



## Meeting of the Board of Trustees

July 18, 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 Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(2 matters)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
  - A. Unrepresented Employee: Acting Chancellor  
Agency Designated Negotiator: Timothy Jemal, Board President
- 1.5 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (4 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 James Wright

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

Led by Trustee Barbara Jay

## 2.4 **Public Comments**

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

## 3.0 **REPORTS**

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

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

## 4.0 **DISCUSSION ITEMS**

### 4.1 **Saddleback College and Irvine Valley College: Student Success for Scorecard for Community Colleges**

A presentation on performance indicators for Saddleback College and Irvine Valley College.

## 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 Regular Meeting held on June 27, 2016.

### 5.2 **SOCCCD: Resolutions**

Gary L. Poertner  
Marian Bergeson

### 5.3 **Irvine Valley College: Forensics Team Activities for the Academic Year 2016-2017**

Approve the participation of the Irvine Valley College Forensics Team and their coaches for the academic year 2016-2017 speech tournament schedule at a total estimated maximum budget not to exceed \$59,100.

### 5.4 **SOCCCD: Irvine Valley College Liberal Arts Project, Audio/Visual Material and Installation, Award of Bid No. 327, ELB US, Inc.**

Award Irvine Valley College, Liberal Arts project, Audio/Visual Material and Installation, Bid No. 327 and ratify the agreement with ELB US, Inc. in the amount of \$100,727.38.

- 5.5 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.6 **Curriculum Revised for the 2016-17 Academic Year**  
Approve the proposed curriculum changes for the 2016-17 academic year at Saddleback College.
- 5.7 **SOCCCD: Saddleback College Storage Buildings Project, Bid No. 2045, Notice of Completion, RT Contractor Corporation**  
Authorize filing the Notice of Completion for the Saddleback College Storage Buildings project to RT Contractor Corporation, for a final contract amount of \$115,138.98.
- 5.8 **SOCCCD: Saddleback College, Donated Equipment**  
Approve the donation of the computers and equipment to the University of California, Irvine.
- 5.9 **SOCCCD: Saddleback College: Student Travel Study Abroad Program to Salamanca, Spain, from February 10, 2017 to April 22, 2017**  
Approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain from February 10, 2017 to April 22, 2017 and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements.
- 5.10 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve trustees' requests for attending conference(s).
- 5.11 **SOCCCD: Agreement for Special Services, Atkinson, Andelson, Loya, Ruud & Romo**  
Approve the special services agreement with Atkinson, Andelson, Loya, Ruud & Romo, effective July 1, 2016 through June 30, 2017.
- 5.12 **SOCCCD: Adopt Resolution No. 16-19: Appropriations Limit for FY 2016-2017 (Gann Limit)**  
Adopt Resolution 16-19 establishing the required State constitutional appropriations limit for FY 2016-2017 for the South Orange County Community College District.
- 5.13 **SOCCCD: May and June 2016 Change Orders / Amendments**  
Ratify the change orders and amendments as listed.

- 5.14 **SOCCCD: Purchase Orders and Checks**  
Ratify the purchase orders and checks as listed.
- 5.15 **SOCCCD: May- June 2016 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: 2017-2018 Academic Calendar**  
Approve the proposed Academic Calendar for 2017-2018.
- 6.2 **Irvine Valley College: Memorandum of Understanding, Irvine Unified School District 2016-2018**  
Approve the Memorandum of Understanding between SOCCCD (Irvine Valley College) and the Irvine Unified School District.
- 6.3 **Irvine Valley College: Memorandum of Understanding, Capistrano Unified School District 2016-2018**  
Approve the Memorandum of Understanding between SOCCCD (Irvine Valley College) and Capistrano Unified School District.
- 6.4 **Irvine Valley College: Memorandum of Understanding, Tustin Unified School District 2016-2018**  
Approve the Memorandum of Understanding between SOCCCD (Irvine Valley College) and the Tustin Unified School District.
- 6.5 **SOCCCD: Saddleback College, Sciences Building Project, Change Order No. 5, C.W. Driver**  
Approve Board Change Order No. 5 and wavier language for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with C.W. Driver resulting in an increase of \$133,876 for a revised contract of \$55,805,572.
- 6.6 **SOCCCD: Saddleback College, Sciences Building Project, Change Order No. 6, C.W. Driver**  
Approve Board Change Order No. 6 for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with the C.W. Driver, resulting in an increase of \$61,347, for a revised contract of \$55,866,919, with a project extension of 108 calendar days and a revised project completion, with fall occupation as planned, and fiscal close out on September 16, 2016.
- 6.7 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Authorize payment to Trustee Wright who was absent from the board meeting on June 27, 2016.



- 6.8 **SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting**  
Authorize payment to Student Trustee Forde who was absent from the board meeting on June 27, 2016.
- 6.9 **SOCCCD: Environmental Consultant Services Pool, Bid No. 334D**  
Approve the eight firms for the SOCCCD Environmental Consultant Services Pool, Bid No. 334D, for no greater than a five year period.
- 6.10 **SOCCCD: Architectural Services Pool, Bid No. 331D**  
Approve the three categories of firms for the SOCCCD Architectural Services Pool, Bid No. 331D for no greater than a five year period.
- 6.11 **SOCCCD: Board Policy Revision: BP-5300 Grade Changes**  
Accept for discussion and approval.
- 6.12 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Resignation/Retirement/Conclusion of Employment.
- 6.13 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Authorization to Extend a Categorical Funded Position, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.
- 6.14 **SOCCCD: Employment Contract, Acting Chancellor, Dr. Debra Fitzimons**  
Approve contract for Acting Chancellor effective July 1, 2016 through December 31, 2016.

## **7.0 REPORTS**

- 7.1 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.2 **SOCCCD: CCCT Student Trustee Member Election – 2016**  
CCCT Student Trustee Member Election Information.
- 7.3 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.4 **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.**

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Student Success Scorecard for the Community Colleges

**ACTION:** Discussion

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### **BACKGROUND**

In its commitment to increase transfer and degree and certificate attainment, the California Community Colleges Board of Governors has established a performance measurement system known as the Student Success Scorecard that tracks student success at all 113 community colleges.

The data available in this scorecard tells how well colleges are doing in remedial instruction, job training programs, retention of students, as well as graduation and completion rates.

### **STATUS**

Exhibit A contains the Student Success Scorecard statewide indicators. Exhibit B is the Saddleback College portion of the report, and Exhibit C is the Irvine Valley College portion of the report. Denice Inciong, District Director of Research, Planning, and Data Management, Dr. Jennifer Klein, Director of Research, Planning and Accreditation, Saddleback College, and Dr. Craig Hayward, Director of Research, Planning and Accreditation, Irvine Valley College, will present additional information on the Student Success Scorecard.



## 2016 Statewide Student Success Scorecard

The California Community Colleges is the largest system of higher education in the nation, with more than 2.3 million duplicated students attending 113 colleges. Our colleges provide students with the knowledge and background necessary to compete in today's economy. With a wide range of educational offerings, the colleges provide workforce training, basic courses in English and math, certificate and degree programs and preparation for transfer to four-year institutions.

### Student Information (2014-2015)

Students			2,317,945	
GENDER		RACE/ETHNICITY		
Female	53.1%	African American	6.7%	
Male	45.8%	American Indian/Alaska Native	0.4%	
Unknown Gender	1.1%	Asian	11.4%	
AGE		Filipino	2.9%	
Under 20 years old	24.9%	Hispanic	41.7%	
20 to 24 years old	32.2%	Pacific Islander	0.4%	
25 to 39 years old	26.8%	White	28.2%	
40 or more years old	16.1%	Two or More Races	3.7%	
Unknown Age	0.0%	Unknown Ethnicity	4.5%	

### Other Information (2014-2015)

Full-Time Equivalent Students	1,133,287.1
Credit Sections	337,685
Non-Credit Sections	29,455
Median Credit Section Size	26
Percentage of Full-Time Faculty	56.1%
Percentage of First-Generation	41.7%*
Student Counseling Ratio	657:1

\* Insufficient data



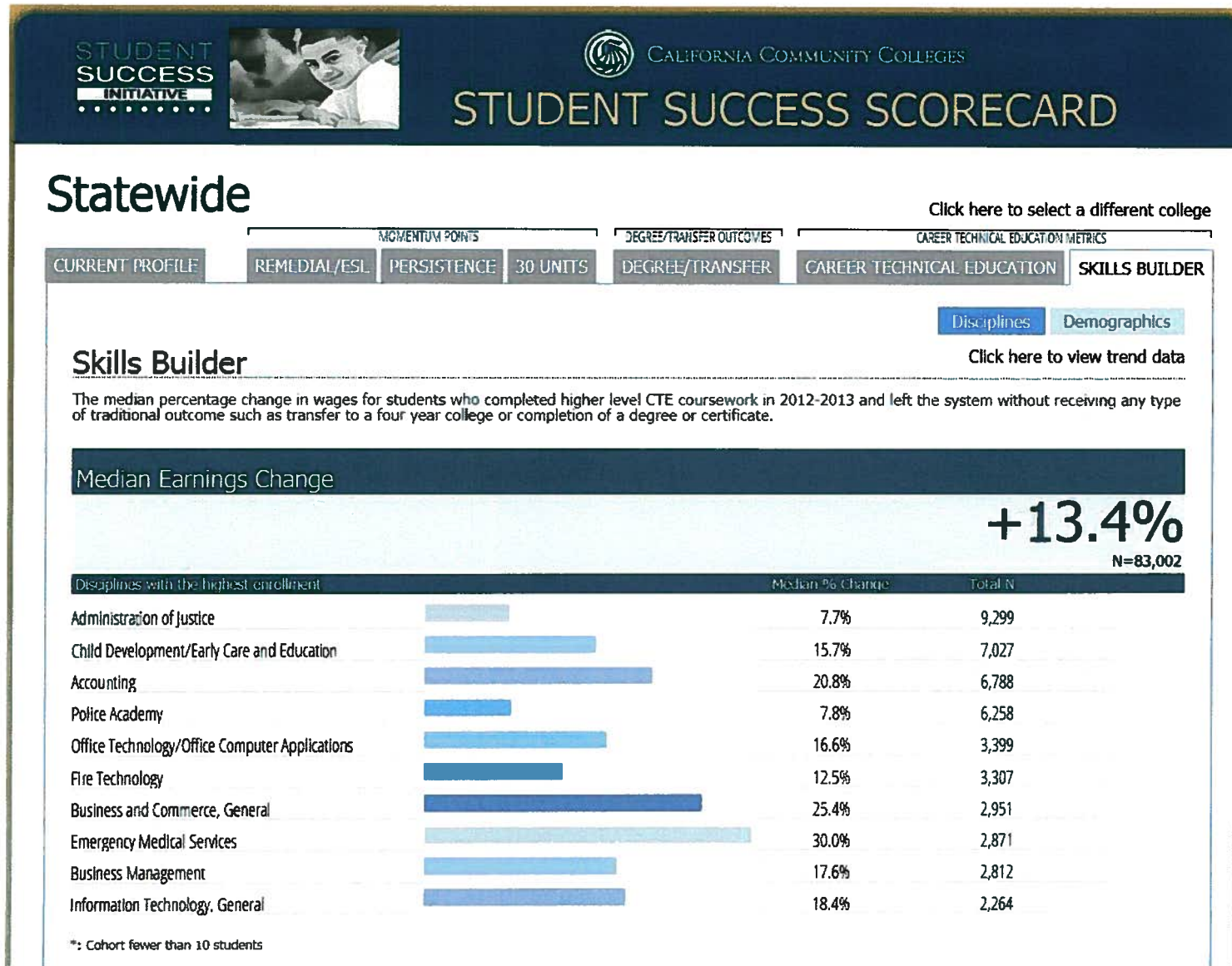


## 2016 Statewide Student Success Scorecard

Cohort Tracked for Six Years Through 2014-2015	Completion			Persistence			30 Units			Remedial			Career Technical Education	Career Development & College Preparation
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL		
Cohort	70.0%	39.6%	47.1%	75.1%	72.9%	73.4%	73.2%	65.8%	67.6%	32.7%	45.4%	28.6%	51.4%	12.7%
Female	73.3%	41.4%	48.8%	75.8%	73.3%	73.9%	74.2%	67.5%	69.0%	34.5%	48.0%	30.0%	54.6%	13.2%
Male	66.9%	37.7%	45.3%	74.6%	72.4%	73.0%	72.3%	63.9%	66.1%	30.3%	42.5%	26.6%	48.5%	12.1%
Under 20 years old	72.1%	42.3%	50.4%	75.7%	73.9%	74.4%	74.8%	68.0%	69.8%	36.3%	51.5%	47.2%	63.6%	22.1%
20 to 24 years old	57.5%	29.9%	34.9%	70.9%	65.2%	66.3%	63.3%	55.3%	56.7%	29.0%	37.5%	38.5%	54.3%	16.4%
25 to 39 years old	52.6%	30.8%	33.5%	71.1%	70.6%	70.7%	63.6%	59.3%	59.8%	30.8%	37.6%	23.1%	44.3%	10.8%
40 or more years old	50.1%	30.9%	33.2%	72.3%	77.4%	76.7%	55.4%	64.0%	63.0%	26.4%	32.2%	14.4%	38.2%	7.5%
African-American	62.4%	31.9%	35.2%	69.2%	68.1%	68.2%	62.4%	54.4%	55.3%	18.6%	29.6%	22.0%	45.1%	12.6%
American Indian/Alaska Native	66.1%	35.1%	41.4%	74.1%	71.3%	71.9%	73.2%	58.6%	61.6%	29.9%	38.2%	31.6%	49.1%	9.5%
Asian	80.9%	55.3%	64.3%	75.8%	80.9%	79.1%	75.1%	78.4%	77.2%	45.1%	61.7%	37.2%	57.3%	14.7%
Filipino	74.1%	46.6%	53.7%	77.5%	76.7%	76.9%	74.8%	69.9%	71.2%	40.0%	55.1%	33.8%	60.3%	N/A
Hispanic	63.3%	35.1%	39.7%	75.3%	71.7%	72.3%	72.6%	63.5%	65.0%	31.2%	42.6%	19.3%	50.1%	12.3%
Pacific Islander	53.2%	34.2%	38.3%	70.0%	69.7%	69.8%	67.6%	57.8%	59.9%	27.9%	39.3%	19.5%	51.3%	11.4%
White	69.9%	41.8%	51.4%	75.8%	72.6%	73.7%	73.8%	67.0%	69.2%	36.8%	49.5%	32.4%	51.4%	11.3%

# Student Success Scorecard 2016

## Skills Builder







## STUDENT SUCCESS SCORECARD

## Statewide

[Click here to select a different college](#)

CURRENT PROFILE	MOMENTUM POINTS		DEGREE/TRANSFER OUTCOMES	CAREER TECHNICAL EDUCATION METRICS	
	REMEDIAL/ESL	PERSISTENCE	30 UNITS	DEGREE/TRANSFER	CAREER TECHNICAL EDUCATION

[SKILLS BUILDER](#)
[Disciplines](#)
[Demographics](#)

## Skills Builder

[Click here to view trend data](#)

The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

## Median Earnings Change

+13.4%

N=83,002

Gender		Median % Change	Total N
FEMALE		13.4%	36,578
MALE		13.5%	45,560
Age		Median % Change	Total N
Under 20		151.1%	4,297
20-24		53.6%	20,889
25-39		12.0%	35,961
40 OR OVER		2.6%	21,833
Ethnicity/Race		Median % Change	Total N
AFRICAN AMERICAN		10.2%	5,183
AMERICAN INDIAN/ALASKA NATIVE		10.9%	495
ASIAN		19.5%	7,613
FILIPINO		14.1%	2,433
HISPANIC		16.2%	26,794
PACIFIC ISLANDER		9.2%	403
WHITE		11.5%	33,401

N/A: Cohort has no students

\*: Suppressed to protect student privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



## 2016 Saddleback College Student Success Scorecard

Saddleback College, founded in 1968, is in Mission Viejo. The college is the largest and oldest member of the South Orange County Community College District. The college provides a Veterans Education Transition Services (VETS) Center, devoted to helping veterans transition from combat to the classroom.

### Student Information (2014-2015)

Students			36,573	
GENDER		RACE/ETHNICITY		
Female	57.8%	African American	1.8%	
Male	39.9%	American Indian/Alaska Native	0.2%	
Unknown Gender	2.3%	Asian	9.5%	
AGE		Filipino	2.0%	
Under 20 years old	24.2%	Hispanic	21.0%	
20 to 24 years old	29.5%	Pacific Islander	0.3%	
25 to 39 years old	19.0%	White	57.5%	
40 or more years old	27.2%	Two or More Races	4.3%	
Unknown Age	0.0%	Unknown Ethnicity	3.4%	

### Other Information (2014-2015)

Full-Time Equivalent Students	18,176.8
Credit Sections	5,583
Non-Credit Sections	573
Median Credit Section Size	23
Percentage of Full-Time Faculty	49.5%
Percentage of First-Generation	21.7%*
Student Counseling Ratio	1,010:1

\* Insufficient data





## 2016 Saddleback College Student Success Scorecard

Cohort Tracked for Six Years Through 2014-2015	Completion			Persistence			30 Units			Remedial			Career Technical Education	Career Development & College Preparation
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL		
Cohort	71.3%	48.0%	59.0%	78.6%	75.4%	76.9%	80.5%	70.8%	75.4%	34.1%	63.0%	18.8%	52.5%	14.5%
Female	74.0%	47.7%	60.6%	76.9%	75.6%	76.2%	81.3%	70.4%	75.7%	35.5%	64.2%	17.1%	51.9%	11.6%
Male	69.0%	48.1%	57.5%	80.7%	75.4%	77.8%	79.4%	71.2%	74.9%	32.4%	61.8%	24.4%	54.0%	18.7%
Under 20 years old	72.7%	49.3%	60.7%	79.1%	76.7%	77.9%	82.7%	72.7%	77.5%	34.1%	66.0%	28.6%	68.8%	33.3%
20 to 24 years old	57.0%	42.2%	48.1%	73.3%	68.0%	70.1%	58.1%	64.1%	61.7%	30.4%	58.6%	30.8%	55.6%	20.3%
25 to 39 years old	61.1%	34.8%	44.1%	77.8%	65.2%	69.6%	66.7%	54.5%	58.8%	32.2%	57.8%	22.1%	43.3%	13.0%
40 or more years old	61.1%	46.7%	50.8%	77.8%	73.3%	74.6%	66.7%	62.2%	63.5%	47.8%	53.0%	7.0%	40.5%	7.3%
African-American	77.8%	30.0%	38.8%	88.9%	77.5%	79.6%	77.8%	62.5%	65.3%	25.0%	58.5%	N/A	40.0%	33.3%
American Indian/Alaska Native	60.0%	66.7%	62.5%	80.0%	66.7%	75.0%	80.0%	33.3%	62.5%	0.0%	37.5%	N/A	36.4%	N/A
Asian	85.7%	66.7%	76.3%	80.5%	89.3%	84.9%	80.5%	82.7%	81.6%	55.6%	70.7%	23.6%	47.3%	19.4%
Filipino	71.4%	67.6%	69.6%	77.1%	70.6%	73.9%	80.0%	70.6%	75.4%	25.0%	67.4%	0.0%	53.8%	N/A
Hispanic	71.8%	41.1%	53.5%	76.8%	73.4%	74.8%	84.9%	65.6%	73.4%	32.3%	58.6%	5.8%	50.7%	3.1%
Pacific Islander	60.0%	36.4%	43.8%	80.0%	72.7%	75.0%	60.0%	63.6%	62.5%	0.0%	50.0%	N/A	20.0%	N/A
White	70.3%	49.3%	59.8%	79.4%	75.4%	77.4%	78.7%	72.7%	75.7%	35.4%	64.6%	32.5%	54.1%	18.8%



# STUDENT SUCCESS SCORECARD

## Saddleback College

[Click here to select a different college](#)

CURRENT PROFILE

REMEDIAL/ESL

MOMENTUM POINTS

PERSISTENCE

30 UNITS

DEGREE/TRANSFER

DEGREE/TRANSFER OUTCOMES

CAREER TECHNICAL EDUCATION

CAREER TECHNICAL EDUCATION METRICS

SKILLS BUILDER

[Disciplines](#) [Demographics](#)

### Skills Builder

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The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

#### Median Earnings Change

**+17.8%**

N=1,269

Disciplines with the highest enrollment	Median % Change	Total N
Child Development/Early Care and Education	12.3%	166
Real Estate	6.7%	148
Nutrition, Foods, and Culinary Arts	25.2%	109
Software Applications	22.6%	106
Accounting	40.0%	80
Infants and Toddlers	27.8%	74
Health Occupations, General	25.3%	72
Business Administration	72.1%	64
Registered Nursing	110.5%	63
Automotive Technology	7.5%	57

\*\*1: Cohort fewer than 10 students





# STUDENT SUCCESS SCORECARD

## Saddleback College

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CURRENT PROFILE

REMEDIAL/ESL

PERSISTENCE

30 UNITS

DEGREE/TRANSFER

CAREER/TECHNICAL EDUCATION

SKILLS BUILDER

MOMENTUM POINTS

DEGREE/TRANSFER OUTCOMES

CAREER/TECHNICAL EDUCATION METRICS

Disciplines

Demographics

### Skills Builder

[Click here to view trend data](#)

The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

#### Median Earnings Change

**+17.8%**

N=1,269

Gender	Median % Change	Total N
FEMALE	18.8%	774
MALE	17.7%	482
Age	Median % Change	Total N
Under 20	62.0%	60
20-24	74.1%	360
25-39	10.9%	504
40 OR OVER	5.3%	345
Ethnicity/Race	Median % Change	Total N
AFRICAN AMERICAN	-8.5%	21
AMERICAN INDIAN/ALASKA NATIVE	-17.7%	*
ASIAN	47.6%	155
FILIPINO	25.9%	51
HISPANIC	13.9%	248
PACIFIC ISLANDER	12.5%	*
WHITE	14.3%	718

N/A: Cohort has no students

\*: Suppressed to protect student privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



## 2016 Irvine Valley College Student Success Scorecard

Irvine Valley College, established in 1985 in Irvine, is one of two colleges in the South Orange County Community College District, the other being Saddleback College in Mission Viejo. The college offers a full complement of programs, from the more traditional liberal arts and sciences to advanced technologies. The success of the college's many programs is demonstrated by its outstanding transfer and completion rates.

