comm. Studies	Speech/SC	2	08/22/16
Torneo, Nicole	MA/Chemistry	Chemistry/IVC	4	05/31/16

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.

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Fanai Khayat, Sara	BS/Biochemistry	Biology/IVC	1	05/31/16

Equivalency is based on a Bachelor's Degree in Biochemistry and Molecular Biology from University of California, Irvine. Ms. Fanai Khayat is scheduled to receive her Doctor of Chiropractic degree from Southern California University, Health and Science April 23, 2016. She is currently a lecturer for General Anatomy, Head and Neck Anatomy, Histology and Biochemistry at Southern California University of Health and Science.

Gould, Gary	BA/Communications	Emeritus (Music)/IVC	1	05/31/16
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Equivalency is based on a Bachelor of Arts degree in Communications from California State University, Fullerton, and current enrollment in a Musical Education Master's Program, also at California State University, Fullerton. Mr. Gould's experience includes over 30 years of musical performance through live performances as both bandleader and sideman and as a guest soloist with bands and orchestras. He currently enjoys teaching students at the Orange County School of the Arts through his private teaching studio and as a guest clinician.

Nelson, Alicia	MA/Education	Counseling/SC	2	06/06/16
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Equivalency is based on a Bachelor of Arts in Exercise Science from University of California, Davis and a Master of Education in Education from University of California, Los Angeles. Ms. Nelson has nine years of classroom experience as a teacher, including teaching physical education in primary school. Her experience working as a coach, personal trainer and volunteering with disabled persons will make her a welcome addition to Saddleback's Adapted Kinesiology Program.

A. NEW PERSONNEL APPOINTMENTS - Continued

3. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Schmoeller, Gary	BA/Business Admin.	Radio/TV/Film/SC	2	08/22/16

Equivalency is based on a Bachelor of Arts degree in Business Administration and extensive experience in teaching film production, as well as professional experience in the film production industry. Mr. Schmoeller has produced 40 feature films over the course of a 20-year span. He has been teaching production management at Chapman University since 2007.

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>
Allah, Nancy	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Bower, Karyn	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Budica, Jessica	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Chatam, Lynne	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Cooper, Karin	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Dean, Tyler	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
DeGennaro, John	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Espinosa, Manuel	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Fitz-Maurice, Teri	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
George, Sarah	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Gomez, Diego E.	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Goss, Debbie	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Harrison, Milagros	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Hill, Douglas	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Homes, Christopher	Scenic Painting for Theatre/SC	931.20	03/28/16-05/24/16
Hopkins, Dustin	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Kaefer, Kenneth	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Karelius, Brad	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
King, Emily	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Maniaci, Vera	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
McMahon, Arnold	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
MorrisFreshwater, L	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Nelson, Ericka	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Pangborn, Lori	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Ravaghi, Nooshafarin	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Reed, Mike	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Sadeghipour, Allia	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Saremi, Sohila	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Stachenfeld, Marilyn	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Strong, Peggy	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16

B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

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</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
Swain, Derek	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Weaver, Chris	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Westcott, John	LA Faculty Dev. Workshop/SC	75.00	04/15/16-04/15/16
Monthly Total: General Fund		\$3,331.20	
2015-2016 FISCAL YEAR TOTAL TO DATE		\$1,021,556.12	

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>Amount (\$)</u>	<u>Effective Date</u>
Beckham, Jack	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Beckham, Jack	PLC HS Student Success Visits/SC	200.00	03/21/16-03/21/16
Bowman, Donald	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Bromberger, K.	SSSP Assessment Reader/SC	310.40	01/11/16-05/24/16
Bromberger, K.	Directed Learning Activities/SC	77.60	03/31/16-05/05/16
Brooks, Taylor	Sourcing Auto. Transmission/SC	1,000.00	01/01/16-01/18/16
Brunner, Janelle	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Brunner, Janelle	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Caggiano, Jodi	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Casey, Hollis	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Chatham, Lynne	Grammar Instr. Strategies/BSI/SC	77.60	04/01/16-04/01/16
Clafin, Christopher	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Cooper, Karin	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Cooper, Karin	PLC High School Visits/BSI/SC	350.00	03/17/16-03/25/16
Cox, Barbara	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Danger, Jessica	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Danger, Jessica	PLC HS Student Success Visits/SC	200.00	03/14/16-04/04/16
Datu, Ruth	PT Counseling Institute/SC	582.00	02/19/16-05/13/16
Desopo, Camille	PT Counseling Institute/SC	582.00	02/09/16-05/13/16
Evancoe, Eugene	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Fisher, Marni	SSSP Assessment Reader/SC	310.40	01/11/16-05/24/16
FitzMaurice, Teri	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Fosdick, Melissa	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Fosdick, Melissa	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Fox, Lindsay	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Garcia, Renee	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Geers, Susan	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Gilbert, Annie	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Gilbert, Annie	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Gleason, Linda	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Golden, Jennifer	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16

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>Effective Date</u>
		<u>Amount (\$)</u>	
Golden, Jennifer	FAF Faculty Panel Expert/SC	200.00	03/04/16-05/20/16
Goss, Debbie	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Gregory, Eric	Grammar Instr. Strategies/BSI/SC	77.60	04/01/16-04/01/16
Gridley, Susan	Grammar Instr. Strategies/BSI/SC	77.60	04/01/16-04/01/16
Gross, Cindy	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Gustafson, Michelle	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Gustafson, Michelle	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Gustafson, Michelle	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Hannibal, Jeff	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Hayter, Catherine	PLC HS Student Success Visits/SC	400.00	03/14/16-03/21/16
Hoggatt, Michael	SEP ESL/BS Core Team Lead/SC	3,329.58	02/01/16-05/23/16
Homma, Mary	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Homma, Mary	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Hoolihan, Lori	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Hopkins, Dustin	Grammar Instr. Strategies/BSI/SC	77.60	02/26/16-02/26/16
Jaime, David	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Jaime, David	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Kaefer, Ken	Grammar Instr. Strategies/BSI/SC	77.60	04/01/16-04/01/16
Kelsey, David	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Kihyet, Connie	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Kihyet, Connie	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Knapp, Rebecca	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Konishi, Hiro	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Lawson, Anne	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Layton, Larry	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Layton, Larry	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Lee, Ken	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Lunetto, Kathleen	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Luque, Jonathan	Refresh Curriculum Dev./SC	1,746.00	01/19/16-05/23/16
McCarthy, Mary	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
McFann, Kent	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
McMurtrey, Megan	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
McMurtrey, Megan	PLC High School Visits/BSI/SC	150.00	03/18/16-03/18/16
McMurtrey, Megan	BSI Grammar Instr. Strategies/SC	77.60	04/01/16-04/01/16
McReynolds, Brad	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Medling, Jane	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Medling, Jane	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Meyer, Clifford	Dyno Room/NATEF Review/SC	2,251.00	03/04/16-03/31/16
Meyer, Clifford	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Murray, Pete	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Murray, Pete	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Myers, Charlie	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Nelson, Candy	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16

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>
Nin, Orlantha	SEP ESL/BS Core Team Lead/SC	3,329.58	02/01/16-05/23/16
Nin, Orlantha	FAF Faculty Panel Expert/SC	50.00	03/04/16-05/20/16
Nussenbaum, Sharon	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Osborn, Sean	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Paige, Monique	CDTC Conf. Coordinator/SC	300.00	01/19/16-02/20/16
Paige, Monique	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Paige, Monique	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Plascencia-Carrizosa	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Plascencia-Carrizosa	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Posada, Timothy	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Quade, Joyce	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Rasch, Kaylan	PT Counseling Institute/SC	582.00	02/19/16-05/13/16
Robbins, Jared	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Robbins, Jared	BSI Grammar Instr. Strategies/SC	77.60	02/26/16-02/26/16
Rosenberg, Alannah	FAF Faculty Panel Expert/SC	200.00	03/04/16-05/20/16
Sadeghipour, Allia	BSI Grammar Instr. Strategies/SC	77.60	04/01/16-04/01/16
Sorensen, Cindy	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Stachenfeld, Marilyn	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Stachenfeld, Marilyn	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Stachenfeld, Marilyn	BSI Grammar Instr. Strategies/SC	77.60	04/01/16-04/01/16
Stanfield, Scott	SSSP Assessment Reader/SC	310.40	01/11/16-05/24/16
Stanfield, Scott	Orient. HS Stud. Success Visits/SC	50.00	02/26/16-02/26/16
Stanfield, Scott	PLC High School Visits/BSI/SC	150.00	03/10/16-03/15/16
Stephens, Blake	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Sweet, Vicki	TAACCCT Online Dev./SC	2,987.60	01/12/16-05/23/16
Tamialis, Barbara	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Toscano, Laura	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Tran, Aimee	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Tran, Lisa	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Tran, Lisa	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Tuominen-Lenny, K	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Valdez, Deanna	Refresh Curriculum Dev./SC	1,746.00	01/19/16-05/23/16
Ventura, Jan	Counseling Advisement Training/SC	77.60	03/18/16-03/18/16
Vogel, Jeff	Refresh Curriculum Dev./SC	1,164.00	01/19/16-05/23/16
Weaver, Chris	SSSP Assessment Reader/SC	310.40	01/11/16-05/24/16
Weaver, Chris	Grammar Instr. Strategies/BSI/SC	77.60	02/26/16-02/26/16
Whynaught, Jeffrey	BSI Grammar Instr. Strategies/SC	77.60	04/01/16-04/01/16
White-Alcover, S.	CTE Articulation Workshop/SC	156.00	04/12/16-04/29/16
Wilson, Steve	AVID Practicum/BSI/SC	77.60	04/15/16-04/15/16
Womack, Malia	AVID Practicum/BSI/SC	77.60	03/18/16-03/18/16
Ziehm, Carol	SSSP Assessment Reader/SC	310.40	01/11/16-05/24/16
Zimmerman, Ray	SSSP Assessment Reader/SC	310.40	01/11/16-05/24/16
Monthly Total: Categorical/Non-General Fund		\$32,164.56	
2015-2016 FISCAL YEAR TOTAL TO DATE		\$693,271.93	

D. CONCLUSION OF ADMINISTRATIVE INTERIM ASSIGNMENT

1. ENGELS, MICHAEL, ID #15360, Interim Dean of Counseling Services (In-house and Promotional only), Pos #5215, a temporary assignment, Division of Counseling Services and Special Program, Saddleback College, ends effective May 31, 2016, and returns to his permanent position as full-time Counselor, Pos #1532, Division of Counseling Services and Special Programs, effective June 1, 2016.

E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. HOPKINS, LOMA, ID #1138, Counselor, Division of Transfer, Career and Special Programs, Saddleback College, Pos #1572, resignation effective June 3, 2016 and retirement effective June 4, 2016. Payment is authorized for any compensated time off. (Start date: January 16, 1984)
2. LEE, STEVEN, ID #4353, EOPS/CARE Counselor, Division of Guidance and Counseling, Irvine Valley College, Pos #2250, resignation effective May 24, 2016 and retirement effective June 30, 2016. Payment is authorized for any compensated time off. (Start date: August 1, 1994)

ATTACHMENT 1

NAME: TRACI ANN FAHIMI

POSITION: DEAN OF SOCIAL AND BEHAVIORAL SCIENCES
Social and Behavioral Sciences
Irvine Valley College

EDUCATION:

M.A. Political Science
University of California
Los Angeles, CA

B.A. International Relations
University of Southern California
Los Angeles, CA

B.A. Print Journalism
University of Southern California
Los Angeles, CA

EXPERIENCE:

Traci Fahimi has been Interim Dean of Social and Behavioral Sciences since August 2015. As Dean, she facilitates departmental initiatives and encourages data-driven scheduling. She also assists the Office of Instruction in a variety of academic programs, including coordinated scheduling, dual enrollment, the Early College program, integrated enrollment management, accreditation, and curriculum. Ms. Fahimi joined the political science faculty at Irvine Valley College in 1994. During her 21-year teaching career, she has chaired the Political Science Department and taught courses in comparative politics, international relations, American Government, and Middle East politics. Professor Fahimi received her master's degree in political science from the University of California, Los Angeles in 1991. Her research interests centered on rational choice models of political mobilization, Kurdish ethno-nationalism, and religion and politics. As a product of the California community college system herself, Ms. Fahimi is an enthusiastic advocate of community college education and focused her teaching career on advancing student success through strong departmental pedagogy, curriculum, and program development goals she will continue to facilitate as dean.

HONORS/AWARDS:

- Educator Recognition Award, University of California, Irvine, Division of Undergraduate Education, 2009

NOTABLE ACHIEVEMENTS:

- Established Model United Nations Scholarship, 2014
- Established Political Science Writing Award & Scholarship, 2013
- President, Academic Senate, 2000
- Vice President, Academic Senate, 1999-2000
- Established CWE Internship Program in Political Science, 1999
- Founded IVC Model United Nations Program, 1997
- Founded Political Science Club, 1995

ATTACHMENT 2

NAME: AKIRA “ART” NITTA

POSITION: DEAN OF MATHEMATICS, SCIENCE AND ENGINEERING
Mathematics, Science and Engineering
Saddleback College

EDUCATION:

M.S. Mathematics
California State Polytechnic University, Pomona
Pomona, CA

B.A. Psychology
University of California, Irvine
Irvine, CA

EXPERIENCE:

Mr. Nitta has been a full-time instructor of Mathematics at Mt. San Antonio College (Mt. SAC) since Spring 2006. Mr. Nitta led 39 full-time and 40 part-time faculty as the department chair of the Mathematics and Computer Science Department at Mt. SAC since Fall 2012. Within the department, he was a team member piloting Carnegie Foundation’s Statway Statistics course. He has been an active member of the educational community at Mt. SAC, serving as the department liaison for the Bridge Program from Fall 2008 to Spring 2011 and the faculty advisor of Alpha Gamma Sigma Honors club since 2006. Off campus, Mr. Nitta is involved with California Mathematics Council Community Colleges South (CMC3S), recently completing a successful term as President from Spring 2014 to Spring 2016.

HONORS/AWARDS:

- Graduated magna cum laude
 - University of California, Irvine
- Phi Beta Kappa Honor Society
 - University of California, Irvine
- Samuel Gendelman Memorial Scholarship
 - California State Polytechnic University, Pomona

PROFESSIONAL AFFILIATIONS:

California Mathematics Council Community Colleges South (CMC3S)

- President (Spring ‘14 – Spring ’16)
- President-elect and Speaker’s Chair (Spring ’12 – Spring ’14)

ATTACHMENT 3

NAME: PENELOPE SKAFF

POSITION: DEAN OF COUNSELING SERVICES
Counseling Services and Special Programs
Saddleback College

EDUCATION:

M.A. Counseling
Phillips Graduate School
Encino, CA

B.A. Communications
Chico State University
Chico, CA

EXPERIENCE:

Penelope Skaff has been a full-time Counseling Instructor and Matriculation/SSSP Coordinator at Saddleback College since 2011. For the past two years she has co-chaired the College-Wide Student Success Committee. As the SSSP Coordinator she has worked to institutionalize SB 1456, (Student Success Act) mandates that include required matriculation services and student comprehensive educational planning. Some of the college-wide collaborations she has led include College Pride Tuesdays, Tip of the Week, and the Student Success Mentor program. Ms. Skaff served as the college's Director of Student Development from 1999 to 2003. She was the project director for the college's SB70 CTE grant and with over thirteen years of counseling experience has consistently worked directly with students and taught counseling courses. Her innovations on campus include the Academic Probation Program, No-F, the Freshman Advantage Program, and she recently chaired the college's Progress Report Design Team, an automated college-wide early alert system for faculty, set to launch July 2016. Ms. Skaff transitioned the college's matriculation test from paper/pencil to computerized assessment and she is now actively involved in the state-wide common assessment effort (CAI). She is currently researching the success and retention rates of California community college students required to matriculate prior to the Student Success Act as a part of her dissertation study.

HONORS/AWARDS:

- 2014 John & Suzanne Roueche Excellence Award: Community College League of Innovation
- 2010 Saddleback College President's Innovation Award

LICENSES AND CERTIFICATES:

- 2015 MBTI and STRONG Trainer Certification
- 2011 Online Educator OSA

PROFESSIONAL AFFILIATIONS:

- Member, California Community College Common Assessment Initiative
- Member, California Community College Multiple Measure Work Group

ATTACHMENT 4

NAME: ELIZABETH JENNISON

POSITION: ACCOUNTING INSTRUCTOR
Business Science, Economic and Workforce Development
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.B.A. Business Administration
Loyola Marymount University
Los Angeles, CA

B.S. Accounting
Loyola Marymount University
Los Angeles, CA

EXPERIENCE:

Mrs. Jennison has been a full-time instructor in the Accounting Department at El Camino College in Torrance since 2014 where she has taught financial and managerial accounting. During her time at El Camino, she has been involved in several committees and programs both within her department and throughout the institution, including the Division Curriculum Committee, the Institutional Learning Outcomes Committee on critical thinking assessment, the Student Equity Committee, the El Camino Scholarship Reading Committee, and the Puente Mentor Program for first-generation college students. She also recently presented at the OnCourse National Conference on student-centered teaching strategies. Prior to starting her teaching career, Mrs. Jennison had 12 years of experience in the field of accounting, both in public accounting and private industry. Most recently she spent 7 years as an Assurance Manager at a boutique CPA firm, RKE LLP in Torrance, where she performed and managed audits, reviews and compilations of privately-held, middle-market companies with annual revenues of \$5 million to \$150 million. Additional experience in public accounting includes 2 years at a mid-size regional CPA firm (Moss Adams), spending time in both their tax and assurance departments, and a summer internship at a former Big 5 accounting firm (Andersen), auditing publicly-held companies and not-for-profit organizations. She also has experience in private industry as well, working in the accounting departments of both a large privately-held company (Enterprise Rent-A-Car) and a Fortune 100 publicly-held company (Northrop Grumman).

LICENSES AND CERTIFICATES:

- Certified Public Accountant, State of California
- Association to Advance Collegiate Schools of Business (AACSB) Bridge Program Graduate

PROFESSIONAL AFFILIATIONS:

- Member of American Institute of Certified Public Accountants

HONORS/AWARDS:

- Instructor Appreciation Award from the EOPS Program for going “Above and Beyond” in helping students succeed – Fall 2015.

ATTACHMENT 5

NAME: EMILY LIU

POSITION: ENGLISH COMPOSITION INSTRUCTOR
School of Humanities
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

Ph.D. English
University of California, Irvine
Irvine, CA

M.A. English
University of California, Irvine
Irvine, CA

M.A. Humanities
University of Chicago
Chicago, IL

B.A. English/Psychology
University of California, Los Angeles
Los Angeles, CA

EXPERIENCE:

For the last fourteen years, Emily Liu has taught various levels of college composition, ranging from developmental writing to transfer-level composition, in face-to-face and fully online courses at community colleges and at the University of California, Irvine. She was one of the first instructors at UC Irvine to pilot Canvas as a Learning Management System, and she has delivered pedagogical workshops on using innovative technologies to deliver dynamic instruction in online courses and to enhance the traditional classroom environment. She has also participated in committees to reassess existing curriculum and, for the past six years, has served as a judge in a lower-division writing contest – a contest for which two of her students won the award for best essay. Dr. Liu has been teaching at Irvine Valley College since 2012. She loves playing a role in the intellectual development of students, enabling them to develop effective communication and analytical skills that they can apply both in and outside of the classroom.

ATTACHMENT 6

NAME: JANE MEDLING

POSITION: ACCOUNTING INSTRUCTOR
Business Science, Economic and Workforce Development
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.B.A. Business Administration-Concentration in Finance & Marketing
University of Southern California
Los Angeles, CA

B.A. Economics and Psychology
Stanford University
Stanford, CA

EXPERIENCE:

Jane Medling has been a part-time instructor in the Saddleback College Accounting Department since Fall 2012. She has taught 19 four-unit courses to date spanning 10 semesters, including summers, with enrollments ranging from 45 to over 100 students. She actively participates in curriculum development as a member of the Saddleback College Curriculum Committee. She was instrumental in the successful launch of the Saddleback Accounting Department Tutoring Lab.

Prior to taking time off to raise her family, Ms. Medling worked 13 years in accounting and finance in the banking and retail industries. As a bank officer, she specialized in helping corporate clients maintain liquidity through bankruptcies/restructuring to ensure they emerged as healthy entities. In the retail industry, she performed capital financial analyses in support of decisions to expand operations into new markets and product lines, as well as the feasibility of capital budgeting/purchases. She also managed the new accounts, credit authorization, and billing division of a major department store chain. Since joining Saddleback, she worked two and a half years in a small CPA firm specializing in S-Corp and individual income tax preparation. With her wide accounting related experience, ranging from banking and the retail industry to taxation, Mrs. Medling brings a deep understanding of the application of accounting in the business world and brings accounting, the language of business, to life in her classroom.

ATTACHMENT 7

NAME: JENNIFER PAKULA

POSITION: ECONOMICS INSTRUCTOR
Social and Behavioral Sciences
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.A. Economics
California State University, Long Beach
Long Beach, CA

B.A. Business Economics
California State University, Long Beach
Long Beach, CA

EXPERIENCE:

Jennifer Pakula has been a part-time instructor in the Economics Department at Saddleback College since 2007 and has taught seventy sections of ECON 2 and ECON 4 over the last eight years. She is part of the Online Education Initiation course exchange pilot utilizing the Canvas course management system planned for Fall 2016.

While completing her Master of Arts degree at the California State University, Long Beach, Ms. Pakula was a senior research assistant in the Office of Economic Research. As a research assistant, she supported the development of the economic model used in the CSULB forecast, including data collection, modification, and analysis. She is also a Lead Course Reviewer for @One/OEI and plans to share her knowledge of online course design to fellow colleagues at Saddleback College.

HONORS/AWARDS:

- Educator Recognition, University of California, Irvine: Spring 2014
 - Recognized for fostering academic success. Nominated by former Saddleback College student.

ATTACHMENT 8

NAME: BRENT WARNER

POSITION: ENGLISH AS A SECOND LANGUAGE INSTRUCTOR
Humanities
Irvine Valley College
Full-Time, Tenure Track

EDUCATION:

M.A.T. TESOL
University of Southern California
Los Angeles, CA

B.A. Pacific Asian Studies
San Diego State University
San Diego

B.A. Japanese
San Diego State University
San Diego

EXPERIENCE:

Brent Warner has been an ESL instructor across Orange County since 2010 and has taught a wide variety of ESL courses at Irvine Valley College, Saddleback College, and Orange Coast College. In 2015, Mr. Warner served as a full-time lecturer at the University of Southern California (USC) in the International Academy. At USC, Mr. Warner was elected chair of the professional development and technology committee where he has worked to keep colleagues engaged and informed of the latest in ESL. He has over a dozen years of experience teaching and working with international students from all walks of life.

LICENSES AND CERTIFICATES:

- Certificate in Leadership – Orange Coast College
- Certificate in Marketing – Orange Coast College
- Synchronous Facilitation Certificate – InSync Training

PROFESSIONAL AFFILIATIONS:

- Member of CATESOL (California Teachers of English as a Second or Other Language)
- Member of CUE (Computer Using Educators)

PUBLICATIONS/PRESENTATIONS:

- Compelling Conversations Japan – Chimayo Press (Published 2015)
- How to Pass the TOEFL iBT Test – (Published 2012)
- Helping Students Find Their Voice in English – CATESOL Annual Conference, 2015
- The Single iPad Classroom – CATESOL Annual Conference 2013

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 and Exhibit B.

Item Submitted By: *David Bugay, Ph.D., Vice Chancellor of Human Resources & Employer/Employee Relations*

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. BERNACCI, JULIO is to be employed as Warehouse Worker/Delivery Driver, Pos. #3451, Central Services, Office of Facilities, Planning and Purchasing, District Services, Classified Bargaining Unit Salary Schedule Range 114, Step 1, 40 hours per week, 12 months per year, effective April 20, 2016. This is a replacement for Jorge Vargas.
- b. CASER, ROBERT is to be employed as Library Assistant I, Pos. #6920, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 115, Step 1, 20 hours per week, 12 months per year, effective April 18, 2016. This position was approved by the Board of Trustees on September 28, 2015.
- c. GIBSON, PATRICK is to be employed as Custodian, Pos. #7355, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 29 hours per week, 12 months per year, effective May 8, 2016. This position was approved by the Board of Trustees on January 25, 2016.
- d. LOPEZ, MARIA ANGIE is to be employed as Assistant Director of Facilities, Capital Outlay Projects, Pos. #7801, Office of Physical Plant, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 14, Step 3, 40 hours per week, 12 months per year, effective May 16, 2016. This position was approved by the Board of Trustees on March 28, 2016.
- e. MURRAY, CLENNON WAYNE is to be employed as Custodian, Pos. #7356, Office of Physical Plant, Saddleback College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 29 hours per week, 12 months per year, effective June 5, 2016. This position was approved by the Board of Trustees on January 25, 2016.
- f. PETROSSIAN, ANNA is to be employed as Assistant Director of Facilities, Capital Outlay Projects, Pos. #6470, Office of Physical Plant, Irvine Valley College, Academic and Classified Administrator and Manager Salary Schedule Range 14, Step 3, 40 hours per week, 12 months per year, effective April 25, 2016. This position was approved by the Board of Trustees on July 20, 2015.
- g. SALINAS, KATIA is to be employed as Admissions and Records Evaluator, Categorical, Pos. #5122, School of Admissions, Records and Enrollment Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective April 25, 2016. This position was approved by the Board of Trustees on December 15, 2014.

A. NEW PERSONNEL APPOINTMENTS - Continued

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/</u> <u>Step</u>	<u>Start Date</u>
Acosta, Joaquin	Office Assistant/SC	17.14	03/01/16-06/30/16
¹ Araiza, Alberto	Computer/Audiovisual Tech/SC	23.63	03/15/16-06/30/16
Ayers, Wanda	Dispatcher/Records/IVC	19.88	02/15/16-06/30/16
Beauchamp, Sandra	Community Ed. Program Spec./SC	24.21	04/01/16-06/30/16
Bolin, Christina	Counseling Office Assistant/SC	17.99	04/01/16-06/30/16
Brown, Scott	Sr. Graphic Designer/Pub Editor/DS	30.25	04/15/16-06/30/16
Gonzalez, Anali	Library Assistant I/IVC	17.99	04/15/16-06/30/16
Hesse, Sharon	Transfer Center Specialist/IVC	24.21	04/15/16-06/30/16
Ho, Trang	Accounting Assistant/IVC	19.38	03/15/16-06/30/16
Inlow, Bruce	Custodian/SC	17.14	04/01/16-06/30/16
Lozano, Brenda	Counseling Office Assistant/SC	17.99	02/15/16-06/30/16
Martinez, Georgina	Applications Specialist I/IVC	28.79	04/01/16-06/30/16
Matos, Arsenio	Computer/Audiovisual Tech/SC	23.63	04/01/16-06/30/16
Means, Susanne	Accounting Assistant/SC	19.38	03/15/16-06/30/16
Metcalf, Andria	Admissions & Records Spec. I/SC	18.45	03/01/16-06/30/16
Pilioglos, Daniel	Administrative Assistant/SC	20.85	04/01/16-06/30/16
Rizk, Irene	Program Assistant (Cat. Fund)/IVC	19.38	04/01/16-06/30/16
² Sendaba, Barbara	Senior Health Office Assistant/SC	24.79	03/01/16-06/30/16
Teran Vargas, Cervando	Irrigation Systems Specialist/SC	25.43	03/15/16-06/30/16
VanNorman, Timothy	Applications Specialist I/IVC	28.79	04/01/16-06/30/16

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</u> <u>Rate (\$)</u>	<u>Start/End Date</u>
Arce, Giovanni	Project Specialist/SC	15.00	02/15/16-06/30/16
Balicki, John	Campus Security Officer-ST/SC	12.00	03/01/16-06/30/16
Borlin, Jeremy	Project Specialist/SC	11.50	02/15/16-06/30/16
Brown, Lucy	Clerk/SC	16.00	03/01/16-06/30/16
Burns, Jeffrey	Project Specialist/SC	25.00	03/01/16-06/30/16
Cervantes, Martha	Clerk/SC	16.00	03/01/16-06/30/16
Chamberlain, Deborah	Child Development Ctr. Aide/SC	12.00	03/15/16-06/30/16
Chavez, Joana	TMD Aide/IVC	15.00	04/01/16-06/30/16
Cubillos Bezanilla, Sandra	Project Specialist/SC	21.00	03/15/16-06/30/16
³ Dear, Derek	Campus Security Officer-ST/SC	14.50	03/15/16-06/30/16

¹ Related to Jose Araiza, Groundskeeper, Office of Physical Plant, Saddleback College.

² Retiree

³ Related to Donald Dear, Police Officer, Office of Campus Safety and Security, Irvine Valley 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>
Dehmoobad, Atria	Project Specialist/SC	13.00	03/01/16-06/30/16
⁴ England, Leah	Project Specialist/SC	21.00	04/15/16-06/30/16
Fox, Jill	Clerk/SC	16.00	03/01/16-06/30/16
Freeman, Abigail	Project Specialist/SC	20.00	03/15/16-06/30/16
Friedlander, Dorothy	Child Development Ctr. Aide/SC	20.00	03/15/16-06/30/16
Fullerton, Scott	Campus Security Officer-ST/SC	12.00	03/01/16-06/30/16
Garcia, Andrea	TMD Aide/IVC	15.00	03/15/16-06/30/16
Gharavi, Hesamedine	Project Specialist/SC	18.00	03/01/16-06/30/16
Gil, Chantelle	Project Specialist/SC	20.00	04/01/16-06/30/16
Golbadi, Ilia	Project Specialist/SC	10.50	04/01/16-06/30/16
Gomes, Jason	Coaching Aide/SC	25.00	03/01/16-06/30/16
Harris, Laura	Project Specialist/SC	25.00	04/15/16-06/30/16
Herrera, Maribel	Project Specialist/SC	15.00	03/15/16-06/30/16
Holtsberg, Hannah	TMD Aide/IVC	14.00	03/15/16-06/30/16
Hutchison, Leah	Child Development Ctr. Aide/SC	12.00	03/15/16-06/30/16
Imam, Omar	TMD Aide/IVC	14.00	03/15/16-06/30/16
Jamshid Shirazi, Sepideh	Project Specialist/SC	14.00	04/15/16-06/30/16
Jones, Janine	Project Specialist/SC	19.50	03/01/16-06/30/16
Kennedy, Cailin	Project Specialist/SC	15.00	04/15/16-06/30/16
Kind, Andrew	Project Specialist/SC	19.00	04/15/16-06/30/16
LaMarca, Valerie	Project Specialist/IVC	14.00	04/15/16-06/30/16
⁵ Landingham, Lindsey	Project Specialist/SC	15.00	04/15/16-06/30/16
Lindahl, Glenda	Project Specialist/SC	18.00	03/01/16-06/30/16
Madrid, Tracey	Project Specialist/SC	24.00	04/01/16-06/30/16
Martin, Mary	Clerk/SC	14.00	02/15/16-06/30/16
Medina-Olguin, Jailene	Project Specialist/SC	13.00	04/01/16-06/30/16
Metcalf, Andria	Clerk/SC	16.00	03/01/16-06/30/16
Nguyen, Tiffany	Project Specialist/IVC	20.00	03/15/16-06/30/16
Oshiro, Dianna	Project Specialist/SC	22.00	03/15/16-06/30/16
Peloquin, Cole	Project Specialist/SC	15.00	03/15/16-06/30/16
Reyes-Martha, Mirriam	Project Specialist/IVC	13.00	04/15/16-06/30/16
Rizk, Irene	Project Specialist/IVC	12.00	03/15/16-06/30/16
Schlais, Jenea	Campus Security Officer-ST/SC	12.00	03/15/16-06/30/16
Skidmore, Brian	Campus Security Officer-ST/SC	14.50	03/15/16-06/30/16
Smith, Susan	Clerk/SC	15.00	03/01/16-06/30/16
Snyder, Deborah	Project Specialist/SC	15.00	04/15/16-06/30/16
Sparkuhl, Julie	Project Specialist/SC	12.50	04/15/16-06/30/16
To, Vicky	Project Specialist/IVC	10.50	03/01/16-06/30/16
Weagley, Zachary	Project Specialist/SC	15.00	03/15/16-06/30/16

⁴ Related to Darren England, Senior Matriculation Specialist, Division of Admissions, Records & Enrollment Services, Saddleback College.