### Student Information (2014-2015)

Students			20,303
GENDER		RACE/ETHNICITY	
Female	52.6%	African American	2.2%
Male	45.3%	American Indian/Alaska Native	0.1%
Unknown Gender	2.1%	Asian	26.4%
AGE		Filipino	2.8%
Under 20 years old	29.4%	Hispanic	22.4%
20 to 24 years old	33.7%	Pacific Islander	0.2%
25 to 39 years old	19.8%	White	38.9%
40 or more years old	17.1%	Two or More Races	4.6%
Unknown Age	0.0%	Unknown Ethnicity	2.4%

### Other Information (2014-2015)

Full-Time Equivalent Students	9,509.9
Credit Sections	3,259
Non-Credit Sections	372
Median Credit Section Size	25
Percentage of Full-Time Faculty	49.5%
Percentage of First-Generation	24.0%
Student Counseling Ratio	619:1

\* Insufficient data





## 2016 Irvine Valley College Student Success Scorecard

Cohort Tracked for Six Years Through 2014-2015	Completion			Persistence			30 Units			Remedial			Career Technical Education
	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Prepared	Unprepared	Overall	Math	English	ESL	
Cohort	78.5%	52.6%	62.1%	71.4%	76.9%	74.9%	75.5%	74.4%	74.8%	39.4%	65.5%	16.3%	48.0%
Female	82.7%	55.2%	65.1%	68.0%	75.7%	72.9%	73.5%	75.9%	75.0%	41.3%	66.6%	16.5%	40.4%
Male	74.8%	50.6%	59.7%	73.9%	78.3%	76.6%	77.1%	72.9%	74.5%	37.0%	64.2%	15.9%	54.9%
Under 20 years old	80.5%	56.2%	65.6%	71.3%	79.3%	76.2%	76.1%	76.6%	76.4%	46.5%	72.2%	60.5%	75.8%
20 to 24 years old	51.7%	40.0%	43.1%	72.4%	65.0%	67.0%	65.5%	68.8%	67.9%	33.4%	49.7%	33.9%	50.8%
25 to 39 years old	70.0%	19.2%	27.4%	80.0%	53.8%	58.1%	70.0%	46.2%	50.0%	33.1%	53.8%	14.7%	33.0%
40 or more years old	16.7%	30.3%	28.2%	66.7%	69.7%	69.2%	66.7%	66.7%	66.7%	31.3%	37.5%	5.2%	28.3%
African-American	87.5%	52.0%	60.6%	75.0%	68.0%	69.7%	75.0%	72.0%	72.7%	33.3%	58.3%	0.0%	36.4%
American Indian/Alaska Native	N/A	0.0%	0.0%	N/A	100.0%	100.0%	N/A	100.0%	100.0%	33.3%	100.0%	N/A	50.0%
Asian	83.8%	65.1%	73.0%	67.6%	82.7%	76.3%	77.8%	81.5%	80.0%	50.9%	73.9%	17.0%	47.7%
Filipino	83.3%	48.5%	60.8%	94.4%	81.8%	86.3%	83.3%	66.7%	72.5%	56.0%	60.7%	0.0%	48.3%
Hispanic	69.8%	43.8%	50.3%	75.6%	80.8%	79.5%	80.2%	73.5%	75.1%	34.3%	58.4%	21.6%	39.7%
Pacific Islander	100.0%	66.7%	75.0%	100.0%	100.0%	100.0%	0.0%	100.0%	75.0%	33.3%	80.0%	100.0%	25.0%
White	76.7%	50.4%	60.6%	76.7%	74.7%	75.5%	75.1%	71.9%	73.1%	39.3%	64.9%	16.8%	51.4%



## STUDENT SUCCESS SCORECARD

## Irvine Valley College

[Click here to select a different college](#)

MOMENTUM POINTS				DEGREE/TRANSFER OUTCOMES		CAREER TECHNICAL EDUCATION METRICS	
CURRENT PROFILE	REMEDIAL/ESL	PERSISTENCE	30 UNITS	DEGREE/TRANSFER	CAREER TECHNICAL EDUCATION	SKILLS BUILDER	

[Disciplines](#)
[Demographics](#)
[Click here to view trend data](#)

## Skills Builder

The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

## Median Earnings Change

+14.5%

N=641

Disciplines with the highest enrollment	Median % Change	Total N
Accounting	26.6%	145
Administration of Justice	9.5%	78
Business Management	20.2%	67
Child Development/Early Care and Education	11.3%	63
Computer Programming	4.3%	58
Tax Studies	17.0%	45
Real Estate	26.6%	37
Graphic Art and Design	42.3%	23
Computer Graphics and Digital Imagery	6.0%	23
Manufacturing and Industrial Technology	2.5%	21

\*: Cohort fewer than 10 students





## STUDENT SUCCESS SCORECARD

## Irvine Valley College

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CURRENT PROFILE	REMEDIAL/ESL	PERSISTENCE	30 UNITS	DEGREE/TRANSFER	CAREER TECHNICAL EDUCATION	SKILLS BUILDER
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Disciplines

Demographics

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## Median Earnings Change

+14.5%

N=641

Gender	Median % Change	Total N
FEMALE	17.2%	303
MALE	11.5%	322
Age	Median % Change	Total N
Under 20	221.2%	23
20-24	39.7%	180
25-39	14.3%	272
40 OR OVER	2.8%	166
Ethnicity/Race	Median % Change	Total N
AFRICAN AMERICAN	8.0%	17
AMERICAN INDIAN/ALASKA NATIVE	-12.4%	*
ASIAN	25.2%	174
FILIPINO	108.8%	22
HISPANIC	8.8%	128
PACIFIC ISLANDER	25.0%	*
WHITE	14.7%	258

N/A: Cohort has no students

\*: Suppressed to protect student privacy.

Note: The sum of subgroup counts may not add up to the total count due to missing demographic information.



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California Community Colleges  
**Student Success Scorecard**  
Irvine Valley College  
&  
Saddleback College

**SOCCCD Board of Trustees' Meeting**  
**July 18, 2016**

Presented by:  
Jennifer Klein, Saddleback College  
Craig Hayward, Irvine Valley College  
Denice Inciong, District Services





# Presentation Overview

- **Accountability Reporting for Community Colleges (ARCC) → Student Success Scorecard**
- **Scorecard Metrics**  
5-year trends for Irvine Valley College, Saddleback & state-wide
- **Summary of Scorecard for each college**
- **Utilization of Scorecard Information**
  - Strategic Planning and Improvement



## **Background**

### **Scorecard: Accountability Framework**

- **AB1417 in 2004**
  - ***Accountability Reporting for Community Colleges (ARCC)*** was the basis upon which the Scorecard was built.
- **4 Tiers of the Accountability Framework**
  1. State of the System
    - Access and completion across entire CCC system
  2. ***Scorecard – core of the framework & focus of today's presentation***
    - ***Measures students' progress and completion***
    - ***Disaggregated by student demographic categories***
  3. Data Mart 2.0 – online at the State Chancellor's Website
    - Ability to drill-down into the scorecard metrics
  4. Data-on-Demand
    - The most detailed level fused by college researchers to download datasets pertaining to each scorecard metric.



## Overview of Scorecard

- Online Scorecard : <http://scorecard.cccco.edu/scorecard.aspx>
- College Profile – descriptive statistics for each college as of 2014-2015
- Six Main Scorecard Metrics - grouped into 2 categories

### *Momentum Points*

1. Remedial Progress Rate for Math, English and ESL
2. Persistence\*
3. 30 Units\*

### *Completion Outcomes*

4. Degree, certificate, transfer, & transfer-prepared attainment\*
5. Completion among Career Technical Education students\*

**New**

### **6. Skills Builders – wage gain for non-completers**

\*These metrics have two sub-categories:

- **College Prepared:** The student's lowest course attempted in Math and/or English was college level
- **Unprepared for College:** The student's lowest course attempted in Math and/or English was remedial level



## *Changes in the Scorecard since last year*

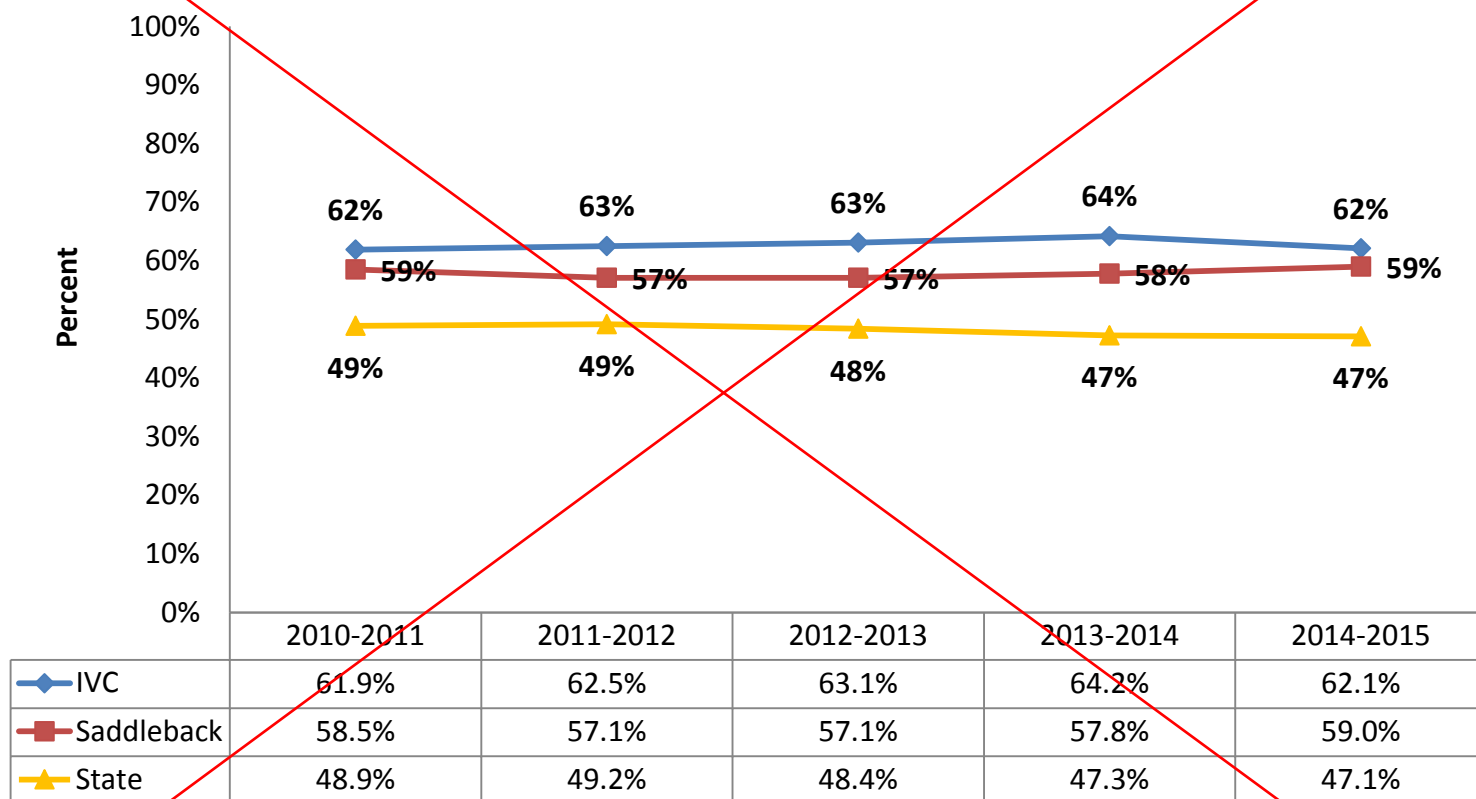
Scorecard	Major Change
<b>New Skills Builder Metric</b>	<p>The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.</p>
	<ul style="list-style-type: none"><li>• <b>Who is a skills-builder?</b><ul style="list-style-type: none"><li>• Workers who are maintain or adding to skill sets</li><li>• Students who do not earn a certificate or degree or transfer</li><li>• Typically take 1-2 CTE courses</li><li>• Most are older students, who have experience in the workforce</li></ul></li></ul>
	<ul style="list-style-type: none"><li>• <b>Skills Builder Cohort Definition</b><ul style="list-style-type: none"><li>• Complete at least one CTE course (of 0.5 units or higher)</li><li>• No longer enrolled after 1 year</li><li>• Did not earn an award or transfer</li></ul></li></ul>
	<ul style="list-style-type: none"><li>• <b>Skills Builder Outcome</b><ul style="list-style-type: none"><li>• Difference in inflation-adjusted wages form 1 year before enrollment to 1 year after</li><li>• % difference between 2 points for every student in cohort</li><li>• Median % increase in earnings</li></ul></li></ul>



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## Overall Completion Rates for Irvine Valley, Saddleback and State



Completion Rate is defined as the percentage of first-time students who earn 6 units and who attempt any Math or English in the first three years that achieve a degree/certificate, transferred to a four-year, or achieved "Transfer Prepared" status (student successfully completed 60 UC/CSU transferable units with a GPA  $\geq$  2.0).

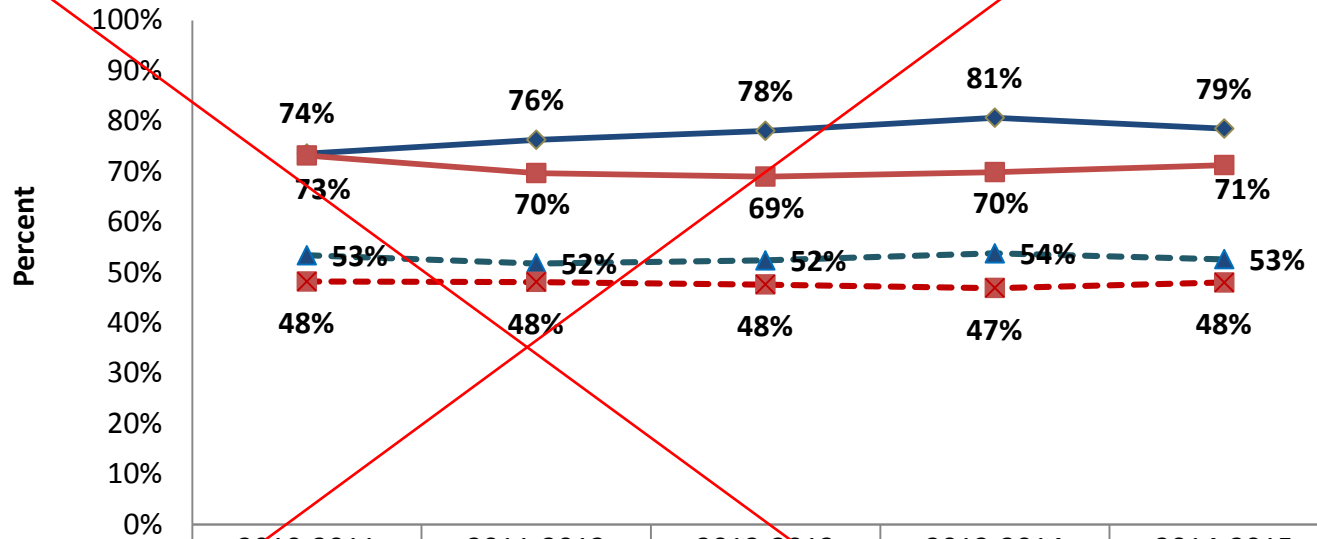
Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



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## Completion Rates for Irvine Valley, Saddleback by Prepared/Unprepared



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
IVC - prepared	73.6%	76.3%	78.1%	80.7%	78.5%
Saddleback - prepared	73.2%	69.7%	69.0%	69.9%	71.3%
IVC - unprepared	53.4%	51.8%	52.4%	53.8%	52.6%
Saddleback - unprepared	48.2%	48.1%	47.6%	46.9%	48.0%

Completion Rate is defined as the percentage of first-time students who earn 6 units and who attempt any Math or English in the first three years that achieve a degree/certificate, transferred to a four-year, or achieved "Transfer Prepared" status (student successfully completed 60 UC/CSU transferable units with a GPA  $\geq$  2.0).

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
<http://scorecard.cccco.edu/scorecard.aspx>, June 2016

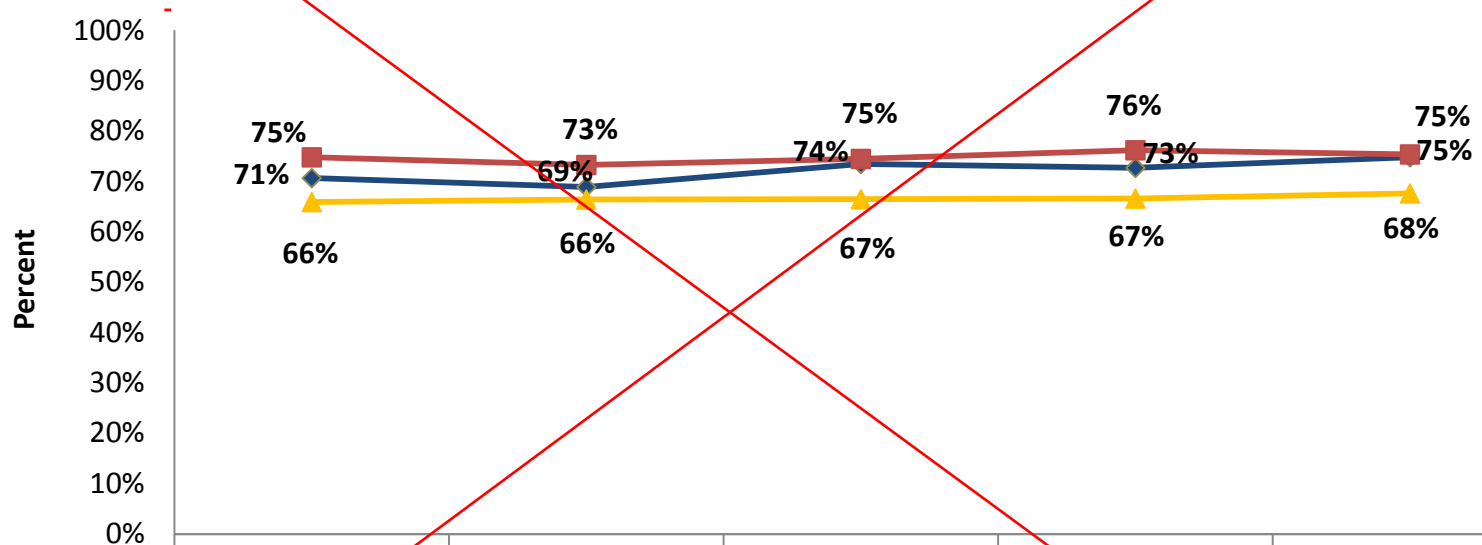




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## Overall 30 Units Rate for Irvine Valley, Saddleback and State



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
IVC	70.7%	68.9%	73.5%	72.7%	74.8%
Saddleback	74.8%	73.3%	74.5%	76.2%	75.4%
State	65.9%	66.4%	66.5%	66.6%	67.6%

30 Units Rate is defined as the percentage of first-time students with minimum of 6 units earned who attempted any Math or English in the first three years and who earned at least 30 units in the CCC system within six years of entry.