⁵ Related to Gabriella Landingham, Senior Administrative Assistant, Division of Counseling Services, 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>
Brito-Barriga, Andrea	03/01/16-06/30/16
Daniels, Andrew	04/01/16-06/30/16
Daryaei, Delara	03/01/16-06/30/16
Garcia Contreras, Rogelio	03/15/16-06/30/16
Idris, Abdelrahman	03/15/16-06/30/16
Karzai, Malai	03/01/16-06/30/16
Martinez Perez, Wendy	03/15/16-06/30/16
Medina, Marissa	03/15/16-06/30/16
Potter, Nicklas	04/01/16-06/30/16
Rausch, Jack	02/15/16-06/30/16
Saliba, Cindy	02/15/16-06/30/16
Strong, Margarette	03/15/16-06/30/16
Taghdiri, Behrad	02/15/16-06/30/16
Thornton, Keira	03/15/16-06/30/16
Wehan, Clare	02/15/16-06/30/16
Woloschek, Brandon	03/15/16-06/30/16
Yamashita De Moura, Paula	04/15/16-06/30/16

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>
Benites, Goffredo	Tutor/IVC	15.00	03/01/16-06/30/16
Cavazzi, Bentley	Tutor/SC	12.00	04/01/16-06/30/16
⁶ Fitzmaurice, Hillary	Tutor/SC	12.00	04/01/16-06/30/16
Goodley, Mark	Workforce Trainer/IVC	72.00	03/15/16-06/30/16
Grace, Meghan	Model/SC	25.00	03/15/16-06/30/16
Halvorson, Sierra	Model/IVC	25.00	03/01/16-06/30/16
Khezri, Jasmine	Tutor/SC	15.00	04/15/16-06/30/16
Koerner, Carl	Workforce Trainer/IVC	72.00	04/01/16-06/30/16
Li, May	Tutor/SC	12.00	04/15/16-06/30/16
Lillicrop, John	Workforce Trainer/IVC	72.00	03/15/16-06/30/16
Limsakoune, Chacphet	Workforce Trainer/IVC	72.00	03/15/16-06/30/16
Luschei, Daniel	Tutor/SC	12.00	03/15/16-06/30/16
Nguyen, Andy	Tutor/IVC	14.00	04/15/16-06/30/16
Nguyen, Michael	Tutor/SC	12.00	03/15/16-06/30/16
Ossia, Kamran	Tutor/SC	12.00	03/15/16-06/30/16
Sardegna, Anthony	Clinical Skills Specialist/SC	15.00	03/15/16-06/30/16

⁶ Related to Teri Fitzmaurice, Adjunct Faculty, Saddleback College.

A. NEW PERSONNEL APPOINTMENTS - Continued

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>
Sherwood, Alexandra	Community Education Expert/SC	22.00	03/01/16-06/30/16
Stickel, Karl	Workforce Trainer/IVC	72.00	03/15/16-06/30/16
Wade, Veronica	Tutor/SC	12.00	04/15/16-06/30/16
Warren, Vicki	Tutor/SC	12.00	03/15/16-06/30/16
White, Christine	Medical Professional/IVC	35.00	04/01/16-06/30/16

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. ASSISTANT DIRECTOR OF MARKETING AND CREATIVE SERVICES, a classified manager, Academic and Classified Administrator and Manager Schedule Range 10, Office of Marketing and Creative Services, Irvine Valley College seeks authorization to establish and announce a full-time 40 hours per week, 12 months per year position to its staff complement, effective May 17, 2016. (Exhibit B, Attachment 1)
2. DISTRICT PAYROLL SYSTEMS SPECIALIST, Classified Bargaining Unit Salary Schedule Range 137, Payroll, Office of Fiscal Services, District Services, seeks authorization to establish and announce a full-time 40 hours per week, 12 months per year position to its staff complement, effective May 17, 2016. (Exhibit B, Attachment 2)
3. OUTREACH SPECIALIST, SPECIALLY FUNDED, Classified Bargaining Unit Salary Schedule Range 131, Division of Business Sciences, Economic and Workforce Development, Saddleback College seeks authorization to establish and announce a part-time 25 hours per week, 12 months per year position to its staff complement, effective May 17, 2016. Employment in this specially funded position is contingent upon funding by the Apprenticeship grant.

C. REORGANIZATION

1. IRVINE VALLEY COLLEGE seeks authorization change the reporting structure the following Classified positions, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
 - a. SENIOR ADMINISTRATIVE ASSISTANT, Pos. #3750, Classified Bargaining Unit Salary Schedule Range 127 full-time, 40 hours per week, 12 months per year, from reporting to the Dean of Online and Extended Education, to begin reporting to the Dean of Liberal Arts, effective June 1, 2016. (Pos. #3750 was approved by the Board of Trustees on June 25, 2007, and is vacant)

D. RECLASSIFICATION

1. 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** DIRECTOR OF MARKETING, COMMUNICATIONS AND BROADCAST SERVICES, Pos. #4604, a classified management position, Office of the President, Academic and Classified Administrator and Manager Salary Schedule Range 16, full-time, 40 hours per week, 12 months per year position, from its staff complement, and **CREATE** EXECUTIVE DIRECTOR OF MARKETING AND CREATIVE SERVICES, a classified management position, Marketing and Creative Services, Office of the President, Academic and Classified Administrator and Manager Salary Schedule Range 21, full-time, 40 hours per week, 12 months per year position to its staff complement, effective June 1, 2016. (Pos. #4604 was approved by the Board of Trustees on May 21, 2012) (Exhibit B, Attachment 4)
 - i. **PROMOTE** DIANE OAKS, ID #015359, from Director of Marketing, Communications and Broadcast Services, Pos. #4604, Office of the President, Academic and Classified Administrator and Manager Schedule Salary Range 16, Step 5, 40 hours per week, 12 months per year; to Executive Director of Marketing and Creative Services, Office of the President, Academic and Classified Administrator and Manager Salary Schedule Range 21, Step 2, 40 hours per week, 12 months per year, effective June 1, 2016.
2. 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** DIRECTOR OF OUTREACH AND RECRUITMENT, Pos. #4605, a classified management position, Outreach, Division of Community Education, Emeritus Institute and K-12 Partnerships, Academic and Classified Administrator and Manager Salary Schedule Range 8, full-time, 40 hours per week, 12 months per year position, from its staff complement, and **CREATE** DIRECTOR OF COMMUNITY OUTREACH AND RECRUITMENT, a classified management position, Community Education, Emeritus Institute & K-12 Partnerships, Academic and Classified Administrator and Manager Salary Schedule Range 10, full-time, 40 hours per week, 12 months per year position to its staff complement, effective June 1, 2016. (Pos. #4605 was approved by the Board of Trustees on May 21, 2012) (Exhibit B, Attachment 3)
 - i. **PROMOTE** LESLIE HUMPHREY-QUIRK, ID #01516, from Director of Outreach and Recruitment, Pos. #4605, Outreach, Division of Community Education, Emeritus Institute and K-12 Partnerships, Academic and Classified Administrator and Manager Salary Schedule Range 8, Step 8, 40 hours per week, 12 months per year; to Director of Community Outreach and Recruitment, Outreach, Division of Community Education, Emeritus Institute and K-12 Partnerships, Academic and Classified Administrator and Manager Salary Schedule Range 10, Step 8, 40 hours per week, 12 months per year, effective June 1, 2016.

E. CHANGE OF STATUS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. ANDERSON, LA REE, ID #020643, Accounting Specialist, Pos. #4076, Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, 12 months per year, Accounting, Office of Fiscal Services, District Services, is to be employed as Senior Accounting Specialist, Pos. #4074, Classified Bargaining Unit Salary Schedule Range 131, Step 2, 40 hours per week, 12 months per year, Accounting, Office of Fiscal Services, District Services, effective June 1, 2016. This is a replacement for Nancy Hulse.
- b. FELLI, KRISTEN, ID #017462, Accounting Specialist, Pos. #4053, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, Accounting, Office of Fiscal Services, District Services, is to be employed as Senior Accounting Specialist, Pos. #4069, Classified Bargaining Unit Salary Schedule Range 131, Step 5, 40 hours per week, 12 months per year, Accounting, Office of Fiscal Services, District Services, effective June 1, 2016. This is a replacement for Cyndi Staggs.
- c. FRASER, KYLE, ID #019203, Dispatcher/Records, Pos. #4748, Classified Bargaining Unit Salary Schedule Range 119, Step 3, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Saddleback College, is to be employed as Police Services Specialist, Pos. #5113, Classified Bargaining Unit Salary Schedule Range 132, Step 1, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, effective February 8, 2016. This is a replacement for Mark Zandonella.
- d. GOROSTIZA, GENARO, ID #020078, Police Officer, Pos. #4234, Police Officers Association Bargaining Unit Salary Schedule Range 2, Step 3, 16 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, is to be employed as Police Officer, Pos. #7896, Police Officers Association Bargaining Unit Salary Schedule Range 2, Step 3, 40 hours per week, 12 months per year, Office of Campus Safety and Security, Irvine Valley College, effective April 28, 2016. This position was approved by the Board of Trustees on March 28, 2016.
- e. HAN, JACKIE, ID #017921, Accounting Specialist, Pos. #4108, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year, Accounting, Office of Fiscal Services, District Services, is to be employed as Senior Accounting Specialist, Pos. #7016 Classified Bargaining Unit Salary Schedule Range 131, Step 3, 40 hours per week, 12 months per year, Accounting, Office of Fiscal Services, District Services, effective May 1, 2016. This position was approved by the Board of Trustees on October 26, 2015.
- f. RAMIREZ VALDEZ, JUDITH, ID #016942, Custodian, Pos. #1845, Classified Bargaining Unit Salary Schedule Range 113, Step 6, 40 hours per week, 12 months per year, Office of Physical Plant, Irvine Valley College, is to be employed as Lead Custodian, Pos. #3276, Classified Bargaining Unit Salary Schedule Range 119, Step 4, 40 hours per week, 12 months per year, Office of Physical Plant, Saddleback College, effective April 17, 2016. This is a replacement for Alex Isai, who retired.

F. OUT OF CLASS ASSIGNMENTS

1. SADDLEBACK COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
⁷ Long, Erin	Program Specialist	130/6	37	05/01/2016
Maynard, Emily	Program Technician	122/4	29	05/01/2016

2. IRVINE VALLEY COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Kim, Brian	Senior Accounting Specialist	131/5	40	04/01/2016
Ramchandani, Brittany	New Media Marketing Specialist	138/1	40	05/03/2016

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>
Wilhelm, Melinda	Graphic Designer	130/3	40	04/18/2016

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. SEVERIN, LYNN, ID#018612, Community Education Program Specialist, Pos. #4853, Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, resignation effective March 31, 2016. Payment is authorized for any compensated time off. (Start date: July 27, 2015)
2. WALKER, DIANA, ID#009461, Senior Accounting Specialist, Pos. #5188, Bursars, Office of College Administrative Services, Irvine Valley College, resignation effective May 30, 2016 and retirement effective May 31, 2016. Payment is authorized for any compensated time off. (Start date: April 10, 2000)

⁷ Ms. Long was approved by the Board of Trustees, on February 22, 2016, 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.

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2015/2016 academic year.

Environmental Studies, Advanced Technology and Applied Science, Saddleback College

Alexander, Carrie	Betts, Tom	Bondiek, Heather
Brennan, Ryan	Castillo, Jacqueline	David Ford
Hernandez, Yulizan	Hosono, Misato	Ignacio, Joseph
Jalali, Seyed Ali	Jenkins, William	Jiang, Kevin
Jung, Terry Woo	Maldonado, Nandy	Palmer, Nolan
Sager, George	Ramirez, Samantha	Valdez, Dylan

Community Education, Emeritus, and K-12 Partnership, Saddleback College

Saalberg, Lauren	Saalberg, Olivia
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Dance, Health, Kinesiology and Athletics, Irvine Valley College

Beladle, Maddy	Chun, Clarissa	Cunningham, Hilary
Dirckze, Racquel	Drinkward, Heidi	Esparza, Erin
Pardini, Aaron	Roberts, Gary	Rockey, Valerie
Todaro, Angela	Zelus, Brooke	

Fine Arts and Media Technology, Saddleback College

Fielding, Christine	Kubesh, Haley	Kubesh, Susie
Osako, Malia	Osako, Sherrie	Sullman, Andrew

Humanities and Languages, Irvine Valley College

Yamada, Sayuri

Student Life, Irvine Valley College

Chaudhary, Anam	Chopra, Vidit	Montazeri, Sara
Saad, Sarah	Shabakesaz, Pauniz	

ATTACHMENT 1

South Orange County Community College District

ASSISTANT DIRECTOR OF MARKETING AND CREATIVE SERVICES (Irvine Valley College)
– JC #, Classified Management, Integrated Academic and Classified Administrators and Managers Salary
Schedule Range 10

DEFINITION

To assist the Executive Director of Marketing and Creative Services in strategizing, planning, organizing and directing the marketing and creative services, including print, web, video, social media and other internal and external communication programs, services, operations and activities for the college, including IVC Performing Arts Center, the College Foundation and student services areas; create, write, produce, publish, and distribute a wide variety of materials; train, supervise and evaluate the performance of assigned personnel; provide for media coverage; plan, organize and administer public relations activities; assist in developing the college's marketing plan and related promotional materials; coordinate the production of various print and electronic publications, and, when necessary, coordinate with district public affairs efforts.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Executive Director of Marketing and Creative Services (MCS) or designee of the President.

Exercises functional and technical supervision over others as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

1. Assist in planning, organizing and directing the college's MCS office; manage the office of the Executive Director of Marketing and Creative Services, relieving the Executive Director of a wide and complex variety of administrative details; assist the Executive Director of Marketing and Creative Services in meeting reporting requirements, functional responsibilities and research objectives; assign, schedule, coordinate, oversee and evaluate the flow of office work and perform work in a timely and accurate manner.
2. Coordinate and implement the production of signature college events in collaboration with management team and staff to ensure proper execution of intended initiatives; coordinate and manage specialized functions or projects independently as assigned; and support a broad range of other special projects as needed.
3. Research, analyze and evaluate a wide variety of issues, data, recommendations and alternatives as assigned; use independent judgment to develop and provide recommendations, suggestions or information as appropriate; attend and contribute to communication meetings as assigned.
4. Use communication management systems to communicate to the student body, and other student groups via email and text notifications.
5. Provide expert level technical support and work closely with colleagues, such as college and District Information Technology.

South Orange County Community College District
Page 2 - Assistant Director of Marketing and Creative Services

6. Collaborate with the Executive Director of Marketing and Creative Services and the Creative Services Lead on the continued strategic development of the brand through ensuring consistent and coherent approach across all media.
7. Collaborate with student services personnel, such as academic counselors, admissions and records staff, to establish promotional materials for programs and initiatives.
8. Support the Executive Director with the branding and marketing efforts for Irvine Valley College education and training programs and services at the Advanced Technical Education Park (ATEP) campus by working with the assigned Dean to promote Career Technical Education (CTE) and IVC's Economic and Workforce Development (EWD) program, including creative solutions related to social media, website enhancement, press releases and collateral marketing pieces.
9. Prepare progress reports; inform supervisor of project status; and deviation from goals.
10. Direct, organize, oversee, and participate in the development of the television stations' work plans, programming, operations and activities; coordinate the production and direction of aired programming including promotional spots, public service announcements, original programming, and required regulated elements; supervise programming of live broadcasts and interviews.
11. Work with college deans, directors, and staff to promote student success across the campus.
12. Contribute to the development and implementation of marketing strategies and ad campaigns.
13. Establish and maintain external databases and mailing lists.
14. Support the Offices of the IVC President and the Office of Marketing and Creative Services with the dissemination of informational materials to the campus community.
15. Ensure that all written office procedures are current and maintained; recommend changes to internal workflow procedures as appropriate; review office forms and paper flow procedures and recommend changes as needed.
16. Assure that President's board report items and supporting documents are developed, prepared and forwarded within District timelines and legal guidelines; conduct research, gather information related to Board agenda items and compose Board agenda items; and assure that the Board receives information and notification of action taken as requested, assisting the President's Office as needed.
17. Compose, proofread and edit a variety of correspondence, manuals and forms; maintain pertinent files and records; research and prepare statistical data, reports and surveys; prepare institutional reports.
18. Develop, prepare, monitor and control budgets for marketing and creative services; prepare recommendations and justifications regarding budget requests; approve and manage expenditures according to District policies and applicable regulations.
19. Train, supervise and evaluate the performance of assigned department personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview and select employees to fill vacancies for subordinate positions and recommend transfers; reassignment, termination and disciplinary action.

South Orange County Community College District
Page 3 - Assistant Director of Marketing and Creative Services

20. Support the Executive Director of Marketing and Creative Services in developing and assessing sensitive matters and emergency situations and serve as secondary assignee to execute timely external and internal communications utilizing the college's disaster preparedness plan when activated.
21. Represent the college at conferences and meetings when assigned; and serve on College, District and other committees, task forces and work groups as assigned.
22. Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in communications, English, journalism, business or related field.

Experience:

Three years of marketing experience involving public relations, marketing and customer service, including one year in a lead or supervisory capacity, preferably at an institution of higher learning.

LICENSES OR OTHER REQUIREMENTS:

Must possess a valid California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

Knowledge of:

Budget preparation and control.
Community colleges and their function in higher education.
District and College organization, operations and objectives.
Event planning.
Fundraising activities.
Goals and objectives of college marketing initiatives.
Interpersonal skills including tact, patience and diplomacy.
Learn the missions, goals and policies of the District, the College and its president.
Local newspaper, radio, television and other communications media resources.
Media relations and organizational communication strategies.
Modern office practices, procedures, methods, and equipment, including computers and peripherals.
Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
Oral and written communication skills.
Principles and practices of a marketing office.
Principles and practices of training, supervision and performance evaluation.
Public relations skills, including speaking in public and writing press releases.

South Orange County Community College District
Page 4 - Assistant Director of Marketing and Creative Services

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Anticipate conditions, plan ahead, establish priorities and meet schedules and timelines.

Assist in developing and maintaining internal communications programs to keep faculty and staff informed, using messaging across the College to include the marquee, the District's television station, College-wide emails, the president's on-line magazine and other communication vehicles.

Assist in developing, preparing and administering assigned budget.

Assist in developing, writing and coordinating the production of College publications and promotional and marketing materials in an effective and appropriate manner.

Assist in directing staff and colleagues toward successful completion of program goals and objectives.

Assist in planning, designing and producing extensive reports, proposals, position papers, recommendations and other formal documents.

Assist in planning, developing, organizing, coordinating, implementing and evaluating comprehensive community college public information, public relations and marketing program.

Assist in planning, organizing and directing the marketing office at the community college.

Assist in planning, organizing and executing effective oral presentations, supported by sophisticated multi-media presentations for a variety of audiences.

Assist in planning, organizing and executing effective written reports supported by facts, documentation and research.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside the District.

Deliver projects that achieve strategic objectives, on-time and on-budget

Demonstrate organizational and project management skills.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation and quality services.

Establish and maintain cooperative and effective working relationships with clients, relating effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Establish and maintain external databases and mailing lists.

Establish state-of-the-art marketing and communication tools and technology, and measures and metrics of all aspects of marketing and communications.

Evaluate the public relations value of information.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Facilitate and coordinate the activities of large groups for the purpose of College communication efforts.

Identify the characteristics of target audiences and determine the most effective communications techniques for reaching and motivating these groups.

Interact with District personnel, students and the public in planning and conducting public relations activities.

Interpret, apply and explain applicable District policies and procedures.

Lead the development of signature College events.

Learn District policies, organization, operations and objectives.

Learn the College and District organization, operations and policies.

Learn the missions, goals and policies of the District, College and the President.

Navigate political landscapes and build and maintain relationships with elected officials and community partners.

Operate a digital camera to set up, take, scan, download and edit digital and other photos for publication.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

South Orange County Community College District
Page 5 - Assistant Director of Marketing and Creative Services

Ability to:

Operate modern office equipment
Operate specialized College software and Microsoft Office, including Word, Excel and PowerPoint or similar software programs required by position.
Participate in fundraising and public relations activities.
Plan and organize work.
Prepare and administer budgets.
Promote current and future college events and activities.
React independently and promptly to situations and events.
Recognize critical elements of problems.
Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.
Select, train, motivate, supervise, direct and evaluate the work of assigned staff.
Speak and write effectively.
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
Use modern office practices procedures and equipment effectively.
Work effectively with diverse individuals and groups including, but not limited to, race, ethnicity, physical ability, religion and sexual orientation.
Work on multiple projects and activities simultaneously.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding timelines. May travel to other areas of the campus and/or the community to attend meetings or events or conduct work during regular, weekend or evening hours. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 15 pounds.

Evaluative Criteria: Education: %; Experience: %; Knowledge: %

Finalized by Marlys Grodt and Associate, May 4, 2016
Approved by the Board of Trustees,

May 16, 2016

ATTACHMENT 2

South Orange County Community College District

DISTRICT PAYROLL SYSTEMS SPECIALIST – JC #, Classified Bargaining Unit Salary Schedule Range 137

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under direction from higher level supervisory or management staff, leads, oversees, provides technical training, and participates in the more complex and difficult work of staff responsible for the preparation, processing, and auditing of District payroll; assists in the development, implementation, and system administration of the District's central payroll system; provides technical expertise to District management and staff in the operation, capabilities, and enhancement of the District's automated payroll system; and assists in the implementation of District payroll policies and procedures.

DISTINGUISHING CHARACTERISTICS

The District Payroll Systems Specialist class is distinguished from other classes within the job family by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all policies and procedures related to assigned area of responsibility and possess extensive knowledge of the capabilities, operation, enhancements, and limitations of automated payroll systems. This class recognizes the greater breadth and depth of knowledge required to use, maintain, and provide support and direction to users of the automated payroll system. Further, this class requires specialized subject matter expertise in the most complex technical payroll functions in order to provide technical training and lead direction to other payroll staff in the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist management staff in managing the day-to-day operation of the Department; lead, plan, train, and review the work of staff responsible for the preparation, processing, and auditing of District payroll; participate in performing the most complex work of the unit including implementation of District payroll policies and procedures as well as payroll system administration.
2. Provide technical training to assigned employees in their areas of work including payroll processing and auditing methods, procedures, and techniques; provide technical expertise to District management and staff in the operation and capabilities of the District's automated payroll system.
3. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
4. Coordinate resources and resolve complex payroll system problems through research, analysis, and consultation with users, technical staff, and managers; maintain, verify, review, and monitor processing of payroll information; train and update managers and staff regarding system changes and requirements.
5. Perform specialized duties related to the District's automated payroll system; assess needs and analyze system capabilities; confer with computer programmers and other technical staff regarding system enhancements; test and evaluate results and new features.
6. Provide technical assistance to District/College administrators in developing payroll documents and reports in the business system; recommend and assist in development of policies and procedures.

South Orange County Community College District
Page 2 – District Payroll Systems Specialist

7. Provide information to District/College management and staff regarding various payroll records, accounts, and programs; answer questions and resolve problems related to assigned program or payroll function.
8. Assist management staff in processing all voluntary payroll deductions and performing unemployment audits and verifications; assist staff in implementing deductions, annuities, and savings; provide confidential employment verifications and retirement information.
9. Implement necessary payroll decisions in the absence of management staff; inform management staff daily regarding staff and payroll processing issues.
10. Audit payroll information; process and balance all adjustments and deductions; ensure accuracy and completeness of time sheets, data records, and adjustment sheets; distribute, deposit, hold, or cancel checks as necessary.
11. Maintain an accurate payroll database for reporting including deductions and employee contract items regarding vacation, sick leave, and long term disability; respond to requests and inquiries for information from employees.
12. Compile and calculate voluntary and individual deduction changes; input information into computer system based on employee classification timelines; calculate and apply inflation adjustments for workers compensation cases as necessary.
13. Generate and submit County reports regarding yearly work calendars, required number of work days, scheduled holidays, sabbaticals, and reduced workload contracts for teachers, counselors, administrators, and classified staff.
14. Prepare and maintain accurate and up-to-date reports and records on assigned activities; ensure compliance with various federal, state, and District policies, rules, and regulations.
15. Compile statistical data and assist in the tabulation of data for federal, state, and local government units, auditors, and staff.
16. Perform general clerical work; type a variety of letters, documents, and requisitions; answer questions in person and over the phone.
17. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a payroll processing program.

School district payroll systems and procedures.

Specialized computer payroll systems and software in a large, complex organization.

Computer applications and software used in payroll program areas.

Capabilities and limitations of automated payroll systems.

Needs assessment and problem-solving techniques used in identifying and developing computer system enhancements.

Principles of lead supervision and training.

Accounting theory and principles, practices, and methods of payroll accounting and auditing.

Principles, practices, and methods of accounting, auditing, and financial record keeping.

Principles of analysis used in the interpretation of accounting, payroll, and financial data.

Critical thinking and problem-solving techniques used in identifying problems and developing solutions.

Pertinent federal, state, and District laws, codes, regulations, policies, and procedures including applicable sections of State Education Code and other laws.

Federal and state reporting requirements.

South Orange County Community College District
Page 3 – District Payroll Systems Specialist

Knowledge of:

Principles and practices of fiscal, statistical, and administrative research and report preparation.

Mathematical principles.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Oral and written communication skills.

Ability to:

Assist in the day-to-day management of the Payroll Department.

Lead, organize, and review the work of staff; provide technical training, work direction, and lead supervision to other payroll personnel.

Provide technical expertise in the operation, capabilities, and enhancement of the payroll system.

Use and apply specialized knowledge of automated payroll systems and processes to assess payroll system needs.

Analyze system capabilities and confer with appropriate staff and software consultants regarding system enhancements; test and evaluate results and new features.

Provide technical training, expertise, and assistance to District administrators, managers, and staff regarding the operation and capabilities of the automated payroll system.

Interpret, apply, explain, and ensure compliance with applicable rules, regulations, policies, and procedures including federal, state, and local laws and regulations.

Interpret and implement District policies and procedures.

Independently perform the most difficult and complex payroll processing and auditing functions including creating regular and ad hoc reports, researching errors and discrepancies, and providing high level staff support to the Manager.

Use and apply specialized knowledge to prepare, maintain, and analyze various payroll records, accounts, and reports; maintain assigned databases.

Compile and analyze data; identify variances and differences.

Audit, review, analyze, verify, and reconcile payroll accounting documents and reports.

Prepare a variety of financial statements, reports, and analyses for federal, state, and local agencies and the District.

Make arithmetic calculations quickly and accurately.

Analyze situations accurately and adopt an effective course of action.

Work independently with minimal direction and oversight.

Plan and prioritize work to meet deadlines; meet schedules and time lines.

Respond to inquiries and requests for information related to payroll.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports.

Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

South Orange County Community College District
Page 4 – District Payroll Systems Specialist

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or a related field.

Experience:

Four years of increasingly responsible payroll processing experience that includes experience in the development and operation of automated payroll systems and software.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed primarily in a standard office setting. At least minimal environmental controls to assure health and comfort.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision:

See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Evaluative Criteria: Education: %; Experience: %; Knowledge: %

Finalized by Forsberg Consulting Services, May 4, 2016

Approved by the Board of Trustees,

ATTACHMENT 3

South Orange County Community College District

DIRECTOR OF COMMUNITY OUTREACH AND RECRUITMENT (Saddleback College) – JC #,
Classified Management, Integrated Academic and Classified Administrators and Managers Salary Schedule
Range 10

DEFINITION:

To plan, develop, organize, coordinate, direct and implement the outreach and recruitment programs, services, operations, activities and community relations established to recruit and assist community college students, including those related to Adult Education through K-12 Partnerships; assist in the selection and distribution of promotional and marketing materials related to outreach and recruitment; provide matriculation, assessment and guidance to current and potential students; prepare and administer program budgets; and ensure compliance with district and college policies and applicable state and federal laws and regulations related to college functions, including outreach and matriculation.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Dean of Community Education, Emeritus Institute & K-12 Partnerships or President's designee.

Exercises functional and technical supervision over full and part-time classified bargaining unit staff, college work-study students, temporary and seasonal professional, technical and support staff as assigned.

EXAMPLES OF DUTIES: Duties may include, but are not limited to, the following:

1. Manage, coordinate and perform recruitment and outreach activities designed to encourage and facilitate college admissions and enrollment; and oversee the day-to-day functions of the college's Outreach and Recruitment department.
2. Assist in the development and administration of the outreach, recruitment and enrollment processes of the Adult Education program within the Saddleback Valley and Capistrano Unified School Districts, including multiple off-site locations with extensive sites in Mission Viejo and San Juan Capistrano.
3. Provide support of college programs and courses offered at off-site locations throughout the college's service area, including counseling courses offered at local high school campuses.
4. Coordinate program activities with other student services functions and instructional programs; recruit, oversee and assist faculty and staff with outreach events and activities; and provide technical expertise concerning outreach and recruitment.
5. Work cooperatively with all College personnel to ensure successful programs, services, outreach activities, events and experiences that demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, medical, and ethnic backgrounds, as well as limitations of, community college students when recruiting students from specific target groups identified within the College's Student Equity Plan.

South Orange County Community College District
Page 2 – Director of Community Outreach and Recruitment

6. Provide leadership to the College's outreach function, including student recruitment; develop relationships with K-12 districts and community entities from which potential students are or might be recruited; ensure a favorable image of the College through organized outreach campaigns and information dissemination; and represent the College at off-campus functions and events as appropriate.
7. Direct, oversee, review, monitor and evaluate assigned grants, ensuring that implementation and management are according to grant guidelines and that grant budgets are developed and maintained according to legal requirements and district procedures.
8. Plan, develop, organize, coordinate, implement, direct and evaluate the operations and activities of an extensive Outreach and Recruitment plan; identify and schedule all outreach opportunities and advertising sites; and maintain the calendar of outreach and promotional activities and events.
9. Confer with College faculty, staff, students, and administration to strategically plan informational campaigns, outreach activities, and recruitment objectives.
10. Prepare, maintain, collect and compile statistical information and other data related to outreach and matriculation services provided to potential and enrolled students and the number of students served; review and certify the accuracy of data concerning program participation; analyze and evaluate data, identify trends and develop recommendations for improved services and outcomes; and prepare statistics and reports of outreach activities.
11. Analyze marketing, enrollment, and retention trends to strategically plan a variety of recruitment programs, services and outreach activities related to enhancing college admissions, retention and community partnerships.
12. Work with administrative leaders, management, supervisory staff and faculty to coordinate high school outreach and other community relations efforts; develop and implement appropriate methods and procedures to optimize efficient and effective delivery of outreach services to recruit potential students and to retain enrolled students.
13. Liaison with public information and marketing staff in establishing marketing plans related to outreach activities and services; assist public information and marketing staff in coordinating marquee recruitment announcements; and assist in the development and evaluation of new or improved public relations and marketing goals, objectives, policies, and procedures related to area of assignment.
14. Chair the Outreach Committee and the High School Partnership Council, comprised of high school representatives, Principals and Assistant Principals of Guidance.
15. Provide leadership to the College's K-12 Enrollment Management Workgroup and College task forces, such as Welcome Day, Family Night, Office of Relations with Schools, Counselor's Day, High School Advisory, and Senior Day; and serve as member of College and District committees, as assigned, including those related to the accomplishment of outreach goals and those related to various events.
16. Participate in the development and implementation of new and innovative outreach marketing activities.

South Orange County Community College District
Page 3 – Director of Community Outreach and Recruitment

17. Coordinate high school dual and concurrent enrollment recruitment; lead campus tours of visiting dignitaries while ensuring that campus tours are conducted professionally by students and staff for prospective students and their parents.
18. Assist in the development and review of all outreach-related promotional materials intended for general distribution; research, recommend and coordinate the acquisition of, and maintain an inventory of, appropriate college promotional giveaways and outreach items; and select, order and secure all giveaways and oversee the storage, delivery and use of items.
19. Ensure the development and production of timely and accurate printed outreach materials; direct the distribution of brochures, flyers and other materials to publicize opportunities for students; work with the graphics department to develop, produce, and maintain an inventory of a variety of marketing and promotional items, such as graphic designs and artwork, logos, signs, posters, flyers, brochures and other outreach materials.
20. Participate in local city associations that support the College and community events and may promote the College to local citizens.
21. Make oral presentations to community members, students, parents, counselors, and professional colleagues at various gatherings; conduct workshops to provide specialized information regarding assigned outreach programs and related student services; and represent the College at corporate education fairs and community and business sponsored events, to promote the College's Outreach & Recruitment programs and related College opportunities and services.
22. Provide educational advisement to K-12 students, potential and new college students; stay abreast of general education/breadth requirements, degrees, certificates and majors offered by the College, and articulation agreements; and answer inquiries from prospective students regarding these topics.
23. Recruit, hire, train, schedule, assign, supervise, mentor, evaluate and coordinate the work of assigned staff.
24. Communicate with District and College administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities.
25. Prepare, administer and oversee all budgets related to outreach and recruitment; prepare recommendations and justifications regarding budget requests; and authorize expenditures according to District policies and applicable regulations.
26. Serve as liaison with Veterans, ASG, EOPS, Financial Aid, leadership of grants, and any programs that perform outreach and marketing in the community to recommend and advise the most efficient use of designated funds for outreach and marketing.
27. Serve as the central clearinghouse for other College departments that participate in the College's outreach and recruitment efforts; and initiate an accountability structure to ensure campus outreach efforts performed by a variety of departments are coordinated, with a consistent message, and directed to appropriate individuals or groups.

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28. Participate in campus and local media production related to student outreach/recruitment and school/community relations; and ensure that accurate and consistent information is conveyed.
29. Provide leadership to department staff in the use of technology to assure the effectiveness and efficiency of departmental operations.
30. Perform other related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of Bachelor's degree from an accredited college or university with major course work in business or public administration, social sciences, liberal studies, communications, education, counseling, or a closely related field.

Experience:

Five years of increasingly responsible and directly-related paid work experience in an area of student services, such as student outreach, recruitment or matriculation, preferably in an institution of higher education, including one year of supervisory experience

LICENSE OR CERTIFICATE:

A valid California driver's license and proof of insurability is required to drive a district or personal vehicle to other locations, such as local high schools, to conduct work.

Knowledge of:

Basic public information, public speaking, community relations, and marketing principles and practices.

Budget preparation and administration.

Confidentiality requirements when dealing with personal and sensitive student information.

Correct English composition, grammar, spelling and vocabulary to include preparation of business correspondence and reports.

District and college policies, procedures, organization, operations and objectives.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

Educational advisement of K-12 students and community college students.

Interpersonal skills using tact, patience, and courtesy.

Leadership and training techniques used in the development of a strong working team.

Matriculation requirements and procedures at a community college.

Methods and techniques used in conducting promotional and information sessions for current and prospective students.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Oral and written communication skills.

Pertinent federal, state, and local laws, codes, and regulations including Title V matriculation requirements.

Principles and practices of planning and work organization.

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Page 5 – Director of Community Outreach and Recruitment

Knowledge of:

Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.

Principles and procedures used in community college outreach and matriculation programs and services.

Principles, practices and procedures of fiscal, statistical, and administrative research and report preparation.

Recordkeeping methods and procedures including maintenance of files and information retrieval systems.

Statistical procedures and mathematical concepts.

Student outreach and recruitment strategies and techniques.

Transcript evaluation techniques.

Ability to:

Adapt to changing technologies and learn functionality of new equipment and systems.

Assist in developing, implementing, and evaluating public relations and marketing goals, objectives, policies, and procedures related to outreach.

Collect, compile, and analyze detailed data related to assigned functions.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate interpersonal skills while using tact, patience and courtesy.

Develop, implement and evaluate the delivery of outreach services to students.

Effectively work with faculty, staff, the general public, and the community to assess and respond to their needs.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective working relationships with those contacted in the course of work.

Establish goals and timetables to meet program needs.

Implement and maintain filing and record-keeping systems.

Independently compose and prepare correspondence and memoranda.

Interpret and apply complex and technical State and federal laws and regulations related to outreach and matriculation.

Maintain current knowledge of student outreach, recruitment, and enrollment and matriculation programs for a community college.

Maintain the security of confidential materials.

Perform and oversee the operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Plan and organize work to meet schedules and changing deadlines.

Plan, develop, organize, coordinate, implement, direct and evaluate comprehensive outreach programs to attract, enroll, orient, assist and retain community college students.

Prepare and administer budgets for assigned program areas.

Prepare oral and written reports and recommendations.

Recruit, select, hire, train, mentor, supervise and evaluate the performance of assigned personnel.

Relate effectively to people of varied academic, cultural and socio-economic background.

Respond to requests and inquiries from students, staff, and the public including regarding the interpretation of matriculation procedures and policies.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Use correct English usage, grammar, spelling, punctuation, and vocabulary.

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Page 6 – Director of Community Outreach and Recruitment

Ability to:

Work effectively with others to achieve common goals related to student services including outreach, recruitment and matriculation.

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

Work within the policies, functions, and requirements of area of assignment.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Work is performed in a standard office setting with frequent on and off campus meetings and assignments, including those to local high schools and community events and sites. Position requires flexible hours including evenings, week-ends and occasional holiday community/college outreach events. Duties are typically performed at a desk or computer terminal, however will frequently also be performed at off campus temporary indoor and outdoor sites utilizing telephone and remote computer systems and laptops. The position is subject to noise from office equipment operation; frequent interruptions and contact in person, via email and on the telephone with students, academic, management and classified staff, and others. At least minimal environmental controls are in place to assure health and comfort. Incumbent be able to commute to off campus outreach sites.

Physical Demands:

Incumbents regularly stand or sit for prolonged periods of time; walk on and off campus pulling lightweight portable luggage carriers with supplies, for short distances on a regular basis; travel via personal automobile to various in-door and out-door locations to attend meetings and conduct work; occasionally stoop, bend, kneel, crouch, reach, and twist; lift, carry, push, and/or pull light to moderate amounts of weight; operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; verbally communicate clearly and distinctly to exchange information; see in the normal visual range with or without correction; hear in the normal audio range with or without correction.

Evaluative Criteria: Education: 33%; Experience: 33%; Knowledge: 34%

Finalized by Marlys Grodt and Associate, April 29, 2016
Approved by the Board of Trustees,

ATTACHMENT 4

South Orange County Community College District

EXECUTIVE DIRECTOR OF MARKETING AND CREATIVE SERVICES (Irvine Valley College)
– JC #, Classified Management, Integrated Academic and Classified Administrators and Managers Salary Schedule Range 21

DEFINITION

To serve in an administrative capacity to provide strategic leadership and direction for the college's marketing, communications, and branding priorities and objectives; ensure the planning, organization, coordination, administration, direction and control of all programs, operations and activities related to creating and implementing integrated marketing and communications plans throughout the college; the Office of Marketing and Creative Services is responsible for college communications vehicles and strategies (print, online, social media, digital, video, media relations, content marketing) to ensure accurate, timely, and consistent information across the College's spectrum of communications, including IVC's campus at Advanced Technical Education (ATEP); responsible for media relations, developing and maintaining brand standards and engaging communications partners campus-wide, including IVC Performing Arts Center to drive a positive, uniform brand and message; support enrollment management and instructional programs, student services initiatives, the college foundation and advancement goals and effective outreach and community relations strategies; serve as member of the President's Executive Staff; and, when necessary, coordinate with District public affairs efforts.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the College President.

Exercises functional and technical supervision over the staff assigned to the Office of Marketing and Creative Services (MCS) and other personnel as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

1. Provide leadership in the planning, developing, organizing, coordinating, directing, continued evaluation and improvement of the College's integrated marketing, communications and creative services program, ensuring the timeliness and accuracy of all services, operations and activities; and direct the development of strategic, coordinated, and cost-effective media, both paid and earned, integrating short-range and long-range college goals.
2. Assume College-wide responsibility for communications vehicles and strategies, such as print, web, online, social media, video, media relations and content marketing; ensure accurate, timely, and consistent information across the College's spectrum of communications.
3. Train, guide, supervise, support and evaluate the performance of assigned MCS personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers and reassignments of assigned subordinates.

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4. Work in collaboration with the President, Vice President for Instruction, Vice President for Student Services, Vice President for Administrative Services and other executive staff to integrate marketing and creative services support to administrative services, instruction, student services, support services and operational services for student success.
5. Serve as a member of the College President's executive staff to help achieve the goals and objectives of the College and to make recommendations to the President regarding plans, policies and procedures in successful development and deployment of strategic marketing and communication initiatives.
6. Using sound fiscal practices, work in collegial consultation to plan, develop, implement and administer the annual college marketing and creative services budget(s); analyze and justify the need for additional funds for staffing, equipment, materials and supplies as required; prepare and submit purchase requisitions; prepare and submit recommendations and justifications regarding budget requests; authorize, monitor and control expenditures according to district policies and applicable regulations.
7. In conjunction with the college president and chief of police, develop and assess sensitive matters and emergency situations and execute timely external and internal communications utilizing the college's communications plans and communications strategies to ensure that accurate information is conveyed to all audiences; act as college liaison with the media when the disaster preparedness plan is activated.
8. Lead the branding and marketing efforts for Irvine Valley College education and training programs and services at the Advanced Technical Education Park (ATEP) campus by working with the assigned Dean to promote Career Technical Education (CTE) and IVC's Economic and Workforce Development (EWD) program, including creative solutions related to social media, website enhancement, press releases and collateral marketing pieces.
9. Remain current and maintain knowledge base of new industry trends related to marketing, branding, communications practices and technologies; and provide leadership in implementing new practices or modifying existing practices to benefit the college.
10. Serve as a primary media contact person and college spokesperson; or assign designee to maintain strong media relationships and provide for the timely release of college information, including that of a sensitive nature; oversee editorial content to ensure information integrity, guided by Board policy, as well as overseeing relationships with and directing the work of external contractors.
11. Provide media relations; develop and maintain brand standards and engage communications partners across campus to drive a positive, uniform brand and message, supporting enrollment management and instructional programs, student services initiatives, the college foundation and advancement goals and effective outreach and community relations strategies; plan and coordinate marketing research and data approaches to college enrollment management efforts; ensure the timely and accurate development, design, publication and distribution of the college's schedule of classes.
12. Ensure that broadcast program content is in compliance with college and district goals and policies as well as state and federal laws.

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13. Make oral presentations and conduct workshops to provide specialized information regarding marketing, communications, and branding of the College; and assure the dissemination of information related to the college as assigned.
14. Conduct formal and informal interviews to gather information for the preparation of written materials, such as press releases and newsletters; write, edit and produce speeches, press releases, flyers, articles, copy for brochures, class schedule and other publications.
15. Prepare various reports related to assignment as needed, including the President's report for the Board of Trustees; ensure maintenance and accessible storage/retrieval of a variety of records and files, including general community college system information/statistics and college publications, catalogs, promotional materials and news articles.
16. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Optimize interactive, electronic marketing efforts by providing guidance and direction on innovative web, email and social media strategies.
17. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Evaluate and enhance the college's website, print publications, and cable television programs to maximize their interest and use; effectively use emerging technologies and cutting edge marketing tools.
18. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Develop strategies to enable the college's communication department to leverage online and social media tools across multiple platforms.
19. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Evaluate and supervise the development and distribution of new technologies and mediums for communication and marketing, such as social networking, websites and digital media content.
20. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Serve as the College's governmental relations representative; establish and maintain relationships with elected officials, community partners and other external groups within the college community, including municipalities and non-profit organizations.
21. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Participate in the IVC college foundation as a board member to support "college-wide" special events, board development, fundraising campaigns, and alumni relations efforts; plan, develop, implement, coordinate, direct and evaluate marketing strategies to support the foundation; use all avenues of media, such as web and digital media, traditional media (newspapers, radio, television), direct mail, advertising, database management, special events, displays, brochures, flyers, and other relevant marketing vehicles to promote the foundation throughout the year.
22. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Provide collaborative marketing support for the foundation to integrate overall college branding to build relationships across all other college programs and constituencies, such as alumni, donors, sponsors, lifelong learners and corporate partners.

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23. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Manage the college's dedicated cable television channel and other broadcast services as assigned; propose, negotiate, implement, and maintain agreements and contracts for the college's cable channel with external organizations and agencies; monitor broadcast services for adherence to technical standards; and serve as primary contact with the City of Irvine regarding the Master License for IVCTV.
24. 24. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Direct, organize, oversee, and participate in the development of the television station's work plans, programming, operations and activities; coordinate the production and direction of aired programming including promotional spots, public service announcements, original programming, and required regulated elements; supervise programming of live broadcasts and interviews.
25. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Work with staff to develop student and volunteer training to ensure compliance with district goals and policies; and coordinate use of the television station production facilities, as well as the workflow of assigned staff to advance the college's goals.
26. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Evaluate outside programming sources for inclusion on the television station including public interest programming from local school districts, community organizations and national programming exchanges.
27. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Operate equipment used in audio and video production, such as microphones, cameras, digital recorders, lights, and other equipment as trained or assigned.
28. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Evaluate the performance of assigned students and community volunteers involved in broadcasting; plan, prepare, prioritize, delegate, monitor and review work assignments and projects; establish and monitor timelines; and ensure that deadlines are met.
29. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Ensure that broadcast program content is in compliance with college and district goals and policies as well as state and federal laws; maintain relationship with cable company; respond to and ensure the correction of broadcast emergencies and ensure timely repair and correction of service interruptions caused by power outages, equipment failures or malfunctions; monitor and report repair needs; and prepare prioritized acquisition list for upgrading of facility.
30. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Oversee college public relations activities, including press releases, social networking, electronic marquees and website content, coordinate with fine arts and athletics public information officers, coordinate public relations and marketing activities with radio station director and television station personnel.

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31. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Plan, initiate, manage and maintain effective relations with external organizations, including media such as newspapers, radio and television; collect information concerning the college, its program and events, and disseminate through mass communication media on a regular basis; serve as liaison between college staff and the media; maintain open lines of communication with the media, college staff, students, district and the general public; and serve as information resource for all groups.
32. 32. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Photograph and/or supervise photography of events for marketing purposes; arrange for artwork and/or photography for publication; distribute photo to appropriate publications and sources; approve graphic designs for college print and electronic publications, including college electronic signs, television stations and radio stations.
33. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Plan, facilitate and direct special events and receptions when assigned.
34. Direct the performance of, or perform, the following duty to ensure the accurate and timely production of the department's work: Work with the District Director of Public Affairs and Government Relations to coordinate work and avoid duplication of efforts.
35. Serve as on duty evening administrator when assigned.
36. Perform related duties as assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE GUIDELINES: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent of a Bachelor's degree from an accredited college or university with major course work in journalism, communications or related field. A Master's degree preferred.

Experience:

At least four years of increasingly responsible professional experience in developing, executing and directing a successful marketing and communication program with strategic marketing initiatives, or closely-related program, including at least one year in a managerial and supervisory capacity, preferably in a public education environment.

LICENSES OR OTHER REQUIREMENTS:

Must possess a valid unrestricted California Driver's License; the use of a personal vehicle for local travel in performance of job duties will be required on an occasional basis.

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Knowledge of:

Applicable local, State and federal laws, regulations and rules, including the State Education Code.

Cable television programming and production.

Capabilities of current web design, desktop publishing, word processing, spreadsheet, graphics, presentation, internet and database software programs, Community colleges and their function in higher education.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Correct English usage, grammar, composition, vocabulary, spelling and punctuation.

Critical issues and problems affective community colleges.

District and College organization, operations and objectives.

Graphic and web design.

Interpersonal skills including tact, patience and diplomacy.

Journalistic styles, methods and techniques of interviewing, reporting, writing, editing, proofreading and production.

Local newspaper, radio, television and other communications media resources.

Media relations and organizational communication strategies.

Missions, goals and policies of the district, the college and its president.

Objectives and interests of employee, student, and business/industry organizations and community groups impacting the district and its colleges. Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.

Organization, functions and inter-relationships of various operating units of the college.

Principles and practices of budget preparation and administration.

Principles and practices of public information, public relations and marketing.

Principles and techniques of graphic design, standards and printing services.

Principles of organization and management, including training and supervision.

Principles, procedures, methods and techniques required to establish and maintain positive external and internal relations.

Principles, processes, procedures, methods and techniques of preparing, producing and disseminating news and other information to all major communication media.

Research, statistical, and forecasting methods and techniques.

Special event planning and coordination.

Techniques of writing, editing and mass-producing news and other information.

Ability to:

Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.

Anticipate conditions, plan ahead, establish priorities and meet schedules and timelines.

Communicate effectively with diverse audiences through print and digital media, superior oral, written, editing, and presentation skills.

Deliver projects that achieve strategic objectives, on-time and on-budget

Demonstrate exceptional organizational and project management skills.

Demonstrate leadership, management, supervisory, and team-building skills.

Demonstrate strong supervisory and staff management and development skills.

Determine solutions and formulate recommendations.

Develop and evaluate data.

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Ability to:

Develop and maintain internal communications programs to keep faculty and staff informed, using messaging across the college to include the marquee, the district's television station, college-wide emails, the president's on-line magazine and other communication vehicles.

Develop, prepare and administer assigned budget.

Develop, write and coordinate the production of college publications and promotional and marketing materials in an effective and appropriate manner.

Direct staff and colleagues toward successful completion of program goals and objectives.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with clients, relating effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Establish state-of-the-art marketing and communication tools and technology, and measures and metrics of all aspects of marketing and communications.

Evaluate the public relations value of information.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Facilitate and coordinate the activities of large groups for the purpose of college communication efforts.

Identify the characteristics of target audiences and determine the most effective communications techniques for reaching and motivating these groups.

Interact with district personnel, students and the public in planning and conducting public relations activities.

Lead the development of signature college events.

Learn the College and District organization, operations and policies.

Learn the missions, goals and policies of the District, College and the President.

Navigate political landscapes and build and maintain relationships with elected officials and community partners.

Operate a digital camera to set up, take, scan, download and edit digital and other photos for publication.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Plan, design and produce extensive reports, proposals, position papers, recommendations and other formal documents.

Plan, develop, organize, coordinate, implement and evaluate a comprehensive community college public information, public relations and marketing program.

Plan, organize and coordinate assigned activities in a manner conducive to full performance and high morale.

Plan, organize and execute effective oral presentations, supported by sophisticated multi-media presentations for a variety of audiences.

Plan, organize and execute effective written reports supported by facts, documentation and research.

Plan, organize, coordinate, manage and expedite projects related to assignment.

Present information on a wide variety of subjects using the full array of written, oral and visual formats and techniques.

React independently and promptly to situations and events.

Recognize critical elements of problems.

Relate effectively with people of varied academic, cultural and socio-economic background using tact, patience, diplomacy and courtesy.

Research and prepare newsworthy articles.

Research, compile and analyze data for special projects such as the college foundation's annual report and the president's annual accomplishments book.

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Ability to:

Seek and achieve the understanding and support of individuals or groups with indifferent or opposing points of view.

Serve as a college spokesperson on behalf of the college and its president.

Set up and maintain web pages.

Speak and write effectively.

Train, motivate, develop, supervise, direct and evaluate the work of others.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Use a computer to edit and prepare articles for publication.

Use modern office practices procedures and equipment.

Work effectively with diverse individuals and groups including, but not limited to, race, ethnicity, physical ability, religion and sexual orientation.

Work independently with little direction in a multi-project, fast-paced environment while meeting concurrent deadlines.

Write and edit speeches, articles, and other communications for the president and others as assigned.

Write, edit and disseminate news releases, articles and other informational materials.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding timelines. May travel to other areas of the campus and/or the community to attend meetings or events or conduct work during regular, weekend or evening hours. At least minimal environmental controls to assure health and comfort.

Physical Demands:

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 15 pounds.

Evaluative Criteria: Education: %; Experience: %; Knowledge: %

Finalized by Marlys Grodt and Associate, May 4, 2016

Approved by the Board of Trustees,

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Sabbatical Leave Rescindment
ACTION: Approval

BACKGROUND

Annually, the SOCCCD Board of Trustees reviews the recommendations of the Sabbatical Committee for faculty sabbatical projects for the upcoming academic year. Sabbatical projects are reviewed and approved in accordance with Article XXVI, Section H, of the Academic Employee Master Agreement.

On January 25, 2016, the Board of Trustees approved the sabbatical projects of 21 faculty members for the 2016-2017 academic year, including Loma Hopkins, Counselor, Disabled Students Programs and Services at Saddleback College for the Fall 2016 semester.

STATUS

Loma Hopkins has given notice of her intent to retire in June 2016 and therefore requests that approval of her sabbatical leave for the Fall 2016 semester be rescinded.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees rescind approval of sabbatical leave for Loma Hopkins for the Fall 2016 semester.

TO: Board of Trustees
FROM: Gary L. Poertner, Chancellor
RE: SOCCCD: Destruction of Class 3 Disposable Records
ACTION: Approval

BACKGROUND

Title 5, Section 59022 of the California Administrative Code requires that each community college district establish an annual procedure by which the chief administrative officer, or the designee of that officer, shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable. Further, Section 59022(b) states that, if such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay.

STATUS

The District has reviewed the classification of documents provided in Title 5, Section 59022 and has identified those documents listed in attached Exhibit A as those which may now be destroyed in compliance with the Code.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the destruction of documents detailed in Exhibit A.

CLASS 3 – DISPOSABLE RECORDS

DESTROY AFTER JULY 1, 2016

District Fiscal Services – Payroll

Hourly Time Cards	All Prior to Fiscal Year 2010-2011
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District Fiscal Services – Accounting

Vendor Account Payable Files	All Prior to Fiscal Year 2010-2011
Cash Receipts	All Prior to Fiscal Year 2010-2011
Grant Project Accounts	All Prior to Fiscal Year 2010-2011
Cash Disbursements	All Prior to Fiscal Year 2010-2011
Financial Aid Check Copies	All Prior to Fiscal Year 2010-2011
Student Refunds	All Prior to Fiscal Year 2010-2011
District Depository	All Prior to Fiscal Year 2010-2011
Warrant Registers	All Prior to Fiscal Year 2010-2011
Journal Entry	All Prior to Fiscal Year 2010-2011
Warrant Disbursements	All Prior to Fiscal Year 2010-2011

Human Resources

Employment Applications	All Prior to Fiscal Year 2012-2013
Recruitment Files	All Prior to Fiscal Year 2011-2012
Subpoenas/Requests for Records	All Prior to Fiscal Year 2012-2013

Saddleback College Admissions & Records

Add/Drop Cards	All Prior to Academic Year 2013-2014
AB 540 Affidavits	All Prior to Academic Year 2013-2014
Audit Requests	All Prior to Academic Year 2013-2014
Data Change Forms	All Prior to Academic Year 2013-2014
General Petitions	All Prior to Academic Year 2013-2014
K-12 Concurrent Enrollment Requests	All Prior to Academic Year 2013-2014
Positive Attendance Rosters	All Prior to Academic Year 2013-2014
Residency Reclassification Requests	All Prior to Academic Year 2013-2014

Saddleback College Student Payment/Veteran's Office

Veterans' Education Benefit Files	All Prior to Current Fiscal Year with No Activity for 3 Years
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Saddleback College Vice President for Student Services Office

Student Disciplinary Files	All Prior to Fiscal Year 2011-2012 except if disciplinary action is suspension or expulsion, in which case records are maintained indefinitely.
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TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: Equal Employment Opportunity (EEO) Plan

ACTION: Approval

BACKGROUND

California community colleges are mandated by the California Code of Regulations, Title 5, section 53003(a) and California Education Code, section 87100, to develop and implement an Equal Employment Opportunity (EEO) Plan designed to communicate the importance of diversity in the workplace.

In fulfilling its mission within California's system of public higher education, the South Orange County Community College District is committed to academic excellence and to providing all students with the opportunity to succeed in their chosen educational pursuits. Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations. A workforce that is continually responsive to the needs for a diverse student population may be achieved by ensuring that all persons receive equal opportunities to compete for employment and promotional opportunities.

The proposed EEO Plan (Exhibit A) brings the District into compliance with Title 5 regulations, thus enabling the District to successfully pursue its mission of student learning and student success.

STATUS

The EEO Plan has been reviewed by the District-wide EEO Advisory Task Force and college constituent groups and is ready for adoption and approval by the Board. The fiscal obligation created by the adoption of the plan is in relation to training of staff per the requirements of Title 5 guidelines, and will need to be included in the District's budget planning under the appropriate cost centers.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve and adopt the proposed EEO Plan as shown in Exhibit A.



SOCCCD EQUAL EMPLOYMENT OPPORTUNITY PLAN *2016-2019*



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Legal Authority

California community colleges are mandated by the California Code of Regulations Title 5, section 53003(a); and the California Education Code, section 87100 to develop and implement an Equal Employment Opportunity Plan.

California Code of Regulations Title 5, Section 53003(A) – District Plan

The governing board of each community college district shall develop and adopt a district-wide written equal employment opportunity plan to implement its equal employment opportunity program. Such plans shall be submitted to the State Chancellor's Office. The Chancellor's Office retains the authority to review district plans on a case-by-case basis.

California Education Code, Section 87100 Legislative Findings & Declarations

- (a) The Legislature finds and declares all of the following:
 - (1) In fulfilling its mission within California's system of public higher education, the California community colleges are committed to academic excellence and to providing all students with the opportunity to succeed in their chosen educational pursuits.
 - (2) Academic excellence can best be sustained in a climate of acceptance and with the inclusion of persons from a wide variety of backgrounds and preparations to provide service to an increasingly diverse student population.
 - (3) A workforce that is continually responsive to the needs of a diverse student population may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion within the community college districts and by eliminating barriers to equal employment opportunity.
- (b) It is the intent of the Legislature to establish and maintain within the California community college districts a policy of equal opportunity in employment for all persons, and to prohibit discrimination or preferential treatment based on ethnic group identification, or on any basis listed in subdivision (a) of section 12940 of the Government Code, as those bases are defined in sections 12926 and 12936.1 of the Government Code, except as otherwise provided in section 12940 of the Government Code. Every aspect of personnel policy and practice of the community college districts should advance the realization of inclusion through a continuing program of equal employment opportunity.
- (c) The Legislature recognizes that it is not enough to proclaim that community college districts must not discriminate and must not grant preferential treatment on impermissible bases. The Legislature declares that efforts must also be made to build a community in which nondiscrimination and equal opportunity are realized. It is the intent of the Legislature to require community college districts to adopt and implement programs and plans for ensuring equal employment opportunity in their employment practices.

Title 5, Section 53026 Complaints – Violation of Equal Employment Opportunity Regulations

Each community college district shall establish a process permitting any person to file a complaint alleging that the requirements of this subchapter have been violated. A copy of the complaint shall immediately be forwarded to the Chancellor, who may require the district provide a written investigative report within ninety (90) days. Complaints that also allege discrimination prohibited by Government Code sections 11135 et seq. shall be processed according to the procedures set forth in subchapter 5 (commencing with section 59300) of Chapter 10 of this division.



I. Introduction

The South Orange County Community College District is proud to present its 2016-2019 Equal Employment Opportunity Plan. The Plan reflects the District's commitment to equal employment opportunity (EEO) and promotes practices that are nondiscriminatory. The District's goal as an academic community is to sustain a working environment that is welcoming to all, fosters and celebrates diversity, and promotes and rewards excellence. An exemplary academic community promotes an inclusive environment that best prepares our faculty, staff and students to live, work, and contribute to a global society. The Plan reflects the District's commitment to equal employment opportunity and outlines the active steps that ensure nondiscriminatory practices.

The Plan provides all legally required components as well as those that reflect best practices, including: establishment of an Equal Employment Opportunity Advisory Committee and diversity committee; methods to support equal employment opportunity; procedures for dissemination of the Plan; and guidelines for on-going, longitudinal analysis of the demographic makeup of the District's workforce.

To effectively serve a growing and diverse population, the District is committed to attracting, hiring and retaining faculty and staff who are sensitive to, and knowledgeable of, the needs of an increasingly diverse student body and the communities it serves.

Sincerely,



Gary L. Poertner
Chancellor

II. Definitions

[Reference – Title 5, Sec. 53001 and 53021]

1. *Adverse Impact*: a statistical measure (such as those outlined in the EEO Commission's Uniform Guidelines on Employee Selection Procedures) that is applied to the effects of a selection procedure and demonstrates a disproportionate negative impact on any group protected from discrimination pursuant to Government Code section 12940. A disparity identified in a given selection process will not be considered to constitute adverse impact if the numbers involved are too small to permit a meaningful comparison.
2. *Chancellor's Office*: California Community College's Chancellor's Office.
3. *Diversity*: a condition of broad inclusion in an employment environment that offers equal employment opportunity for all persons. It requires both the presence, and the respectful treatment, of individuals from a wide range of ethnic, racial, age, national origin, religious, gender, sexual orientation, disability, and socio-economic backgrounds.
4. *Equal Employment Opportunity*: A workplace where all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels, including in the seven job categories identified in the Title 5 regulations, namely: executive/administrative/managerial, faculty and other instructional staff, professional non-faculty, secretarial/clerical, technical and paraprofessional, skilled crafts, and service and maintenance. Equal employment opportunity also involves:
 - a. Identifying and eliminating barriers to employment that are not job related; and
 - b. Creating an environment which is welcoming to all groups protected from discrimination pursuant to Government Code section 12940.
5. *Equal Employment Opportunity Plan*: a written document that provides the guidelines for how a District's workforce will be analyzed and specific plans and procedures for promoting equal employment opportunity.
6. *Equal Employment Opportunity Programs*: all the various methods by which EEO is promoted. Such methods include, but are not limited to, using nondiscriminatory employment practices, actively recruiting, monitoring and taking additional steps consistent with the requirements of Title 5, Section 53006..
7. *Ethnic Group Identification*: an individual's identification in one or more of the ethnic groups reported to the Chancellor pursuant to section 53004. These groups may be more specifically defined by the Chancellor consistent with state and federal law.
8. *In-house or Promotional Only Hiring*: only existing District employees are allowed to apply for a position.

9. *Monitored Group*: a group identified in Title 5, section 53004(b) for which monitoring and reporting is required pursuant to Section 53004(a).
10. *Person with a Disability*: any person who (1) has a physical or mental impairment as defined in Government Code, Section 12926 which limits one or more of such person's major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.
11. *Projected Representation*: the percentage of persons from a monitored group determined by the Chancellor to be available and qualified to perform the work in question. Note: At this time, the Chancellor's Office has concluded that it lacks sufficiently reliable availability data to make such determinations.
12. *Selection Procedures*: any measure, combination of measures, or procedures used as a basis for any employment decision. Selection procedures include the full range of assessment techniques, including but not limited to, traditional paper and pencil tests, performance tests, and physical, educational, and work experience requirements, interviews, and review of application forms.
13. *Significantly Underrepresented Group*: any monitored group for which the percentage of persons from that group employed by the District in any job category listed in Section 53004(a) is below eighty percent (80%) of the projected representation for that group in the job category in question.



III. Policy Statement

[Reference – Education Code 87100, et seq.; Title 5, Sec. 53002]

The South Orange County Community College District (the “District”) is committed to the principles of equal employment opportunity. By adoption of this Equal Employment Opportunity Plan, the District implements a comprehensive program to put those principles into practice. The District is committed to a continuing good faith effort to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of age, ancestry, color, gender, gender identity, gender expression, marital status, medical condition, national origin, parental status, physical or mental disability, race, religion, sexual orientation, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

The District strives to achieve a workforce that is welcoming to all individuals in legally protected categories to ensure the District provides an inclusive educational and employment environment. Such an environment fosters cooperation, acceptance, democracy and free expression of ideas. An Equal Employment Opportunity Plan is maintained to ensure the implementation of equal employment opportunity principles that conform to federal and state laws.