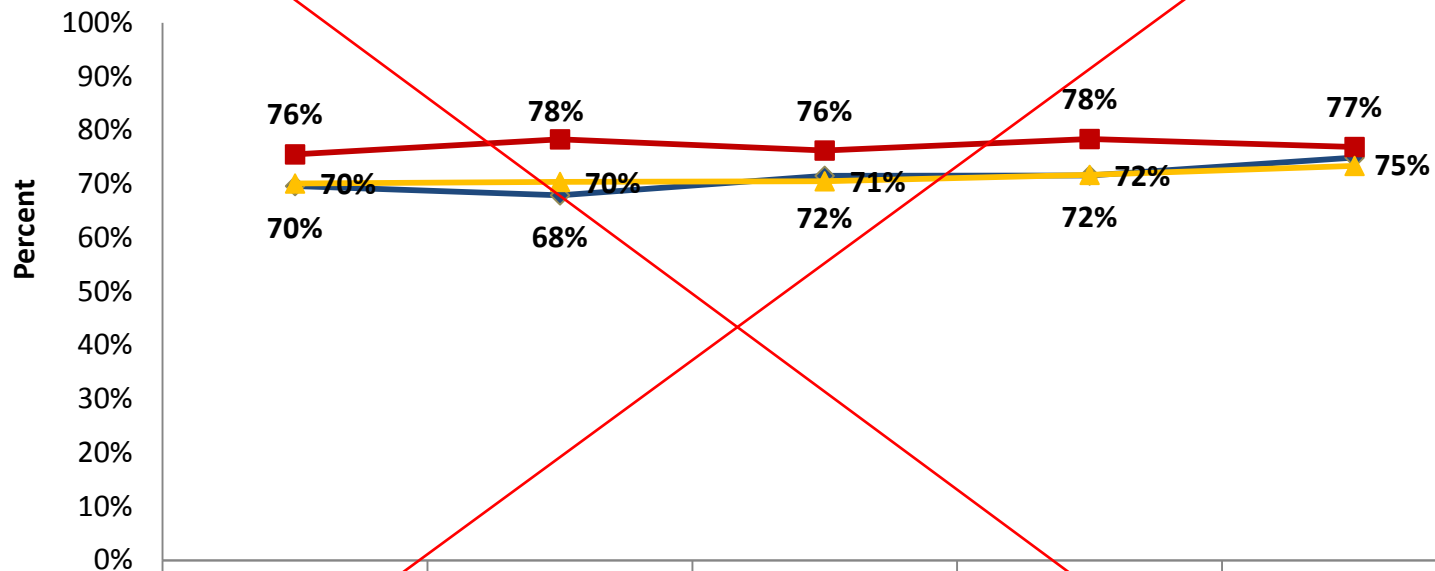
Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



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## Overall Persistence Rates for Irvine Valley, Saddleback and State



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
IVC	69.6%	67.9%	71.5%	71.6%	74.9%
Saddleback	75.5%	78.3%	76.2%	78.4%	76.9%
State	70.1%	70.4%	70.5%	71.7%	73.4%

Persistence Rate is defined as the percentage of degree and/or transfer-seeking students tracked for six years through 2011-12 who enrolled in three primary terms subsequent to their initial CCC enrollment.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



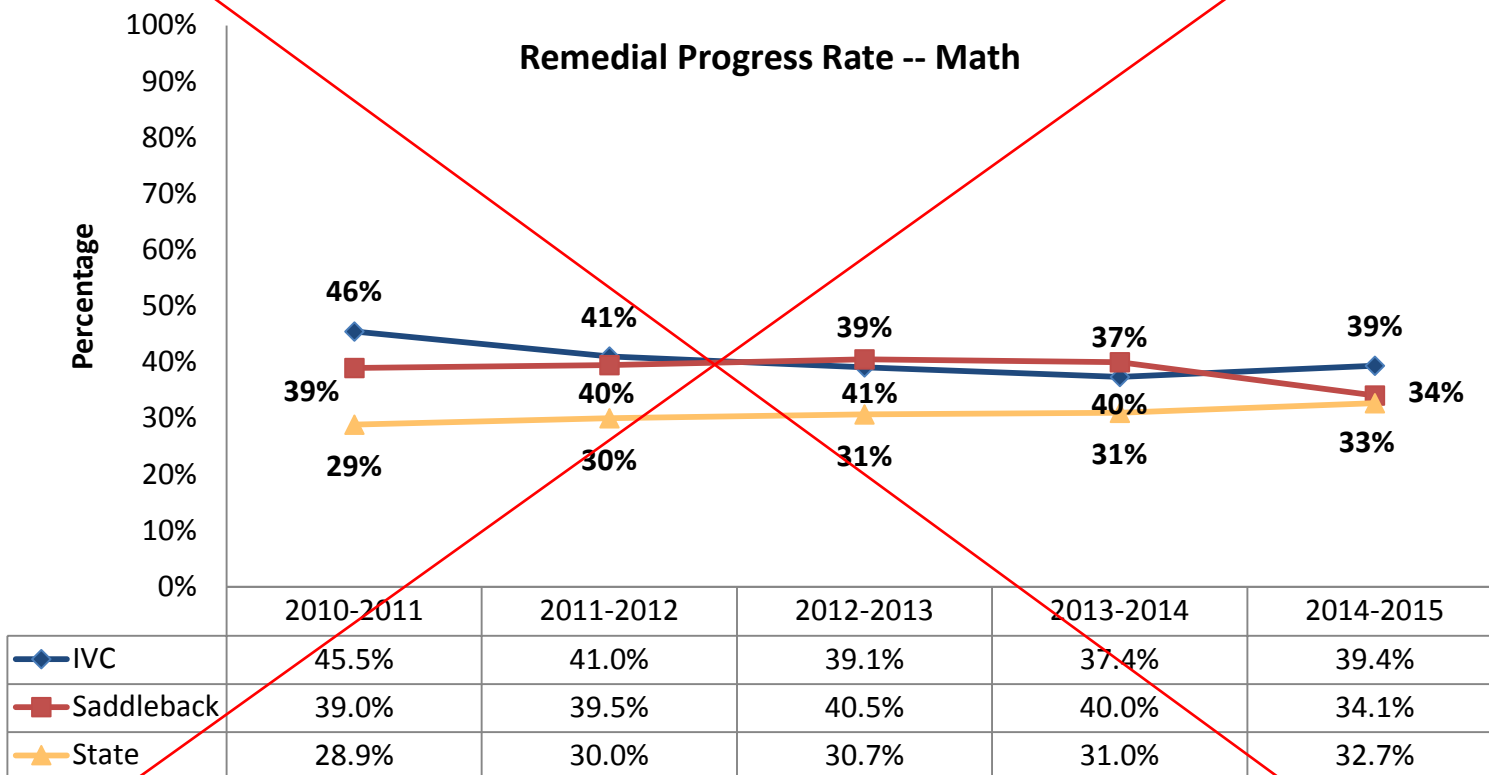


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## Math Remedial Progress Rate for Irvine Valley, Saddleback & State



Remedial progress rate is defined as the percentage of credit students who start out at any level below transfer in English, Math, and /or ESL who successfully complete a college-level course in the same discipline within six years.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016

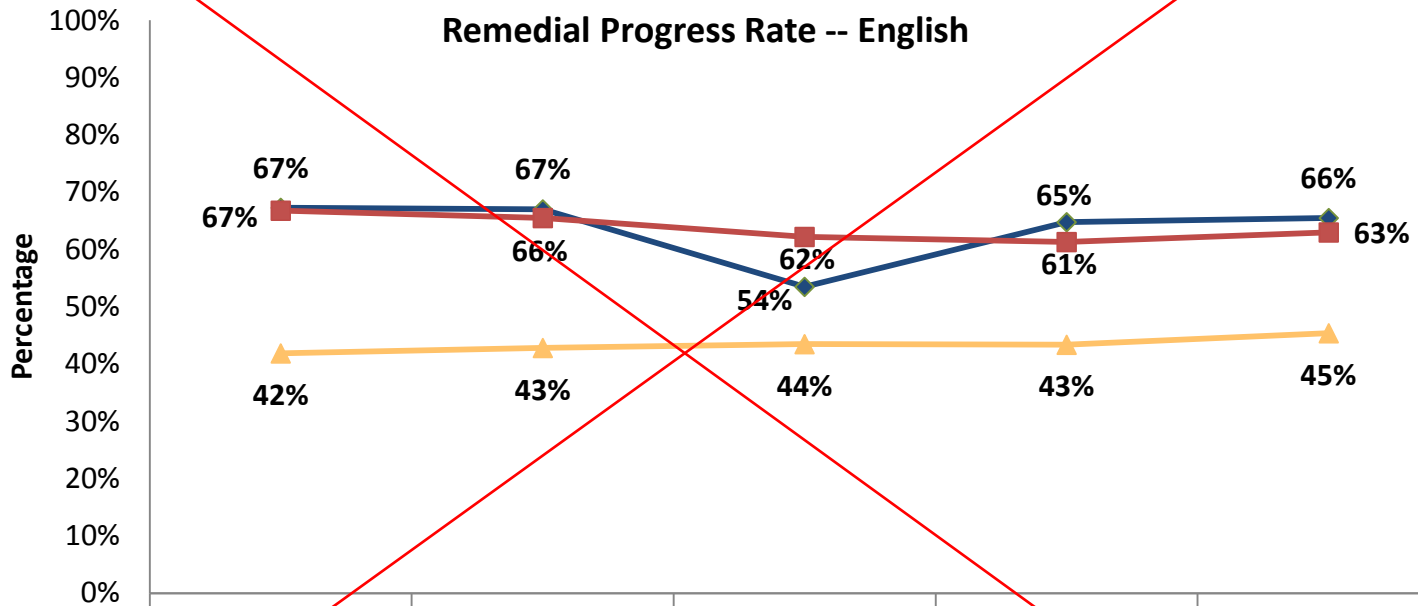


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## English Remedial Progress Rate for Irvine Valley, Saddleback and State



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
IVC	67.3%	67.0%	53.5%	64.8%	65.5%
Saddleback	66.8%	65.5%	62.2%	61.3%	63.0%
State	41.9%	42.8%	43.5%	43.4%	45.4%

Remedial progress rate is defined as the percentage of credit students who start out at any level below transfer in English, Math, and /or ESL who successfully complete a college-level course in the same discipline within six years.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016

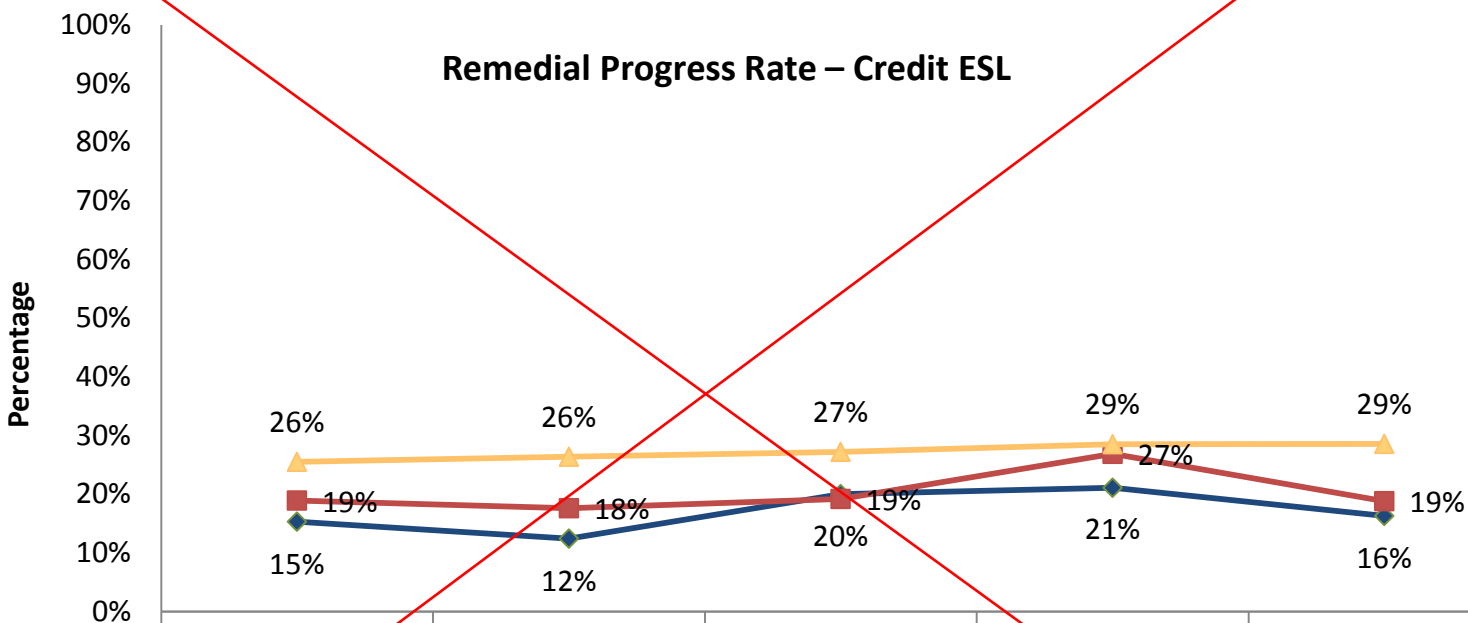


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## ESL Remedial Progress Rate for Irvine Valley, Saddleback and State



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
◆ IVC	15.3%	12.4%	20.0%	21.1%	16.3%
■ Saddleback	18.9%	17.6%	19.2%	26.9%	18.8%
▲ State	25.5%	26.4%	27.2%	28.5%	28.6%

Remedial ESL progress rate is defined as the percentage of credit students who start out at any level below transfer in ESL who successfully complete the ESL sequence or completed a college-level English course within six years.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016

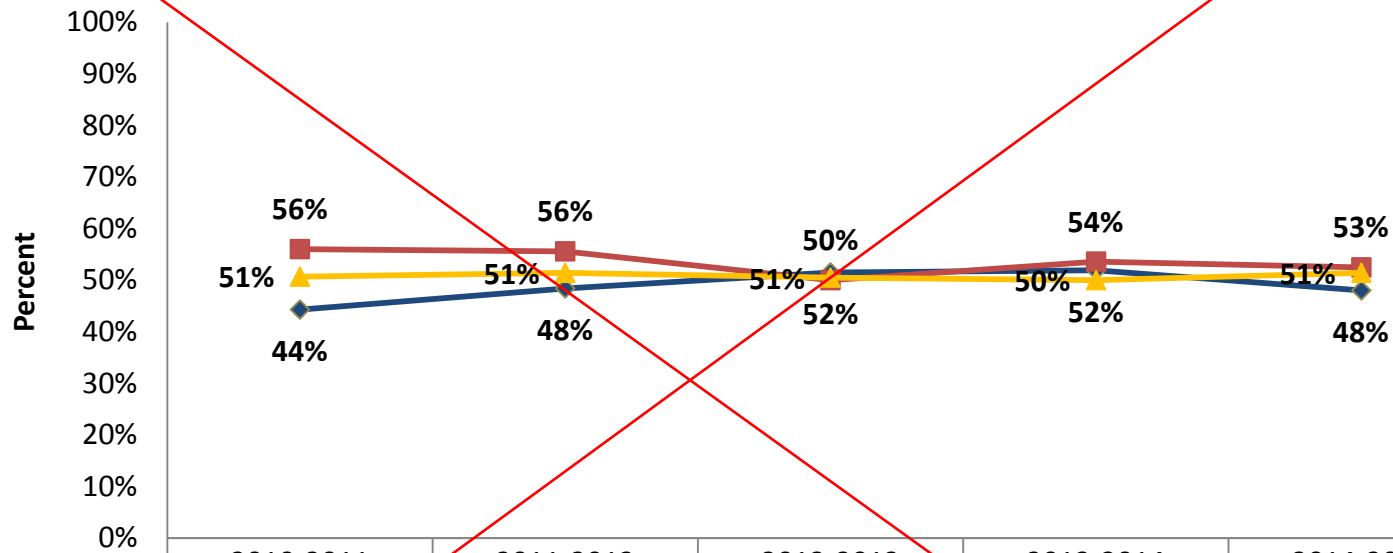


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## Overall CTE Completion Rate for Irvine Valley, Saddleback and State



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
◆ IVC	44.3%	48.4%	51.5%	51.9%	48.0%
■ Saddleback	56.0%	55.6%	50.0%	53.6%	52.5%
▲ State	50.7%	51.4%	50.5%	50.0%	51.4%

Career Technical Completion Rate (CTE) the percentage of a cohort of students who complete more than 8 CTE units in a single CTE discipline within three years of their first CTE course who, within six years of entering the cohort, transfer, earn a degree or certificate.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard (<http://scorecard.cccco.edu/scorecard.aspx>), June 2016

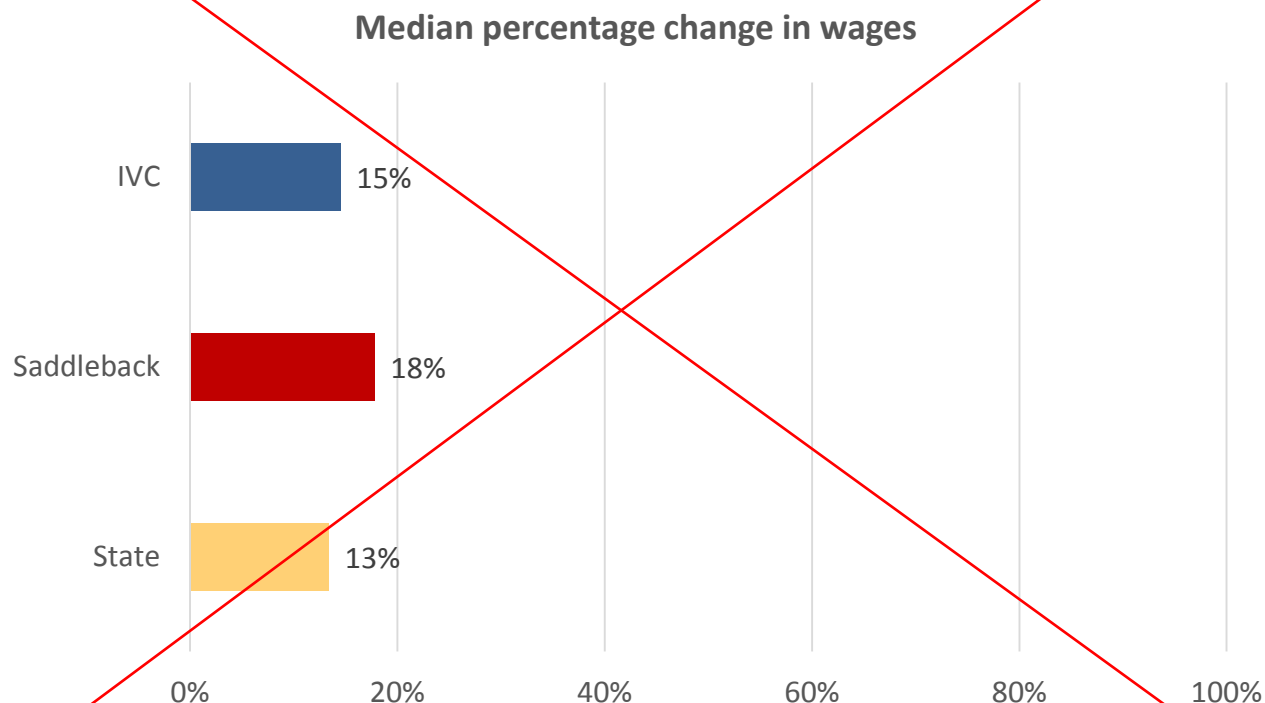


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## Overall Skills Builder Rate (2012-2013 cohort year) for Irvine Valley, Saddleback and State



Skills Builder: The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard (<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



## Top 10 Skills Builder Disciplines

### ***Irvine Valley College***

- Accounting
- Administration of Justice
- Business Management
- Child Development/Early Care and Education
- Computer Programming
- Tax Studies
- Real Estate
- Graphic Art and Design
- Computer Graphics and Digital Imagery
- Manufacturing and Industrial Technology

### ***Saddleback College***

- Child Development/Early Care and Education
- Real Estate
- Nutrition, Foods, and Culinary Arts
- Software Applications
- Accounting
- Infants and Toddlers
- Health Occupations, General
- Business Administration
- Registered Nursing
- Automotive Technology





## Performance Summary

- Irvine Valley College outperforms statewide average on 6 of 8 measures including Completion Rate
  - The Overall Completion Rate is 62%, 15 points above the state average
  - ESL remedial progress rate is strongly tied to age and ed. goal
  - Fewer transfers in the 2009-2010 cohort caused slight dip in completion rates
- Saddleback outperforms statewide average on 7 of 8 measures including Completion Rate
  - The Overall Completion Rate is 59%, 12 points higher than the state average
  - ESL remedial progress rate variable due to lower cohort sizes
  - ESL students below the age of 25 have substantially higher progress rates



## Implications for Planning and Continuous Quality Improvement

- The completion metric approved as a Strategic Plan Key Performance Indicator (KPI)
- Ongoing monitoring and progress reports occurring as part of the strategic planning implementation process
- Each college is examining Scorecard metrics and identifying areas in need of improvement
- Scorecard metrics are being used for Student Equity Planning





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Discussion/Questions?