IV. Delegation of Responsibility, Authority and Compliance

[Reference – Title 5, Sec. 53003(c)(1) and 53020]

All District employees are expected to promote and support equal employment opportunity because successful implementation of this EEO Plan requires a commitment and a contribution from every segment of the District. The general responsibilities for the prompt and effective implementation of the Plan are set forth below.

1. *Board of Trustees*

The Board of Trustees of the District is ultimately responsible for the successful implementation of the EEO Plan through the regular review of data, data-driven policy development and guidance to the Chancellor.

2. *Chancellor*

The Board of Trustees delegates to the Chancellor the responsibility for ongoing implementation of the Plan at all levels, for providing leadership in supporting the District's equal employment opportunity policies and procedures, and for keeping the Board informed of the District's progress and implementation of the Plan. The Chancellor shall also advise the Board of Trustees concerning statewide policy emanating from the Board of Governors of the California Community Colleges.

3. *Equal Employment Opportunity Officer*

The District has designated the Equal Employment Opportunity ("EEO") Officer to be responsible for the day-to-day implementation of the Plan. If the designation of the EEO Officer changes before this Plan is next revised, the District will notify employees and applicants for employment of the new designee. The equal employment opportunity officer is responsible for administering, implementing and monitoring the Plan and for assuring compliance with the requirements of Title 5, Sections 53000 et seq. The EEO Officer is also responsible for receiving complaints described in the Plan Component 5 and for ensuring that applicant pools and selection procedures are properly monitored.

4. *Equal Employment Opportunity Advisory Committee*

The District shall establish a District Equal Employment Opportunity ("EEO") Advisory Committee to act as an advisory body to the EEO Officer and the District as a whole to promote understanding and support of equal employment opportunity policies and procedures. The EEO Advisory Committee assists in the development and implementation of the Plan in compliance with state and federal regulations and guidelines, monitors equal employment opportunity progress, and provides suggestions for Plan revisions as appropriate.

5. *Agents of the District*

Any organization or individual, whether or not an employee of the District, who acts on behalf of the Board of Trustees with regard to the recruitment and screening of personnel, is an agent of the District and is subject to all the requirements of the Plan.

6. *Good Faith Effort*

A good faith effort is one that is honest and taken with sincere intent.

V. Advisory Committee

[Reference – Title 5, Sec. 53005]

The District shall establish an EEO Advisory Committee to assist the District in implementing its Plan. The committee may also assist in promoting an understanding and support of equal opportunity and nondiscrimination policies and procedures. The committee may work in coordination with other groups on campus to sponsor events, training, or other activities that promote equal employment opportunity, nondiscrimination, retention and diversity. The equal employment opportunity officer shall train the advisory committee on equal employment compliance and the Plan itself. The committee shall include a diverse membership whenever possible. A substantial good faith effort to maintain a diverse membership is expected. If the District has been unable to meet this objective, it will document efforts made to recruit advisory committee members who represent diversity. The committee will be composed of two members of the faculty; two members of the classified staff; two academic administrators; two classified managers; as well as the EEO Officer, the VCHR, the HR Executive Director and HR Director.

The committee will be convened initially each year and chaired by the EEO Officer. Terms of office for the voting members shall be for two years. The EEO Advisory Committee shall hold a minimum of two (2) meetings per fiscal year, with additional meetings if needed to review EEO and diversity efforts, programs, policies, and progress. When appropriate, the advisory committee shall make recommendations to the Board of Trustees and the Chancellor.



VI. Complaints

[Reference – Title 5, Sec. 53003(c)(2) and 53026]

1. *Complaints Alleging Violation of the Equal Employment Opportunity Regulations (Title 5 Section 53026).*

The District has established the following process permitting any person to file a complaint alleging that the requirements of the equal employment opportunity regulations¹ have been violated. Any person who believes that the equal employment opportunity regulations have been violated may file a written complaint describing in detail the alleged violation. All complaints shall be signed and dated by the complainant and shall contain, to the best of the complainant's ability, the names of the individuals involved, the date(s) of the event(s) at issue, and a detailed description of the actions constituting the alleged violation. Complaints involving current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than sixty (60) days after such occurrence unless the complainant can verify a compelling reason for the District to waive the sixty (60) day limitation. Complaints alleging violations of the Plan that do not involve current hiring processes must be filed as soon as possible after the occurrence of an alleged violation and not later than ninety (90) days after such occurrence unless the violation is ongoing. As directed by the Chancellor's office, the decision of the District in complaints pursuant to Section 53026 is final. (See California Community Colleges Chancellor's Office Guidelines for Minimum Conditions Complaints at:

http://extranet.cccco.edu/Portals/1/Legal/Guidelines/Min_Cond_Complaints.pdf

The District may return without action any complaints that are inadequate because they do not state a clear violation of the EEO regulations. All returned complaints must include a District statement of the reason for returning the complaint without action.

The complaint shall be filed with the EEO officer. If the complaint involves the equal employment opportunity officer, the complaint may be filed with the Chancellor. A written determination on all accepted written complaints will be issued to the complainant within ninety (90) days of the filing of the complaint. If this is not practical, a written notification will be provided to the complainant as to the reasons for the extension and estimated date of completion. The equal employment opportunity officer will forward copies of all written complaints to the Chancellor's Office upon receipt.

2. *Complaints Alleging Unlawful Discrimination or Harassment (Section 59300 et seq.)*

The District has adopted separate procedures for the processing of complaints alleging unlawful discrimination or harassment. The District's discrimination and harassment complaint procedures are documented in board policy (BP) and administrative regulation (AR) 4000.5 which can be found on the District's website (www.socccd.edu) or accessed directly through the following links:
[Harassment and Discrimination Prevention and Complaint Procedures \(BP 4000.5\)](#)
[Harassment and Discrimination Prevention and Complaint Procedures \(AR 4000.5\)](#)

¹ The equal employment opportunity regulations are found in California Code of Regulations, title 5, section 53000 et seq.

VII. Notification to District Employees

[Reference – Title 5, § 53003(c)(3)]

The Plan and subsequent revisions will be distributed to the District's Board of Trustees, the Chancellor, administrators, the academic and classified senate councils, union representatives and members of the District Equal Employment Opportunity Advisory Committee. The Plan will be available on the District's website and employees will be notified electronically. The Office of Human Resources will provide all new employees with a copy of the written notice described above when they commence their employment with the District.

Each year, the District will inform all employees of the Plan's availability including a written summary of the provisions of the Plan. The annual notice will emphasize the importance of the employee's participation and responsibility in ensuring the Plan's implementation. The annual notice will contain the following provisions:

- a. The importance of the employee's participation and responsibility in ensuring the Plan's implementation;
- b. The availability of the Plan on the District website, at the Office of the Chancellor and College Presidents and Vice President for Student Services at each campus, and the Office of Human Resources.



VIII. Screening Committee Training and Composition

[Reference – Title 5, § 53003(c)(4)]

Any organization or individual, whether or not an employee of the District, who is involved in the recruitment and screening/selection of personnel shall receive training on the requirements of the Title 5 regulations on equal employment opportunity (Section 53000 et. seq.); the requirements of federal and state nondiscrimination laws; the requirements of the District's EEO Plan; the District's policies on nondiscrimination, recruitment, and hiring; principles of diversity and cultural proficiency; and the value of a diverse workforce. Persons serving in the above capacities must be current with interactive training prior to service. This training is mandatory; individuals who have not received this training will not be allowed to serve on hiring committees. Any individual, whether an employee of the District, or an individual acting on behalf of the District, with regard to recruitment and hiring of employees is subject to the equal employment opportunity requirements of Title 5 § 53020(c) and the District's Plan.



IX. Annual Written Notice to Community Organizations

[Reference – Title 5, Sec. 53003(c)(5)]

The EEO Officer will provide annual written notice to appropriate community-based and professional organizations concerning the Plan. The notice will include a summary of the Plan, inform these organizations how they may obtain a copy, and shall solicit their assistance in identifying diverse qualified candidates. The notice will also include the internet address where the District advertises its job openings and the HR department phone number to call in order to obtain employment information. The District will actively seek to reach a diverse selection of recruitment sources, such as various institutions, organizations, and agencies. A list of organizations, which will receive this notice, is attached as Appendix A of this Plan. This list may be revised from time to time, as necessary.



X. Analysis of District Workforce and Applicant Pools

[Reference – Title 5, Sec. 53003(c)(6) and 53004]

The Office of Human Resources will annually collect the District's employee demographic data and shall monitor initial and qualified applicant pools for employment on an ongoing basis to evaluate the District's progress in implementing the Plan, and to provide data needed for the reports required by the Plan.

Each applicant and employee shall be requested to identify her or his gender, ethnic group identification and whether or not he or she is disabled. . The data collection instrument will clearly notify applicants/employees that this information is kept confidential; is not utilized in making any individual employment decisions or viewed by those making such decision; and is separated from the applications that are forwarded to the screening/interview committee and hiring administrator(s). At least every three years the Plan is reviewed. If necessary, it will be revised based on an analysis of ethnic group identification, gender, and disability composition of existing staff and of those who have applied for employment in each of the following identified job categories:

1. Executive/Administrative/Managerial
2. Faculty and Other Instructional Staff
3. Professional Non-faculty
4. Secretarial/Clerical
5. Technical and Paraprofessional
6. Skilled Crafts
7. Service and Maintenance

Data shall be maintained year-to-year and longitudinal analysis shall be conducted where there is at least three years of data to review, or sooner if the EEO Officer concludes that there is sufficient data for the analysis to be meaningful.

Click [here](#) to view the District's workforce composition.

Click [here](#) to view the District's applicant pools for fiscal year 2014-2015.

XI. Faculty Selection Procedures

Hiring procedures have been developed consistent with the requirements of law and this EEO Plan.

The administrative regulation (AR) for Full Time Faculty Hiring Recruitment is documented in AR 4011.1 which can be found on the District's website (www.socccd.edu) or accessed directly through the following link:

[Recruitment: Full-Time Faculty Hiring \(AR 4011.1\)](#)



XII. Employment Procedures for Administrators, Managers and Classified Employees

Hiring procedures have been developed consistent with the requirements of law and this EEO Plan, which can be found on the District's website (www.socccd.edu) or accessed directly through the following link:

[Employment Procedures for Administrators and Managers \(Board Policy 4011\)](#)

[Hiring Policy for Classified Staff \(Board Policy 4011.3\)](#)



XIII. Process for Developing and Implementing Strategies that Promote Diversity

[Reference – Title 5, Sec. 53003(c)(10)]

The District recognizes multiple approaches are appropriate to fulfill its mission of ensuring equal employment opportunity and the creation of a diverse workforce. Equal employment opportunity means all qualified individuals have a full and fair opportunity to compete for hiring and promotion and to enjoy the benefits of employment with the District. Equal employment opportunity should exist at all levels and in all job categories. The District seeks to ensure equal employment opportunity through the creation of an environment that welcomes men and women, persons with disabilities, and individuals from all ethnic and other groups. This environment fosters cooperation, acceptance, democracy and the free expression of ideas.

The District offers cultural events, speakers on diversity, infuses diversity into the classroom, promotes learning opportunities, fosters personal sensitivity to diversity, and evaluates how the environment can be responsive to its employees and students. In the implementation of a diversity/equity program, the district focuses on several overarching goals with specific action steps:

A. Recruitment and selection of a diverse employee population

The District strives to recruit, select and maintain a diverse employee population.

The District will review and continue the following:

- The District and college mission statements convey our commitment to diversity and inclusion, and recognition that a diverse and inclusive workforce promotes its educational goals and values.
- The District's hiring procedures require applicants for all positions to demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students in a manner specific to the position.
- The District's publications and websites will continue to convey our commitment to diversity and equal employment opportunity.
- The District addresses issues of inclusion/exclusion in a transparent and collaborative fashion.

The District will review, plan and implement the following:

- The District's Board of Trustees will receive training on the elimination of bias in hiring and employment at least once every election cycle.
- The District elicits information from applicants who decline job offers to find out why, record and utilize the information.

- The District will expand its current equal employment opportunity training from an annual training to a semi-annual training and include all employee groups as eligible to serve as an equal employment opportunity representative on search committees.

B. Onboarding of new employees

The District maintains a variety of programs to support newly-hired employees such as mentoring, professional development, and leadership opportunities.

The District will review and continue the following:

- The District complies with the requirements of Government Code section 12950.1 (Stats. 2004, chapter 933 [AB1825]), and includes all forms of harassment and discrimination in the training.
- The District will continue and expand employee professional growth opportunities through job integration and career ladders.
- The District will continue to provide orientation to all new employees on the principles of EEO.

The District will review, plan and implement the following:

- The District will expand its current equal employment opportunity training from an annual training to a semi-annual training and include all employee groups as eligible to serve as an equal employment opportunity representative on search committees.
- The District will expand its equal employment opportunity training on all search committee members.

C. On-going employee training in diversity and equity

The District will continue and expand training in diversity and equity while it coordinates existing efforts into a comprehensive plan.

The District will review and continue the following:

- The District promptly and thoroughly investigates all complaints filed under this chapter, and all harassment and discrimination complaints filed under subchapter 5 (commencing with section 59300) of chapter 10 of this division, and takes appropriate corrective action in all instances where a violation is found.
- The District provides training on elimination of bias in hiring and employment.

The District will review, plan and implement the following:

- The District conducts surveys of campus climate on a regular basis and will utilize the information that pertains to diversity and equity from the surveys.
- The District will provide more cultural awareness training to members of the campus community
- The District will consider the coordination and expansion of diversity/equity training for its own internal community as well as the external community.

D. Off-boarding of employees

The District discusses the employment relationship with employees who leave the institution to monitor the employment climate in regards to issues which include the impact of diversity in daily work-life of the district.

The District will review and continue the following:

- The District conducts exit interviews with employees who voluntary leave the District.

The District will review, plan and implement the following:

- The District conducts exit interviews with employees who voluntarily leave the District, maintains a data base of exit interviews, analyzes the data for patterns which impact particular monitored groups, and implements measures that utilize this information.

E. On-Going Assessment and Evaluation of Diversity Measures

- The District audits and/or maintains updated job descriptions and/or job announcements.
- The District conducts longitudinal analysis of various employment events by monitored group status such as: hiring, promotion, retention, voluntary resignation, termination, and discipline.

XIV. Graduate Assumption Program of Loans for Education

[Reference – Ed Code, Sec. 87106(b)(4) and 69618 et seq.]

The Graduate Assumption Program of Loans for Education refers to efforts of the District to encourage college and university students to become qualified for, and seek employment as, community college employees. The District shall research and inform students about programs that may assist them to complete their graduate studies in order to potentially become community college employees.



Appendix A – Community Organizations & Contact Information**American Civil Liberties Union**

ACLU Orange County Chapter
1313 West Eighth St., Los Angeles, CA 90017
Orange County: 714.450.3962

Asian Pacific American Network

231 East Third Street, Suite G104
Los Angeles, CA 90013
Phone: (213) 382 – 1819 ext. 129
Fax: 213-473-3031
www.apanet.org/about.html

Black Chamber of Commerce of Orange County

2323 North Broadway, Suite # 330
Santa Ana, California 92705
Phone: (714) 547-2646
www.ocblackchamber.com

California Alliance of African American Educators (CAAAE)

P.O. Box 3134
San Jose, CA 95156
(408) 977-4188
<http://caaaae.org/>

Diverse: Issues in Higher Education

10520 Warwick Avenue, Suite B-8
Fairfax, VA 22030-3136
(800) 783-3199

GLAAACC - African American Chamber of Commerce

5100 W. Goldleaf Circle, Suite 203
Los Angeles, CA 90056
Phone: (323) 292-1297
www.glaaacc.org

Japanese American Citizens League

National Executive Director
1765 Sutter Street
San Francisco, CA 94115
(415) 921-5225
www.jacl.org

Japanese American Cultural & Community Center

244 S. San Pedro Street, Los Angeles, CA 90012

Phone: (213) 628-2725

www.jaccc.org/

League of Women Voters

Orange County

P. O. Box 1065

Huntington Beach CA 92647-1065

949 451-2212

<http://ocilo.ca.lwvnet.org/>

Mexican American Legal Defense and Education Fund

634 S. Spring Street

Los Angeles, CA 90014

(213) 629-2512

<http://maldef.org/about/offices/west/>

Mexican American Women's National Association (MANA)

1725 K Street, NW, Suite 501

Washington, DC 20006

Phone: (202) 833-0060

www.hermana.org

National Association for the Advancement of Colored People (NAACP)

P.O. Box 56408

Los Angeles, Calif. 90056

Phone: (323) 296-2630

www.naacp-losangeles.org

National Black Graduate Student

Association

228 Park Avenue, #76326

New York, NY 10003

(800) 471-4102

National Center for Lesbian Rights (NCLR)

NCLR National Office

870 Market Street, Suite 370

San Francisco, CA 94102

(415) 392-6257

www.nclrights.org

National Congress of American Indians

1301 Connecticut Ave, NW, Suite 200
Washington DC 20036
(202) 466-7767
<http://ncai.org>

National Council of La Raza

523 W 6th St, Suite 840
Los Angeles, CA 90014
(213) 489-3428
www.nclr.org

National Federation of Filipino American Associations (NFFAA)

1322 18th St NW
Washington DC 20036-1803
Phone: 202.361.0296
<http://naffaa-national.org/>

National Organization for Women (NOW)

1100 H Street NW, 3rd floor
Washington, DC 20005
(202) 628-8669 (628-8NOW)
www.now.org

North County African American Women's Association

4140 Oceanside Blvd. Suite #159,
Oceanside, CA 92056
(760) 978-6534
<http://www.ncaawa.org/>

National Urban League

120 Wall Street, 8th Floor
New York, NY 10005
(212) 558-5300
www.nul.org

Women's Bureau

Office of the Secretary
U.S Department of Labor
200 Constitution Avenue, NW
Washington, DC 20210
Phone: (202) 693-6710
www.dol.gov/wb



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
An Equal Opportunity Employer

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: SOCCCD: California School Employee Association Master Agreement

ACTION: Approval

BACKGROUND

The prior collective bargaining agreement between South Orange County Community College District (District) and the California School Employee Association Chapter 586 (CSEA) expired June 30, 2015. The District and CSEA negotiators have reached a tentative agreement for the period of July 1, 2016 through June 30, 2018. CSEA members completed a ratification election to approve the tentative agreement.

STATUS

California Government Code Section 3547 et seq. requires the disclosure of costs associated with a collective bargaining agreement. The estimated costs of the tentative agreement with CSEA for the three-year period, as displayed in Exhibit A, are estimated to be \$11,623,313.00, including salary and benefits. A final copy of the Tentative Agreement is attached as Exhibit B.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the CSEA Tentative Agreement (Exhibit B) for the term July 1, 2015 to June 30, 2018, as presented in Exhibit B, and authorize the Chancellor to execute the agreement with estimated costs of \$11,623,313.00 for the three-year period.

CSEA Negotiations Costing 5/16/2016

- Cost of increasing CSEA salaries 6% in Year 1 and 3% in Years 2 & 3:

		Annual Cost			Cumulative Cost			Total Cost
		2015-16	2016-17	2017-18	2015-16	2016-17	2017-18	3 Year
Budgeted Salaries		6% Increase	3% Increase	3% Increase	Cumulative Cost	Cumulative Cost	Cumulative Cost	Cumulative Cost
Annual Salary Increase	\$ 34,504,990	\$ 2,070,299	\$ 1,097,259	\$1,130,176	\$2,070,299	\$ 3,167,558	\$4,297,734	\$ 9,535,591
Benefits	7,365,780	441,947	242,494	276,893	441,947	684,441	961,334	2,087,722
Salary & Benefits Increase	\$ 41,870,770	\$ 2,512,246	\$ 1,339,753	\$1,407,069	\$2,512,246	\$ 3,851,999	\$5,259,068	\$ 11,623,313
Percent Increase		6.0%	3.0%	3.0%	6.0%	9.2%	12.6%	27.8%
Benefits %		21.347%	22.100%	24.500%				

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



CSEA CONTRACT
July 1, 2015 – June 30, 2018

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PREAMBLE

This Agreement is made and entered into this 16th day of May, 2016 by and between the South Orange County Community College District, hereinafter referred to as District and South Orange County Community College Chapter 586, an affiliate of the California School Employees Association, hereinafter referred to as CSEA.

The District agrees that CSEA shall have the right to obtain Field and Legal Staff assistance for the purpose of representation in carrying out its obligations under this Agreement to its duty of fair representation.

The purpose of this Agreement is to promote the improvement of personnel management and employer-employee relations, provide an equitable and peaceful procedure for the resolution of differences, and establish rates of pay and other terms and conditions of employment as specified in the Educational Employment Relations Act (EERA).

The District recognizes that the employee organization provides a valuable contribution to the welfare of the District in its educational philosophy for the peaceful resolution of employer-employee relations.

ARTICLE 1

RECOGNITION

- 1.1 Acknowledgement:** The District hereby acknowledges that CSEA is the exclusive bargaining unit representative for the classified employees holding those positions described in Appendix A, of this Agreement. In the event the District amends its determination of management, confidential, and supervisory employees, the District shall notify CSEA. In the event CSEA disagrees with said designations, the parties shall attempt to reach agreement. Disputed cases shall be submitted to the Public Employees Relations Board (PERB) for resolution.
- 1.2 Scope of Representation:** The scope of representation shall be limited to matters relating to wages, hours of employment, and other terms of employment specifically stated in the Equal Employees Relations Act (EERA).
- 1.3 Bargaining Unit Description:**
- 1.3.1** Included in the CSEA bargaining unit are regular part-time and full-time classified employees as set forth in Appendix B.
 - 1.3.2** Excluded from the CSEA bargaining unit are all other employees not included under Section 1.3.1 above, including but not limited to management, confidential, and supervisory employees, short-term and substitute employees as defined under Education Code Section 88003, apprentices and professional experts employed on a temporary basis for a specific project, certificated employees, police officers and safety personnel.
 - 1.3.3 Substitutes:** The District may employ substitutes in a vacant position for up to 90 working days in accordance with Section 88003 of the California Education Code.

ARTICLE 2

ORGANIZATIONAL SECURITY

2.1 Check Off: CSEA shall have the sole and exclusive right to have membership dues, initiation, and service fees deducted for employees in the bargaining unit by the District. The District shall pay to CSEA within thirty (30) days all sums so deducted.

2.2 Dues Deduction:

2.2.1 Persons who become bargaining unit employees after the effective date of the Agreement and during the term of this Agreement shall, after being so notified by the District, have thirty (30) calendar days in which to notify the District in writing of their objections to paying a service fee to CSEA. If the objections are not declared in writing to the District within thirty (30) calendar days, then the new bargaining unit members shall be required to pay a service fee to CSEA for the duration of the Agreement. Such agency service fee may be paid by submitting a voluntary agency service fee deduction authorization form to the District, by direct annual payment to CSEA by October 1st of any school year, or by involuntary deduction from wages pursuant to Education Code Section 88167 which is the sole remedy in this Article for failure to voluntarily pay the agency service fee.

2.2.2 CSEA shall comply with the following:

2.2.2.1 Dues Year and Fiscal Year

CSEA shall notify bargaining unit members and the District of the dates of its fiscal year and its dues year.

2.2.2.2 Annual Notice to Nonmembers

Within 60 days of the commencement of any payment of an agency service fee, CSEA shall mail to all nonmembers an "Agency Service Fee Explanation and Notice of Right to Challenge," which shall be consistent with current law.

2.2.2.3 Filing of Challenges

Nonmembers who wish to challenge the amount of the agency service fee may do so in a manner consistent with applicable law.

2.2.3 Employees terminating employment with the District shall have the full representation fee withheld if they were on paid status for half the workdays in the month. No representation fee shall be withheld in the final month of employment if the terminating employee is on paid status fewer than half the workdays of the month. Employees laid off during the term of the Agreement shall return to the dues status that they held at the time of layoff.

ARTICLE 2

ORGANIZATIONAL SECURITY

- 2.2.4** CSEA agrees to indemnify and hold the District, its officers, employees, agents, representatives, Board of Trustees, and each individual Board member, harmless against any and all claims, demands, costs, lawsuits, judgments or other forms of liability and all court or administrative agency costs that may arise out of or by reason of action taken by the District for the purpose of complying with this Article. The Association shall, within thirty (30) days of receipt of the request, pay to the District all costs associated with actions under this Article.
- 2.2.5** Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment; except that such employee may be required, in lieu of a service fee, to pay sums equal to such service fee either to a nonreligious, non-labor organization, charitable fund exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code, chosen by such employee. The District and CSEA shall require that proof of such payments be made on an annual basis to the District as a condition of continued exemption from the requirement of financial support to the recognized employee organization.
- 2.2.6** Any employee in the bargaining unit shall, in addition to whatever rights the employee may have not to pay a representation fee to CSEA, have the right to terminate his/her obligation to pay a representation fee to CSEA within a period of thirty (30) days from the expiration of the Collective Bargaining Agreement between the District and CSEA.
- 2.2.7** District agrees to continue dues deductions of a present employee member pursuant to the terms of the approved District form for such, provided it has been previously signed by the employee and was in the District's possession on or before the effective date of this contract.
- 2.2.8** New bargaining unit members, within sixty (60) days from the commencement of actual employment, must submit a dues or agency service fee voluntary deduction authorization form, or shall pay an amount not to exceed the amount allowed by current law directly to the CSEA. Failure to do either shall mean involuntary deduction from wages pursuant to Education Code Section 88167 which is the sole remedy in the Article for failure to voluntarily pay the agency service fees.

ARTICLE 2

ORGANIZATIONAL SECURITY

- 2.2.9** All employees who, after thirty (30) days of the execution of this Agreement, are members of CSEA, and all employees who become members after that date shall, as a condition of continued employment, maintain their membership in CSEA for the duration of the Agreement.

Any bargaining unit member who is subject to the payment of a representational membership fee shall have the right to object to any part of that fee paid by him/her (which is claimed to represent the employee's additional prorata share of expenditures) by CSEA in aid of activity or causes of a political or non-representational nature. Objections shall be made to CSEA-Executive Director, 2045 Lundy, San Jose, CA 95131.

ARTICLE 3

CSEA RIGHTS

- 3.1 CSEA Rights:** CSEA shall have the following rights in addition to the rights contained in any other portion of this Agreement:
- 3.1.1** The right of access at reasonable time to employees during non-work time to areas in which employees work as specified in the EERA.
 - 3.1.2** The right to use without charge institutional bulletin boards, mailboxes, District mail systems, and other District means of communication for the posting or transmission of information or notices concerning CSEA matters in accordance with the law. E-mail transmissions shall not be used to advocate for or against political candidates or for political purposes in accordance with District Board Policy 4054 and related administrative regulations, or in furtherance of any activities prohibited by this agreement.
 - 3.1.3** The right to use, with approval, and in accordance with applicable college procedures, institutional equipment, facilities, and buildings.
 - 3.1.4** The right to review an employee's personnel file when accompanied by the employee or on presentation of a written authorization signed by the employee.
 - 3.1.4.1** The right to receive, upon request, a copy of any records which are required for the use of the employee and CSEA in utilizing the grievance procedure.
 - 3.1.5** Upon request, the right to be supplied with a complete roster of bargaining unit employees.
 - 3.1.6** Upon request, the right to receive one (1) copy of any and all written reports submitted to any other governmental agency.
 - 3.1.7** Upon request, the right to receive one (1) copy of any public budget or financial material, including the CCAF-311, submitted at any time to the governing board.
 - 3.1.8** Upon request, the right to review any other public material in the possession of or produced by the District necessary for CSEA to fulfill its role as the exclusive bargaining representative.
 - 3.1.9** The District shall provide office space for the duration of the Agreement. CSEA shall pay for telephone service.

ARTICLE 3

CSEA RIGHTS

3.1.10 The District agrees to grant release time to each eligible delegate to the CSEA Annual Conference, and the District will continue to reimburse the actual and necessary expenses of one (1) eligible delegate to attend the CSEA Annual Conference. The District will not be responsible for expenses for the remainder of the Chapter delegates. The number of eligible delegates who will receive release time shall be in accordance with the criteria established pursuant to the CSEA State Constitution and Bylaws.

3.1.11 The Chapter President and/or designee shall be granted up to twenty (20) hours per week of release time for CSEA Chapter business, exclusive of all other release time listed under other provisions of this Agreement. This release time is to be scheduled with the mutual agreement of the manager and the employee, and the schedule is to be reasonably set.

The Chapter President will supply the manager and the Office of Human Resources with a written schedule of the hours to be used for release time within five (5) working days of taking office. The Chapter President may assign any portion of his/her hours of release time to another employee for CSEA Chapter business. Before the designee uses any release time, the designee's hours will be scheduled with the mutual agreement of the manager and the employee, and the schedule is to be reasonably set. The CSEA Chapter President will supply his/her manager, the designee's manager and the Office of Human Resources with the revised schedule.

3.1.12 Classified bargaining unit members selected for governance committee participation shall receive release time for actual service in said committee meetings for a maximum aggregate of up to ten percent (10%) of the bargaining unit member's assigned work week when committees are meeting. These employees shall provide their immediate supervisor with a written schedule of committee meetings at least five (5) workdays prior to the meeting unless an emergency committee meeting is called, in which case advance notice will be given as soon as possible. Any release time in addition to that set forth above shall require prior written approval of the College Vice President, Dean, or District Vice Chancellor, as appropriate. Such additional release time shall be approved equally for committee members designated by CSEA or by Classified Senate.

3.1.13 Employee Orientation: The District shall notify CSEA regarding new classified employee orientation and provide an opportunity to participate in the orientation.

3.1.14 No Discrimination on Account of CSEA Activity: Neither the District nor CSEA shall interfere with, intimidate, restrain, coerce, or discriminate against employees because of the exercise of their right to engage in CSEA activities.

ARTICLE 3

CSEA RIGHTS

- 3.2 Restriction on District Negotiations and Agreements:** The District shall conduct no negotiations, nor enter into any agreement with any other organization on matters concerning the rights of bargaining unit employees and/or CSEA without prior notice to and approval by CSEA of the negotiations and the agreement.
- 3.2.1** In the event a shared governance committee addresses issues that fall within the scope of exclusive representation, CSEA shall select the classified bargaining unit member(s) who will serve on the committee.
- 3.2.1.2** When a college or District task force, committee or other governance group is used to consult with the staff regarding issues within the scope of representation, the exclusive representative shall appoint the classified bargaining unit representative. In the event a district-wide or college-wide committee is established on which classified employees are to serve and CSEA believes the committee is a governance committee to which CSEA believes it is entitled to appoint a classified bargaining unit representative, the CSEA President and the Vice Chancellor of Human Resources & Employer/Employee Relations or designee shall discuss and attempt to resolve the matter.
- 3.2.1.3** Committees may discuss subject matter that is outside the scope of exclusive representation. With respect to subject matter outside the scope of exclusive representation, the committee is free to make recommendations and/or decisions pursuant to the provisions of AB 1725. Items that fall within CSEA's scope of exclusive representation and change existing working conditions shall not be the subject of committee recommendations and decisions; however, it is expressly understood that such items shall be promptly referred to the District and CSEA for negotiations.
- 3.2.2** CSEA shall have the right to assign one-half (1/2) of the classified bargaining unit members on each of the designated classified staff development committees.
- 3.3 Distribution of Contract:** Within forty-five (45) calendar days after the execution of this contract, and/or reopener agreements, the District shall post the CSEA contract on the District website. Bargaining unit members are free to print copies from the District website.
- 3.4 Elimination of a Position or Class of Positions:** If the District proposes to eliminate a position or class of positions, it shall notify CSEA in writing and the parties shall meet and discuss the proposal.