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California Community Colleges  
**Student Success Scorecard**  
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**SOCCCD Board of Trustees' Meeting**  
**July 18, 2016**

Presented by:  
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# Presentation Overview

- **Accountability Reporting for Community Colleges (ARCC) → Student Success Scorecard**
- **Scorecard Metrics**
  - 5-year trends for Irvine Valley College, Saddleback & state-wide
- **Summary of Scorecard for each college**
- **Utilization of Scorecard Information**
  - Strategic Planning and Improvement



## Background

### Scorecard: Accountability Framework

- **AB1417 in 2004**
  - ***Accountability Reporting for Community Colleges (ARCC)*** was the basis upon which the Scorecard was built.
- **4 Tiers of the Accountability Framework**
  1. State of the System
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  2. ***Scorecard – core of the framework & focus of today's presentation***
    - ***Measures students' progress and completion***
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    - Ability to drill-down into the scorecard metrics
  4. Data-on-Demand
    - The most detailed level fused by college researchers to download datasets pertaining to each scorecard metric.



## Overview of Scorecard

- Online Scorecard : <http://scorecard.cccco.edu/scorecard.aspx>
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- Six Main Scorecard Metrics - grouped into 2 categories

### *Momentum Points*

1. Remedial Progress Rate for Math, English and ESL
2. Persistence\*
3. 30 Units\*

### *Completion Outcomes*

4. Degree, certificate, transfer, & transfer-prepared attainment\*
5. Completion among Career Technical Education students\*

New

6. **Skills Builders – wage gain for non-completers**

\*These metrics have two sub-categories:

- **College Prepared:** The student's lowest course attempted in Math and/or English was college level
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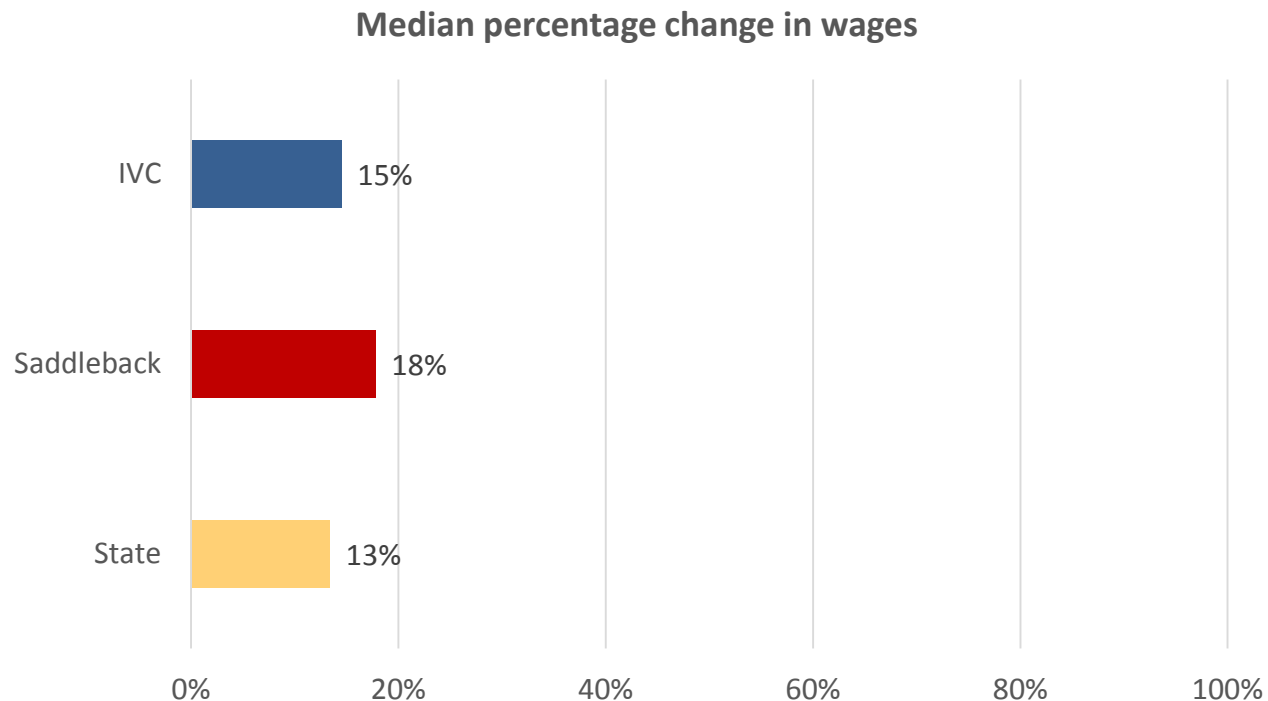


## Changes in the Scorecard since last year

Scorecard	Major Change
<b>New Skills Builder Metric</b>	<p>The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.</p>
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## Overall Skills Builder Rate (2012-2013 cohort year) for Irvine Valley, Saddleback and State



Skills Builder: The median percentage change in wages for students who completed higher level CTE coursework in 2012-2013 and left the system without receiving any type of traditional outcome such as transfer to a four year college or completion of a degree or certificate.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016





## Top 10 Skills Builder Disciplines (most students)

### ***Irvine Valley College***

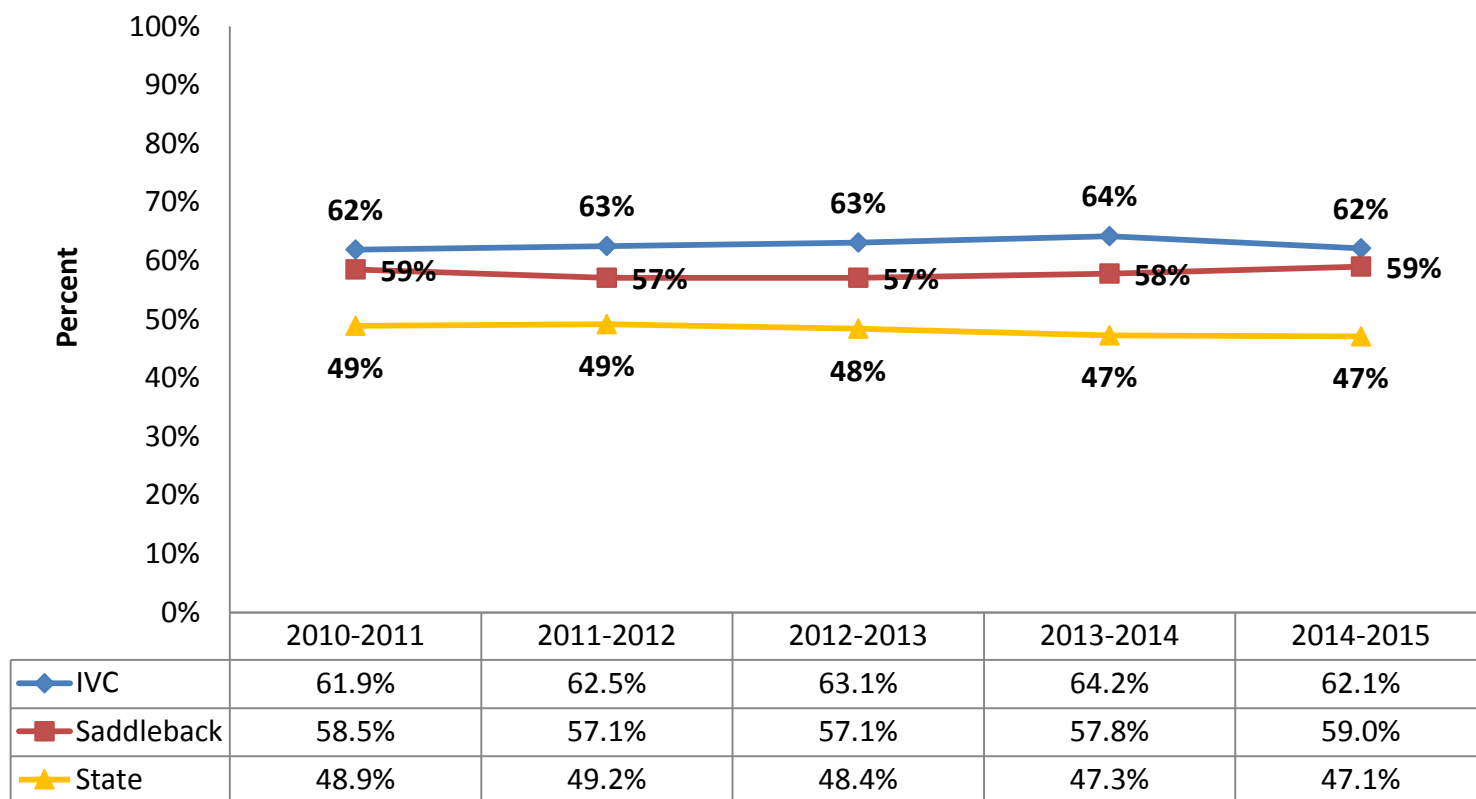
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## Overall Completion Rates for Irvine Valley, Saddleback and State

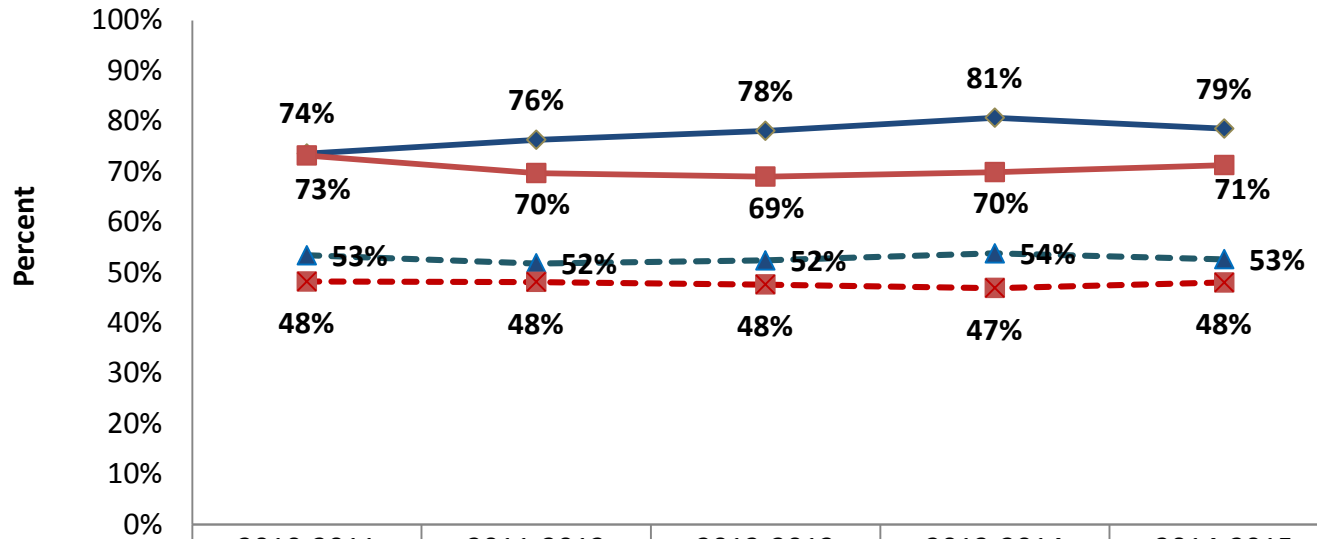


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Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
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## Completion Rates for Irvine Valley, Saddleback by Prepared/Unprepared

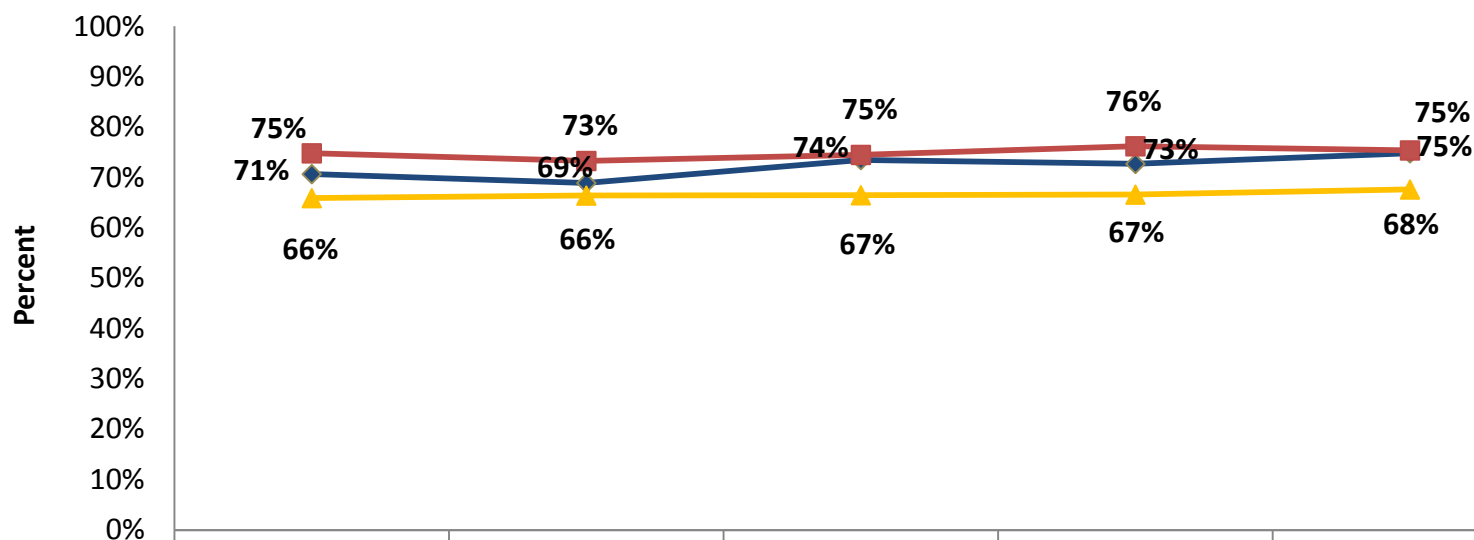


	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
IVC - prepared	73.6%	76.3%	78.1%	80.7%	78.5%
Saddleback - prepared	73.2%	69.7%	69.0%	69.9%	71.3%
IVC - unprepared	53.4%	51.8%	52.4%	53.8%	52.6%
Saddleback - unprepared	48.2%	48.1%	47.6%	46.9%	48.0%

Completion Rate is defined as the percentage of first-time students who earn 6 units and who attempt any Math or English in the first three years that achieve a degree/certificate, transferred to a four-year, or achieved "Transfer Prepared" status (student successfully completed 60 UC/CSU transferable units with a GPA  $\geq$  2.0).



## Overall 30 Units Rate for Irvine Valley, Saddleback and State



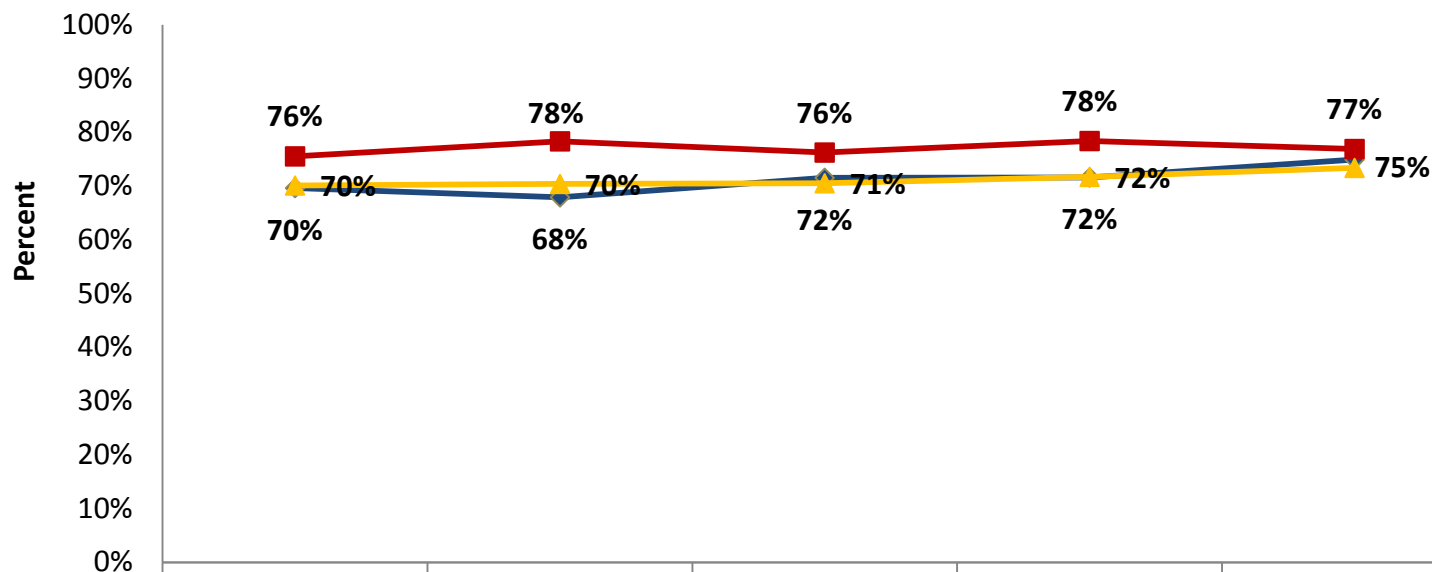
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
IVC	70.7%	68.9%	73.5%	72.7%	74.8%
Saddleback	74.8%	73.3%	74.5%	76.2%	75.4%
State	65.9%	66.4%	66.5%	66.6%	67.6%

30 Units Rate is defined as the percentage of first-time students with minimum of 6 units earned who attempted any Math or English in the first three years and who earned at least 30 units in the CCC system within six years of entry.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard (<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



## Overall Persistence Rates for Irvine Valley, Saddleback and State



	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
◆ IVC	69.6%	67.9%	71.5%	71.6%	74.9%
■ Saddleback	75.5%	78.3%	76.2%	78.4%	76.9%
▲ State	70.1%	70.4%	70.5%	71.7%	73.4%

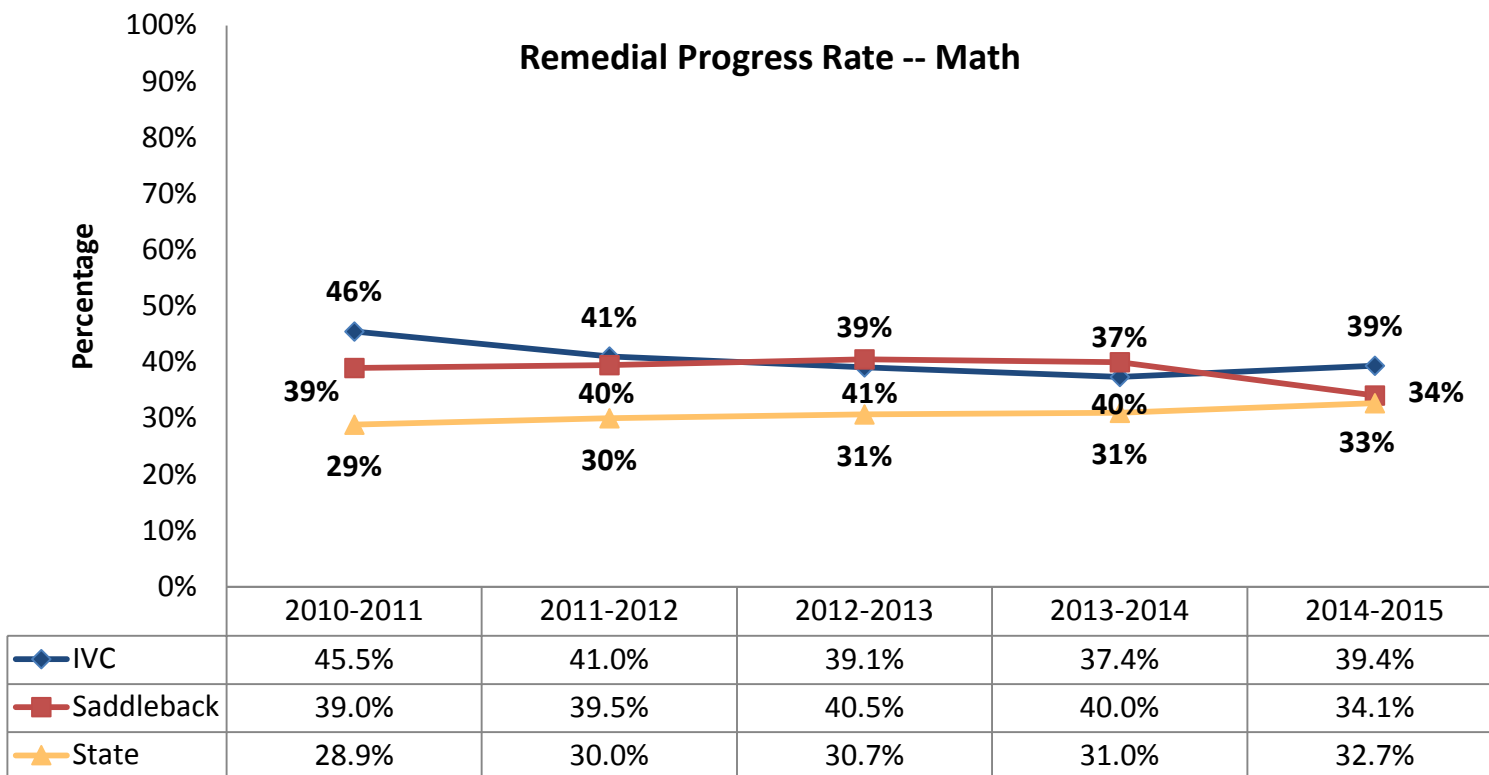
Persistence Rate is defined as the percentage of degree and/or transfer-seeking students tracked for six years through 2011-12 who enrolled in three primary terms subsequent to their initial CCC enrollment.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016