ARTICLE 3

CSEA RIGHTS

- 3.5 Student Workers:** The parties recognize the right of the District to utilize student workers pursuant to Education Code Section 88003. Employment of either full time or part time students in any college work-study program, or in a work experience education program shall not result in the displacement of classified personnel or impair existing contracts for services. Displacement of bargaining unit members under this Section means layoff or reduction in hours of a bargaining unit member or employment of a student worker in lieu of employment of a permanent bargaining unit member. The District shall provide CSEA, upon request, a list of all individuals employed as Specialist Aides detailing the nature of the assignment.
- 3.6 CSEA Schedule of In-Service Meetings:** CSEA shall have the right to hold one In-Service meeting per month on each campus for bargaining unit employees. Meetings will be scheduled in advance and CSEA shall advise the District in advance of those meetings. With approval from the immediate supervisor, bargaining unit employees shall be given ninety (90) minutes of release time to attend the meeting on their own campus.
- 3.7 Union Stewards:** The District recognizes the need and affirms the right of CSEA to designate Union Stewards from among employees in the unit. CSEA may select Union Stewards for the purpose of representing bargaining unit members in resolving employment issues at the lowest level of supervision. Union Stewards shall have authority on behalf of CSEA to assist in investigation, preparation, writing and presentation of grievances consistent with Article 14 (Grievance Procedure). In furtherance of these activities, Union Stewards may confer with CSEA Officers and/or CSEA staff personnel.
- 3.7.1** At the beginning of each school year, CSEA shall provide the District Human Resources Office with a list of CSEA Union Stewards. Notice of any changes to the list during the school year shall be provided by CSEA to the District Human Resources Office within five (5) working days of such change.
- 3.8 Duties and Responsibilities of Union Steward:** The grievant shall have the right to have his/her authorized CSEA Union Steward present at any step of the grievance procedure. The following shall be understood to constitute the duties and responsibilities of a Union Steward.
- 3.8.1** After notifying his/her immediate Supervisor, a Union Steward may assist in investigation, preparation, writing, and presentation of grievances. The Union Steward shall advise the Supervisor of the grievant of his/her presence. The Union Steward is permitted to discuss any problem with all employees immediately concerned, and, if appropriate, to attempt to achieve settlement in accordance with the grievance procedure.

ARTICLE 4

MANAGEMENT RIGHTS AND RESPONSIBILITIES

- 4.1 Management Rights and Responsibilities:** The District hereby retains and reserves, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and invested in it by the laws and the Constitution of the State of California, including, but not limited to, the foregoing rights to:
- 4.1.1** Establish the management organization; and administratively control and govern the District, its properties and facilities and the activities of its employees.
 - 4.1.2** Direct the work of its employees; determine the time and hours of operation; and determine the kinds and levels of services to be provided and the methods and means of providing those service including entering into contracts with private vendors for service as provided under the laws of the State of California.
 - 4.1.3** Hire all employees and determine their qualifications and the condition of their continued employment; discipline, dismiss, demote, promote, assign and transfer employees, except where such action would be in direct conflict with provisions set forth in this Agreement; contract out services or assign work outside of the bargaining unit subject to the limitations required in the Education Code and Public Contracts Code.
 - 4.1.4** Establish educational policies, goals, and objectives based on the District's mission; ensure the rights and educational opportunities of students; determine staffing patterns, and determine the number and kinds of personnel required in order to maintain the efficiency of District operations.
 - 4.1.5** Build, move or modify facilities; establish budget procedures; determine budgetary allocations; determine the methods of raising revenue; and take action on any matter in the event of an emergency.
- 4.2 Exercise of Rights and Responsibilities:** The exercise of the foregoing powers, rights, authority, duties, and responsibilities by the District; adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of California and the Constitution and laws of the United States. The District reserves the right to take any reasonable necessary action in the event of an emergency, which is defined as a situation or occurrence of a serious nature which develops suddenly or unexpectedly and results in a temporary change in circumstances and demands immediate action.

ARTICLE 5

EVALUATIONS

- 5.1** Each permanent employee shall receive a written evaluation at least once every two years. New employees shall be on probation for twelve working months. Probationary employees shall be evaluated once during the initial six months of employment, and again prior to the end of the probationary period.
- 5.2** No evaluation of any employee shall be placed in the personnel file without an opportunity for discussion between the employee and the evaluator. Evaluations shall be based upon the direct observation and knowledge of the evaluator or substantiated third-party information. Any negative evaluation shall include specific recommendations for improvement and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to all evaluations received within thirty (30) calendar days. The evaluation form will be posted on the District intranet.
- 5.2.1** An employee's performance evaluation shall not be discussed with other bargaining unit members or student help unless authorized by the employee.
- 5.2.2** Bargaining unit members shall not be required to attend or participate in another bargaining unit member's performance evaluation review conference unless serving in a CSEA representative capacity. Bargaining unit members shall be entitled to CSEA representation to the extent provided by law. Not more than two representatives of the employee and the District may attend the performance evaluation conference.
- 5.2.3** Attachments to the Employee's Performance Evaluation Review must relate to the rating area.
- 5.2.4** The Office of Human Resources shall provide any unit member who submits a written request a copy of their last evaluation on file with the Office of Human Resources.
- 5.2.5** The supervisor may invite the employee to share accomplishments with his/her supervisor.
- 5.3** **Probationary Period Upon Promotion:** Employees will be required to serve a new probationary period of six (6) months each time the employee receives a promotion, a transfer with a classification change, medical transfer, or Americans with Disabilities Act ("ADA") transfer. During such period, the work performance of the employee shall be evaluated by the immediate supervisor following the employee's completion of three (3) months and five (5) months of employment in the new position.

ARTICLE 5
EVALUATIONS

Probation Requirement

	<u>NO</u>	<u>YES</u>
No classification change	X	
Promotion		X
Reclassification	X	
Reassignment within the same classification	X	
Reallocation	X	
Transfer of same position:		
To another operating unit	X	
Within operating unit	X	
Transfer with classification change		X
Voluntary demotion other than layoff:		
Into classification previously held or substantially similar classification	X	
Into classification not previously held or not substantially similar classification		X
Medical or ADA Transfer		X

ARTICLE 6

PERSONNEL FILE

- 6.1** Upon request, employees shall have the right to inspect all materials not specifically excluded by law. Such inspection shall be made at a time when the employee is not actually required to render services to the District.
- 6.2** No derogatory information and/or materials, shall be entered or filed in the employee's personnel file unless the employee is given a copy of the document and five (5) workdays to review the contents. An employee shall have the right to respond in writing, and the written response shall be included in the employee's personnel file. Such review shall take place during the normal business hours and the employee shall be released from duty with pay for this purpose with no loss in salary.
- 6.3** The provisions contained herein shall be construed to be clarification of Education Code Section 87031.
- 6.4** Letters or memoranda of commendation to the supervisor or employee shall be shared with the other person. Such documents shall be placed in the personnel file upon the request of the employee.

ARTICLE 7

HOURS AND OVERTIME

7.1 Workweek:

7.1.1 Normal Workweek: The normal workweek shall consist of five (5) days, eight (8) hours per day and forty (40) hours per week in accordance with Education Code Section 88030. This article shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District.

7.1.2 Four-Day, Forty-Hour Workweek (4-10 Schedule): Upon mutual agreement between CSEA and the District, employees may be placed on a four-day, forty-hour workweek consisting of four ten-hour shifts served on four (4) consecutive days, excluding weekends. Such assignment shall be given with twenty (20) days advance notice. Less notice may be given if mutually agreeable. Such employees may be taken off this schedule and returned to the regular eight-hour workday upon mutual agreement between the District and CSEA. Rest periods for these “4-10” employees shall be twenty (20) minutes long. They shall receive holiday time equivalent to other full-time employees. If a holiday mentioned in Article 10 falls on their day off, they shall receive eight (8) hours compensatory time off with pay. If any such holiday falls on their regularly scheduled workday, they shall receive the day off with pay, or be compensated at the rate appropriate to any other regular employee, but shall have their accumulated holiday compensatory time reduced by two (2) hours.

7.1.3 Upon prior mutual written agreement between the District and CSEA, during District designated summer time, unit members may be placed on a four-day, forty-hour workweek consisting of four (4) ten-hour shifts served on four (4) consecutive days, excluding weekends.

7.1.4 Alternative Work Schedule: Upon mutual agreement between the unit member and the unit member’s supervisor and/or manager, and with the approval of the college President, a unit member may be placed on an alternative work schedule. An alternative work schedule is defined as a 4/10, 9/80 or 36/4 work schedule. The alternate work schedule may be modified or eliminated by the unit member’s supervisor and/or manager with twenty (20) day prior notice.

7.2 Workday: The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in this Agreement. Each bargaining unit employee shall be assigned a fixed, regular, and ascertainable minimum number of hours.

ARTICLE 7

HOURS AND OVERTIME

7.3 Adjustment of Assigned Time:

7.3.1 Any employee in the bargaining unit who works an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours effective with the next pay period.

7.3.1.1 With the written mutual consent of CSEA and the unit member, a waiver shall be granted to allow the District to offer additional hours on a temporary basis to existing part-time unit members without establishing a right to a permanent increase in assigned time.

7.3.2 The District may alter the shift assignment or days off of unit members for non-arbitrary operational reasons. The District shall provide a twenty (20) work day notice to affected employees before altering their shift assignment or days off. By mutual agreement, notice time can be less than twenty (20) days. Upon written request from the employee, he/she shall be granted an opportunity for a personal conference with the employee's immediate supervisor and/or the Executive Director or Vice Chancellor of Human Resources, with a CSEA representative if desired, to discuss the operational reasons for the reassignment of shift or days off within the twenty (20) work day notice period.

7.4 Increase in Hours: When additional hours are assigned to a part-time position on a regular basis, the assignment shall be offered to all of the employees in the appropriate class on a reasonable basis within the affected operating unit as determined by the District.

7.5 Meal Period:

7.5.1 An employee working five (5) or more consecutive hours per day shall be entitled to a duty-free, non-paid, meal period for a minimum of thirty (30) minutes per day. The employee shall be advised by the supervisor of the scheduled meal period. Employees are relieved from duty during their meal period, and may leave the work location. Employees must be prepared to resume work promptly at the end of their scheduled meal period. Employees working less than five (5) consecutive hours are not entitled to a meal period.

7.5.2 An employee required to work during his/her scheduled meal period who is not afforded an alternate meal period shall receive pay at the rate of time and one-half or compensatory time off for all time worked during the normal meal period. This Section shall not apply to employees working less than five (5) consecutive hours per day.

ARTICLE 7

HOURS AND OVERTIME

7.6 Rest Periods:

7.6.1 An employee working seven (7) or more consecutive hours per day shall be granted two (2) fifteen (15) minute rest periods which, insofar as practicable, shall be scheduled by the employee's supervisor in the middle of each four (4) hour work period. An employee working between three and one-half (3-1/2) to seven (7) hours shall be granted one (1) fifteen (15) minute rest period which shall be scheduled by the employee's supervisor. Authorized rest periods shall be counted as hours worked for which there shall be no deduction from wages. Rest periods, if not used, cannot be accumulated for credit.

7.6.2 Specified periods must be designated when the operations of the District require someone to be present at the employee's work site at all times; such time shall be designated by the supervisor.

7.6.3 Eight (8) hour employees who receive a shift differential premium shall be entitled to combine their two (2) fifteen (15) minute rest periods for a total of thirty minutes to be scheduled at the mutual convenience of the employees and supervisors.

7.6.4 Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.

7.7 Voting Time-Off: If any employee's work schedule is such that it does not allow sufficient time to vote in any federal, state or local election in which the employee is entitled to vote, the District shall arrange to allow sufficient time for such voting by the employee without loss of pay.

7.8 Overtime and Compensatory Time Off: The selection of paid overtime or compensatory time shall be determined by the supervisor subject to the provisions of this Article. No overtime may be worked without the prior approval of the supervisor.

7.8.1 Overtime: Except as otherwise provided herein, all overtime periods as defined in this Section shall be compensated at a rate of pay equal to time and one-half the regular rate of pay to the employee for all work permitted. Overtime is defined to include any time worked in excess of eight (8) hours in any one day or on any one shift or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time.

7.8.1.1 Permanent unit members shall be given first opportunity for overtime if determined qualified for the assignment by the District unless, in the supervisor's judgment, a non-bargaining unit member has special knowledge and/or skill relating to a project which requires that employee continue with the project.

ARTICLE 7

HOURS AND OVERTIME

7.8.2 An employee in the bargaining unit may be granted compensatory time off in lieu of cash compensation for overtime work. Compensatory time off shall be granted at one and one-half times the regular rate of pay.

7.8.2.1 Compensatory time shall be taken at a time mutually acceptable to the employee in the bargaining unit and the District within twelve (12) months of the date on which it was earned.

7.8.2.2 The amount of time which an employee may accumulate as compensatory time shall be limited to a maximum of 40 hours on the books at any time. Time beyond this amount shall be paid as paid overtime.

7.8.3 All hours worked beyond the workweek of five (5) days or forty (40) hours per week shall be compensated at the overtime rate commencing on the sixth (6th) day of work in that week.

7.8.4 All hours worked on holidays shall be paid at the regular rate of pay in addition to one-and one-half (1.5) times the regular rate of pay.

7.9 Shift Differential-Compensation:

7.9.1 Any full-time employee in the bargaining unit whose assigned work shift commences between 11 a.m. and 9 p.m. inclusive shall be paid a shift differential premium of five (5) percent above the regular rate of pay for all hours worked.

Any full-time employee in the bargaining unit whose assigned work shift commences between 9 p.m. and 4 a.m. inclusive shall be paid a shift differential premium of seven and one-half (7.5) percent above the regular rate of pay for all hours worked.

Any part-time unit member who has forty (40) percent or more of his/her regular assigned work shift between 5:00 p.m. and midnight shall be paid a shift differential premium of five (5) percent above the regular rate of pay. This is effective July 1, 2009.

Any part-time unit member who has forty (40) percent or more of his/her regular assigned work shift between midnight and 8:00 a.m. shall be paid a shift differential premium of seven and one half (7.5) percent above the regular rate of pay. This is effective July 1, 2009.

7.9.2 An employee who receives a shift differential premium on the basis of his/her shift shall suffer no reduction in pay, including differential, when assigned temporarily to a day shift of twenty (20) days or less.

ARTICLE 7

HOURS AND OVERTIME

7.10 Overtime Distribution:

7.10.1 Every attempt shall be made to avoid distributing overtime repeatedly to the same bargaining unit member.

7.10.2 In the event the overtime requires special skills, those special skills will be carefully considered in distributing overtime.

7.11 Call-In Time: Any employee called in to work on a day when the employee is not scheduled to work or after completion of his/her regular assignment shall receive a minimum of four (4) hours pay. Unit members on Call-In time which is completed remotely (from home or other location) shall receive a minimum of two (2) hours pay.

7.12 On-Call Time: A supervisor may assign an employee "On-Call Time" where the employee is available for a time when the site is closed for the weekend, holiday or other time when work is not regularly scheduled, and the employee shall receive two hours pay per day. At such time, the employee must be prepared to report for work (no work-inhibiting beverages or other potential impairments to hinder working ability) within one-half hour. On-Call Time shall be rotated as reasonably and equally as possible among all qualified unit members as determined by the District.

7.13 Right of Refusal: Any employee shall have the right to reject any offer or request for overtime, call back, Call-In Time or On-Call Time. If everyone in the department refuses the request, the overtime shall be assigned by the supervisor as equally as is practicable within each department, and the overtime shall be accepted by the employee.

ARTICLE 8

PAY AND ALLOWANCES

- 8.1 Regular Rate of Pay:** The regular rate of pay for each position in the bargaining unit shall be in accordance with the rates established for each class as provided for in Appendices A-B, which is attached hereto and, by reference, incorporated as a part of this Agreement. The regular rate of pay shall not include any shift differential and/or longevity increment required to be paid under this Agreement.
- 8.1.1 Bilingual Stipend:** Unit members who are directed by the manager or supervisor, with the approval of the President, to use a verified bilingual ability as a regular and routine component of their assignment shall be provided a stipend of 2.0% of base salary. The District shall require testing of bilingual ability prior to authorization of the initial additional compensation.
- 8.2 Paychecks:** All regular paychecks of employees in the bargaining unit shall be itemized in accordance with the Orange County Department of Education payroll procedures.
- 8.3 Paycheck Frequency:** All regular full-time employees in the bargaining unit shall be paid twice per month, payable on or before the tenth (10th) and the twenty-fifth (25th) day of the month. If the normal pay date falls on a Saturday, Sunday, or holiday, the paycheck shall be issued on the preceding workday. All regular hourly employees shall be paid for actual services performed during the period beginning the 15th day of the previous month through the 14th day of the current month, on the 10th day of the following month. If there is a change in County procedures, issuance of paychecks will be in accordance with new procedures.
- 8.4 Payroll Errors:** Whenever it is determined that an error has been made in the calculation of reporting in any classified employee payroll or in the payment of any classified employee's salary, the District shall, within five (5) workdays following such determination, provide the employee with a statement of the correction. However the District, after standard payroll deductions, shall withhold \$25.00 as a calculation adjustment. The purpose of the calculation adjustment is to assure that the employee is not overpaid, and any part of the calculation adjustment not eventually required for this purpose shall be promptly paid to the employee. In the case of an underpayment, a supplemental payment will be paid to the employee by the District. In the case of an overpayment, the employee shall promptly repay the District. A repayment schedule for salary overpayment shall be agreed to between the employee and the District.
- 8.5 Lost Checks:** Any paycheck for an employee in the bargaining unit which is lost after receipt or which is not delivered within five (5) days of mailing, if mailed, shall be replaced in accordance with Orange County Department of Education payroll procedures. The Office of Fiscal Services will consider lost checks as a major priority and will act with as much speed as possible.

ARTICLE 8

PAY AND ALLOWANCES

8.6 Pay Increases:

8.6.1 2015/2016

Effective beginning the 2015/2016 fiscal year, the Classified Salary Schedule will be increased by 6.0%.

8.6.2 2016/2018

Effective beginning the 2016/2017 fiscal year, the Classified Salary Schedule will be increased by 3.0%. Effective beginning the 2017/2018 fiscal year, the Classified Salary Schedule will be increased by 3.0%.

8.7 Change in Range Assignments:

8.7.1 Promotion - Any employee receiving a promotion shall receive a salary increase of at least five (5.0) percent. However, when the assignment results in a one range increase the employee shall receive an adjustment of at least 2-1/2 percent.

8.7.2 Temporary Assignment: When the employee is temporarily assigned to a higher classification for more than five (5) work days within a fifteen (15) calendar day period, the employee will have his/her salary adjusted upward for the entire period he/she is required to work in the higher classification, at a step that is at least a 5% salary increase. However, when the out of classification assignment results in only a one range increase the employee shall receive an adjustment of at least 2-1/2 percent.

8.8 Mileage: Any employee in the bargaining unit using his/her private vehicle on authorized District business shall be reimbursed at the rate of the current IRS allowance, to be revised at the beginning of each calendar year. The mileage computation shall include mileage necessary to return to the employee's normal job site after the completion of District business. This amount shall be payable in a separate warrant drawn against District funds.

8.9 Meals and/or Lodging: Any employee in the bargaining unit who, as a result of work assignment, has meals and/or lodging away from the District shall be reimbursed for expenses as required under District Administrative Regulations.

ARTICLE 8

PAY AND ALLOWANCES

8.10 Longevity: The District agrees to additionally compensate long service employees as specified below:

2%	increase in salary after	5	years of service
3%	increase in salary after	6	years of service
4%	increase in salary after	7	years of service
5%	increase in salary after	8	years of service
6%	increase in salary after	9	years of service
7%	increase in salary after	10	years of service
8%	increase in salary after	11	years of service
9%	increase in salary after	12	years of service
10%	increase in salary after	13	years of service
11%	increase in salary after	14	years of service
12%	increase in salary after	15	years of service
13%	increase in salary after	16	years of service
14%	increase in salary after	17	years of service
15%	increase in salary after	18	years of service
16%	increase in salary after	19	years of service
17%	increase in salary after	20	years of service
18%	increase in salary after	21	years of service
19%	increase in salary after	22	years of service
20%	increase in salary after	23	years of service
21%	increase in salary after	24	years of service
22%	increase in salary after	25	years of service

8.10.1 The provisions of Article 8.10 will be discontinued for all classified bargaining unit members hired after October 1, 1998. An employee working for the District, but not included in a classified bargaining unit position, will not be eligible for the provisions of Article 8.10.

8.11 Step Increments: The District shall provide employees a step increment after completion of six (6) months of service, and thereafter an annual step increment for each remaining step indicated on the salary schedule for the particular classification.

8.12 Salary Placement: New employees will be placed on the first step of the range to which they are appointed. However, the initial placement may be up to step three if there is verifiable experience in other positions with higher salary based upon previous experience, education, certifications, and/or other skillset, as determined by the Vice Chancellor Human Resources & Employer/Employee Relations or the Executive Director Human Resources & Employer/Employee Relations in consultation with CSEA. For the purposes of calculating months of service, the date of employment shall be considered the first day of the month employed if the starting date is the first (1st) through fifteenth (15th), or the first day of the following month when the starting date is the sixteenth (16th) through the thirty-first (31st).

ARTICLE 8

PAY AND ALLOWANCES

- 8.13 Distribution of Job Information:** Upon initial employment bargaining unit members shall receive a copy of his/her applicable job description, a specification of the monthly and hourly rates applicable to his/her position, a statement of the duties of the position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, per week, and months per year.
- 8.14 Parking:** Appropriate staff parking shall be provided on campus for \$20.00 per academic year for each classified employee. Effective with the beginning of the 2016/17 academic year, the cost of parking will be increased to \$40.00 per academic year for full-time classified employees and \$20.00 per academic year for part-time classified employees. Unit members may purchase a staff parking permit in accordance with BP-3450 to utilize these areas.
- 8.14.1** Two (2) annual parking passes will be provided for designated CSEA Representatives.
- 8.15 New Classifications:** The District shall submit newly created classifications to a mutually agreed upon classification consultant for review. The consultant's recommendation shall be subject to negotiations to the extent required by law. The range allocation for the new classification shall be effective when established by the Board of Trustees.
- 8.16 Reclassifications:** The District or CSEA, through the District, shall submit any proposed reclassification requests quarterly in January, April, July and October to a mutually agreed upon classification consultant for review. The consultant's recommendation shall be submitted to a committee for negotiations to the extent required by law. The committee shall be composed of the Vice Chancellor of Human Resources & Employer/Employee Relations and/or Executive Director of Human Resources & Employer/Employee Relations; and Chapter 586 represented by the Chapter President and/or Chief Union Steward and the CSEA Labor Representative. Any agreements reached by this committee shall be final.
- 8.17 Salary Review:** The District shall conduct a market based salary survey by a mutually agreeable classification consultant to be conducted in February of every third year, beginning in 2008. The study shall evaluate the relative position of salaries paid to benchmark classifications in relationship to other employers. When performing the labor market study, the consultant shall survey the three other Orange County Community College Districts, major Orange County Private and Public employers, and other California multi-college districts of similar size. The results of the study shall be submitted to the District and CSEA for negotiations.

ARTICLE 9

HEALTH AND WELFARE BENEFITS

- 9.1 District Contribution:** Effective July 1, 2012, the District shall provide up to a maximum contribution equivalent to the rates for the Blue Shield PPO effective in October 2012 for the 2012-2013 plan year for District medical insurance for benefit eligible bargaining unit members and their eligible dependents. For each succeeding fiscal year, the District shall raise its annual maximum contribution by up to 10% over the previous year's District contribution. Any premium increase above 10% over the previous year's District maximum contribution shall be paid by active employees through payroll deduction, provided however that the District contribution shall not drop below the annual cost of the lesser of the HMO or PPO composite rate plan premium.
- 9.2 District Health Plans:** Effective July 1, 2012, or as soon as implementation can be completed, the benefits provided under Article 9.1 above shall be as follows:
- (a) Medical Insurance:**
 - i. PPO Plan: SISC Blue Shield
 - ii. HMO Plan: Blue Shield
 - (b) Dental Insurance:** Delta Dental Enhanced Preferred Plan effective October 1, 2012.
 - (c) Vision Insurance:** Vision Service Plan
 - (d) Long Term Disability:** Prudential
 - (e) Life Insurance:** Prudential
 - (f) Legal Assistance Program:** For the duration of this Agreement, effective on the first day of the month, 30 days following board approval, the District shall pay 100% of the premium for a Legal Assistance Program for benefit eligible bargaining unit members. Coverage provided shall meet the specifications on file with the District.
 - (g) Long Term Care Insurance:** For the duration of this Agreement, effective on the first day of the month, 30 days following board approval, the District shall pay a maximum of \$8.00 per month towards the premium of long term care insurance for benefit eligible bargaining unit members. Coverage provided shall meet the specifications on file with the District.
- 9.2.1** The District shall pay one hundred percent of the premium for vision, dental, long term disability, legal and life insurance as specified in Article 9.2 for employees and their eligible dependents.
- 9.3 Eligibility:** Bargaining unit members who work at least seventy-five (75%) of a full time assignment shall be covered under the programs provided in accordance with Section 9.1 above. Bargaining unit members shall be enrolled in insurance programs on the first of the month following fulfillment of the eligibility requirement.

ARTICLE 9

HEALTH AND WELFARE BENEFITS

9.4 Benefits Administration: CSEA shall have the right to appoint at least one (1) representative to the District-wide committee formed for the purpose of researching and reviewing insurance plans, proposals and benefits in order to insure that quality and cost effectiveness criteria are maintained. The District has the right to select the insurance carrier as long as same coverage is maintained. In the event that the carrier makes a unilateral change to the benefits over which District has no control, the District shall inform the Union. In these circumstances, the District shall not be held financially or otherwise responsible for the change. The Union may reopen negotiations for the limited purpose of bargaining the impact of the change on their members.

9.5 Retiree Benefits: Effective July 1, 2008, bargaining unit members who retire from the District at sixty (60) years of age or older who have been employed in the District for at least ten (10) consecutive years, during which they were health benefit eligible under the terms of this Agreement immediately prior to retirement, shall receive the same District contribution as provided active bargaining unit members under Article 9.1 above, toward health benefits specified under Article 9.2 above, excluding long term disability and life insurance, the legal assistance program and long term care insurance, until age 65 or until the bargaining unit member becomes eligible for Medicare, whichever is sooner. Any premium increase above the District contribution under Article 9.1 above shall be paid by personal check by the retiree in advance for the month of coverage.

9.5.1 Medicare Eligibility and Continuation of Benefits: The District shall provide retired employees who qualify for continuation of benefits under Article 9.5 with the option to purchase at employee expense supplemental medical coverage, provided the retiree has obtained Medicare A and B coverage. Qualifying members must submit proof that they have obtained Medicare A and B. This benefit is subject to the approval of the District Insurance carrier. This shall not be considered a vested right of retirees. The retiree may select from Options A, B or C subject to the conditions set forth herein.

Option A: The current District supplemental medical plan is available to retirees. The cost for the plan to the retired employee shall be the actual cost paid by the District which is to be paid monthly by the retiree in advance to the District. Payment must be received by the 15th of the month prior to the month of coverage. If payment is not received by the first day of the month of coverage the employee shall be dropped from the coverage and unable to participate in the future. The District reserves the right to establish a separate medical insurance pool for retirees who qualify under this section.

ARTICLE 9

HEALTH AND WELFARE BENEFITS

Option B: The CompanionCare/Medicare Supplemental Plan will also be offered to retirees as long as the District is covered by the Self-Insured Schools of California (SISC). This program is directly administered by SISC. Should the District decide to change the program administration from SISC, the District and CSEA will meet to negotiate a similar program under a different administrator.

Option C: Blue Shield 65 Plus Medicare Advantage Plan shall be offered to retirees through an HMO in lieu of Medicare. The same conditions/stipulations apply to Option C as in Option B.

9.5.2 If the retiree has reached the age of Medicare eligibility but a dependent has not reached such age, benefits for the dependent may continue under the following circumstances:

(a) The purchase of such coverage is permitted by the health carrier:

(b) The retiree has purchased Medicare A and B coverage, if eligible to purchase such coverage; and

(c) The retiree pays an amount equal to the cost of the benefit eligible bargaining unit member health benefit package, less the District's cost of the supplemental medical coverage for the retiree. For example, if the cost of the health benefit package for an eligible bargaining unit member is \$1,000 per month, and the District's cost for supplemental insurance for the retiree is \$600 per month, the cost to the retiree for continued dependent health benefits would be \$400 per month. If the retiree is not eligible for Medicare, the retiree shall also pay any penalty, fee or other cost imposed by the insurance carrier.

9.6 General Provisions: All enrollments are subject to carrier restrictions. A District approved employee assistance program may be implemented at no cost to employees.

9.7 Section 125 Flexible Benefits: The District agrees to continue a Section 125 flexible benefit plan to include dependent care and/or medical care reimbursement.

9.8 Supplemental Early Retirement Program: Subject to Board approval, the District will implement a Supplemental Early Retirement Program (SERP) based upon the proposal previously discussed with PARS at the April 3, 2012 negotiation session. This proposal will provide a \$5,000.00 payment through PARS (at the discretion of the applicant) and between 50% and 70% salary payable in increments as presented by the PARS representative. This program will be open through December 31, 2012. There must be a minimum of the following levels for consideration of acceptance:

- A. 50% salary: 26 participants
- B. 60% salary: 33 participants
- C. 70% salary: 45 participants

ARTICLE 10

HOLIDAYS

10.1 Scheduled Holidays: The District agrees to provide all employees in the bargaining unit 19 paid holidays including a winter recess of no fewer than 7 working days.

10.1.1 A calendar committee will be convened each year to provide a recommendation for the 19 days to be designated as paid holidays.

10.2 Additional Holidays: Every day appointed by the President of the United States or Governor of the State of California as provided for in Education Code Section 79020(c) and (d) as a public fast, Thanksgiving, or holiday, or any day declared a holiday under Education Code Section 1318 for classified or academic employees.

10.3 Holidays on Saturday or Sunday:

10.3.1 When a holiday falls on a Saturday, the preceding workday, not a holiday, shall be deemed to be that holiday. Except as provided in Section 10.3.2, when a holiday falls on Sunday, the following workday not a holiday shall be deemed to be that holiday.

10.3.2 The operation of this Section shall not cause any employee to lose any of the holidays clearly indicated in this Article.

ARTICLE 11

VACATIONS

- 11.1 Eligibility:** All employees in the bargaining unit shall earn paid vacation time under this Article. Vacation benefits are earned on a fiscal year basis – July 1 through June 30.
- 11.2 Paid Vacation:** Except as otherwise provided in this Article, paid vacation shall be granted no later than the fiscal year immediately following the fiscal year in which it is earned. Following the completion of six (6) months of service, the employee shall be entitled to use earned paid vacation.
- 11.3 Accumulation:** Subject to Section 11.7 below, vacation time shall be earned and accumulated on a monthly basis in accordance with the following schedules:
- 11.3.1** From the first (1st) month through the fifth (5th) year of service, vacation time shall be earned and accumulated at the rate of one (1) day vacation for each month of service, not to exceed twelve (12) days per fiscal year. Following the completion for the fifth (5th) year of service three (3) days of vacation shall be granted on a one time basis in addition to all other provisions in this Article.
- 11.3.2** Commencing with the sixth (6th) year through the tenth (10th) year of service, vacation time shall be earned and accumulated at the rate of 1.25 days vacation for each month of service not to exceed fifteen (15) days per fiscal year. Following the completion of the tenth (10th) year of service three (3) days of vacation shall be granted on a one time basis in addition to all other provisions in this Article.
- 11.3.3** Commencing with the eleventh (11th) year of service, vacation shall be earned and accumulated at the rate of 1.50 days of vacation for each month of service, not to exceed eighteen (18) days per fiscal year.
- 11.3.4** Commencing with the sixteenth (16th) year of service, twelve (12) month employees shall earn and accumulate vacation at the rate of 1.67 days of vacation for each month of service, not to exceed twenty (20) days per fiscal year.
- 11.3.5 Illustration:**

TWELVE-MONTH EMPLOYEES

1 Month to	5 Years	12	Days Vacation
6 Years through	10 Years	15	Days Vacation
11 Years through	15 Years	18	Days Vacation
16 Years and after		20	Days Vacation

ARTICLE 11

VACATIONS

ELEVEN-MONTH EMPLOYEES

1 Month to	5 Years	11	Days Vacation
6 Years through	10 Years	13.75	Days Vacation
11 Years through	15 Years	16.50	Days Vacation
16 Years and after		18.33	Days Vacation

TEN-MONTH EMPLOYEES

1 Month to	5 Years	10	Days Vacation
6 Years through	10 Years	12.50	Days Vacation
11 Years through	15 Years	15	Days Vacation
16 Years and after		16.67	Days Vacation

- 11.4 Vacation Pay Upon Termination:** When an employee in the bargaining unit, who has completed six (6) months of service, is terminated for any reason, he/she shall be entitled to all vacation pay earned and accumulated up to and including the effective date of the termination. An eligible employee who serves fifty (50) percent or more, but less than seventy-five (75) percent of a month shall be entitled to one-half (1/2) of a month's vacation allowance. An eligible employee who serves at least seventy-five (75) percent of the month shall be entitled to the full vacation allowance for the month. Carry over of earned vacation shall be in accordance with Article 11.7.
- 11.5 Vacation Postponement:** If a bargaining unit employee is unable to take his/her scheduled vacation due to illness or injury, he/she may request that his/her vacation date be changed, and the District shall grant such request in accordance with vacation dates available at that time. The employee may elect to have his/her vacation rescheduled in accordance with the vacation schedule available at that time, or may request to carry over his/her vacation to the following year, subject to Section 11.7.
- 11.6 Vacation Scheduling:** Vacations shall be scheduled at times requested by employees subject to prior approval of the supervisor. A supervisor or designee shall act on a vacation request within a reasonable period of time. The order of approval shall be on a first-come basis. Approval of requests received on the same date for the same vacation days shall be based on a rotational list, initially ranked by hire date. Any supervisor or designee denying a vacation shall, upon the employee's request, communicate with the employee within a reasonable period of time to discuss a potential alternate mutually agreeable vacation period if available.

ARTICLE 11

VACATIONS

- 11.7 Vacation Carry-Over:** Employees may not accumulate and accrue more than one and one-half times their annual vacation accrual as of August 31. Employees' vacation balances exceeding that limit on August 31 shall not earn further vacation leave until they reduce their vacation leave balance to an amount not exceeding that limit. Upon written request by the employee, the immediate supervisor shall provide a copy of the current vacation carry-over balance. Employees shall receive an electronic reminder to check their vacation accrual by April of each year. It is the responsibility of employees to monitor their vacation accrual and to ensure that their vacation balance does not exceed the limit on August 31. If an employee is prevented by District action from taking any vacation accrued in excess of the limit, such excess shall be paid by the District. For uncommon extra-ordinary circumstances, a bargaining unit member may request consideration by the Vice Chancellor of Human Resources & Employer/Employee Relations to extend vacation beyond the accrual limit.
- 11.8 Holidays:** When a holiday falls during the scheduled vacation of any bargaining unit member, such holiday shall not be deducted from the earned vacation of the bargaining unit member.
- 11.9 Interruption of Vacation:** An employee in the bargaining unit shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave, provided the employee supplies notice and supporting information regarding the basis for such interruption or termination.

ARTICLE 12

LEAVES

- 12.1 Bereavement Leave:** Employees shall be granted a leave with full pay in the event of the death of any member of the employee's immediate family. The leave shall be granted for a period of five (5) days if travel exceeds 200 miles within the State of California, or if travel is outside the State of California, or three (3) days under all other circumstances. The immediate family is defined as parent, grandparent, or grandchild of the employee or of the spouse of the employee, and the spouse, legally designated domestic partner, child, son-in-law, daughter-in-law, sibling, brother-in-law, sister-in-law, former spouse, or any relative living in the immediate household of the employee. The Vice Chancellor of Human Resources & Employer/Employee Relations or the Executive Director of Human Resources & Employer/Employee Relations reserves the right to request verification.
- 12.1.1** Personal Necessity Leave can be used to extend bereavement leave.
- 12.2 Jury Duty:** An employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The District shall pay the employee the difference, if any, between the amounts received from jury duty and the employee's regular rate of pay. Any meal, mileage, and/or parking allowance provided the employee for jury duty shall not be considered in the amount received for jury duty. Any day during which any employee in the bargaining unit whose regular shift commences at 11:00 a.m. or after and who is required to serve all or any part of the day on jury duty shall be relieved from work with pay. The employee is to provide documentation of jury duty service.
- 12.3 Military Leave:** An employee shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave.
- 12.4 Sick Leave:**
- 12.4.1 Leave of Absence for Illness or Injury:** An employee, employed five (5) days a week shall be granted twelve (12) days leave of absence for illness or injury, exclusive of all days he/she is not required to render service to the District, with full pay for a fiscal year of service.
- 12.4.2** An employee, employed five (5) days a week, who is employed for less than a full fiscal year is entitled to that proportion of twelve (12) days of absence for illness or injury as the number of months he/she is employed bears to twelve (12).
- 12.4.3** An employee employed less than five (5) days per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days of leave of absence for illness or injury as the number of days he/she is employed per week bears to five (5). When such persons are employed for less than a full fiscal year of service, this Section and Section 12.4.2 shall determine that proportion of leave of absence for illness or injury to which they are entitled.

ARTICLE 12

LEAVES

- 12.4.4** Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.
- 12.4.5** At the beginning of each fiscal year, the full amount of sick leave granted under this Section shall be credited to each employee. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year.
- If employee resigns, retires or terminates, or upon the conclusion of employment, unaccrued sick leave which has been taken shall be reimbursed to the District by deduction from the employee's final pay check. If the final pay check is not sufficient, a repayment schedule shall be agreed to between the employee and the District.
- 12.4.6** Pregnancies and disabilities arising out of pregnancies shall be considered as an illness for the purposes of utilizing sick leave.
- 12.4.7** If an employee does not take the full amount of sick leave allowed in any year under this Section, the amount not taken shall be accumulated from year to year.
- 12.4.8** Any accrued sick leave credit earned by an employee but unused on the date of retirement shall be converted to retirement credit in accordance with the applicable PERS Rules and Regulations.
- 12.4.9** Catastrophic Leave: Unit members are entitled to participate in the catastrophic leave program as defined in Board Policy and Administrative Regulations. Upon request by CSEA, the District shall negotiate the effects of any change in Board Policy 4345 or Administrative Regulation 4345 on Catastrophic Leave made by the Board of Trustees (2012).
- 12.5 Extended Sick Leave:** Each employee in the bargaining unit shall once a year be credited with a total of 100 days extended sick leave in addition to the sick leave provided under Section 12.4.1 of this Article. Each day of extended sick leave provided by this Section shall be compensated at the rate of fifty (50) percent of the employee's regular salary. The paid sick leave provided for under this Section shall be in addition to any other paid leave provided for in this Article and shall be used after the exhaustion of the leaves provided in Sections 12.4 and 12.5. The leave in this Section shall not be accumulative.
- 12.5.1** An employee shall exhaust all unused accrued vacation and compensatory time prior to utilizing the 100-day extended sick leave. For compelling reasons, as determined by the Vice Chancellor of Human Resources & Employer/Employee Relations or Executive Director of Human Resources & Employer/Employee Relations, the employee may utilize extended sick leave prior to exhausting unused vacation time.

ARTICLE 12

LEAVES

12.5.2 In no event shall employees be allowed to combine vacation or compensatory time with 100-day extended sick leave.

12.6 Reemployment List: When all available paid leaves of absence have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person shall be placed on a reemployment list for a period of thirty-nine (39) months. When available, during the thirty-nine (39) month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates, except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with seniority.

An employee who has been placed on a reemployment list, who has been medically released for return to duty, and who fails to accept the offer to return to a vacant position, shall be deemed to have resigned his/her employment.

12.7 Personal Necessity: Accumulated sick leave up to seven (7) days may be used in any school year by the employee in cases of personal necessity, including any of the following: This is effective July 1, 2009.

12.7.1 Death of a member of his/her immediate family when additional leave is required beyond that provided in Article 12, Section 12.1.

12.7.2 Accident, involving his/her person or property, or the person or property of a member of his/her immediate family.

12.7.3 Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.

12.7.4 Serious or critical illness of a member of the immediate family. The illness should be such that it requires the services of a physician, and of such an emergency nature that the immediate presence of the employee is required during the work day.

12.7.5 Such other reasons which cannot be resolved before or after the employee's working hours, is serious in nature, cannot be disregarded, and which requires the employee's immediate attention.

12.7.6 Notification of personal necessity leave shall be made through the appropriate District electronic procedure at least two (2) days in advance to the employee's immediate supervisor. If two (2) days advance notice cannot be given, it shall be given as soon as possible.

ARTICLE 12

LEAVES

- 12.7.7** Personal Necessity Leave shall not be used for convenience, social events, political activities, job actions, or occupational investigations except as provided in Section 17.10.2 relating to layoffs. The Vice Chancellor of Human Resources & Employer/Employee Relations or Executive Director of Human Resources & Employer/Employee Relations may require verification of Personal Necessity Leave upon suspicion of a violation of this section.
- 12.8** A medical statement will be required when an employee is absent for longer than five (5) consecutive working days. The Board of Trustees designees limited to Chancellor, Vice Chancellor, or Director of Human Resources, may require verification from a physician concerning the employee's injury, accident, or illness at any time regardless of the duration of the absence.
- 12.9 Industrial Accident and Illness Leave:** In addition to any other benefits that an employee may be entitled to under the Worker's Compensation laws of the State of California, employees shall be entitled to the following benefits:
- 12.9.1** An employee suffering an injury or illness arising out of and in the course and scope of his/her employment shall be entitled to a leave of up to sixty (60) working days in any one (1) fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.
- 12.9.2** Payment for wages lost on any day shall not, when added to an award granted the employee under the Worker's Compensation laws of the State of California, exceed the normal wage for the day.
- 12.9.3** The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this Section has been exhausted, entitlement to other sick leave, vacation or other paid leave may then be used. If, however, an employee is still receiving temporary disability payments under the Worker's Compensation laws of the State of California at the time of the exhaustion of benefits under this Section, he/she shall be entitled to use only so much of his/her accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.
- 12.9.4** Any employee receiving benefits as a result of an industrial accident or illness shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.

ARTICLE 12

LEAVES

- 12.10 Parental Leave:** An employee who is the natural or adoptive parent of a child may be entitled to an unpaid leave of absence for the purpose of rearing his/her child. A written, signed request by the employee for the leave, specifying the beginning and ending dates of the period of the leave, shall be submitted to the District not less than twenty (20) working days before the commencement date of the leave. If a change in the length of the leave becomes necessary after the date the request has been approved, the change shall only affect the date the employee intends to return to active service. A written, signed statement shall be submitted to the District not less than ten (10) working days before the date the leave is to terminate. In the event a female employee suffers a disability caused by pregnancy or child-birth at a time during which she is not on parental leave, she may submit a request for sick leave and related benefits as are allowed for other temporary disabilities. The request will be considered upon the basis of written statements contained in a supporting report signed by her physician.
- 12.11 General Leaves:** An employee shall have the right to apply for a paid or unpaid leave of absence at any time upon any terms acceptable to the District and an employee.
- 12.11.1** Any employee in the bargaining unit on general leave shall continue to receive their current medical, dental, vision, life and long-term disability insurance benefits for the first three (3) months. After this period, they shall have the option of continuing medical and/or other insurance coverage under the District's plan at their own expense.
- 12.12 Educational Leave:** Employees shall be entitled to paid time off for educational leave to take classes when their attendance at these classes is mandated by the District.
- 12.13 Convenience Leave:**
- 12.13.1** Employees in paid status throughout the fiscal year not utilizing any sick leave during the fiscal year shall be entitled to two (2) days of non-cumulative paid convenience leave which must be taken by the employee in the following fiscal year.
- 12.13.2** Employees in paid status throughout the fiscal year utilizing no more than two (2) sick leave days during the fiscal year shall be entitled to one (1) day of non-cumulative paid convenience leave which must be taken by the employee in the following fiscal year.

ARTICLE 12

LEAVES

12.13.3 The convenience leave authorized by this Section shall be scheduled subject to the mutual agreement of the supervisor and the employee. Scheduling shall take into consideration other employees' leaves and vacations. Employees shall be entitled to take convenience leave pursuant to Section 12.13 during the fiscal year immediately following the fiscal year in which the convenience leave was earned. It is agreed and understood that this convenience leave does not constitute a form of salary and will not result in any monetary liability to the District or payment to the employee.

12.13.4 The use of authorized personal necessity leave taken during the fiscal year shall not disqualify employees from these provisions.

12.13.5 Convenience Leave Table:

Sick Time Used in One Year

Convenience Leave Earned
for the following Year

None

Two (2) days

Two (2) days or less

One (1) day

12.14 Banked Holiday Leave: Banked Holiday Leave time may be accumulated when a unit member works either part-time or on an alternate work schedule assignment such as 9/80, 36/4 or 4/10 schedule. In these circumstances, when a unit member has a scheduled day off during his/her regular work year that falls on a negotiated holiday, those hours can be accumulated as "Banked Holiday Leave."

- Banked Holiday Leave may be accumulated up to forty (40) hours annually.
- All Banked Holiday Leave in excess of forty (40) hours shall be paid annually on the first payroll of the new fiscal year (August 10 payroll).

ARTICLE 13

TRANSFERS AND REASSIGNMENT

- 13.1 Lateral Transfer Within Current Classification:** An employee may request a lateral transfer to an open position within the employee's current permanent classification. Experience in out-of-classification assignments for a minimum of sixty (60) work days within the preceding two (2) year period will qualify an employee to apply for a lateral transfer in that classification. The employee shall provide documentation of such assignments. The open position shall be posted for ten (10) working days at appropriate work locations prior to the commencement of interviews. Eligible employees may apply for the position by filing an appropriate District application with the Office of Human Resources within the time limits specified and will be granted an interview. The District retains the right to hire the most suitable applicant for the position. All applicants shall receive written notice of the selection determination. The transfer under this Section, unless otherwise agreed, will take place within two (2) weeks of Board approval.
- 13.2 Open Position:** When a bargaining unit position has not been filled through a lateral transfer under Section 13.1, or if a vacancy has been created through a lateral transfer, then the open position shall be posted internally at appropriate work locations for not less than ten (10) working days, as well as advertised externally. Any employee in the bargaining unit may apply for the position by filing an appropriate District approved application with the Office of Human Resources within the time limits specified. All qualified bargaining unit members shall be interviewed. All bargaining unit member applicants shall receive written notice of the selection determination.
- 13.3 Notice Contents:** The vacancy announcements for purposes of Sections 13.1 and 13.2 shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned work location, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy. The vacancy announcement for lateral transfer opportunities, Section 13.1, shall also indicate that it is an internal posting only.
- 13.4 Medical Transfers:** The District shall give alternate work for which the employee is qualified when the same is available to an employee who has become medically unable to satisfactorily perform his/her regular duties. After an employee has become medically unable to satisfactorily perform his/her regular duties, the Vice Chancellor, or his/her designee, and the employee shall meet following a request from the employee to determine whether there is work for which the employee is qualified and is physically able to perform. The alternate work may constitute promotion, demotion, or lateral transfer. It is recognized that one (1) or more meetings may need to take place. The opportunity for alternate work shall be made available for a period of up to one (1) year after the employee is medically unable to satisfactorily perform his/her regular duties. If the employee declines alternate work, the District shall have satisfied all of its obligations with regard to alternate work.

ARTICLE 13

TRANSFERS AND REASSIGNMENT

13.5 Disability Accommodations: Each request for reasonable accommodation under applicable disability statutes by a bargaining unit member shall be referred to the District and CSEA for examination on an individual basis.

13.6 District Initiated Transfer:

13.6.1 Temporary Transfer: In the event an employee is temporarily assigned to work in a work location other than the employee's normal work site for a period in excess of five (5) working days, the employee shall be granted, upon written request, the opportunity for a personal conference with the employee's current immediate supervisor and/or a representative from the Office of Human Resources. A temporary transfer in excess of twenty (20) working days shall be processed in accordance with Section 13.6.2.

13.6.2 District Initiated Transfer: Employees may be transferred for non-disciplinary reasons under this Article when it is in the best interest of the District. Transfer is a movement from one (1) location or operating unit to another within the South Orange County Community College District and within the employee's same classification. The District agrees that it shall seek voluntary transfers prior to requiring an involuntary transfer by posting notice for seven (7) working days on the Human Resources website. The District shall not be arbitrary, capricious, or discriminatory in the application of District initiated transfers. The District shall give twenty (20) working days' notice to affected employees before initiating a District transfer. By mutual agreement between the District and the employee, notice time can be less than twenty (20) working days. The employee shall be granted, upon written request, the opportunity for a personal conference with the employee's current immediate supervisor and/or a representative from the Office of Human Resources.

13.7 Reversion Rights:

13.7.1 An employee who is promoted and fails to complete the required probationary period of six (6) months shall be returned to the classification in which the employee held permanency immediately prior to the promotion. To be eligible: 1) there must be an available, vacant position in the employee's prior classification; or 2) the employee must have greater seniority than the least senior employee serving in that classification. A position is not available and vacant when the position is not being filled due to a hiring freeze.

13.7.2 In the event the returning employee cannot displace an employee in the classification immediately held prior to promotion, the returning employee may displace the least senior employee of the next previously held classification as per Section 13.7.1.

ARTICLE 13

TRANSFERS AND REASSIGNMENT

- 13.7.3** Any employee displaced as a result of the application of this Article shall be entitled to the displacement provisions of Sections 13.7.1 and 13.7.2. It is recognized that this process of bumping may ultimately result in the layoff of an employee. Any such layoff shall be processed in accordance with the provisions of Article 17 of this Agreement.
- 13.7.4** Promoted employees who return to their former or other classifications shall be credited with the time earned in the promoted classification to the position held immediately prior to promotion.
- 13.7.5** Promoted employees who have completed the initial probationary period in any classification shall retain all rights, benefits and burdens of a permanent employee as to any classification in which permanency has been obtained.

ARTICLE 14

GRIEVANCE PROCEDURE

14.1 Definitions:

- 14.1.1** Grievance – a formal written allegation by grievant aggrieved of a violation of a specific Article, Section or provision of this Agreement.
 - 14.1.1.1** “Grievance” as defined in this Agreement, shall be brought only through this procedure.
 - 14.1.1.2** Actions to challenge or change the policies of the District as set forth in law, policies, rules and regulations and procedures not contained within this Agreement, must be undertaken under separate processes.
- 14.1.2** Grievant – any unit employee or the exclusive bargaining representative covered by the terms of this Agreement who is aggrieved.
- 14.1.3** Day – a “day” (for purposes of this Grievance Article) any day on which the central administrative office of the District is regularly open for business.
- 14.1.4** Immediate Supervisor – the immediate supervisor is the first District- designated administrator or classified manager as reflected in the Human Resources organizational plan.

14.2 Time Limits

- 14.2.1** A grievant who fails to comply with the established time limits at any step shall forfeit all rights to process the existing grievance.
- 14.2.2** District failure to respond within established time limits at any step entitles the grievant to proceed to the next step.
- 14.2.3** Time is of the essence in all processing of grievances.
- 14.2.4** Time or procedural steps may be waived at any step by mutual written agreement between the grievant and/or CSEA and the District.

14.3 Other Provisions

- 14.3.1** Unit Employee Rights – No probationary employee may use this grievance procedure in any way to appeal discharge. No employee shall use this grievance procedure to appeal any Board decision if such decision is a result of a State or federal regulatory commission or agency, or State or federal law decision.

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GRIEVANCE PROCEDURE

- 14.3.2** The grievant may be represented by a CSEA Union Steward at all levels of the grievance procedures under 14.4 below, with no loss of pay or benefits to either party.
- 14.3.3** Prior to filing a grievance at Level 1 below, the grievant is encouraged to discuss the grievance with his/her supervisor/manager or designee.
- 14.3.4** Grievance Witnesses: The District shall make available for testimony in connection with the grievance procedure a District employee whose appearance is requested by the grievant or CSEA.
- 14.3.5** Group Grievances: If the grievance involves employees with different immediate supervisors, the grievance may be filed at Step Two.
- 14.3.6** Policy Grievances: If the grievance involves Districtwide interpretation of this Agreement, affecting the entire bargaining unit, the grievance may be submitted by CSEA to the Chancellor or designee.
- 14.3.7** Employee-Process Grievance: An employee covered by this Agreement may present a grievance directly and have such grievance adjusted without intervention of CSEA as long as the adjustment is not inconsistent with the terms of this Agreement. CSEA shall be provided a copy of any grievances filed by employees directly and any responses by the District. Prior to any resolution of any grievance, CSEA shall be provided with a copy of the proposed resolution for review. CSEA shall be given ten (10) days to file a written response to the proposed resolution. Any disagreement concerning whether the settlement is inconsistent with the terms of this Agreement shall be subject to the grievance procedure.
- 14.3.8** Separate Grievance File: All materials concerning an employee's grievance shall be kept in a file separate from the employee's personnel file, which file shall be available for inspection only by the employee, the CSEA Union Steward upon permission by the grievant and those management, supervisory, and confidential employees directly involved in the grievance procedure.

14.4 Procedural Steps

14.4.1 Level I – Immediate Supervisor/Manager or Designee

- 14.4.1.1** Within thirty-five (35) days after the occurrence of the act or omission giving rise to the grievance, the grievant shall present his/her grievance in writing to the immediate supervisor/manager or designee on the District grievance form. The grievance shall contain a clear and concise statement of the grievance, the circumstances involved, the specific Sections of this Agreement alleged to have been violated, the affected employee(s) and the specific remedy sought.

ARTICLE 14
GRIEVANCE PROCEDURE

14.4.1.2 The immediate supervisor, manager, or designee, as applicable, or the grievant may request another conference to discuss the grievance within the above time limits.

14.4.1.3 The immediate supervisor, manager, or designee shall hold a conference with the grievant and communicate a decision to the grievant in writing on the grievance form with ten (10) days of receiving the grievance.

14.4.2 Level II – President or Designee

14.4.2.1 If the grievant is not satisfied with the decision at Level 1, if rendered, the decision may be appealed on the grievance form to the president or designee within ten (10) days.

14.4.2.2 In order to be processed or considered, the appeal shall include copies of the original grievance and decision rendered, if rendered, and reason for appeal.

14.4.2.3 The President, or designee, shall hold a conference with the grievant and communicate the decision to the grievant in writing on the grievance form within ten (10) days of receiving the appeal and forward a copy of the response to CSEA.

14.4.2.4 The President's designee or the Vice Chancellor's designee shall not be any person who has previously ruled on the grievance at any of the previous levels.

14.4.3 Level III – Chancellor or Designee

14.4.3.1 If the grievant is not satisfied with the decision at Level 2, the grievant may appeal the decision on the grievance form to the Chancellor or designee within ten (10) days.

14.4.3.2 The appeal shall include a copy of the original grievance and appeals with decision rendered, and reasons for the appeal.

14.4.3.3 The Chancellor or designee shall communicate the decision in writing to the grievant within fifteen (15) days of receiving the appeal. The Chancellor may hold a conference with the grievant within the above time limits and forward a copy of the response to CSEA.

14.4.3.4 The Chancellor's designee shall not be any person who has previously ruled on the grievance at any previous level.

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GRIEVANCE PROCEDURE

14.4.4 Level IV – Arbitration

14.4.4.1 Where the grievant and CSEA wish to proceed to arbitration, a request shall be made to the Human Resources Office within five (5) days of the receipt of the Chancellor's or designee's decision. Should CSEA and the District be unable to mutually agree on the selection of an arbitrator:

14.4.4.1.1 The Human Resources Office shall request a list of arbitrators from the State Mediation and Conciliation Service.

14.4.4.1.2 Within five (5) days after receipt of the list, a representative of the District and a representative of CSEA shall alternately strike names from the list until only one name remains.

14.4.4.1.3 Upon receiving the request to move the arbitration, the Human Resources Office shall contact the selected arbitrator to schedule a hearing at the earliest convenience of the arbitrator. The parties agree to schedule the arbitration hearing within three (3) months of the request for arbitration.

For the purpose of this Section, the "schedule arbitration" means that the parties will contact the mutually-selected arbitrator and request confirmation of a scheduled date for the arbitrator. Every effort will be made to schedule the arbitration hearing within three (3) months of the request for arbitration. Through mutual agreement, the hearing may be extended beyond the three (3) month period of time.

14.4.4.1.4 Arbitrator expenses, including any per diem fees, actual and necessary travel and subsistence expense, and other fees and expenses shall be shared equally by the parties. Other expenses shall be borne by the party incurring them. Neither party shall be responsible for the expense of witnesses called by the other who are not District employees.

The grievant and the CSEA representative shall be provided reasonable release time to process a grievance without loss of pay or benefits.

ARTICLE 14

GRIEVANCE PROCEDURE

14.4.4.1.5 The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue or issues submitted. If either party so requests, the arbitrator shall specifically rule upon the arbitrability of issues prior to the hearing on the merits of the grievance. If the parties cannot agree upon a statement of the issues to be arbitrated, the arbitrator shall determine the issues by referring to the written grievance and the answers thereto at each step.

14.4.4.1.6 The arbitrator may only render a decision the interpretation of the provision or provisions of this Agreement at issue between the parties. The arbitrator shall have no authority to add to, subtract from, alter, amend, or modify any provisions of this Agreement. The arbitrator shall be without power or authority to make any decision that requires the District or the administration to perform an illegal act.

14.4.4.1.7 After a hearing and after both parties have had an opportunity to make written or oral arguments, the arbitrator shall submit, in writing, to all parties, his or her findings and award. The award of the arbitrator shall be binding on the Board of Trustees unless a court of competent jurisdiction directs otherwise.

14.4.4.2 Arbitrator's Recommendation

14.4.4.2.1 The Board shall adopt the arbitrator's recommendation at its next regular meeting after receipt, providing a minimum of ten (10) days elapse from receipt to the Board meeting.

14.4.4.2.2 The Board may meet with the grievant and representatives to discuss other alternative solutions, if the arbitrator's decision would result in a proven financial hardship for the District. Any meeting to discuss alternative solutions does not release the District from the binding award recommended by the arbitrator unless agreed to in writing by the District and CSEA.

ARTICLE 15

DISCIPLINARY ACTIONS

- 15.1 Permanent Classified Employees:** Permanent classified employees shall only be subject to discipline for cause. Discipline herein shall be defined as dismissal, suspension or demotion. The level of discipline imposed shall be guided by the principles of progressive discipline, beginning with oral counseling, if appropriate. Progressive discipline is the concept of taking increasing corrective action steps, prior to imposing suspension, demotion or dismissal. While a reprimand is not a disciplinary action as defined by the Education Code, it is included under the concept of progressive discipline, in appropriate circumstances. If issued, a written reprimand shall include specific recommendations and directions for improvement.
- 15.2 Disciplinary Actions:** Discipline shall be imposed on employees of the bargaining unit for the following reasons:
- 15.2.1** Incompetency.
 - 15.2.2** Inefficiency.
 - 15.2.3** Insubordination. A refusal to obey some order which a superior officer is entitled to give and have obeyed.
 - 15.2.4** Inattention to or dereliction of duty.
 - 15.2.5** Dishonesty.
 - 15.2.6** Immoral conduct.
 - 15.2.7** Discourteous and/or abusive treatment of public, employees and students.
 - 15.2.8** Any willful failure of good conduct that tends to injure the public service.
 - 15.2.9** Engaging in a political activity during assigned working hours by the employees.
 - 15.2.10** Repeated unreported, and/or unauthorized absence or tardiness.
 - 15.2.11** Unexcused repeated and persistent absences.
 - 15.2.12** The use of fraud, deception, or misrepresentation of material facts in obtaining an appointment.
 - 15.2.13** Conviction of a sex offense as defined in Education Code Section 87010 or a controlled substance offense as defined in Education Code Section 87011.
 - 15.2.14** Willful violation of Board Policies and/or Administrative Regulations.

ARTICLE 15

DISCIPLINARY ACTIONS

- 15.2.15** Use of District e-mail, Internet, mail services equipment, materials and facilities for political purposes as defined in Board Policy and/or Administrative Regulations.
- 15.2.16** Falsifying timesheets and other District records.
- 15.2.17** Unexcused possession of and/or under the influence of alcohol or controlled substances as defined in the California Health and Safety Code during work.
- 15.2.18** Any willful or persistent violation of the provisions of this Agreement.
- 15.3 Probationary Employees:** Probationary employees are subject to disciplinary action including dismissal without the benefit of advance notice or hearing.
- 15.4 Timeliness:** The District shall not initiate any disciplinary action for any cause alleged to have arisen prior to the employee becoming permanent nor for any cause alleged to have arisen more than two (2) years preceding the date of the filing of the notice of intent to impose discipline, unless such cause was concealed or not disclosed by such employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.
- 15.5 Suspension:** Employees may be suspended prior to the Board of Trustees' final decision following a Skelly hearing before the Chancellor or designee. The employee may be suspended without pay following the meeting only if the employee's presence at work could prove injurious, harmful or seriously disruptive to the District or the employee's misconduct causes an actual or reasonable foreseeable risk to the health or safety of students or other employees or loss or damage to District property. Employees charged with a sex, controlled substance, or criminal offense may be suspended pursuant to Education Code Section 88123. If, after a hearing, the suspension is upheld, the Board of Trustees shall determine whether the suspension is with or without pay.
- 15.6 Disciplinary Procedure:** When the District seeks the imposition of any disciplinary action, notice of such discipline shall be made in writing and served in person or by certified mail upon the employee by the Chancellor or designee. The notice shall contain (1) a statement of the specific acts or omissions upon which the disciplinary action is based, (2) a statement of the cause for which disciplinary action is taken, (3) the Education Code, policy, rule, or regulation violation, (4) the penalty proposed, (5) copies of the documentary evidence upon which the disciplinary action is based, and (6) a statement of the employee's right to appeal the proposed disciplinary action to the Board of Trustees by filing a written request for hearing with the Board of Trustees in the Office of the Chancellor within five (5) days of receipt of the notice of disciplinary action. The hearing before the Board of Trustees shall be conducted in accordance with Board Policy 4205. The Board, at its discretion, may delegate the hearing to a third party neutral selected by the Board, whose decision shall be advisory to the Board. The Board's decision shall be final.

ARTICLE 16

SAFETY

- 16.1 Safety Committee:** Each college's safety committee shall include at least one (1) member appointed by CSEA. The committees shall review health, safety, sanitation and working conditions. They should meet not less than every three (3) months and make recommendations to the colleges and district concerning improvements in health, safety, sanitation and working conditions.
- 16.2 No Discrimination:** No employee shall be in any way discriminated against as a result of reporting any condition believed to be a violation of good safety practices.
- 16.3** A Union Steward may accompany a CAL-OSHA representative conducting an on-site walk-around safety inspection of any area, department, division, or other subdivision in fulfillment of the Union Steward's responsibilities.

ARTICLE 17

LAYOFF AND REEMPLOYMENT PROCEDURES

- 17.1 Layoff:** Layoff means termination of employment and includes any reduction in hours, days, or months of employment or assignment to a class or range lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.
- 17.2 Notice of Layoff:**
- 17.2.1** Upon the decision of the District's Board of Trustees to lay off a classified employee, written notice of layoff shall be sent by first class mail to the person's last known address on file in the District's Office of Human Resources or delivered in person to the affected classified employee or employees. Copies of layoff notices shall be sent to CSEA.
 - 17.2.2** When, as a result of the expiration of a specially funded program, classified positions are eliminated at the end of a school year, the employee or employees to be laid off at the end of such school year shall be given written notice on or before April 29, informing them of their layoff effective at the end of the school year and of their displacement rights, if any, and reemployment rights. If the termination date of any specially funded program is other than the end of a school year, such notice shall be given not less than sixty (60) calendar days prior to the effective layoff date.
 - 17.2.3** When, as a result of a reduction or elimination of the service being performed by any department, the employee or employees to be laid off shall be given written notice of layoff not less than sixty (60) calendar days prior to the effective layoff date and shall be informed of their displacement rights, if any, and reemployment rights.
 - 17.2.4** Following receipt of any layoff notice, the CSEA President and CSEA Labor Relations Representative may meet with District representatives to review the notice and order of layoff.
- 17.3 Order of Layoff:** Classified employees within an affected job classification shall be laid off subject to the following provisions:
- 17.3.1** The order of layoff shall be by seniority as defined in this Article.