## Math Remedial Progress Rate for Irvine Valley, Saddleback & State

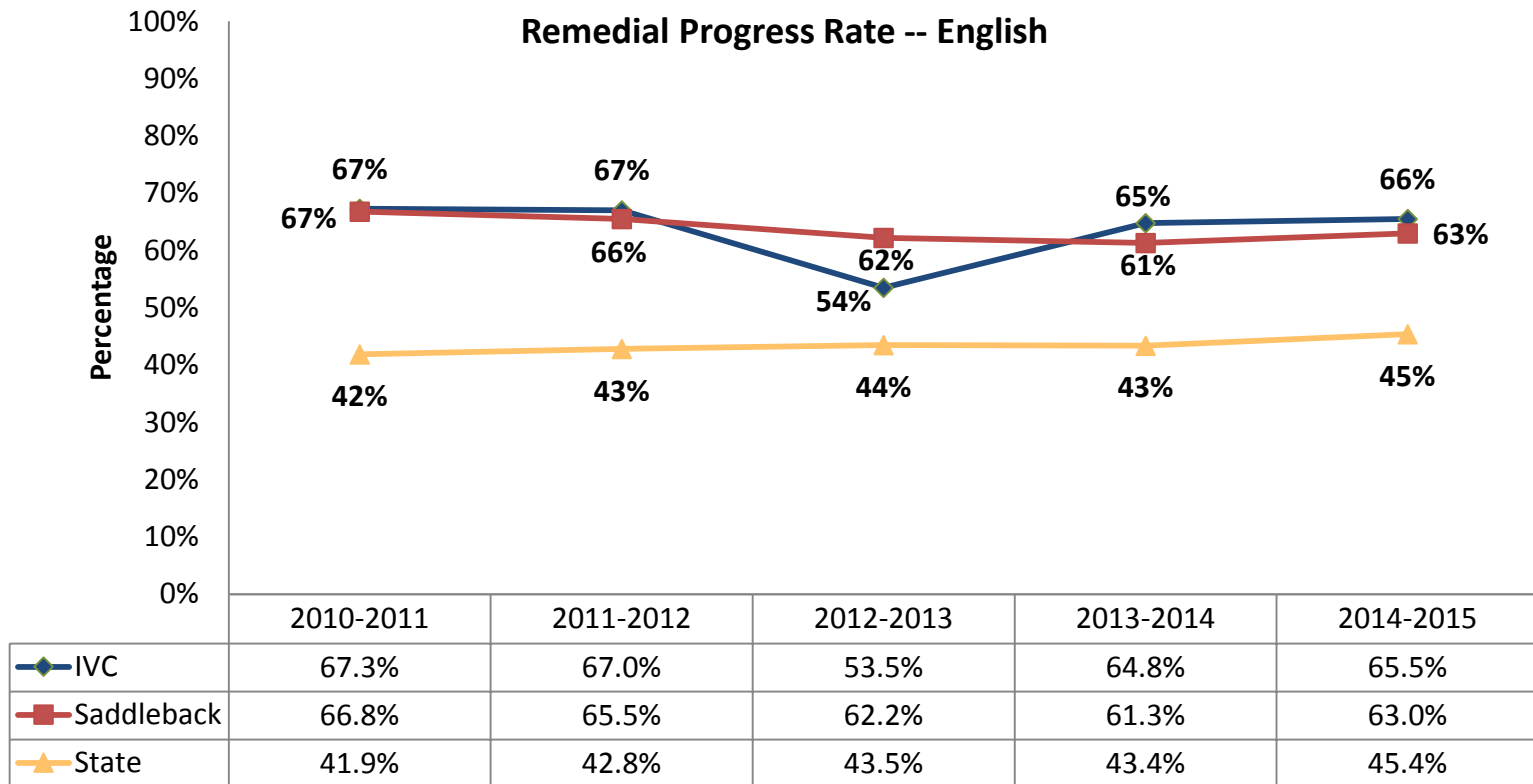


Remedial progress rate is defined as the percentage of credit students who start out at any level below transfer in English, Math, and /or ESL who successfully complete a college-level course in the same discipline within six years.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



## English Remedial Progress Rate for Irvine Valley, Saddleback and State

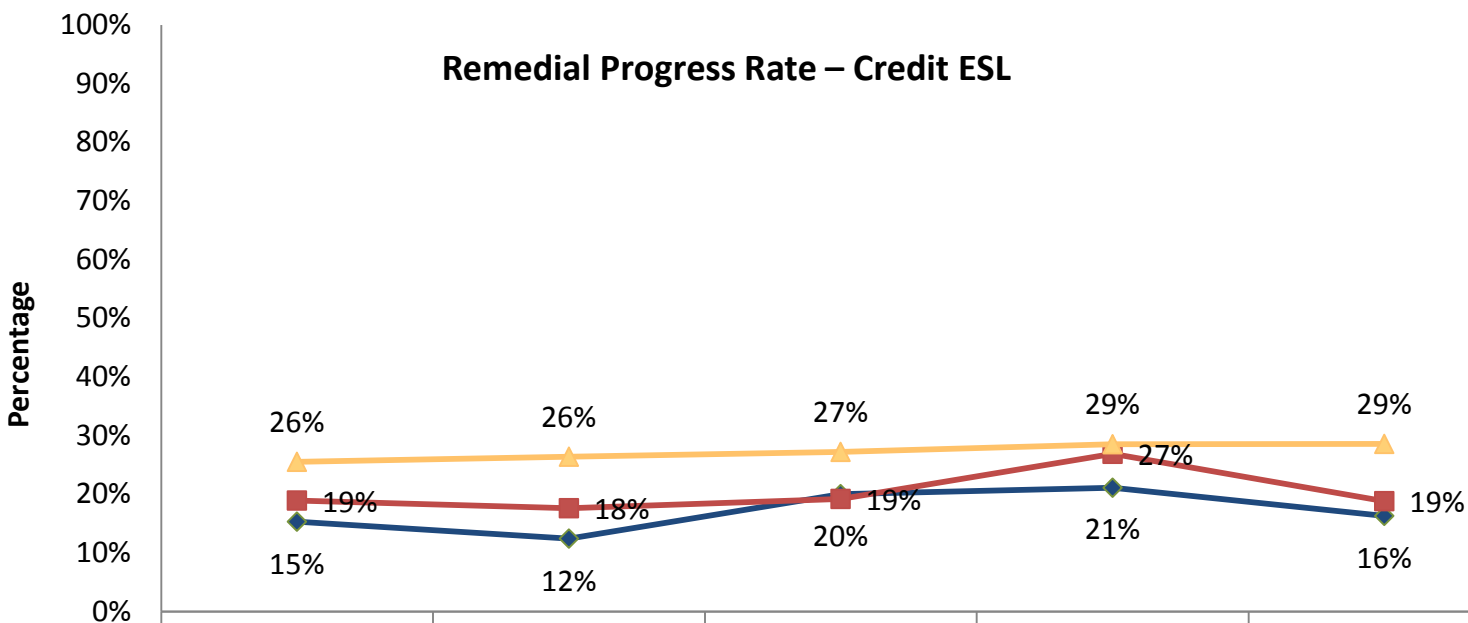


Remedial progress rate is defined as the percentage of credit students who start out at any level below transfer in English, Math, and /or ESL who successfully complete a college-level course in the same discipline within six years.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



## ESL Remedial Progress Rate for Irvine Valley, Saddleback and State



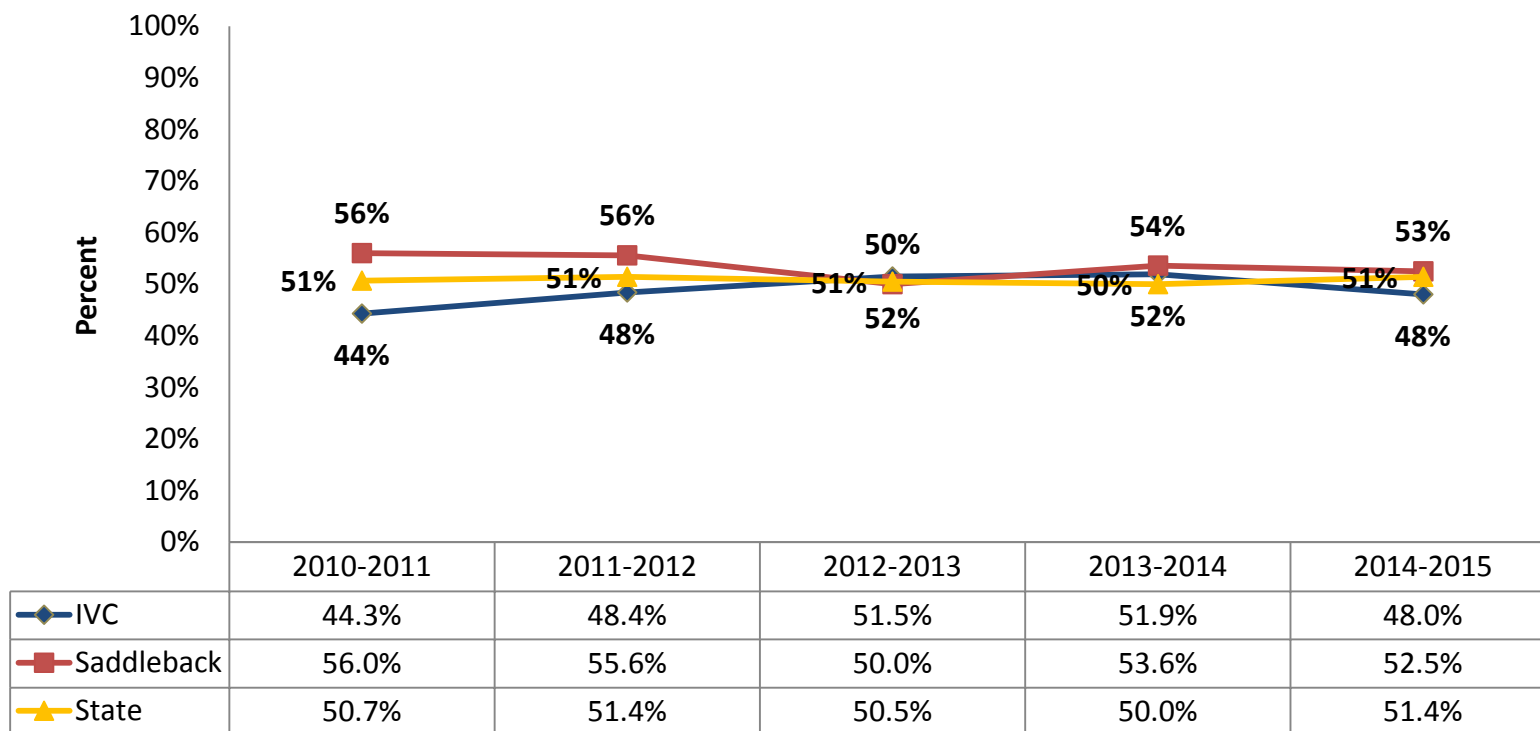
	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
◆ IVC	15.3%	12.4%	20.0%	21.1%	16.3%
■ Saddleback	18.9%	17.6%	19.2%	26.9%	18.8%
▲ State	25.5%	26.4%	27.2%	28.5%	28.6%

Remedial ESL progress rate is defined as the percentage of credit students who start out at any level below transfer in ESL who successfully complete the ESL sequence or completed a college-level English course within six years.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



## Overall CTE Completion Rate for Irvine Valley, Saddleback and State



Career Technical Completion Rate (CTE) the percentage of a cohort of students who complete more than 8 CTE units in a single CTE discipline within three years of their first CTE course who, within six years of entering the cohort, transfer, earn a degree or certificate.

Source: California Community Colleges Chancellor's Office, Student Success Scorecard  
(<http://scorecard.cccco.edu/scorecard.aspx>), June 2016



## Performance Summary

- Irvine Valley College outperforms statewide average on 6 of 8 measures including Completion Rate
  - The Overall Completion Rate is 62%, 15 points above the state average
  - ESL remedial progress rate is strongly tied to age and ed. goal
  - Fewer transfers in the 2009-2010 cohort caused slight dip in completion rates
- Saddleback outperforms statewide average on 7 of 8 measures including Completion Rate
  - The Overall Completion Rate is 59%, 12 points higher than the state average
  - ESL remedial progress rate variable due to lower cohort sizes
  - ESL students below the age of 25 have substantially higher progress rates





## Implications for Planning and Continuous Quality Improvement

- The completion metric approved as a Strategic Plan Key Performance Indicator (KPI)
- Ongoing monitoring and progress reports occurring as part of the strategic planning implementation process
- Each college is examining Scorecard metrics and identifying areas in need of improvement
- Scorecard metrics are being used for Student Equity Planning



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
SADDLEBACK COLLEGE ♦ IRVINE VALLEY COLLEGE ♦ ATEP

# Discussion/Questions?

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

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

**ACTION:** Approval

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Minutes from:

June 27, 2016 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
June 27, 2016**

**PRESENT**

Members of the Board of Trustees:

Timothy Jemal, President  
David B. Lang, Clerk  
Barbara J. Jay, Member  
Marcia Milchiker, Member  
T.J. Prendergast, III, Member  
Terri Whitt, Member

Administrative Officers:

Gary Poertner, Chancellor  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
David Bugay, Vice Chancellor, Human Resources  
Debra Fitzsimons, Vice Chancellor, Business Services

**ABSENT**

James R. Wright, Vice President – absent from the Regular Open Session  
Johnathan Forde, Student Member  
Tod Burnett, President Saddleback College  
Glenn Roquemore, President Irvine Valley College

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

**1.0 PROCEDURAL MATTERS**

**1.1 Call to Order**

Trustee Wright joined the closed session meeting via teleconference from Rampart Lodge, US Air Force Academy, Pine Valley, Colorado and was present for public comments.

**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 support of the Saddleback College president.

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

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(3 matters)
  - B. Public Employee Employment (Government Code Section 54957(b).)(1 matter)
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
  - A. Police Officers Association (POA)  
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Real Property Negotiators (GC Section 54956.8) (2 matters)
  - A. Lease of Property by District: Portion of Saddleback College site: Fowler Property Acquisitions, LLC (formerly MG Promenade Apartments LLC), 28032 Marguerite Parkway, Mission Viejo; regarding price and terms of payment. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
  - B. Exchange of Property by District: Portion of Advanced Technology Education Park: County of Orange, 15445 Lansdowne Road, Tustin  
Agency Designated Negotiator: Debra Fitzsimons, Ph.D. regarding exchange of land.
- 1.6 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (3 potential cases)

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

**2.0 PROCEDURAL MATTERS**

**2.1 Actions Taken in Closed Session**

On a 7 to 0 vote, the board voted to approve a general leave of 2.25 hours for a full-time classified position to teach part-time for the 2016-2017 academic year at Saddleback College.

**2.2 Invocation**

Led by Trustee Terri Whitt



**2.3 Pledge of Allegiance**

Due to Trustee Wright's absence from the Regular Open Session, Trustee Jemal led the Pledge of Allegiance.

**2.4 Public Comments**

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

Seven public comments were heard by the board in support of the Saddleback College Athletics Stadium.

**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

Items 6.1 and 6.2 were advanced ahead of discussion items.

**4.0 DISCUSSION ITEMS**

**4.1 SOCCCD: HR / Financial Software System (Workday) Project Update**  
Status of the HR/Financial Software System project as of June 2016.

A current status report was provided by Vice Chancellor Debra Fitzsimons, Vice Chancellor David Bugay, Vice Chancellor Robert Bramucci, Vice President Davit Khachatryan, Vice President Carol Hilton, and Executive Director Kim McCord on the Workday project and related software projects, following the board's request for report on the subject.

**4.2 SOCCCD: Saddleback College Athletics Stadium Project Update**  
Status of the Saddleback College Athletics Stadium project as of June 2016.

An overview was presented about the Saddleback College Athletics Stadium renovation and site improvements project including adjoining practice fields and a thrower's park.

**4.3 SOCCCD: Basic Aid Allocation Recommendation for FY 2016-2017**  
**Partial List of Projects for Tentative Budget**

For discussion and information prior to approving the basic aid recommendations as part of the FY 2016-2017 Tentative Budget.

Vice Chancellor Fitzsimons presented a partial list of projects recommended from the Basic Aid Allocation Recommendation Committee (BAARC).

At 8:53 p.m. a motion was made by Trustee Whitt and seconded by Trustee Milchiker to extend the meeting to 10 p.m. The motion was approved on a 6-0 vote.

At 8:59 p.m. a motion was made by Trustee Prendergast and seconded by Trustee Milchiker to take a 5 minute recess. The motion was approved on a 6-0 vote.

At 9:58 p.m. a motion was made by Trustee Prendergast and seconded by Trustee Whitt to extend the meeting to 11 p.m. The motion was approved on a 6-0 vote.

## **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Jemal requested to remove item 5.25 from the consent calendar for separate discussion and action.

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

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

Approve minutes of Special Meeting held on May 16, 2016 and Regular Meeting held on May 16, 2016. Approve notes of a Special Meeting held on May 21, 2016.

### **5.2 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.

### **5.3 SOCCCD: Saddleback College, Award of Janitorial Supplies and Equipment, Bid No. 337D**

Award Bid No. 337D for Janitorial Supplies and Equipment for the term of July 1, 2016 to June 30, 2017 for a total amount of \$94,107.02, to the vendors listed on EXHIBIT A, with an option for a two-year renewal period.

- 5.4 **SOCCCD: Saddleback College, Boat Surplus**  
Approve disposal of the 15' Boston Whaler.
- 5.5 **SOCCCD: Saddleback College, Construction Superintendent Services, Award of Bid 2051, MEW Consulting**  
Award Bid No. 2051, Saddleback College Construction Superintendent Services and approve a one year agreement with two one-year options to renew with MEW Consulting of West Covina, CA, in the amount of \$202,200.
- 5.6 **SOCCCD: Saddleback College, Radio Station Design, Engineering, and Installation Services Project, Architectural Service, Amendment No. 1, Dougherty + Dougherty Architecture**  
Approve Amendment No. 1 with Dougherty + Dougherty Architecture in the amount of \$67,450 with a reimbursable allowance of \$6,500 for the Saddleback College Radio Station Design, Engineering and Installation Services project, for a total contract value of \$165,250.
- 5.7 **Saddleback College: Grant Acceptance, CA Apprenticeship Initiative, Pre-Apprenticeship Grant: Manufacturing Pre-Apprenticeship Program (M-PAC)**  
Accept this award of \$495,534 from the CA Community Colleges Chancellor's Office for the CA Apprenticeship Initiative Pre-Apprenticeship Program Grant: Manufacturing Pre-Apprenticeship Consortium for the term of March 22, 2016 through February 28, 2018.
- 5.8 **Saddleback College: Grant Acceptance, Teacher Preparation Pipeline / STEM / CTE (TPP)**  
Accept this award of \$220,000 from the CA Community College Chancellor's Office for Teacher Preparation Pipeline STEM/CTE grant for the grant term of January 1, 2016 to December 31, 2018.
- 5.9 **SOCCCD: Saddleback College, Marquees and Landscape Project, HPI Architecture**  
Approve the architectural/ engineering agreement with HPI Architecture for the Saddleback College, Marquees and Landscape project in the amount of \$125,320.
- 5.10 **SOCCCD: Saddleback College, Irvine Valley College and Advanced Technology and Education Park, Extension of Charter Busing Services Agreement, Amendment No. 2, Pacific Coachways Charter Services, Inc.**  
Approve Amendment No. 2 for charter busing services at Saddleback College, Irvine Valley College and Advanced Technology and Education Park with Pacific Coachways Charter Services, Inc., for the second of two one-year extensions, beginning July 1, 2016 and ending June 30, 2017 for an estimated cost of \$118,000.
- 5.11 **Saddleback College and Irvine Valley College: Community Education Fall 2016**

Approve Fall 2016 Community Education courses, presenters, and compensation.

- 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 **Irvine Valley College: Grant Acceptance from the National Science Foundation**  
Approve the National Science Foundation award for \$69,425 for the term of July 1, 2016 through June 30, 2017.
- 5.14 **Irvine Valley College: Grant Acceptance, Deputy Sector Navigator Energy Efficiency & Utilities**  
Accept this renewal award of \$200,000 from the CCCCCO for the Deputy Sector Navigator Energy Efficiency and Utilities grant, RFA No. 16-160-004 from July 1, 2016 through June 30, 2017.
- 5.15 **SOCCCD: Irvine Valley College, Food Services, Food Vending and Coffee Cart Services, Amendment No. 1, S & B Foods**  
Approve Amendment No. 1 to the Irvine Valley College Food Services, Food Vending and Coffee Cart Services agreement with S & B Foods for the first one-year extension for FY 2016-2017.
- 5.16 **SOCCCD: 2017-2018 Academic Calendar**  
Accept for review and study the proposed Academic Calendar for 2017-2018.
- 5.17 **SOCCCD: Amendment to Agreement for Special Services: Liebert Cassidy Whitmore**  
Amend agreement for special services to reflect new hourly rates effective July 1, 2016.
- 5.18 **SOCCCD: Trustees' Requests for Attending Conferences**  
Approve trustees' requests for attending conference(s).
- 5.19 **SOCCCD: Budget Amendment: Adopt Resolution No. 16-17 to Amend FY 2015-2016 Adopted Budget**  
Adopt Resolution No. 16-17 to amend the FY 2015-2016 Adopted Budget.
- 5.20 **SOCCCD: Contract for Business Analysis and Project Management Services, I3 Solutions**  
Approve the agreement with I3 Solutions for an amount not to exceed \$135,000 for the term of July 1, 2016 through June 30, 2017.
- 5.21 **SOCCCD: Contract for Information Technology Services, JB Technology Consulting, LLC**  
Approve the agreement with JB Technology Consulting, LLC, for an amount not to exceed \$171,360, for July 1, 2016 through June 30, 2017.

- 5.22 **SOCCCD: Contracts with Blackboard and the Foundation for California Community Colleges**  
Approve the agreements with Blackboard and with the Foundation for California Community Colleges, for a total amount not to exceed \$400,000 for July 1, 2016 through June 30, 2017.
- 5.23 **SOCCCD: Contract for Information Technology Consultancy Services, Gartner, Inc.**  
Approve the three year contract renewal with Gartner, Inc., for information technology consultancy services for a total agreement amount of \$156,567 for July 1, 2016 through June 30, 2017.
- 5.24 **SOCCCD: Award of Bid No. 330D for District-Wide Bottled Water Services, DS Services of America, Inc.**  
Approve the award of Bid No. 330D, for District-Wide Bottled Water Services for Saddleback College, Irvine Valley College and ATEP campuses for FY 2016-2017 through FY 2018-2019 to DS Services of America, Inc. for a not to exceed value of \$40,000 per year, for a contract total of \$120,000.
- 5.25 **SOCCCD: Approval of Real Estate Brokerage Services, ATEP Site Development**  
Approve the form of the Brokerage Services Agreement (EXHIBIT A) and to authorize the vice chancellor of business services to finalize the contract and execute it.
- On a motion made by Trustee Jemal and seconded by Trustee Prendergast, this item was approved on a 6-0 vote with Trustee Wright absent.
- 5.26 **SOCCCD: Gifts to the District and Foundations**  
Accept the donations as listed.
- 5.27 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the transfer of budget appropriations for the current reporting period ending May 31, 2016.
- 5.28 **SOCCCD: May 2016 Change Orders / Amendments**  
Ratify the change orders and amendments as listed.
- 5.29 **SOCCCD: Purchase Orders and Checks**  
Ratify the purchase orders and checks as listed.
- 5.30 **SOCCCD: May 2016 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: FY 2016-2017 Tentative Budget**



Approve the FY 2016-2017 Tentative Budget as presented.

A request was made by Trustee Lang to correct Exhibit A page 16 of 37 to reflect the correct percentage amounts shown on the pie chart. A replacement page will be submitted and uploaded on the district website.

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

**6.2 Irvine Valley College and Saddleback College: Student Government Tentative Budgets FY 2016-2017**

Approve the student government tentative budgets for FY 2016-2017.

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

**6.3 SOCCCD: OCSBA Maureen DiMarco Award Nomination**

Determine if the board wishes to make a nomination for the Maureen DiMarco Award.

The board decided not to make a nomination and therefore no action was taken on this item.

**6.4 SOCCCD: Saddleback College TAS Swing Space Project, Notice of Completion, Solpac Construction, Inc., dba Soltek Pacific Construction Company, Inc.**

Authorize filing the Notice of Completion for the TAS Swing Space project at Saddleback College to Solpac Construction, Inc., dba Soltek Pacific Construction Company, Inc., for a final contract total of \$7,435,151.

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

**6.5 Saddleback College: Grant Acceptance, Community Colleges Basic Skills and Student Outcomes Transformation Program: Level Up**

Accept this award of \$1,500,000 from the CA Community Colleges Chancellor's Office for the CA Community Colleges *Basic Skills and Student Outcomes* Transformation Program grant: Level Up for the period July 1, 2016 through June 30, 2019.

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

**6.6 Irvine Valley College: Grant Award, Basic Skills and Student Outcomes Transformation Grant**

Approve this award from the CCCCO for \$1,447,720, RFA No. 15-068-014 for July 1, 2016 to June 30, 2019.

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

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

Accept for review and study the Memorandum of Understanding between SOCCCD (Irvine Valley College) and Capistrano Unified School District.

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

**6.8 Irvine Valley College: Memorandum of Understanding, Irvine Unified School District**

Accept for review and study the Memorandum of Understanding between SOCCCD (Irvine Valley College) and the Irvine Unified School District.

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

**6.9 Irvine Valley College: Memorandum of Understanding, Tustin Unified School District**

Accept for review and study the Memorandum of Understanding between SOCCCD (Irvine Valley College) and the Tustin Unified School District.

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

**6.10 SOCCCD: Board Policy Revision: BP-5300 Grade Changes**

Accept for review and study.

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

**6.11 SOCCCD: Board Policy Revision: BP-5301 Course Repetition**

Accept for discussion and approval.

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

**6.12 SOCCCD: District Server and Storage Replacement, Nutanix Brand, from Meridian IT, Inc. CMAS Contract**

Approves contracting with Meridian IT, Inc. for the purchase of Nutanix virtualized datacenters pursuant to the CMAS Contract No. 3-14-70-3035A. Annual expenditures for the term under this agreement will not exceed \$1,000,000.

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

- 6.13 **SOCCCD: Contract for Software Development, Neudesic LLC**  
Approve the work order with Neudesic LLC, for an amount not to exceed \$700,000 for the term of July 1, 2016 through June 30, 2017.

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

- 6.14 **SOCCCD: Academic Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Extension of Administrative Temporary Assignment, Reorganization, Temporary Reassignment of Full-time Faculty, Resignation/Retirement/Conclusion of Employment.

An additional personnel item was added to Exhibit A, page 18 of 18.

On a motion made by Trustee Prendergast and seconded by Trustee Milchiker, this item was approved on a 5-0 vote with Trustee Whitt abstaining.

- 6.15 **SOCCCD: Classified Personnel Actions – Regular Items**  
Approve New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce Classified Position, Reorganization, Reclassification, Authorization to Increase Hours and/or Months Per Year on a Classified Position, Temporary Increase in Hours, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

A typographical correction was made to the salary range on Exhibit A, page 3 of 28, A.1.s. The correct salary range should be 17.

On a motion made by Trustee Prendergast and seconded by Trustee Jemal, this item was approved on a 4-0 vote with Trustees Whitt and Jay abstaining.

- 6.16 **SOCCCD: 2016-2017 Full-Time Faculty Hiring Amendments - Irvine Valley College and Saddleback College**  
Approve addition of full-time faculty positions to the 2016-2017 full-time faculty hiring lists for IVC and SC.

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

- 6.17 **SOCCCD: Adopt Resolution No. 16-18 Classified Employee/Position Layoff**  
Adopt a resolution to approve the reduction/discontinuance of classified service positions.

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

## **7.0 REPORTS**

- 7.1 **SOCCCD: List of Board Requested Reports**  
Status of board requested reports from the South Orange County Community College District Board of Trustees.
- 7.2 **Saddleback College and Irvine Valley College: Annual Accreditation Reports**  
Annual accreditation reports for the Accrediting Commission for Community and Junior Colleges.
- 7.3 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.4 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**  
The reports display the adopted budget, revised budget and transactions through May 31, 2016.
- 7.6 **SOCCCD: OPEB Trust Report**  
Report for periods ending April 30, 2016, and May 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.**

At 10:55 p.m., Trustee Prendergast made a motion, seconded by Trustee Milchiker, to extend the meeting until 12 midnight. The motion passed on a 6-0 vote.

Trustee Prendergast made a motion, seconded by Trustee Milchiker, to recess to closed session and report out any action taken by the board. The motion passed on a 6-0 vote.

At 11:34 p.m., the board reconvened in open session. No action was taken in closed session. The meeting was adjourned in memory of Jerry McCloskey, Laguna Niguel City Council Member.

  
\_\_\_\_\_  
Gary L. Poertner, Secretary



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** Resolutions

**ACTION:** Approval

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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 two resolutions being submitted to the board for approval this month.

- Gary L. Poertner
- Marian Bergeson

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

JULY 18, 2016

**GARY POERTNER**  
CHANCELLOR 2010-2016

**W**hereas, Gary Poertner has served as Chancellor of the South Orange County Community College District since 2010, following an outstanding career as Deputy Chancellor for 11 years overseeing fiscal services, payroll, accounting, purchasing, and facilities planning; and

**W**hereas, Gary Poertner guided the district and colleges through complex accreditation issues, spearheaded the district's first integrated strategic plan, and supported the implementation of enterprise system improvements to streamline operations, improve transparency, facilitate long term cost savings, and shift to modern, efficient, paperless processes; and

**W**hereas, he supported funding for state of the art buildings, innovative tools and learning spaces to improve the student experience, including a Learning Resources Center and Sciences building at Saddleback College; and Irvine Valley College's Life Sciences building, campus amphitheater, Liberal Arts building and the first building at ATEP in Tustin which will host career technical programs for workforce needs; and

**W**hereas, Chancellor Poertner facilitated growth in our district by supporting a student success software suite to provide educational planning tools for students; inviting state and federal speakers to enhance the district's perspective on higher education initiatives; and initiating a socioeconomic impact study to show the district's return on investment; and

**W**hereas, Chancellor Poertner was a tireless champion of conservative budgetary practices and taxpayer stewardship, enabling the district to fully fund its retiree liability and remain debt-free; therefore,

**B**e it resolved that the Board of Trustees of the South Orange County Community College District wish to express their deepest appreciation to Chancellor Gary Poertner for dedicating a 46-year career to higher education and public service, hereby bestowing upon him the title of Chancellor Emeritus.

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Timothy Jemal, President

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James R. Wright, Vice President

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David B. Lang, Clerk

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T.J. Prendergast III, Member

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Barbara J. Jay, Member

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Marcia Milchiker, Member

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Terri Whitt, Member

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Johnathan Forde, Student Member

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Debra L. Fitzsimons, Acting Chancellor





# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

JULY 18, 2016

## MARIAN BERGESON OUTSTANDING PUBLIC LEADER 1925-2016

**W**hereas, Marian Bergeson, lifelong education advocate and dedicated public servant, passed away on June 29th at the age of 90; and

**W**hereas, Marian Bergeson grew up during the depression era and worked her way through college by filling the vacated jobs of World War II servicemen; and

**W**hereas, Marian Bergeson became a teacher and community activist, leading her on a path of advocacy and public service, first as school board member, then as President of the California School Boards Association; and

**W**hereas, Marian Bergeson defied the odds for women in the 1970s, serving in the State Assembly and State Senate as a Republican and leading education and policy committees, until she was termed out; she would then run unopposed for Orange County Board of Supervisors and in 1996, became Secretary for Child Development and Education for Governor Pete Wilson.

**W**hereas, Marian Bergeson's leadership, civic contributions and charitable efforts were wide sweeping and improved the lives of millions of children and their families in California; therefore,

**B**e it resolved that the Board of Trustees of the South Orange County Community College District do hereby commend the Marian Bergeson's contributions to education and strive to uphold the values and collaborative spirit she brought to public service.

\_\_\_\_\_  
Timothy Jemal, President

\_\_\_\_\_  
James R. Wright, Vice President

\_\_\_\_\_  
David B. Lang, Clerk

\_\_\_\_\_  
T.J. Prendergast III, Member

\_\_\_\_\_  
Barbara J. Jay, Member

\_\_\_\_\_  
Marcia Milchiker, Member

\_\_\_\_\_  
Terri Whitt, Member

\_\_\_\_\_  
Johnathan Forde, Student Member

\_\_\_\_\_  
Debra L. Fitzsimons, Acting Chancellor



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** Irvine Valley College: Forensics Team Activities for the Academic Year 2016-2017

**ACTION:** Approval

---

### **BACKGROUND**

Forensics students, through their participation in the speech and debate team, have brought considerable honor to the College, the District, and the community. The IVC Forensics Team has competed in a number of speech tournaments throughout the state and country over the years.

### **STATUS**

Irvine Valley College plans to participate in a number of speech tournaments during the academic year 2016-2017 academic year. Most tournaments will incur entry and judging fees and many tournaments may require lodging, transportation, and meals for the students and coaches on trips that take place over a number of days. The tournaments and maximum cost estimates for each event are described in EXHIBIT A. Funding will be through the combined budget allocations of student government (ASIVC), department general fund, staff development, and the Foundation, an amount not to exceed \$59,100.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the participation of the Irvine Valley College Forensics Team and their coaches for the academic year 2016-2017 speech tournament schedule at a total estimated maximum budget not to exceed \$59,100.

**Tentative 2016-2017  
IVC Forensics Tournament Schedule**

2016 FALL SEMESTER							
Dates	Tournament	Location	Entry	Meals	Lodging	Air/Ground	Total
Sept. 9-11	PSCFA Coaches Conference	Saddleback	\$100				\$100
Sept. 16	Early Bird	Fullerton	\$0				\$0
Sept. 17	PSCFA Seminar	OCC	\$0				\$0
Sept. 30-Oct. 1	PSCFA Warm-up	El Camino	\$0				\$0
Oct. 3	British Debates	IVC	\$1,500				\$1,500
Oct. 7	Sleep in Late - Go Home Early IE Tournament	IVC	\$0				\$0
Oct. 14	Gary Rybold Great to be Free NPDA	Concordia	\$0				\$0
Oct. 15-16	Davidson Memorial Tournament	Concordia	\$0				\$0
Oct. 21	Free for Me LD Tournament	IVC	\$0				\$0
Oct. 22-23	Watson/Lancer	PCC	\$2,800				\$2,800
Oct. 28	Express Debate	Fullerton	\$0				\$0
Nov 4-6	Robert Barbera Invitational	CSUN	\$2,100				\$2,100
Nov. 11	STOA Debate Invitational	IVC	\$0				\$0
Nov. 11-13	Dahlan/Griffin Invitational Swing	Grossmont	\$2,400				\$2,400
Dec. 2-4	PSCFA Fall Champs	OCC	\$4,400				\$4,000
2017 SPRING SEMESTER							
Dates	Tournament	Location	Entry	Lodging	Meals	Air/Ground	Total
Jan. 7	So Cal Debate Forum - Winter Invitational	IVC	\$0				\$0
Jan. 21-22	Close to the Coast	OCC	\$2,400				\$2,400
Feb.3-5	Back to the Beach Invitational	CSULB/Mt SAC	\$2,500				\$2,500
Feb. 17-19	Tabor/Venitsky, LD Champs	Cerritos	\$2,500				\$2,500
Feb. 24-26	PSCFA Spring Champs	CSULB	\$4,400				\$4,400
Mar. 3-5	Express Debate	Fullerton	\$0				\$0
Mar. 8-12	CCCFA State Championships	Woodland Hills	\$2,200	\$4,500	\$3,500		\$10,200
Apr. 8-16	Phi Rho Pi National Championships	Washington DC	\$2,400	\$8,000	\$3,500	\$9,000	\$22,900
Apr. 29-30	PSCFA Cool-Off	Saddleback	\$900				\$900
<b>GRAND TOTAL</b>			<b>\$30,600</b>	<b>\$12,500</b>	<b>\$7,000</b>	<b>\$9,000</b>	<b>\$59,100</b>

**\*\*Estimated Cost Breakdown by Funding**

*ASIVC	\$26,000
*IVC Conference Account-Forensics Coach Travel (General Fund)	\$10,000
*IVC Staff Development Fund (General Fund)	\$3,600
*Foundation Account/Fundraising	\$19,500
<b>Total Funding (Estimate)</b>	<b>\$59,100</b>



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Irvine Valley College Liberal Arts Project, Audio/Visual Material and Installation, Award of Bid No. 327, ELB US, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On April 30, 2012, the Board of Trustees adopted Resolution No. 12-17 authorizing design-build procurement for the Irvine Valley College Liberal Arts Building project. The project is nearing completion and requires audio visual equipment.

### **STATUS**

On May 31, 2016 and June 07, 2016, SOCCCD ran a newspaper advertisement requesting bids for Audio/Visual Material and Installation. On June 17, 2016, five bids were received. The lowest bid meeting all specification requirements was submitted by ELB US, Inc. in the amount of \$100,727.38. (EXHIBIT A).

The estimated value was \$85,000 which is below the threshold for ratification. However, the resultant amount exceeded the \$100,000 threshold by \$727. The district's project manager did not schedule the bid in time for a June Board submittal and requested the Vice Chancellor submit this item in July for ratification in order to meet the target deadlines of fall semester occupancy or earliest possible date thereafter.

Basic aid funds are available within the approved project budget of \$13,012,895.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees award Irvine Valley College, Liberal Arts project, Audio/Visual Material and Installation, Bid No. 327 and ratify the agreement with ELB US, Inc. (EXHIBIT B), in the amount of \$100,727.38.

**Bid No. 327**

**Proposals for Audio/Visual Material and Installation  
Irvine Valley College Liberal Arts Project  
July 18, 2016**

<b><u>COMPANY NAME</u></b>	<b><u>CITY</u></b>	<b><u>SUBMITTER'S NAME</u></b>
CCS Presentation Systems, Inc.	San Diego, Ca.	Mike Cunningham
Digital Networks Group, Inc.	Aliso Viejo, Ca.	Mike Stammire
EIDIM Group, Inc.	Buena Park, Ca.	Andrew Bang
*ELB US, Inc.	Pleasanton, Ca.	Damian Bolton
Inter Pacific, Inc.	Tustin, Ca.	Richard Kuk

\*Recommended firm

**AGREEMENT – CONSTRUCTION SERVICES, LIBERAL ARTS, IRVINE VALLEY COLLEGE**

THIS AGREEMENT, dated the 1<sup>st</sup> day of July, 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 ELB US, Inc. 415 Boulder Ct. Ste. 100, Pleasanton, Ca. 94566, (925) 400-6175 (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 Liberal Arts Audio/Visual Material and Installation 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, 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 hundred thousand, seven hundred twenty seven, and 38/100 Dollars (\$100,727.38).

4. The work shall be commenced on the date of the DISTRICT'S Notice to Proceed and shall be completed within Twenty Six (26) consecutive calendar days from the date specified in the Notice to Proceed. Work is to be complete by July 27, 2016.

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 Five hundred Dollars(\$500.00) 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.

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 Delaware, and that Damian Bolton, 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  
ELB US, Inc.

By: \_\_\_\_\_

By: \_\_\_\_\_

Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services

Damian Bolton  
President

CSLB License # 989518 C-7 Low Voltage Systems  
CONTRACTOR'S License No.

\_\_\_\_\_  
Tax ID/Social Security No.

(CORPORATE SEAL OF CONTRACTOR,  
if corporation)

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting 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 honoraria 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 honoraria.