ARTICLE 17

LAYOFF AND REEMPLOYMENT PROCEDURES

17.3.2 Seniority shall be determined by Board approved hire date within each classification plus higher classifications. Length of service in a lower classification shall not be credited toward seniority in a higher classification. Paid service performed prior to entering into a probationary status in the classified service shall not be credited toward seniority. Time spent on the following authorized leaves of absence shall be included when computing seniority:

- Paid leaves of absence
- Leaves mandated by statute
- Required military leaves of absence

Time spent on all other leaves of absence shall not be credited toward seniority and shall be deducted from the employee's seniority for purposes of determining layoff.

17.3.3 In the case of two (2) or more classified employees with the same seniority, the order of layoff shall be based on the following:

17.3.3.1 Date of first paid service as a probationary employee in the District.

17.3.3.2 By lot.

17.4 Displacement Rights - Demotion in Lieu of Layoff and Bumping Rights:

17.4.1 Permanent employee laid off from the employee's present class may elect to be demoted and bump into a vacant position in the next lowest class in which the employee has greatest seniority considering his/her seniority in the lower class and any higher classes. The employee may continue to bump into vacant positions in lower classes to avoid layoff. To be considered for demotion into a lower vacant position, the employee shall be required to notify the District Office of Human Resources in writing of such election not later than ten (10) working days after receiving the notice of layoff.

17.4.2 To be considered for bumping, which would result in the displacement of a less senior employee in the classification in which the employee subject to layoff has greater combined seniority in the lower and higher classifications, the employee shall be required to notify the District Office of Human Resources in writing of such election not later than ten (10) working days after receiving the notice of layoff.

17.4.3 An employee who has accepted a demotion or bumping rights in lieu of layoff, has the right to be reemployed, in accordance with seniority in the former class, for an additional twenty-four (24) month period after the thirty-nine (39) month reemployment period.

ARTICLE 17

LAYOFF AND REEMPLOYMENT PROCEDURES

- 17.5 Voluntary Reductions in Assigned Time:** The District may elect, in lieu of layoff, to offer reductions in assigned time to classified employees within an affected classification. An employee who elects and receives a reduction in assigned time in lieu of layoff shall, nonetheless, be placed on the thirty-nine (39) month reemployment list, together with an additional twenty-four (24) month period, and shall be eligible to return to this former assigned time in order of seniority.
- 17.6 Return to Former Classification Following Voluntary Demotion or Voluntary Reduction in Hours:** Employees taking voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the employee's option, returned to a position in their former class or to positions with increased assigned time as vacancies become available, within the sixty-three (63) month time limit per Section 17.5 above, except that they shall be ranked in accordance with their seniority on any valid reemployment list.
- 17.7 Retirement in Lieu of Layoff:**
- 17.7.1** Any employee subject to being laid off or who was in fact laid off may elect to accept a service retirement from the Public Employee's Retirement System in accordance with Education Code Section 88015.
- 17.7.2** The employee shall be placed on a thirty-nine (39) month reemployment list in accordance with Section 7 of this Article; however, the employee shall not be eligible for reemployment during such other period of time as may be specified by pertinent Government Code Sections.
- 17.7.3** The District agrees that when an offer of reemployment is made to an eligible person retired under this Article, and the District receives within ten (10) working days a written acceptance offer, the position shall not be filled by any other person, and the retired person shall be allowed sufficient time to terminate his/her retired status.
- 17.7.4** An employee subject to this Section who retires and is eligible for reemployment and who declines an offer of reemployment equal to that from which lay off shall be deemed to be permanently retired.
- 17.7.5** Any employee electing to retire after being placed on a reemployment list shall be retired in lieu of layoff within the meaning of this Section.

ARTICLE 17

LAYOFF AND REEMPLOYMENT PROCEDURES

17.8 Reemployment:

- 17.8.1** A classified employee who is laid off shall be placed on a thirty-nine (39) month employment list and shall have the right to apply for other positions within the District while the employee's name remains on the reemployment list. The employee shall be required to maintain his/her current address on file with the District Office of Human Resources.
- 17.8.2** If, during an employee's eligibility period for reemployment, positions become vacant within a job classification of a laid off employee or employees, the District shall notify, by first class mail addressed to the last known address on file with the Office of Human Resources, such employee or employees offering reemployment in order of seniority.
- 17.8.3** If the employee accepts reemployment, the employee shall report to work within ten (10) working days following notification of reemployment.
- 17.8.4** An employee who receives such notice of reemployment, but who does not accept the offer of reemployment within five (5) working days shall be deemed to have rejected the offer of reemployment. After refusal or non-response to the second consecutive offer of reemployment, the employee's name shall be removed from the thirty-nine (39) month reemployment list including all rights thereto.
- 17.8.5** A classified employee reemployed within thirty-nine (39) months after being laid off shall be fully restored to his/her position with all rights to permanent status. Seniority, benefits, or service credit shall not, however, accrue during the period of layoff.

17.9 Seniority Roster: The District shall maintain an updated seniority roster indicating employee's class seniority, and hire date seniority. Such rosters shall be available to CSEA for review.

17.10 Benefits to Employees Following Layoff:

- 17.10.1** The District shall continue to pay health and welfare benefits at the current rate for all employees laid off and currently receiving benefits for ninety (90) calendar days from the date of layoff.
- 17.10.2** The District shall allow each full time employee subject to layoff who works at least six (6) hours per day with up to twenty-four (24) hours of accrued personal necessity leave for the purpose of seeking future employment. The twenty-four (24) hours shall be in increments not exceeding four (4) hours each.
- 17.10.3** Employees laid off shall be afforded "substitute" employment in any class within the District for which he/she meets minimum qualifications in accordance with seniority as provided for in this Agreement.

ARTICLE 18

EMPLOYEE EXPENSES AND MATERIALS

- 18.1 Safety Equipment:** Should the employment duties of an employee in the bargaining unit require use of any equipment or gear to insure the safety of the employee or others, the District agrees to furnish such equipment or gear and provide appropriate training. It shall be the responsibility of each employee to wear and appropriately use such equipment and gear.
- 18.2 Non-Owned Automobile Insurance:** The District agrees to provide the secondary personal injury and property damage insurance in the event that employees use their personal vehicle on authorized employer business.
- 18.3 Physical Examinations:** The District agrees to provide the full cost of any medical examination required by the District as a condition of employment or continued employment, including but not limited to, the provisions outlined in Education Code Section 88021 or its successor.
- 18.4 Hold Harmless Clause:** Whenever any civil action is brought against an employee or any action or omission arising out of, or in the course of, the duties of that employee, the District agrees to pay the costs of defending such action, including costs of counsel and of appeals, if any, and shall hold harmless from and protect such employee from any financial loss resulting therefrom, insofar as required by law.

ARTICLE 19

SEVERABILITY

- 19.1 Savings Clause:** If during the life of this Agreement there exists any applicable law or any applicable rule, regulation, or order issued by governmental authority other than the District which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provision shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulation, or order shall remain in effect. Any invalidation of a part or portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 19.2 Replacement for Severed Provision:** In the event of suspension or invalidation of any Article or Section of this Agreement, the District and CSEA will meet within thirty (30) days after such determination for the purpose of arriving at satisfactory replacement for such Article or Section.
- 19.3 Past Practices:** Rules, regulations, policies and practices which are in effect at the time of this Agreement that affect the rights and obligations of bargaining unit members shall not be modified without prior consultation with CSEA.

ARTICLE 20

CONCERTED ACTIVITIES

- 20.1** Apart from, and in addition to, existing legal restrictions upon work stoppages, neither bargaining unit members, CSEA, or its officers, officials, agents or representatives, shall incite, encourage or participate in any strike, walkout, slowdown, picketing or other work stoppage of any nature whatsoever, against the District during the life of the Agreement for any cause of dispute whatsoever, including, but not limited to, disputes which are subject to any grievance procedure, disputes concerning matters not mentioned in this Agreement, disputes with other labor organizations, persons or employers, jurisdictional disputes, or compliance with the request of other labor organizations to engage in such activity.
- 20.2** In the event that any of the occurrences prohibited by the preceding paragraph takes place, bargaining unit members, CSEA, and its officers, agents, representatives, and responsible officials, shall immediately and publicly disavow such action as unauthorized and use all power within their authority to end or avert such action at the earliest possible time and bargaining unit members, CSEA and its officers, agents, representatives, and responsible officials shall not honor any picket line set up under any circumstances.
- 20.3** Any employee hereunder engaging in or assisting in any of the activities prohibited by Section 20.1 above shall be subject to discipline or discharge as determined by the District.

ARTICLE 21

NEGOTIATIONS

- 21.1 Notification and Public Notice:** If either party desires to alter or amend this Agreement, it shall, not less than one hundred eighty (180) days prior to the termination date set forth under the Duration Article, provide written notice and a proposal to the other party of said desire and the nature of the amendments and cause the public notice provisions of law to be fulfilled. It is the intent of the parties to fulfill the requirements of Government Code 3543.7. Should the request be made after the above mentioned date, the request to bargain shall not be unduly denied.
- 21.2 Commencement of Negotiations:** Within five (5) days of satisfaction of the public notice requirement, and not later than forty-five (45) days following submission of the proposal, negotiations shall commence at a mutually acceptable time and place for the purpose of considering changes in this Agreement.
- 21.3 Release Time for Negotiations:** CSEA shall have the right to designate five (5) employees, who shall be given reasonable release time to participate in negotiations. Two (2) members of the classified negotiating team, if their work schedules are second or third shift on the day of the negotiations, shall earn release time equivalent to the amount of time spent in scheduled negotiations at the table with the District. This release time will be accumulated and shall be taken at a time mutually acceptable to the employee and the employee's supervisor within twelve (12) months of the date on which it was earned. At the conclusion of each negotiation session between the District and CSEA, the spokespersons for the respective negotiating teams will agree on the amount of earned release time for the two (2) affected employees. For example, if negotiations between the District and CSEA commenced at 9:30 a.m., and ended at 12 noon, the amount of release time would equal 2.5 hours.
- 21.4 Agreement of Parties:** This Agreement contains the agreement of the parties as to all existing matters. It is agreed that the District and CSEA will support the terms of this Agreement during the life of this Agreement and will not seek change or improvement on any matters subject to the meet and negotiation process except by mutual agreement.
- 21.5 Reopener Clause:** This is a three-year agreement with no reopeners except by mutual agreement.

ARTICLE 22

DURATION

- 22.1 Length of Agreement:** The length of this Agreement shall be from July 1, 2015, to June 30, 2018 and shall continue from year to year thereafter unless alteration or amendment is requested in writing in accordance with Article 21.
- 22.2** Except as specified in Article 21.5, the Agreement constitutes the entire agreement between the parties and concludes meeting and negotiating on subjects dealing with hours of employment and other conditions of employment for the term of this Agreement.

ARTICLE 23

DEFINITIONS

- 23.1** “Anniversary date” is the date upon which an employee is granted salary step advancement earned by completion of a required period of service.
- 23.2** “Alternative Work Schedule” is either a 4/10, 9/80 or 36/4 work schedule.
- 4/10 – See Article 7.1.2 of this agreement.
9/80 – A schedule that provides for eight 9 hour and one 8 hour workday within a 10 day period, with the 10th day off. The 10th day can be alternating Mondays or Fridays, as determined by the department.
36/4 – A schedule that provides for four 9 hour workdays and one 4 hour workday in the workweek.
- 23.3** “Classification” is any group of positions sufficiently similar in duties, responsibilities, and authority that the same job title, minimum qualifications, and salary range are appropriate for all positions in a class.
- 23.4** “Classification description” is the description of the duties, responsibilities, minimum qualifications, and authority of positions in a class.
- 23.5** “Demotion” is a change in assignment of an employee from a position in one classification to a position in another classification that is allocated to a lower maximum salary rate.
- 23.6** “Differential” is a salary allowance in addition to the basic rate or schedule based upon hours of employment.
- 23.7** “Discuss” is meeting and exchanging ideas without negotiations.
- 23.8** “Employee” shall mean bargaining unit member.
- 23.9** “Fiscal year” is July 1 through June 30.
- 23.10** “Health and Welfare Benefits” means any form of insurance or similar benefit programs, which may include but not be limited to, medical, hospitalization, surgical, prescription drug, dental, optical, psychiatric, life, or long-term disability.
- 23.11** “Hire date” is the date of first paid service as a regular classified employee.
- 23.12** “Hourly Rate” is determined by dividing the monthly rate provided in the CSEA contract by 168 and the results carried by three (3) decimal places and rounded off.
- 23.13** “Incumbent” is an employee assigned to a position and who is currently serving in or on leave from the position.

ARTICLE 23

DEFINITIONS

- 23.14** “Industrial accident or illness” is an injury or illness arising out of or in the course of employment in the District.
- 23.15** “Location” is defined as any internal operating unit within one of the following: Irvine Valley College, District Services, Saddleback College, and ATEP.
- 23.16** “Longevity” is years of service with the District regardless of change in position.
- 23.17** “Medical Insurance” refers to the existing District medical PPO and HMO programs.
- 23.18** “Notice” means whenever notice is required under this Agreement and no form of notice is otherwise designated, notice to the District shall be by personal delivery to the Office of the Chancellor and notice to CSEA shall be written notice delivered to the President of the local chapter.
- 23.19** “Permanent employee” is a regular employee who successfully completes an initial probationary period, which shall not exceed twelve (12) work months of service beyond the initial date of employment.
- 23.20** “Probationary employee” is a regular employee who will become permanent upon completion of a prescribed probationary period.
- 23.21** “Promotion” is a change in the assignment of an employee from a position in one classification to a vacant position in another classification with a higher maximum salary rate.
- 23.22** “Safety conditions of employment” means any work-related condition affecting the health, safety, or welfare of the employee.
- 23.23** “Salary rate” is a specific amount of money paid for a specific period of service.
- 23.24** “Salary schedule” is a series of salary steps and ranges which comprise the rate of pay for all classifications.
- 23.25** “Salary step” is one of the salary levels within the range of rates for a classification.
- 23.26** “Seniority for Purposes of Layoff” is based upon Board approved hire date within each employee’s classification plus higher classifications.
- 23.27** “Short-term employee” means any person who is employed to perform a service for the District.
- 23.28** “Substitute employee” means any person employed to replace a classified person who is temporarily absent from duty.

ARTICLE 23

DEFINITIONS

- 23.29** “Substitute Rate” shall be computed at step 1 on the salary schedule.
- 23.30** “Transfer” is a move from an employee’s current location, operating unit, or shift to another location within South Orange Community College District within the employee’s same classification.
- 23.31** “Uniforms” means any clothing of a particular color, design, pattern, or style required to be worn by the District shall be considered a uniform.
- 23.32** “Voluntary demotion” is a demotion agreed to in writing by the employee and the District. Upon the completion of which, the service required or similar service, will not be needed on a continuing basis.
- 23.33** “Working hours” means all hours in a paid status.
- 23.34** “Working day” means any day the District Administrative Offices are open for business.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement on the 16th of May 16, 2016.

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

CALIFORNIA SCHOOL
EMPLOYEE ASSOCIATION
CHAPTER 586

Signature on File

Tim Jemal
President, Board of Trustees

Signature on File

Scott Greene
President, CSEA

Signature on File

Gary L. Poertner
Chancellor

Signature on File

Guillermo Santucci
Chief Negotiator/CSEA Labor Rel. Rep.

Signature on File

David P. Bugay
Vice Chancellor, Human Resources
& Employer/Employee Relations

Signature on File

Jan Mastrangelo
Negotiating Team Member

Signature on File

Teddi Lorch
Executive Director, Human Resources
& Employer/Employee Relations

Signature on File

Gerald Doolittle
Negotiating Team Member

Signature on File

Davit Khachatryan
District Director, Fiscal Services

Signature on File

Shanna Moorhouse
Negotiating Team Member

Signature on File

Steven J. Andelson
District Counsel

Signature on File

Vincent Cooper
Negotiating Team Member

APPENDIX A

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

2015-2018 CLASSIFIED SALARY SCHEDULE

SEE DISTRICT WEBSITE.

APPENDIX B

**BARGAINING UNIT CLASSIFICATIONS, SALARY RANGE,
AND LISTING OF POSITION TITLES
July 1, 2015**

SEE DISTRICT WEBSITE

TO: Board of Trustees

FROM: Gary L. Poertner, Chancellor

RE: Saddleback College: Professors of the Year

ACTION: Information

BACKGROUND

The James Hines Teacher of the Year Foundation annually provides substantial awards to Orange County's outstanding classroom teachers. The awards honor teachers who have inspired and enabled students to improve their lives in ways specifically attributed to the teachers. Each year among the honorees is an Orange County community college faculty member currently employed in one of the Orange County community college districts. Nominees for the community college award are selected by the community colleges in Orange County.

STATUS

For the selection process for the community college award, Saddleback College and Irvine Valley College follow the guidelines established by the Orange County Department of Education. A committee to screen nominees was formed at each college by the Saddleback College Associated Student Government and the Associated Students of Irvine Valley College. The committees included administrators, faculty, and students who made the final selection. The names were forwarded to the academic senates at Saddleback College and Irvine Valley College and were approved by the appropriate college senate.

Saddleback College is proud to announce Steve Teh, Division of Mathematics, Science & Engineering, as the 2016 Full-Time Professor of the Year; Jeff Oderlin, Division of Liberal Arts, as the Part-Time Professor of the Year; and Lisa Messenger as the Emeritus Institute Professor of the Year. Because Professor Teh has previously been nominated, he is not eligible for the Orange County Teacher of the Year award. Therefore, Saddleback College has selected Claire Cesareo, Division of Social and Behavioral Sciences, as their nominee for the Orange County Teacher of the Year award.

The nomination will be forwarded to the Orange County Department of Education for the county-wide competition.

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

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>
4/9/16 9:00am	Field Trip/Diley Preserve	Elisabeth Brown	ENV 200 Volunteer Naturalist Training	Dr. Allan Schoenherr	Introduction to Local Plant Communities
4/21/16 7:00pm	VIL 31-1	Elisabeth Brown	ENV 200 Volunteer Naturalist Training	Dr. Allan Schoenherr	Introduction to Local Plant Communities
4/28/16 7:00pm	VIL 31-1	Elisabeth Brown/Dr. Peter Bryant	ENV 200 Volunteer Naturalist Training	Dr. Richard Behl	Basic Geology: Geology of O.C.
4/30/16 9:00am	Field Trip to Local Canyons	Elisabeth Brown/Dr. Peter Bryant	ENV 200 Volunteer Naturalist Training	Dr. Richard Behl	Basic Geology: Geology of O.C.
4/2/16 9:00am	Modjeska Canyon	Elisabeth Brown	ENV 200 Volunteer Naturalist Training	John Gannaway	Techniques for Leading Nature Walks
4/23/16 8:00am	Field Trip/ San Joaquin Marsh	Elisabeth Brown	ENV 200 Volunteer Naturalist Training	Sally Menzel	Beginning Birding: San Joaquin Marsh
5/14/16 9:00am	Field Trip/Muth Center	Dr. Peter Bryant	ENV 200 Volunteer Naturalist Training	Mark Mendez	Early Human Uses for Native Plants & Wildlife
5/12/16 7:00pm	VIL 31-1	Elisabeth Brown	ENV 200 Volunteer Naturalist Training	Trude Hurd	Introduction to Local Wildlife
5/7/16 9:00am	Field Trip/Fremont Canyon	Dr. Peter Bryant	ENV 200 Volunteer Naturalist Training	Dick Newell	Local Mammals, Including Tracking
4/26/16 1:00pm	BGS 339	April Cubbage	SOC 2 Intro to Social Problems	Cynthia Rivas	Incarceration
4/28/16 1:00pm	BGS 339	April Cubbage	SOC 1 Intro to Sociology	Marissa Presley	Domestic Violence
4/20//16 1:30pm	VIL 27-1	Morgan Barrows	ENV 202 Green Living	Greg Stevenson	Composting
5/4/16 1:30pm	VIL 27-1	Morgan Barrows	ENV 202 Green Living	Heather Short	Health and Wellness with Essential Oils
4/29/16 11:00am	SM 205	Pre Medical Club	Pre Medical Club	Laura Buscemi- Beebe	Preventing High-Risk Drinking

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>
5/5/16 3:30 pm	BSTIC 101	John Russo	Business Leader Society Club	Mike Abeyta	Entrepreneurship Joe's Italian Ice
5/5/16 3:30 pm	BSTIC 101	John Russo	Business Leader Society Club	Amy Wenslow	Product Development and Bringing Products to the Marketplace
5/17/16 3:00 pm	BSTIC 104	Stephanie Hoon	MGT 104 Business Communications	Dr. C.J. Valentine	Job Searching from a Human Resources Perspective
5/19/16 12:45 pm	CEC 4	Stephanie Hoon	MGT 104 Business Communications	Dr. C.J. Valentine	Job Searching from a Human Resources Perspective

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 April 30, 2016, total estimated Basic Aid receipts are \$620.4M and total approved projects are \$613.9M as shown in EXHIBIT A. The balance of \$6.5M 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.

There were no changes for the FY 2015-2016 Basic Aid allocation from the April, 2016 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 16, 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							
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
IVC Life Sciences Project (2004)	2,490,000	1,323,367	(1,169,892)				347,345
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
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

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 16, 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
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	907,328			31,800	32,800		842,728
SOCCCD IT Basic Aid Projects (2013)	977,328		-	46,620	38,746	-	891,963
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 New Student Print Solution (2016)	238,921						238,921
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

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
May 16, 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 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
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	57,731,326	5,571,957	1,762,075	3,848,454	9,661,137	13,508,391	23,379,312

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 Pension Rate Stabilization Program (2016)	14,500,000						14,500,000
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	87,238,421	36,966,420	2,731,200	19,401,240	3,970,898	776,174	23,392,489

BASIC AID PROJECT TOTALS	613,940,790	254,217,711	15,040,767	27,810,106	37,475,247	56,987,361	222,409,599
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Commitments	390,693,234	(9,951,045)	70,406,108	54,193,413	45,306,580	63,292,500
Cumulative Commitments	390,693,234	380,742,189	451,148,297	505,341,710	550,648,290	613,940,790
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	613,940,790
Uncommitted Basic Aid Funds	139,737,857	163,998,135	183,076,428	189,389,451	184,061,515	6,421,002

<i>Change from April 2016 Report:</i>	<i>Approved Amount</i>						<i>Commitment Change</i>
Total Change from April 2016 Report	-	-	-	-	-	-	-

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 April 30, 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 April 30, 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	5,904,276	1,787,096	30.27%
State Sources	8600-8699	40,668,609	46,783,838	41,954,071	89.68%
Local Sources	8800-8899	211,271,019	211,261,200	211,795,944	100.25%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		256,312,231	263,949,314	255,537,111	96.81%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		\$ 311,302,191	318,939,274	310,527,071	97.36%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 76,447,234	79,564,024	66,610,263	83.72%
Other Staff Salaries	2000-2999	47,529,117	50,254,190	34,219,969	68.09%
Employee Benefits	3000-3999	42,775,271	43,828,201	33,263,349	75.89%
Supplies & Materials	4000-4999	6,043,484	6,545,081	2,325,758	35.53%
Services & Other Operating	5000-5999	40,832,036	37,180,216	15,898,140	42.76%
Capital Outlay	6000-6999	13,129,549	13,927,611	3,190,950	22.91%
Payments to Students	7500-7699	583,253	1,281,650	1,054,754	82.30%
Total Expenditures		\$ 227,339,944	232,580,973	156,563,183	67.32%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 998,414	3,394,468	3,094,468	91.16%
Basic Aid Transfers Out	7300-7399	57,851,978	61,351,978	58,151,978	94.78%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		58,850,392	64,746,446	61,246,446	94.59%
TOTAL USES OF FUNDS		286,190,336	297,327,419	217,809,629	73.26%
ENDING FUND BALANCE		\$ 25,111,855	21,611,855	92,717,442	
RESERVES					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 9,021,647	5,521,647		
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	21,611,855		

NOTE: As of April 30, 2015 actual revenues to date were **95.72%** and actual expenditures to date were **75.19%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of April 30, 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	99,155,245	95,040,803	95.85%
Restricted Budget Allocation		21,297,930	24,996,493	17,806,505	71.24%
Total Revenue		119,587,665	124,151,738	112,847,308	90.89%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>\$ 131,616,423</u>	<u>136,180,496</u>	<u>124,876,066</u>	91.70%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 48,943,537	50,566,235	40,825,702	80.74%
Other Staff Salaries	2000-2999	24,659,956	25,519,994	16,919,818	66.30%
Employee Benefits	3000-3999	24,467,354	25,187,514	17,501,188	69.48%
Supplies & Materials	4000-4999	4,213,074	4,458,861	1,419,068	31.83%
Services & Other Operating	5000-5999	17,715,943	15,928,997	7,227,525	45.37%
Capital Outlay	6000-6999	8,752,815	9,146,928	1,928,748	21.09%
Payments to Students	7500-7699	313,744	721,967	571,156	79.11%
Total Expenditures		\$ 129,066,423	131,530,496	86,393,205	65.68%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 550,000	2,650,000	2,350,000	88.68%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		550,000	2,650,000	2,350,000	88.68%
TOTAL USES OF FUNDS		<u>129,616,423</u>	<u>134,180,496</u>	<u>88,743,205</u>	66.14%
LOCATION OPERATING BALANCE		<u>\$ 2,000,000</u>	<u>2,000,000</u>	<u>36,132,861</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 2,000,000</u>	<u>2,000,000</u>		

NOTE: As of April 30, 2015 actual revenues to date were **88.88%** and actual expenditures to date were **67.86%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of April 30, 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	59,296,853	57,034,222	96.18%
Restricted Budget Allocation		12,513,815	16,386,206	11,411,828	69.64%
Total Revenue		71,352,565	75,683,059	68,446,050	90.44%
INCOMING TRANSFERS	8980-8989	0	0	0	
TOTAL SOURCES OF FUNDS		<u>76,156,572</u>	<u>80,487,066</u>	<u>73,250,057</u>	91.01%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	26,045,540	27,481,639	24,882,445	90.54%
Other Staff Salaries	2000-2999	15,116,386	16,868,421	11,422,741	67.72%
Employee Benefits	3000-3999	14,227,862	14,552,496	11,229,595	77.17%
Supplies & Materials	4000-4999	1,711,118	1,963,779	847,169	43.14%
Services & Other Operating	5000-5999	13,458,308	13,440,192	4,694,318	34.93%
Capital Outlay	6000-6999	4,129,435	4,422,442	1,126,273	25.47%
Payments to Students	7500-7699	269,509	559,683	483,598	86.41%
Total Expenditures		74,958,158	79,288,652	54,686,139	68.97%
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>79,487,066</u>	<u>54,884,553</u>	69.05%
LOCATION OPERATING BALANCE		<u>1,000,000</u>	<u>1,000,000</u>	<u>18,365,504</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>1,000,000</u>	<u>1,000,000</u>		

NOTE: As of April 30, 2015 actual revenues to date were **92.49%** and actual expenditures to date were **72.08%** 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
May 16, 2016

CAPITAL IMPROVEMENT PLANNING

The decision to design and construct capital improvement projects begins with the Education and Facilities Master Planning (EFMP) process. The last EFMP cycle was complete December 2011 and that report includes an evaluation of education needs that measured planning for facilities to meet current and future needs. The 2011 EFMP report is available at the district website: http://www.socccd.edu/about/about_planning.html. The next EFMP process is scheduled for FY 2016-2017.

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

Project Description: This project is a new three story building of 51,197 assignable square feet (ASF), 81,980 gross square feet (GSF) dedicated to the Sciences programs. The Biology, Chemistry, Marine Science, Geology, Physics and Astronomy programs will all be relocated from the existing Math Science Building. The space vacated within the existing Math Sciences Building will remain inactive until funds are available for a separate capital outlay project that will reconstruct the space into additional mathematics and general instructional classroom space. The new Sciences Building, located adjacent to the Student Services Center, will consist of primarily lab classroom and support space with some lecture classroom space and offices.

Start Preliminary Plans	April 2011	Award Construction Contract	Nov 2013
Start Working Drawings	March 2012	Complete Construction	June 2016
Complete Working Drawings	Jan 2013	Advertise for FF&E	Nov 2015
DSA Final Approval	June 2013	DSA Close Out	Pending

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.

	Original	Revision	Total
Project Budget:	\$52,234,000	\$ 8,308,000	\$67,358,000
District Funding Commitment:	\$15,670,000	\$51,688,000	\$67,358,000

Anticipated State Match:	\$36,564,000	(\$36,564,000)	\$-
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Status: Construction Phase, 97% Complete: Electrical and interior finishes, Site concrete and paving are nearing completion.

In Progress: Interior cabinets and finishes are nearing completion at all three floors. College directed AV changes and access controls. *Install masonry at Observatory storage. Final clean up at third floor. Commissioning and programming electronic card readers, Final planting. Parking slurry and stripe. M & O Training. Punch list.*

Recently Completed: Minor plaster at exterior, interior wall framing, drywall, and painting all three floors is completed. Commissioning process is nearing completion pending final reports.

Focus: AV installation, electronic access control and security cameras. Beginning the close out process with final M&O manuals submittals. Landscaping and irrigation, and the commissioning process. Continuing the punch list process. Complete telescope storage unit construction. *Change order negotiation with steel subcontractor.*

2. SITE IMPROVEMENTS

Project Description: This project includes the southeast campus perimeter and central quad area including associated drainage control and landscaping renovations. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field. The existing practice fields and thrower's park will be converted to a new parking lot connecting existing lots 4A and 5A. Also included is a new site wall and repair to the campus storm water outfall on County of Orange property.

Start Preliminary Plans	March 2014	Award Design/Build Contract	May 2016
Start Working Drawings	June 2016	Complete Construction	April 2019
Complete Working Drwngs	Jan 2017	Advertise for FF&E	N/A
DSA Final Approval	June 2017	DSA Close Out	Pending

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.

	Original	Revision	Total
Project Budget:	\$13,580,000	\$7,945,000	\$21,525,000

District Funding Commitment:	\$13,580,000	\$7,945,000	\$21,525,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$13,580,000	\$7,945,000	\$21,525,000

Status: Bid and Award Phase: Request for Proposal (RFP) released to the three (3) shortlisted Design-Build Teams.

In Progress: *Proposals have been received from the three teams and are being evaluated.*

Recently Completed: *Receipt of design-build proposals*

Focus: Review of final project scope in relation to approved project budget and review of execution timeframe. In light of known budget overage, evaluate process for upcoming interviews with the three proposing teams.

3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

Project Description: This project is a renovated two story building of 29,425 assignable square feet (ASF), 36,601 gross square feet (GSF). The Technology & Applied Sciences building was completed in 1991 and as early as 1992 there were reports of slab distress. This project will consists of replacing the first floor slab with a structural mat slab, upgrade the mechanical, electrical systems, replacing the exterior plaster and reinstallation of mission roof tiles. The project will also include renovations to existing instruction and support space throughout the building for Architecture, Drafting, Environmental Studies, Electronics, Automotive, and graphic Arts programs.

Start Preliminary Plans	July 2005	Award Construction Contract	August 2016
Start Working Drawings	Sept 2011	Complete Construction	March 2018
Complete Working Drwngs	Dec 2013	Advertise for FF&E	Oct 2017
DSA Final Approval	Dec 2014	DSA Close Out	Pending

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.

Original	Revision	Total
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Project Budget:	\$8,755,055	\$8,679,945	\$17,435,000
District Funding Commitment:	\$8,755,055	\$8,679,94	\$17,435,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,956,000	\$15,479,000	\$17,435,000

Status: Bid and Award Phase (On Hold): Constructability review ongoing with architect and District.

In Progress: Revisions submitted to DSA. Development of Request for Qualifications (RFQ) for construction services.