**RECOMMENDATION**

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

## SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

### SADDLEBACK COLLEGE

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

### IRVINE VALLEY COLLEGE

<i><b>Presentation Date</b></i>	<i><b>Faculty Member Course Title/Activity</b></i>	<i><b>Speaker Name</b></i>	<i><b>Topic</b></i>	<i><b>General Fund Honarium/Travel</b></i>
7/11/16 7/12/16 7/14/16 7/15/16	John Russo Entrepreneur Summer Workshop	Raylene Gonzalez	Goal Setting and Presentation Skills	\$100 Grant Rancho Santiago Community College District (RSCCD) sub award
7/12/16	John Russo Entrepreneur Summer Workshop	Paul Vasey	Personal and Business Finance	\$100 Grant Rancho Santiago Community College District (RSCCD) sub award
7/14/16 7/15/16	John Russo Entrepreneur Summer Workshop	Tristen Tucker	Giving a Pitch	\$100 Grant Rancho Santiago Community College District (RSCCD) sub award



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

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

**ACTION:** Approval

---

**BACKGROUND**

Saddleback College's Curriculum Lead Team 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 revised curriculum for the College. Exhibit A includes revisions to existing courses for academic year 2016-17. The 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 approve the proposed curriculum changes for the 2016-17 academic year at Saddleback College as listed in Exhibit A.

**SADDLEBACK COLLEGE**  
**PROPOSED CURRICULUM REVISIONS**  
**ACADEMIC YEAR 2016-2017**

**Exhibit A**  
**Page 1 of 2**

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
				supplies=supplies
				ti=title
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
FAMT	TA 15	818055.20	REHEARSAL/PERF DRAMA	ti fr <del>REHEARSAL AND PERFORMANCE- DRAMA</del> to <u>REHEARSAL AND PERFORMANCE - DRAMA</u>
FAMT	TA 16	818056.20	REHEARSAL & PERF/COM	ti fr <del>REHEARSAL AND PERFORMANCE- COMEDY</del> to <u>REHEARSAL AND PERFORMANCE - COMEDY</u>
FAMT	TA 17	818057.20	REH & PERF: MIXED GEN	ti fr <del>REHEARSAL AND PERFORMANCE- MIXED GENRES</del> to <u>REHEARSAL AND PERFORMANCE - MIXED GENRES</u>
FAMT	TA 18	824000.10	REH&PERFORMANCE:DANCE	ti fr <del>REHEARSAL AND PERFORMANCE- DANCE</del> to <u>REHEARSAL AND PERFORMANCE - DANCE</u>

**SADDLEBACK COLLEGE**  
**PROPOSED CURRICULUM REVISIONS**  
**ACADEMIC YEAR 2016-2017**

Exhibit A  
Page 2 of 2

FAMT	TA 19	818059.20	REH/PERF:MUSIC TH	ti fr <del>REHEARSAL AND PERFORMANCE- MUSICAL THEATRE</del> to <u>REHEARSAL AND PERFORMANCE - MUSICAL THEATRE</u>
FAMT	TA 25	824030.00	THEA HIST:PRIM-RENAS	ti fr <del>THEATRE HISTORY: PRIMITIVE TO RENAISSANCE</del> to <u>THEATRE HISTORY - PRIMITIVE TO RENAISSANCE</u>
FAMT	TA 26	824040.00	THEA HIST:RENAS-CONT	ti fr <del>THEATRE HISTORY: RENAISSANCE TO CONTEMPORARY</del> to <u>THEATRE HISTORY - RENAISSANCE TO CONTEMPORARY</u>
FAMT	TA 110	429459.00	CHICANO/LATINO THEATR	ti fr <del>CHICANA/O LATINA/O THEATRE</del> to <u>CHICANA(O) LATINA(O) THEATRE</u>
FAMT	TA 113	818035.20	REH & PERF: CHILD TH	ti fr <del>REHEARSAL AND PERFORMANCE- CHILDREN'S THEATRE</del> to <u>REHEARSAL AND PERFORMANCE - CHILDREN'S THEATRE</u>
FAMT	TA 125	992656.00	REH & PERF: N WRK MUS	ti fr <del>REHEARSAL AND PERFORMANCE: NEW WORKS - MUSICAL</del> to <u>REHEARSAL AND PERFORMANCE-NEW WORKS (MUSICAL)</u>
FAMT	TA 251	836140.20	SUMMER CONSERV: PROD	ti fr <del>SUMMER CONSERVATORY MUSICAL- THEATRE: PRODUCTION</del> to <u>SUMMER CONSERVATORY MUSICAL THEATRE - PRODUCTION</u>
LA	ESL 355	429819.00	ESL READING FOR COLLEGE: AMERICAN LITERATURE	ti fr <del>ESL READING FOR COLLEGE- AMERICAN LITERATURE</del> to <u>ESL READING FOR COLLEGE - AMERICAN LITERATURE</u> , SLOs
SBS	HIST 27	430498.00	LATIN AMERICA: PRE- EUROPEAN TO INDEPENDENT NATIONHOOD	ti fr <del>LATIN AMERICA: PRE-EUROPEAN TO INDEPENDENT NATIONHOOD</del> to <u>LATIN AMERICA - PRE-EUROPEAN TO INDEPENDENT NATIONHOOD</u> , SLOs
SBS	HIST 28	430499.00	LATIN AMERICA: 1800 TO THE PRESENT	ti fr <del>LATIN AMERICA: 1800 TO THE PRESENT</del> to <u>LATIN AMERICA - 1800 TO THE PRESENT</u> , SLOs

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Saddleback College Storage Buildings Project,  
Bid No. 2045, Notice of Completion, RT Contractor Corporation

**ACTION:** Approval

---

### **BACKGROUND**

On March 28, 2016 the Board of Trustees approved a construction contract with RT Contractor Corporation for the Saddleback College Storage Buildings project for a total amount of \$117,000.

Pending Board ratification at this July 18, 2016 meeting, the recommended Board Change Order will result in a decrease of \$1,861.02, for a final contract value of \$115,138.98.

### **STATUS**

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT A) be filed for the Saddleback College Storage Buildings project.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion (EXHIBIT A) for the Saddleback College Storage Buildings project to RT Contractor Corporation, for a final contract amount of \$115,138.98.

Recording Requested  
By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

**NOTICE OF COMPLETION**

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: STORAGE BUILDINGS PROJECT at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 13<sup>th</sup> day of April, 2016, which contract was made with RT CONTRACTOR CORPORATION, as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 18<sup>th</sup> day of July 2016, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is WESTERN SURETY COMPANY of SOUTH DAKOTA; that the property hereinafter referred to and on which said improvements were made is described as follows:

SADDLEBACK COLLEGE  
28000 MARGUERITE PARKWAY  
MISSION VIEJO, CA 92692

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SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By \_\_\_\_\_ Dated \_\_\_\_\_  
Debra L. Fitzsimons  
Acting Chancellor

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

by Debra L. Fitzsimons  
(Name of Signer)

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

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

(Seal)

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Saddleback College, Donated Equipment, UCI

**ACTION:** Approval

---

### **BACKGROUND**

Saddleback College and the Advanced Technology and Applied Sciences Division (ATAS) have identified computers and equipment they would like to donate to the University of California, Irvine (UCI). This equipment was obtained using federal grant funding.

Education Code 81450.5 allows for the provision of donating property if three criteria are met:

(a) district determines that the property is not required for school purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.

(b) The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.

(c) The receipt of the property by a school district or community college district would not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

Education Code 81452 states: (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.

### **STATUS**

The Saddleback College computers and equipment currently located in the Rapid Tech Center at UCI are more than seven years old and are either non-operational or obsolete (EXHIBIT A). Saddleback ATAS division does not have the appropriate space to house the equipment. The size and weight of the equipment requires enlarged doors and engineered floors to address necessary structural modification. Additionally, moving costs to Saddleback College is expected to exceed \$50,000.

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



The National Science Foundation (NSF) Director of Undergraduate Education has provided the college written authority, on file in the district purchasing department, to dispose of the equipment.

All donation criteria have been met and staff recommends equipment be donated to UCI.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the donation of the computers and equipment (EXHIBIT A) to the University of California, Irvine.

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

**List of Equipment for Donation to UCI**

SOCCCD ID #	Equipment	Condition of the Equipment	Figure
N/A	DTM SINTERSTION 2000 SER NO S9080072	Nonoperational	4
13764	SPEEDAIRE COMPRESSOR MFG #4XA61 SER NO D057267	Unknown	1
16573	BRANSON ULTRASONIC PARTS WASHER	Unknown	3
11481	OPTIPLEX GX620 MINI TOWER PENTIUM 4	Nonoperational	14
13078	SCS8000 STEREO LITHOGRAPHY APPARATUS SLA SYSTEM	Nonoperational	6
13903	3D SYSTEMS THERMOJET 3D PRINTER	Nonoperational	9
N/A	SLA250/50 USED STEREO LITHOGRAPHY APPARATUS W/PCA OVEN	Nonoperational	2,7
13790	SLA250/50 USED STEREO LITHOGRAPHY APPARATUS W/PCA OVEN	Nonoperational	2,8
12178	DELL PRECISION WORKSTATION 690	Nonoperational	10
9734	DELL OPTIPLEX GX280 MINI TOWER	Nonoperational	14
5451	FREEFORM MODELING SYSTEM	Nonoperational	11
6619	FREEFORM MODELING SYSTEM	Unknown	11
6621	FREEFORM MODELING SYSTEM	Unknown	11
6622	FREEFORM MODELING SYSTEM	Unknown	11
6623	FREEFORM MODELING SYSTEM	Unknown	11
9882	VIVID 910 DIGITIZER	Nonoperational	5
9918	#7600-0000-0237 TURNTABLE ASSY FOR USE WITH VIVID 910	Unknown	5
N/A	ZEISS VISTA CO-ORDINATE MEASURING SYSTEM CMM	Unknown	15
12286	DELL PRECISION M65 LAPTOP	Nonoperational	13
9386	DELL OPTIPLEX GX280 MINI TOWER	Nonoperational	14
11482	OPTIPLEX GX620 MINI TOWER PENTIUM 4	Nonoperational	14
13189	DELL XPS M1730 LAPTOP WHITE	Nonoperational	13
13861	DELL VOSTRO 2510 LAPTOP	Nonoperational	13
13190	DELL XPS M1730 LAPTOP WHITE	Nonoperational	13
11494	OPTIPLEX GX620 MINI TOWER PENTIUM 4	Nonoperational	14
12943	DELL LATTITUDE D830 LAPTOP	Nonoperational	13
13598	DELL XPS M1730 LAPTOP GRAY	Nonoperational	13
16844	ALIENWARE M17X LAPTOP	Nonoperational	13
12810	HPZ2100 WIDE BED PRINTER	Nonoperational	12
11485	OPTIPLEX GX620 MINI TOWER PENTIUM 4	Nonoperational	14



*Figure 1 – Speedaire Compressor*



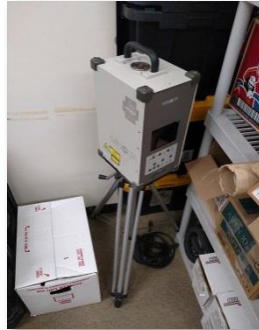
*Figure 2 – 3D Systems PCAs*



*Figure 3 – Branson ultrasonic tank*



*Figure 4 – DTM Sinterstation 2000*



*Figure 5 – Vivid 910 Laser Scanner*



*Figure 6 – Sony SCS 8000*



*Figure 7 – 3D Systems SLA 250/50*



*Figure 8 – 3D Systems SLA 250/50*



*Figure 9 – 3D Systems Thermojet*



*Figure 10 – Dell Precision 690*



*Figure 11 – Freeform Modeling Systems*



*Figure 12 – HP Z2100*



*Figure 13 – Laptops*



*Figure 14 – Laptops and Desktops*



*Figure 15 – Zeiss CMM*

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Saddleback College: Student Travel Study Abroad Program to Salamanca, Spain, from February 10, 2017 to April 22, 2017

**ACTION:** Approval

---

### **BACKGROUND**

Saddleback College is committed to providing high quality education and a full range of cultural activities for students. The college has conducted very successful study abroad programs during the spring semesters in Salamanca, Spain since 2001. Study abroad programs are authorized under Education Code 72640.

### **STATUS**

The Liberal Arts Division at Saddleback College proposes to offer the study abroad program: Spanish Language Studies in Salamanca, Spain during the spring 2016 semester from February 10, 2017 to April 22, 2017. The program will be organized and arranged by Travel and Education (T&E) for a fee of \$6,140, without airfare, per student at a cost of \$85.27 per day for 12 to 18 students, or \$5,850, without airfare, per student at a cost of \$81.25 per day for 19 to 24 students. Saddleback College solicited three bids for this program from International Studies Abroad Jumpstreet Tours, CIEE, and Travel & Education (T&E). T&E is the only vendor that met all of the required specifications. The details of the program are summarized in the Narrative in EXHIBIT A and the Study Abroad Program Information Summary in EXHIBIT B. The required Educational Tour/Field Study Contractor Agreement is provided in EXHIBIT C, which include evidence of liability insurance of not less than \$5,000,000. The proposal from T&E is included in EXHIBIT D. The current travel alerts and warnings list issued by the U.S. Department of State in EXHIBIT E does not include Spain. Financial Aid opportunities will be provided through the Office of Financial Aid for those students who qualify. There is no impact to the General Fund.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Saddleback College study abroad program: Spanish Language Studies in Salamanca, Spain from February 10, 2017 to April 22, 2017 as summarized in EXHIBIT B, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with the Travel and Education for coordinating all travel agreements in EXHIBIT C.

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

Study Abroad Narrative  
Salamanca, Spain, Spring 2017

Saddleback College has offered the Salamanca, Spain Study Abroad Program for sixteen consecutive years. In spring 2017, a group of 12 or more students will study Spanish language, culture, and history from February 10, 2017 through April 22, 2017. Fourteen students participated in spring 2016. The faculty advisor will accompany the students on their arrival flight, as well as one week in Salamanca.

Students will enroll in a minimum of 11 units of Saddleback courses and will attend classes Monday through Friday. Professors at Colegio Miguel Unamuno will teach the courses, 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 40 weekly hours of instruction in addition to Sunday excursions to cultural and historic sites.

Accommodations for the students are in approved home-stays, including meals. The faculty advisor will be provided a single room for two nights in a hotel in Madrid (arrival night and departure night) and seven nights in hotel in Salamanca and is responsible for meals. All accommodations are within easy walking distance from Colegio Miguel de Unamuno.




[illegible]

Other:							
<b>3. COURSE(S) OFFERED AT PROGRAM SITE</b>							
Course No.:	Course Title:	No. of Units					
SPAN 1	Elementary Spanish	5					
SPAN 2	Elementary Spanish	5					
SPAN 3	Intermediate Spanish	5					
SPAN 4	Intermediate Spanish	5					
SPAN 6	Intermediate Spanish Grammar & Composition	3					
SPAN 10	Intermediate Conversational Spanish	3					
SPAN 20A	Civilization of Spain Through 1898	3					
SPAN 20B	Civilization of Spain 1898 to Present	3					
<b>4. STUDENTS</b>							
Minimum number of students required to make program:		12					
Minimum number of units:		11					
Maximum number of units:		17					
If this is a repeat program site, what is the average number of units taken per student?		14					
Other							
<b>5. COSTS</b>							
Student:							
Contracted cost per student:		\$	6,140.00				
Average cost per day: (It costs approximately \$13,000 per year for a student to reside in South Orange County and attend SOCCCD.)		\$	85.27				
College:							
Additional costs to the District?		Yes:	No: <input checked="" type="checkbox"/>				
If Yes Explain:							
Cost of substitute pay if instruction is also receiving salary for courses at IVC and/or SC during the same period of time.		\$	N/A				
Other Costs		\$	0				
<b>6. OTHER ACTIVITIES NOT PART OF THE COURSE(S) (ATTACHMENTS)</b>							
Optional excursions, field trips, tours, and extra-curricular activities.							
<b>7. TYPICAL WEEKLY SCHEDULE OF INSTRUCTIONAL/ACTIVITIES</b>							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 a.m.							
9 a.m.	Language	Language	Language	Language	Language	Civilization	Excursions
10a.m.	Classes	Classes	Classes	Classes	Classes	Excursions	
11a.m.							
12 Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.	Civilization,	Civilization	Civilization	Civilization	Civilization		
7 p.m.	Culture & Art	Culture & Art	Culture & Art	Culture & Art	Culture & Art		
8 p.m.	Classes	Classes	Classes	Classes	Classes		
9 p.m.							
10 p.m.							
Exceptions to weekly schedule:		Optional extra-curricular activities during non-instructional periods.					
<b>8. ATTACHMENTS</b>							

**9. REQUIRED SIGNATURES**



Lead Faculty Member



Date



Department Chair



Date



Division/School Dean



Date

Vice President, Instruction

Date



College President



Date



## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

### EDUCATIONAL TOUR / FIELD STUDY TRAVEL CONTRACTOR AGREEMENT

#### GENERAL TERMS AND CONDITIONS

### *Spring 2017 Education Program in Salamanca, Spain*

---

This Agreement is made this 18<sup>th</sup> day of July, 2016 between the South Orange County Community College District, located at 28000 Marguerite Parkway, Mission Viejo, California ("DISTRICT") and Travel and Education ("TRAVEL CONTRACTOR") located at 1055 Mill Creek Drive, Feasterville-Trevoze, PA 19053 and is for the limited purpose of providing travel arrangements for the Educational Tour / Field Study Trip described on the Exhibits to this Agreement labeled "SPECIFIC DETAILS."

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

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





Travel Contractor Agreement

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

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

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

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

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



Travel Contractor Agreement

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

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

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

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





Travel Contractor Agreement

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



Travel Contractor Agreement

departure of the Educational Tour / Field Study Trip (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth SPECIFIC DETAILS) if the minimum number of participants specified in SPECIFIC DETAILS fails to sign up for Educational Tour / Field Study Trip. DISTRICT may, upon written notice to TRAVEL CONTRACTOR, cancel any particular Educational Tour / Field Study Trip or may terminate this Agreement in its entirety at any time if TRAVEL CONTRACTOR fails to satisfy any of the terms and conditions of this Agreement or DISTRICT may terminate this Agreement in its entirety in District's sole discretion upon 45 days prior to departure written notice to TRAVEL CONTRACTOR stating that DISTRICT so terminates (or fewer days upon the express mutual written agreement of DISTRICT and TRAVEL CONTRACTOR specifically set forth in SPECIFIC DETAILS). The termination or expiration of this Agreement shall not relieve any party from any liability arising from breach of this Agreement.

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

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

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

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



Travel Contractor Agreement

Study Trip participant against TRAVEL CONTRACTOR based upon this Agreement may be brought in any California court of competent jurisdiction.

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

TRAVEL CONTRACTOR

DISTRICT

Travel and Education (T&E)

South Orange County Community  
College District

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: Alfredo Miguel de Pablo  
*Name of authorized agent*

By: \_\_\_\_\_  
Dr. Debra L. Fitzsimons

Title: President

Title: Vice Chancellor, Business Services

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

Address: 28000 Marguerite Parkway  
Mission Viejo, CA 92692

Phone: (215) 396-0235

Phone: (949) 582-4664



**TRAVEL & EDUCATION  
PROPOSAL 10 WEEK PROGRAM – SPRING 2017  
SADDLEBACK COLLEGE – SOCCCD**

Effective Date: July 18, 2016

## **Salamanca**

**Dates:**

<b>US Departure:</b>	Friday, February 10, 2017
<b>Arrive in MADRID-transfer SALAMANCA:</b>	Saturday, February 11, 2017
<b>Orientation and city tour</b>	Sunday, February 12, 2017
<b>Program dates</b>	Monday, February 13, 2017 to Friday, April 21, 2017
<b>Transfer to MADRID and return to US</b>	Saturday, April 22, 2017

**PROGRAM COMPONENTS INCLUDED IN THE STUDENT FEE:**

- **One (1) night in Madrid** on arrival: hotel in Madrid (triple occupancy) with breakfast;
- **Museum entrances in Madrid** and welcome meal.
- **Group transfers** to and from Madrid to Salamanca.
- **Accommodation in Salamanca in homestays** (2 students per homestay sharing a double room).
- **Three meals per day** in homestays, 7 days per week.
- **Laundry service** in the homestay once a week (additional washes may be arranged with the homestay family for an extra cost).
- **An orientation program in Salamanca** consisting of an orientation meeting with a T&E representative, local area information, a welcome reception and a walking tour of Salamanca.
- **Spanish language classes** to be held at the Colegio Miguel de Unamuno for four hours per day, Monday through Friday.
- **Two full-day excursions** by private bus to Segovia and Avila including entrances to the Alcazar in Segovia and la Alberca. Excursions are with the services of an English-speaking guide.
- **10-week social and cultural program** (events such as cooking lessons, Spanish cinema, and museum visits etc.) including a dinner at the Caves of Perdigon.
- **Access to the student computer lab** located at the Colegio Miguel de Unamuno with free e-mail, printing and internet facilities.
- **\$50 non-refundable application fee.**
- **\$50 USD per student for expenses in Madrid** (tapas)
- **Medical insurance** for up to \$1,000,000 Health Insurance Benefit per student.
  - Accident and Sickness Insurance Benefits
  - Emergency Medical Evacuation Benefit
  - Repatriation of Remains Benefit
  - Emergency Reunion Benefit
  - 24 hour International Emergency Assistance
- **Local medical insurance coverage** with includes coverage for accidents while traveling between locations and during scheduled activities.
- **Travel insurance** for each student includes trip cancellation and trip interruption.