Recently Completed: Review DSA Drawings with TAS departments to address equipment coordination issues uncovered during the move into the Swing Space.

Focus Issue: Construction costs are under review and in alignment with CIC/BAARC annual process. Reviewing the IT design which was completed prior to recent IT changes at the college. Incorporate TAS department review comments when comments align with original project intent.

4. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE PROJECT

Project Description: This project modifies classrooms in the village and adds a new one story building of 10,173 assignable square foot (ASF), 12,000 gross square footage (GSF) transportation/ maintenance building in lot 1 for interim use by the automotive department. The project creates temporary housing for the Architecture, Drafting, Environmental Studies, Electronics, Automotive, and graphic Arts programs during the renovation of the TAS building. The new transportation/ maintenance building will be used by the maintenance department when the TAS Renovation project is complete.

Start Preliminary Plans	May 2012	Award Construction Contract	Feb 2015
Start Working Drawings	Aug 2012	Complete Construction	Mar 2016
Complete Working Drwngs	July 2014	Advertise for FF&E	Sept 2015
DSA Final Approval	Dec 2014	DSA Close Out	Pending

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.

	Original	Revision	Total
Project Budget:	\$5,807,000	\$4,443,000	\$10,250,000
District Funding Commitment:	\$5,807,000	\$4,443,000	\$10,250,000

Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$5,807,000	\$4,443,000	\$10,250,000

Status: Construction Phase: Final completion pending final change negotiation.

In Progress: Occupied

Recently Completed: Installation of safety shunt trip. *Met with department Dean to further evaluate proposed exhaust system and obtain concurrence to move forward with the procurement and installation.*

Focus: Exhaust fan design issues were reviewed on 4/29/2016. Exhaust system options, designed by the architect, *are finalized with manufacturer. Issued purchase order for portable exhaust system.* Negotiate final change items.

5. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

Project Description: This project addresses the Fine Arts complex and will replace existing HVAC units and controls with new energy efficient systems, and result in associated interior improvement, a Performing Arts lobby expansion and a new canopy at the exterior patio.

Start Preliminary Plans	July 2012	Award Construction Contract	Jan 2016
Start Working Drawings	Jan 2014	Complete Construction	Aug 2016
Complete Working Drwngs	Nov 2014	Advertise for FF&E	May 2016
DSA Final Approval	Sept 2015	DSA Close Out	Pending

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.

	Original	Revision	Total
Project Budget:	\$1,000,000	\$6,700,000	\$7,700,000
District Funding Commitment:	\$1,000,000	\$6,700,000	\$7,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,000,000	\$6,700,000	\$7,700,000

Status: Pre-Construction; Contractor is behind schedule for providing submittals putting project completion deadline in jeopardy. Remediation measures and discussions are in

process. *A change to the lobby addition footing design will impact the schedule; analysis underway.*

In Progress: Equipment procurement and site investigations underway.

Recently Completed: Air handler units approved and ordered.

Focus: Construction costs are under review and in alignment with CIC/BAARC annual process. Implement measures to ensure completion date requirements before entering into construction phase.

6. ATHLETICS STADIUM PROJECT

Project Description: The Project includes replace of the existing stadium with a new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and 9-lane running tract. The stadium will remain is its current location.

Start Preliminary Plans	Jan 2015	Award Design/Build Contract	May 2016
Start Working Drawings	June 2016	Complete Construction	Sept 2018
Complete Working Drwngs	Jan 2017	Advertise for FF&E	June 2018
DSA Final Approval	June 2017	DSA Close Out	Pending

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. The college accepted responsibility for budget overage of \$17,500,000.

	Original	Revision	Total
Project Budget:	\$18,000,000	\$17,500,000	\$35,500,000
District Funding Commitment:	\$18,000,000	\$0	\$18,000,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Anticipated College Match:	\$0	\$17,500,000	\$17,500,000
Basic Aid Allocation:	\$18,000,000	\$0	\$18,000,000
Unallocated Amount:			\$17,500,000

Status: Bid and Award Phase: Request for Proposal (RFP) released to three (3) shortlisted Design-Build Teams.

In Progress: *Proposals have been received from the three teams and are being evaluated.*

Recently Completed: *Receipt of design-build proposals.*

Focus: Review of final project scope in relation to approved project budget and review of execution timeframe. In light of known budget overage, evaluate process for upcoming interviews with the three proposing teams.

7. GATEWAY PROJECT

Project Description: This proposed project will construct a new three story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This building, located west of the existing Health/Sciences building, will collocate and expand student services currently dispersed at opposite ends of the campus. In addition, this project will reduce/remove the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drwngs	Pending	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/17/2013 and 6/23/2014. The District revised the funding commitment from 30 to 50 percent of state supportable costs to increase project competitiveness for state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$42,867,000	\$1,612,000	\$44,479,000
District Funding Commitment:	\$12,814,000	\$9,425,500	\$22,239,500
Anticipated State Match:	\$30,053,000	-\$7,813,500	\$22,239,500
Basic Aid Allocation:	\$1,545,115	\$(655,115)	\$890,000
Unallocated Amount:			\$43,589,000

Status: The ballot measure for a 2016 state general obligation bond has been certified for the November 2016 election ballot and voters will have an opportunity to approve a \$9 billion state school bond with \$2 billion allocated to community colleges.

In Progress: *Finalize Initial Project Proposals and Final Project Proposals (one each per college).*

Recently Completed: District and college staff *met* with a planning consultant to ensure this year's state submittal is as competitive as possible.

Focus: Projects statewide compete for funding using an objective, established point allocation system. The Gateway project has been evaluated for state funding since 2008 with no money assigned due to lack of funding. Current enrollments have resulted in

reduced points and the project is less competitive than required to successfully compete for funding in the first round of distribution. Two additional rounds are projected to follow in two successive years.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Project Description: This project provided a new two story building of 31,275 assignable square feet (ASF), 58,625 gross square feet (GSF) dedicated to Performing Arts. It includes a performing arts auditorium with stage, a black box theater, faculty offices, classroom lab space and various support areas for Fine and Applied Arts. The project was complete and occupied in early 2007 using a multiple prime contract delivery method.

Start Preliminary Plans	Dec 2003	Award Construction Contract	Jan 2006
Start Working Drawings	April 2004	Complete Construction	June 2007
Complete Working Drwngs	Dec 2004	Advertise for FF&E	Jan 2007
DSA Final Approval	Aug 2005	DSA Close Out	Pending

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 FY 2003-2004 and FY 2007-2008.

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
District Funding Commitment:	\$16,304,000	\$ 2,837,000	\$19,141,000
Anticipated State Match:	\$14,472,000	\$0	\$14,472,000
Basic Aid Allocation:	\$1,832,000	\$17,309,000	\$19,141,000

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. *Original Architectural firm is re-engaged to address pending items.*

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.

2. LIFE SCIENCES PROJECT

Project Description: This project is a new two story building of 19,584 assignable square feet (ASF) and 30,267 gross square feet (GSF). The Life Science programs were relocated from the A-400 building. The vacated building was demolished to make way for a new facility that will house Liberal Arts programs. The Life Sciences building, located on the south east portion of the Sciences Quad, consist primarily of lab classrooms and support space with some lecture classroom space and offices.

Start Preliminary Plans	Nov 2008	Award Construction Contract	April 2011
Start Working Drawings	April 2010	Complete Construction	March 2014
Complete Working Drwngs	June 2010	Advertise for FF&E	Sept 2013
DSA Final Approval	Dec 2010	DSA Close Out	May 2014

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 with all overage returned to basic aid upon reimbursement.

	Original	Revision	Total
Project Budget:	\$24,861,000	-\$4,371,000	\$20,490,000
District Funding Commitment:	\$ 7,468,000	-\$ 546,000	\$ 6,922,000
Anticipated State Match:	\$17,393,000	-\$3,825,000	\$13,568,000
Basic Aid Allocation:	\$ 1,113,000	\$5,809,000	\$ 6,922,000

Status: Warranty: Final "first year discovery" items to be completed by end of the fiscal year.

In Progress: *Response to bid period questions and issuance of necessary addenda.*

Recently Completed: *Bid advertisement for first year discovery project.*

Focus: Completion of "first year discovery" items. Final closeout of project budget.

3. BARRANCA ENTRANCE

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	Feb 2010	Award Construction Contract	May 2016
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Start Working Drawings	March 2011	Complete Construction	Jan 2017
Complete Working Drwngs	March 2011	Advertise for FF&E	N/A
DSA Final Approval	Dec 2012	DSA Close Out	Pending

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.

	Original	Revision	Total
Project Budget:	\$2,850,000	\$0	\$2,850,000
District Funding Commitment:	\$2,850,000	\$0	\$2,850,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$0	\$2,850,000

Status: Construction Documents: Construction documents have been approved by Division of the State Architect (DSA) and the City of Irvine. Bid documents were advertised March 1, 2016 with *bids received on April 14, 2016*.

In Progress: Review of project bids and preparation of project award.

Recently Completed: *Bids received on April 14, 2016, with recommendation to Board at this May 2016 meeting. RFPs for Testing and Inspection and Project Inspector services are underway.*

Focus: *Complete evaluation of Testing and Inspection and Project Inspector Services proposals.*

4. LIBERAL ARTS BUILDING PROJECT

Project Description: This project is a new two story building of 16,896 assignable square feet (ASF) and 27,787 gross square feet (GSF). The Social & Behavioral Science, Humanities & Languages, and Co-Curricular programs will be relocated from various campus locations. The Liberal Arts building, located at the northwest portion of the "A" quad, consist primarily of classrooms, a few labs and offices and gathering spaces at first and second floor lobby.

Start Preliminary Plans	05/01/2012	Award Construction Contract	07/15/2014
Start Working Drawings	01/22/2013	Complete Construction	06/30/2016
Complete Working Drwngs	12/09/2013	Advertise for FF&E	02/26/2016
DSA Final Approval	06/17/2014	DSA Close Out	08/31/2016

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.

	Original	Revision	Total
Project Budget:	\$3,004,951	\$10,008,949	\$13,013,000
District Funding Commitment:	\$3,004,951	\$10,008,949	\$13,013,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$1,000,000	\$12,013,000	\$13,013,000

Status: Construction Phase: 87% complete. *Contractor's daily activities and schedule information do not coincide. Project team concludes work completion will exceed contractor's projection based on historical performance.*

In Progress: Restroom fixtures, *ceiling tiles, floor covering, and exterior site work* underway. Furniture, fixture and equipment buyout proceeding.

Recently Completed: Received furniture bids, *above ceiling bracing and MEP installation.*

Focus: *Contractor to repair plaster cracks, evaluating concrete cracking at second floor, schedule analysis, Furniture, fixture and equipment procurement.*

Project Start: December 2012	Scheduled Finish: May 2015
Projected Finish: July 2016	DSA Close Out: Pending

5. FINE ARTS PROJECT

Project Description: The proposed project will construct a new complex of three buildings totaling 40,155 assignable square feet (ASF), 57,560 gross square feet (GSF) and will consolidate and expand space for the Fine Arts department. Art, Art History, Music and Dance instruction will be relocated from laboratories currently housed across a number of different buildings on campus. The Fine Arts building, located south west of the existing Performing Arts Center, will include an assembly space, labs and classrooms with some offices. Following occupancy space will be vacated within the B-100, B-300 and A-300 buildings setting the stage for future renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/23/2014. The district revised the funding commitment from 30 to 50 percent of State supportable costs to increase project competitiveness for state funding.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$35,703,000	\$2,053,000	\$37,756,000
District Funding Commitment:	\$10,562,000	\$8,316,000	\$18,878,000
Anticipated State Match:	\$25,141,000	-\$6,263,000	\$18,787,000
Basic Aid Allocation:	\$795,000	-	\$795,000
Unallocated Amount:			\$36,961,000

Status: The ballot measure for a 2016 state general obligation bond has been certified for the November 2016 election ballot and voters will have an opportunity to approve a \$9 billion state school bond with \$2 billion allocated to community colleges.

In Progress: *Finalize Initial Project Proposals and Final Project Proposals (one each per college).*

Recently Completed: District and college staff *met* with a planning consultant to ensure this year's state submittal is as competitive as possible.

Focus: Projects statewide compete for funding using an objective, established point allocation system. The Fine Arts project has been evaluated for state funding since 2006 with no money assigned due to lack of funding. Current enrollments have resulted in reduced points and the project is less competitive than required to successfully compete for funding in the first round of distribution. Two additional rounds are projected to follow in two successive years.

6. PARKING LOT PHASE IA PROJECT AND SOLAR SHADE STRUCTURES

Project Description: This project includes development of a 135,000 square feet of lighted parking lot creating 400 additional parking spaces. The project proposes to include photovoltaic panels supported on parking canopies designed to generate up to one megawatt of solar power. The Photovoltaic System is to be integrated with the campus electrical system and interconnected with the local utility grid.

Start Preliminary Plans	Jan 2017	Award Construction Contract	Aug 2017
Start Working Drawings	Mar 2017	Complete Construction	Mar 2018
Complete Working Drwngs	Apr 2017	Advertise for FF&E	Oct 2017
DSA Final Approval	Jul 2017	DSA Close Out	Jul 2018

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.

	<u>Original</u>	<u>Revision</u>	<u>Total</u>
Project Budget:	\$3,010,000	\$90,000	\$3,100,000

District Funding Commitment:	\$3,010,000	\$90,000	\$3,100,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$90,000	\$3,100,000

Status: Programming and Planning phase: 80% Complete with scope recommendation under consideration and in the CIC/ BAARC process.

In Progress: RFQ&P for Criteria Architect services proposals have been received and *have been evaluated with recommendation forthcoming.*

Recently Completed: *Evaluation of Geotechnical and Criteria Architects' proposals complete.*

Focus: Obtain project consultants, Evaluate prospective Criteria Architects' submittals.

7. HEALTH CENTER/CONCESSIONS PROJECT

Project Description: This project is a new one story building of an estimated 2,553 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building which will free space for renovation to meet the increased counseling requirements. The new Heath Center/ Concession building, located adjacent to athletics fields will consist of student support services, offices, restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$5,200,000	\$0	\$5,200,000
District Funding Commitment:	\$5,200,000	\$0	\$5,200,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$400,000	\$0	\$400,000
Unallocated Amount:	\$4,800,000	\$0	\$4,800,000

Status: Programming and Planning phase: 80% Complete.

In Progress: Project estimate provided to CIC/BAARC for annual process.

Recently Completed: Programming Report and statement of probable cost have been received.

Focus: Proceed to Design Phase pending approval of funding through CIC/BAARC process.

ATEP

1. ATEP DEMOLITION

Project Description: This project is for demolition of the facilities and infrastructure of the former Tustin Marine Corps Air Station is required to facilitate the development of the ATEP site. This project was undertaken in a number of phases, six are complete, with one additional required after the land exchange between the County and SOCCCD is complete. The schedule below reflects the most recently completed phase.

Start Preliminary Plans	Jul 2013	Award Construction Contract	Nov 2014
Start Working Drawings	Jul 2013	Complete Construction	Jul 2015
Complete Working Drawings	Apr 2014	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$6,700,000	\$13,700,000
District Funding Commitment:	\$7,000,000	\$6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$6,700,000	\$13,700,000

Status: 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: Phase Six 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. Complete County land exchange.

2. ATEP - IVC FIRST BUILDING

Project Description: This project is a new two-story 20,249 assignable square feet (ASF), 30,000 gross square feet (GSF) building dedicated to technical and applied sciences and economic development. The automation (HAAS), subtractive and additive 3-D sculpting labs, design model prototyping, electronics, photonics, electrical, engineering computer labs, alternative robotics classes, and the testing center will be located from the existing ATEP classrooms and from the IVC campus with some spaces representing expansion. The space vacated at the ATEP campus will terminate the temporary lease with the City of Tustin. The space vacated at the IVC campus at the A300 and B300 building will become available to meet additional curriculum needs. The new ATEP IVC First Building, located in the north east portion of the ATEP campus, will consist of primarily lab classrooms and support spaces, with some lecture classroom space, offices and student support services. The project includes 50kW of solar electric power and will be a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award Construction Contract	June 2015
Start Working Drawings	July 2015	Complete Construction	Dec 2017
Complete Working Drawings	March 2016	Advertise for FF&E	Aug 2017
DSA Final Approval	Sept 2016	DSA Close Out	Pending

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.

	Original	Revision	Total
Project Budget:	\$22,850,000	\$3,250,000	\$26,100,000
District Funding Commitment:	\$22,850,000	\$3,250,000	\$26,100,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$21,450,000	\$3,250,000	\$24,700,000
Unallocated Amount:	\$ 1,400,000	\$0	\$1,400,000

Status: Construction Documents: 100% Construction Document complete. Review of construction document design comments.

In Progress: Sign offs of DSA submittal documents by project team.

Recently Completed: Submission of project documents to DSA for review.

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.

3. ATEP – UTILITIES AND INFRASTRUCTURE

Project Description: This project is a utilities and infrastructure project required to support construction of the IVC First Building as well as support future development. Utility and infrastructure construction will be phased with phase 1 including the site utility infrastructure, utility laterals to offsite points of connection and development of vehicular, bicycle and pedestrian circulation. This phase 1 utility and infrastructure project will address improvements at the north east and a small central portion of the ATEP campus.

Start Preliminary Plans	Oct 2015	Award Construction Contract	Sep 2016
Start Working Drawings	Nov 2015	Complete Construction	Nov 2017
Complete Working Drawings	Mar 2016	Advertise for FF&E	N/A
DSA Final Approval	Jul 2016	DSA Close Out	Jan 2018

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$7,000,000	\$0	\$7,000,000
District Funding Commitment:	\$7,000,000	\$0	\$7,000,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$0	\$7,000,000

Status: DSA Review: Submitted to DSA on March 3, 2016. DSA accepted plan set and indicated review will begin April 20, 2016.

In Progress: DSA review and development of bid documents. Review and revision of the Sub-Area Master Plan for the utilities infrastructure planning with Irvine Ranch Water District.

Recently Completed: DSA submittal. City of Tustin has completed Bell Avenue design documents.

Focus: Coordinate site work with IVC First Building at ATEP, coordinate with the City of Tustin on Bell Avenue and coordinate with the County during Animal Care Center design.

DISTRICT WIDE

1. 20 YEAR FACILITIES, RENOVATION AND SCHEDULED MAINTENANCE FACILITIES SYSTEM

Project Description: This project is a districtwide facilities condition assessment including building and site assessments and associated cost models for repair costs and a prioritized list of projects. Building assessments were completed in advance of site assessment. Building assessment includes a system level review of all buildings located at the Saddleback and Irvine Valley colleges. Systems include mechanical, electrical, plumbing, elevators, building envelope, and finishes including a detailed analysis of mechanical components. Site assessment includes pavement, fencing and walls, signage, stadiums and playing fields, trees, landscaping, water supply, sanitary sewer system, storm water system, heating and cooling distribution systems, fuel and electrical distribution, communication distribution systems and site lighting.

Kick Off	Jul 2015	Start Report Development	Oct 2015
Start Research/Analysis	Aug 2015	Complete Report Development	Apr 2016
Complete Research/Analysis	Feb 2016	Final Report	May 2016

Budget Narrative: Budget reflects Board action on 6/25/2012, 6/17/2013 and 6/23/2014.

	Original	Revision	Total
Project Budget:	\$732,744	\$396,256	\$1,129,000
District Funding Commitment:	\$732,744	\$396,256	\$1,129,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$732,744	\$396,256	\$1,129,000

Status: Building Assessments and associated report are complete. Site assessments surveys are complete *and draft reports have been received.*

In Progress: *District and College reviews of draft reports are in progress.*

Recently Completed: *Consultant submittal of draft reports.*

Focus: *Development of final reports.*

2. PARKING STUDY

Project Description: This projects analyzes parking issues at both colleges with the outcome resulting in a parking plan for Saddleback College and Irvine Valley College. The analysis from both colleges, will be used to create a Parking Plan at the ATEP site. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	Dec 2015	Start Report Development	Mar 2016
Start Research/Analysis	Jan 2016	Complete Report Development	Apr 2016
Complete Research/Analysis	Mar 2016	Final Report	May 2016

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$200,000	\$0	\$200,000
District Funding Commitment:	\$200,000	\$0	\$200,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$0	\$200,000

Status: Draft Report Phase: Committee reviewed rough draft of parking material and will next be working on the traffic study portion of the report.

In Progress: Report *review by the colleges* and recommendations for final product.

Recently Completed: *The draft report is complete.*

Focus: To assess current parking issues district-wide and establish standards.

3. SUSTAINABILITY STUDY

Project Description: This project develops a Sustainability/Energy Plan to support the colleges' plans for future sustainability/energy projects and to assist with the development of the ATEP site. Additionally, the study will advise the campuses on best practices, help take advantage of programs such as, Savings by Design, and recommend procurement methods for various sustainability projects. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	Pending	Start Report Development	Pending
Start Research/Analysis	Pending	Complete Report Development	Pending
Complete Research/Analysis	Pending	Final Report	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$200,000	\$0	\$200,000
District Funding Commitment:	\$200,000	\$0	\$200,000

Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$0	\$200,000

Status: Project Kick off TBD.

In Progress: *Development of RFQ&P.*

Recently Completed: *Review of the State Chancellor's template sustainability plan and sample plans from other community colleges.*

Focus: To create sustainability standards district wide.

4. ADA TRANSITION PLAN

Project Description: This project includes site accessibility compliance audits to provide the basis for identification, prioritizing, budgeting and implementation of plans to assist the District in developing Americans with Disabilities Act (ADA) Transition Plans. The project includes assessment of barriers to access, summary of costs for remediation, implementation schedules with prioritization and standard drawings for remediation methods. This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	Mar 2016	Start Report Development	May 2016
Start Research/Analysis	Mar 2016	Complete Report Development	Sep 2016
Complete Research/Analysis	Jul 2016	Final Report	Oct 2016

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$400,000	\$	\$400,000
District Funding Commitment:	\$400,000	\$	\$400,000
Anticipated State Match:	\$	\$	\$
Basic Aid Allocation:	\$400,000	\$	\$400,000

Status: Agreement with ADA Consultant has been awarded. Site surveys *and analysis* are underway.

In Progress: *Site survey of Saddleback College is 80% complete and analysis is underway.*

Recently Completed: Site survey of ATEP buildings has been completed.

Focus: Completion of site surveys and barrier assessments at Irvine Valley College, Saddleback College and ATEP.

Project updates for active projects may be viewed at:
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

Notes

- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
 - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
 - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 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: Quarterly Investment Report
ACTION: Information

BACKGROUND

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

STATUS

As of the quarter ending on March 31, 2016, our cash balances were \$274,368,847.62 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 0.67% compared to prior quarter of 0.58%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,108,187.08, and the LAIF investment pool is yielding an average of 0.46% compared to prior quarter of 0.37%.

Both pools are highly liquid, with overnight wire transfers available upon request.



TO: Gary L. Poertner, Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President

DATE: May 5, 2016

SUBJECT: President's Report for the May 16, 2016 Board of Trustees Meeting

Basic Skills and Student Outcomes Transformation Grant

On April 1, Irvine Valley College (IVC) was awarded a \$1.5 million "Basic Skills and Student Outcomes Transformation" grant from the California Community Colleges Chancellor's Office. The winning proposal included three major objectives: 1) to offer an accelerated statistics pathway for math students; 2) to develop a co-requisite basic skills course that will allow students who did not place into transfer-level English to take a support class and the transfer-level class in the same semester; and 3) to appropriately place more students directly into transfer-level math and English coursework through the proper valuation of high school performance information. The overarching goal of the grant is to transform IVC's basic skills coursework so that students are more readily able to complete gatekeeper transfer-level math and English courses in a shorter period of time and thereby increase their completion velocity. The grant distributes the first \$500,000 to the college beginning July 1. Funds are provided for three years and outcome tracking for the grant projects continues for five years through 2021.

IVC Participates in Second Pathways Project Institute

On April 14-16, IVC participated in the second "Pathways Project Institute: Pathway Design I - Mapping Pathways Through the Institution" in Washington, D.C. A delegation consisting of IVC President Glenn Roquemore; Research, Planning and Accreditation Director Craig Hayward; Dean of the School of Business Sciences, Online and Extended Education Cathleen Greiner; History Professor Brittany Adams; Mathematics, Computer Science and Engineering Professor Brent Monte; Associate Professor and Chair of the School of Guidance and Counseling Robert Melendez, and Assistant Professor of Business Sciences John Russo attended. The next institute, which will look at Redesigning Student Intake Systems and Ongoing Academic and Non-Academic Supports is scheduled for October 2-4, 2016.

Solar Decathlon Documentary Screened at Newport Beach Film Festival

On April 24, the Casa del Sol documentary was featured as part of the Newport Beach Film Festival. The film highlights Team Orange County through their journey of designing and building Casa del Sol for the Solar Decathlon competition. President Roquemore attended the screening and participated in a question and answer session following the film.

First GAP4+1 Cohort Established

Twenty-five high school students from Irvine participated in the Fast Fridays program on April 8. These students make up the first cohort of the Guaranteed Accounting Program (GAP4+1). The students will begin classes in Fall 2016.

UCI Recognizes IVC Faculty Members

On May 18, the University of California, Irvine (UCI) will honor IVC Accounting Professor Bennet Tchaikovsky, Mathematics Instructor Sanjai Gupta, Biology Instructor Jeff Kaufmann, Chemistry Instructor Matthew Carlson and Mathematics Instructor Miriam Castroconde at the Educator Recognition Reception. Each year, UCI asks their most academically successful students to name the instructor or counselor at their community college who had the most significant impact on their academic performance and successful transfer to UCI. Each instructor was identified by IVC transfer students who now attend UCI.

IVC Hosts Jazz Picnic

The IVC Music Department and Foundation once again celebrated jazz on Saturday, May 7, beginning at 2 p.m. at the IVC Live Oak Terraces. The afternoon featured the IVC Jazz Ensemble, conducted by Director Dan St. Marseille, as well as the El Dorado High School Jazz Ensemble Number 1, conducted by Eric Samson, and special guest artist, jazz guitarist Frank Potenza of USC Thornton School of Music. Donations were accepted to support IVC music scholarships.

IVC's Iman Khosrowpour Selected as 2016 Guest Conductor for Donald Bren Honors Concert

IVC's symphony orchestra conductor and applied violin and viola faculty was selected as the 2016 guest conductor for the Irvine Public Schools Foundation and Irvine Unified School District's 34th Annual Donald Bren Honors Concert. Khosrowpour will conduct the Honor Orchestra. This will be a homecoming for Khosrowpour since he attended Irvine High School and played in the ensemble in the early 1990's.

Norwegian Educators Spend Week Learning About IVC STEM and CTE Programs

The Science, Technology, Engineering and Mathematics (STEM) and Career Technical Education (CTE) departments welcomed educators from Norway to learn about the STEM and CTE programs IVC offers. IVC faculty welcomed the Norwegian educators into their classrooms to view demonstrations and arranged tours at University of California, Irvine, Precision Optics and Hillview. In addition, the group received a tour of the IVC campus and attended a biotechnology pathway session.

IVC Hosts Life College Seminar

On April 22, IVC hosted the Life College seminar to help educators understand their role in working with young adults with intellectual disabilities as they navigate their transition to the world outside of the K-12 setting. President Roquemore provided welcome remarks; Cathleen Greiner, Dean of the School of Business Sciences, Online and Extended Education shared that the educational component of Life College takes place at ATEP. The year-and-a-half program is designed to guide students with transitional plans and provide them the necessary skills to carry out those plans upon graduation from the program.

Women's Sand Volleyball Win Conference Title

The IVC women's sand volleyball team captured its second straight Orange Empire Conference title. This is the fifth straight conference title for the team since 2012. IVC played as a club team during the first three years of the program. Beach volleyball has been a sanctioned California Community College Athletic Association sport for the past two years.

IVC Forensics Team Clinches 2016 League Title

On April 24, IVC Forensics was awarded the year-long sweepstakes of the Pacific Southwest Collegiate Forensics Association first-place plaque at a league awards ceremony held at Saddleback College. The season sweepstakes award is based on the total points accumulated at the three league tournaments: the fall and spring championships, and the novice championship tournament (also called the cool-off tournament). The league consists of two and four year schools from Southern California and Arizona. There were approximately 100 school entries at the three tournaments. IVC had more victories than all two and four year schools in the league. Thirty-five IVC students competed at the Cool-off Tournament. The team had 135 students compete over the course of the season. Debaters took 12 awards at the debate held April 24 and took the cool-off tournament first-place sweepstakes.

Men's Tennis Win State Champion Title

On April 20, IVC's men's tennis team beat American River College to secure the California Community College Athletic Association state championship. This is the third consecutive state final that the Lasers have competed in, and the second state champion title they have received. The team completed a perfect season, winning their last 16 matches of the season against community college competition.



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 May 18, 2016 Board of Trustees Meeting

Saddleback College looks forward to its commencement ceremony that will be held on the morning of Tuesday, May 24th. The commencement speaker will be Frank Talarico, Jr., president and CEO of Goodwill of Orange County. We are grateful to the faculty, staff, and students who worked tirelessly for what is sure to be another successful commencement, and also thank Chancellor Poertner and our Board of Trustees for serving as our platform party and in various roles during the ceremony.

The Saddleback College Nursing Program honored 53 graduating nursing students in a symbolic candle lighting and pinning ceremony on Tuesday, May 10th at the McKinney Theatre. Each graduate received a time-honored pin, a symbol of a nurse's service to others, and their induction into the nursing profession.

The Saddleback College Foundation's scholarship ceremony was held on Friday, May 13th. Approximately \$700,000 in scholarships was awarded to more than 400 students.

The Saddleback College employee and student recognition awards ceremony was held on Wednesday, May 18th at McKinney Theatre. Recognitions were given to more than 70 individuals, including our professors of the year, innovation and leadership award winners, newly-tenured faculty, classified staff person of the year, student award winners, and many others.

Office of Instruction

Fine Arts and Media Technology

Another busy month of student performances. On May 1st, the Sodalís Piano Quartet performed to a full house in the McKinney Theatre. Our own piano faculty Pennie Foster and her quartet of pianists put on a fun show. The Department of Theatre Arts' production of *A Night of Chekhov* directed by Olivia Trevino, was well received by audiences from April 29th through May 7th in the Studio Theatre. On May 2nd, Joey Sellers' Jazz Combos performed in the McKinney Theatre. On May 6th at 9:00 a.m., Yorgos Kouritas' students performed a free chamber music concert in the McKinney Theatre. Also on May 6th, the Wind Ensemble presented a concert conducted by Yorgos Kouritas. On May 7th, composition students presented a recital of original music at 2:30 p.m. in the McKinney Theatre. On May 9th, speech students performed in the Speech & debate Fundraiser Showcase in the McKinney Theatre. The Annual Juried Student Art Exhibition continued through May 12th at the Saddleback Art Gallery. On May 12th, Saddleback voice, instrumental, piano, and jazz students performed in recital in the McKinney Theatre. On May 13th, chamber music students performed in FA 101. On May 14th at 2:30 pm in FA 101,

Saddleback advanced piano and piano ensemble class presented a free recital. Also on May 14th at 7:30 p.m. the symphony orchestra performed in the McKinney Theatre. On May 15th, a singing celebration with music by Mozart, Puccini, Brahms, and several world premieres was presented by the Saddleback College community chorale and concert choir, student soloists, alumni, and special guests. On May 17th, the Angels for the Arts presented Student Success Showcase featuring student scholarship winners and honoring students completing degrees or transferring. And rounding out the month, KSBR's Birthday Bash was held on the Village Green at Oso Viejo Park in Mission Viejo on May 29th.

Office of Student Services

The Saddleback College VETS Program hosted a VetNet Ally training to aid our staff, faculty, and administration in serving our student veterans. The amazing training on military culture and student veterans in higher education was held on Friday, April 29th from 9:00 am to 1:00 pm in SSC 212. The guest speaker was Dr. Marshall Thomas of California State University, Long Beach, who trains faculty, staff, and administrators throughout the country, including University of Michigan, UCLA, and many more campuses.