- **\$5,000,000 liability coverage** with SOCCCD named as co-insured for the duration of the program.
- **Mobile phones** provided for each student before departure which includes a local Spanish cell number and FREE incoming calls.
- **Accounting / billing services in the U.S.**
- **Pre-departure information services** and a toll-free contact number in the U.S.
- **Promotional materials** including our full color comprehensive "T&E Acceptance and Orientation Packet".
- **Advance planning services offered by our T&E office in Philadelphia.**

**FACULTY BENEFITS INCLUDED IN THE STUDENT FEE:**

Faculty support services (target enrollment 12 students with 1 faculty member) as listed below:

- Roundtrip flights between Los Angeles and Madrid on the scheduled group flight. Please provide return flight date for proper scheduling.
- T&E will provide the SOCCCD faculty member with housing in a single room in the hotel in Madrid (arrival night and one (1) night prior to departure, if the flight schedule it advises, if not, no) and 7 nights in hotel in Salamanca.
- Mobile phone will be provided with courtesy credit of 50 €
- Full participation on all activities scheduled on the itinerary, on the same basis as the students, including transfers, entrances, sightseeing tours, etc.

Faculty benefits are paid in full for an enrollment of 12 paying students or more, or pro rata for a lower enrollment.

**PROGRAM FEES**

- **\$6140** US Dollars per participant for an enrollment of **12 to 18** paying student participants with ONE (1) faculty administrative visit.
- **\$5850** US Dollars per participant for an enrollment of **19 to 24** paying student participants with ONE (1) faculty administrative visit.

*Should SOCCCD wish to run this program with an enrollment below 12 paying student participants it would be necessary either to add a supplement to the fee above or to remove some components from the program. T&E would discuss these options with SOCCCD. These fees are guaranteed not to change as a result of fluctuations in the \$ exchange rate. T&E will charge a \$35 returned check fee on each check returned by the bank for insufficient funds. T&E charges a 3% handling fee for all payments made via credit card.*

**Program fee DOES NOT include:**

- **Airfare is offered as a separate option.** Airfare option requires 10 passengers to be offered (including students and chaperones)
- **A \$125** refundable damage deposit
- Passport or visa fees if applicable
- Meals other than those indicated on the itinerary
- Personal expenses
- SOCCCD tuition or administrative fees
- Additional fieldtrips or excursions required by the SOCCCD faculty and

### **OPTIONAL COMPONENTS**

- **Group flight Reservations:**  
T&E offers the option for group flight reservations to ensure your group will travel together. **SADDLEBACK COLLEGE – SOCCCD** will need to meet a minimum sustained enrollment of **ten (10) paying participants in order to qualify**. Flight options to be determined upon program approval.
- Students who do not reserve airfare through the provided student flight option will be responsible for securing their own flight which should arrive before or at the same time as the contracted flight listed in this proposal. It is also their responsibility to check for any possible schedule changes with the T&E contracted itinerary to ensure their arrival coincides with the group. ***NOTE: Transfers to and from the airport will not be provided for students arriving outside of the scheduled transfer time which is based on the T&E contracted flight for the group.***
- Single Supplement for homestay accommodation in Salamanca is \$350.

### **PROGRAM APPLICATION PROCEDURE AND BILLING**

- SADDLEBACK COLLEGE – SOCCCD to collect the application forms and deposits of \$450 PLUS airfare deposit of \$200 (total \$650) per student and to forward them to T&E by **Friday, October 7th, 2016**. T&E would then bill the individual student for the balance of fees owing.
  - [2017 Online Student Application link for SADDLEBACK COLLEGE – SOCCCD Spain Program](#)
- T&E will conduct a review of the group roster by **Friday, October 21st, 2016** in order to confirm the group flight option. Should the number of eligible passengers fall under the minimum requirement of ten, T&E will cancel the group reservation. Students will then be responsible for purchasing their own tickets based on T&E guidelines for group arrival and departure. Should the group be eligible for the flight, T&E will provide a link and instructions on how to purchase into the group flight by November 4<sup>th</sup>, 2016.
- T&E reserves the right to withdraw students who are not paid in full by the final payment deadline. Final payment due date: **Friday, November 18th, 2016**.
- T&E accepts payment in the form of personal check or money order and VISA, Mastercard or Discover

### **REFUND POLICY**

Should an individual participant withdraw from the program they must do so in writing directly with T&E and the following policy will apply based on the date the withdrawal notice is received in our Philadelphia office.



WITHDRAWAL	He/she receives....
On or before Friday, October 7 <sup>th</sup> , 2016	a refund of all fees paid less \$200 processing fee, the \$50 non-refundable application fee and any non-refundable deposits paid by the student or by <b>T&amp;E</b> on behalf of the student
After Friday, October 7 <sup>th</sup> , 2016, but on or before Friday, November 18 <sup>th</sup> , 2016	a refund of all fees paid less \$400 deposit and \$50 non-refundable application fee plus any non-refundable deposits paid by the student or by <b>T&amp;E</b> on behalf of the student plus \$200 penalty of airfare tickets
After November 18 <sup>th</sup> , 2016	no refund

- Once the program has begun students withdrawing receive no refund unless T&E suspends the program.
- It is understood that SADDLEBACK COLLEGE – SOCCCD will not cancel the program if the necessary minimum number of participants have not been enrolled by **Thursday, November 17<sup>th</sup>, 2016**.
- In the of the U.S. State Department issuing a travel warning which advises U.S. citizens not to travel to Spain, or if they are already in Spain, to leave it, T&E will:
  - If the program has not started, either makes suitable alternative arrangements or cancel the program and refund all fees paid.
  - If the program has started, suspend the program and fly the student's home. If students are returned home they will receive a prorated rebate of fees paid to T&E for the proportion of the program not completed, less the \$100 processing fee, the \$210 insurance premium, the \$50 non-refundable application fee and any costs incurred flying the student home.

## ACCEPTANCE OF PROPOSAL

T&E require 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 **Tuesday, August 30<sup>th</sup>, 2016**. Please sign and date below, and please fax this document in its entirety to Patrizia D'Adamo, T&E Director of US Operations in Philadelphia, fax number 215-396-0236.

PROPOSAL ACCEPTED BY \_\_\_\_\_  
South Orange County Community College District (Saddleback College)

DATE \_\_\_\_\_

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

# Alerts and Warnings

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Alert	June 10, 2016	<a href="#">Haiti Travel Alert</a>
Warning	June 9, 2016	<a href="#">Libya Travel Warning</a>
Alert	June 3, 2016	<a href="#">Hurricane and Typhoon Season 2016 Travel Alert</a>
Alert	May 31, 2016	<a href="#">Europe Travel Alert</a>
Warning	May 24, 2016	<a href="#">Somalia Travel Warning</a>
Warning	May 16, 2016	<a href="#">North Korea Travel Warning</a>
Warning	April 21, 2016	<a href="#">Philippines Travel Warning</a>
Warning	April 21, 2016	<a href="#">Mali Travel Warning</a>
Warning	April 18, 2016	<a href="#">Chad Travel Warning</a>
Warning	April 15, 2016	<a href="#">Mexico Travel Warning</a>
Warning	April 14, 2016	<a href="#">Central African Republic Travel Warning</a>
Warning	April 11, 2016	<a href="#">Saudi Arabia Travel Warning</a>
Warning	April 7, 2016	<a href="#">Pakistan Travel Warning</a>
Warning	April 5, 2016	<a href="#">Colombia Travel Warning</a>
Warning	April 1, 2016	<a href="#">Tunisia Travel Warning</a>
Warning	March 31, 2016	<a href="#">Syria Travel Warning</a>
Alert	March 30, 2016	<a href="#">Laos Travel Alert</a>
Warning	March 29, 2016	<a href="#">Turkey Travel Warning</a>
Alert	March 28, 2016	<a href="#">Djibouti Travel Alert</a>

Warning	March 14, 2016	<a href="#">Iran Travel Warning</a>
Warning	March 11, 2016	<a href="#">Burundi Travel Warning</a>
Warning	March 1, 2016	<a href="#">Algeria Travel Warning</a>
Warning	February 23, 2016	<a href="#">Mauritania Travel Warning</a>
Alert	February 12, 2016	<a href="#">Bangladesh Travel Alert</a>
Warning	February 5, 2016	<a href="#">Nigeria Travel Warning</a>
Warning	January 21, 2016	<a href="#">Sudan Travel Warning</a>
Warning	January 21, 2016	<a href="#">Niger Travel Warning</a>
Warning	January 20, 2016	<a href="#">Burkina Faso Travel Warning</a>
Warning	January 15, 2016	<a href="#">El Salvador Travel Warning</a>
Warning	December 31, 2015	<a href="#">Republic of South Sudan Travel Warning</a>
Warning	December 22, 2015	<a href="#">Cameroon Travel Warning</a>
Warning	December 16, 2015	<a href="#">Israel, The West Bank and Gaza Travel Warning</a>
Warning	December 14, 2015	<a href="#">Ukraine Travel Warning</a>
Warning	December 14, 2015	<a href="#">Yemen Travel Warning</a>
Warning	December 11, 2015	<a href="#">Lebanon Travel Warning</a>
Warning	December 4, 2015	<a href="#">Democratic Republic of the Congo Travel Warning</a>
Warning	December 4, 2015	<a href="#">Iraq Travel Warning</a>
Warning	November 19, 2015	<a href="#">Afghanistan Travel Warning</a>
Warning	November 10, 2015	<a href="#">Kenya Travel Warning</a>
Warning	October 30, 2015	<a href="#">Honduras Travel Warning</a>

Warning	September 18, 2015	<a href="#">Venezuela Travel Warning</a>
Warning	August 5, 2015	<a href="#">Haiti Travel Warning</a>
Warning	May 6, 2015	<a href="#">Eritrea Travel Warning</a>

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

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

**ACTION:** Approval

---

**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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

### TRUSTEE ATTENDANCE AT CONFERENCES AND MEETINGS

Trustees wishing to attend:

EVENT/LOCATION	DATE(s)*	ESTIMATED COST** (per person)	TRUSTEE REQUESTED ITEM:	TRUSTEE(S) ATTENDING
CCLC Annual Convention Riverside Convention Center Riverside, CA	11/17- 11/19/16 (3*)	\$1,425**		

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

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

Item Submitted By: *Debra L. Fitzsimons, Acting Chancellor*



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Agreement for Special Services: Atkinson, Andelson, Loya, Ruud & Romo

**ACTION:** Approval

---

### **BACKGROUND**

The District has used the services of the legal firm Atkinson, Andelson, Loya, Ruud & Romo since December 7, 1999. The agreement provides specialized legal services pertaining to labor relations, labor negotiations, and other community college legal matters.

### **STATUS**

The current agreement ended effective June 30, 2016. The new agreement is effective July 1, 2016 through June 30, 2017, with annual hourly rate changes as follows shown in EXHIBIT A.

The law firm shall bill in quarter-hour increments. The fees for legal services are based on time spent according to the rate schedule.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the special services agreement (EXHIBIT A) with Atkinson, Andelson, Loya, Ruud & Romo, effective July 1, 2016 through June 30, 2017.

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

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SACRAMENTO  
(916) 923-1200

SAN DIEGO  
(858) 485-9526

OUR FILE NUMBER:

005562.00001  
14144379.1

June 23, 2016

**PRIVILEGED AND CONFIDENTIAL**

Dr. Debra Fitzsimons, Vice Chancellor  
Business Services  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

**Re: Agreement for Special Services**

Dear Debra:

Please find enclosed for your consideration the proposed Agreement for Special Services between the District and our firm for the period 2016-2017. We are proposing a rate increase during the term of this agreement; however, these rates still remain very competitive.

If the agreement meets with your approval, please sign where indicated and return to the attention of Michelle Needham in my office for processing. Once received, she will then forward a fully executed copy for your records.

If you have any questions or concerns, please do not hesitate to call me directly.

Sincerely,

ATKINSON, ANDELSON, LOYA, RUUD & ROMO



Warren S. Kinsler

WSK/mln  
Enclosure

RCVD JUN 28 '16

## **AGREEMENT FOR SPECIAL SERVICES**

### **I. PARTIES**

This Agreement for Special Services (the "Agreement") is made this 1st day of July, 2016, between the law firm of ATKINSON, ANDELSON, LOYA, RUUD & ROMO, a Professional Law Corporation, hereinafter referred to as the "Law Firm," and SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "District."

### **II. RECITALS; PURPOSE; MATTERS**

The District desires to retain and engage the Law Firm to perform legal and, upon request, non-legal consultant services on the District's behalf, and the Law Firm is willing to accept said engagement on the terms and conditions contained in this Agreement. The Law Firm agrees to provide such services to the District, including representation in administrative and court proceedings, as requested by the District. The place and time for such services are to be designated by the Chancellor of the District or designee.

### **III. TERMS AND CONDITIONS**

A. The term of this Agreement shall be for one year, commencing July 1, 2016, through June 30, 2017. For the period July 1, 2016, through June 30, 2017, the District hereby agrees to pay the Law Firm in connection with the above-referenced services as authorized at the following hourly rates:

Senior Partners	\$310.00
Partners/Senior Counsel	\$300.00
Senior Associates	\$290.00
Associates	\$280.00
Electronic Technology Litigation Specialist	\$250.00
Non-Legal Consultants	\$200.00
Senior Paralegals/Law Clerks	\$165.00
Paralegals/Legal Assistants	\$160.00

The Law Firm shall bill in quarter-hour increments. A fixed rate may be established for specially identified projects, subject to prior approval by the District.

B. The Law Firm may charge the full hourly rate to more than one client for services provided concurrently during the same time period. For example, in the course of traveling to the District or while providing legal services at the District, it may be necessary for the Law Firm to provide billable services to other clients.

C. The Law Firm shall not be obligated to advance costs on behalf of the District; however, for purposes of convenience and in order to expedite matters, the Law Firm reserves the right to advance costs on behalf of the District with the Superintendent/President or designee's prior approval in the event a particular cost item exceeds \$2,000.00 in amount, and without the prior approval of the District in the event a particular cost item totals \$2,000.00 or less. Typical cost items include, by way of example and not limitation, document preparation and word processing, long distance telephone charges, fax/telecopy charges, copying charges, messenger fees, travel costs, bonds, witness fees, deposition and court reporter fees, transcript costs, expert witness fees, investigative fees, etc. If the Law Firm retains, with authorization from the District, experts or consultants for the benefit of the District, rather than the District contracting directly with any expert or consultant, it is agreed that the District shall pay a five percent (5%) fee ("consultant processing fee") on such expert and consultant costs paid by the Law Firm in order to offset certain costs to the Law Firm resulting from administering and initially paying such expert and consultant fees on behalf of the District.

D. A detailed description of the attorney work performed and the costs advanced by the Law Firm will be prepared on a monthly basis as of the last day of the month and will be mailed to the District on or about the 15th of the following month. Payment of the full amount due, as reflected on the monthly statements, will be due to the Law Firm from the District by the 10th of each month, unless other arrangements are made. In the event there are retainer funds of the District in the Law Firm's Trust account at the time a monthly billing statement is prepared, funds will be transferred from the Law Firm's Trust Account to the Law Firm's General Account to the extent of the balance due on the monthly statement and a credit therefor will be reflected on the monthly statement. Any balance of fees or costs advanced remaining unpaid for a period of 30 days will be subject to a 1% per month service charge.

E. The District agrees to review the Law Firm's monthly statements promptly upon receipt and to notify the Law Firm, in writing, with respect to any disagreement with the monthly statement. Failure to communicate written disagreement with the Law Firm's monthly statement within thirty (30) days of the District's receipt thereof shall be deemed to signify the District's agreement that the monthly billing statement accurately reflects: (a) the legal services performed; and (b) the proper charge for those legal services.

F. The District agrees to fully cooperate with the Law Firm in connection with the Law Firm's representation of the District including, but not limited to, attending mandatory court hearings and other appearances and providing necessary information and documentation to enable the Law Firm to adequately represent the District.

G. The District has the right, at any time, and either with or without good cause, to discharge the Law Firm as the District's attorneys. In the event of such a discharge of the Law Firm by the District, however, any and all unpaid attorneys' fees and costs owing to the Law Firm from the District shall be immediately due and payable.

H. The Law Firm reserves the right to discontinue the performance of legal services on behalf of the District upon the occurrence of any one or more of the following events:

1. Upon order of Court requiring the Law Firm to discontinue the performance of said legal services;

2. Upon a determination by the Law Firm in the exercise of its reasonable and sole discretion, that state or federal legal ethical principles require it to discontinue legal services for the District;

3. Upon the failure of the District to perform any of the District's obligations hereunder with respect to the payment of the Law Firm's fees and costs advanced; or

4. Upon the failure of the District to perform any of the District's obligations hereunder with respect to cooperation with the Law Firm in connection with the Law Firm's representation of the District.

I. In the event that the Law Firm ceases to perform legal services for the District as hereinabove provided, the District agrees that it will promptly pay to the Law Firm any and all unpaid fees or costs advanced, and retrieve all of its files, signing a receipt therefor. Further, the District agrees that, with respect to any litigation where the Law Firm has made an appearance in Court on its behalf, the District will promptly execute an appropriate Substitution of Attorney form.

J. The Law Firm maintains errors and omissions insurance coverage applicable to the services to be rendered.

K. It is understood and agreed that the Law Firm, while engaged in carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

#### **IV. SPECIALIZED LEGAL SERVICES**

For specialized litigation and transactional services in the areas of construction, procurement, technology, prevailing wage, real property, intellectual property, CEQA, mitigation negotiations, school and college finance, tax, bankruptcy, copyright, trademark, non-profit organizations, immigration, and appellate law, the District agrees to pay the Law Firm at rates higher than the standard hourly rates for special projects or particular scopes of work. The Law Firm shall inform the District of the rates for specialized services and the Chancellor or designee shall agree to such rates in writing prior to any billings for specialized legal services by the Law Firm.

#### **V. RELATED POST-INVESTIGATION SERVICES**

If an attorney who conducted an investigation for the District is subsequently asked or required to prepare for and/or testify, including, without limitation, at deposition, trial, arbitration or any other proceeding, because of services rendered under this Agreement, and/or if the investigating attorney must respond to subpoenas or discovery or otherwise respond or perform services with respect to any matter relating to or arising out of services performed for the

District, the District agrees to pay the Law Firm for all time expended (including preparation time) at the investigating attorney's then current regular hourly rate and to reimburse the Law Firm for reasonable costs and expenses incurred.

#### **VI. CONSENT TO JOINT REPRESENTATION**

The District acknowledges that from time to time Law Firm may be asked to perform legal services on a matter affecting two or more public education local agencies. In such situations before proceeding with representation, Law Firm shall provide the District with a written disclosure of the relevant circumstances and of the actual and reasonably foreseeable adverse consequences to the District, and shall seek separate written consent to joint representation from all involved parties if permissible according to ethical principles applicable to attorneys. The District acknowledges that it is often in the best interest of the District for such representation to commence without undue delay which may result from waiting until a regularly-scheduled Board meeting. Therefore, the Governing Board of the District hereby delegates to the Chancellor or designee authority to consent to joint representation in the circumstances described in this paragraph, and to execute such written consent on behalf of the Board and District.

#### **VII. SERVICES PERFORMED BY LAW FIRM-PROVIDED NON-LEGAL CONSULTANTS**

The Law Firm has an affiliation with non-legal education consultants who are available to assist the District in areas including, but not limited to, personnel/business office audits, human resources/collective bargaining consultation, public/employee relations surveys and communications, media and public relations, budget analysis/support services, instructional coaching/counseling at school improvement sites, special education, student discipline, leadership coaching, board/chancellor relations and best practices, and interim management placement.

Because the Law Firm has a financial interest in the District's use of these affiliated non-legal consultants, the rules of the State Bar of California require that the District provide its informed written consent to this arrangement prior to utilizing these services. Execution of this Agreement shall be deemed "informed consent" for the purposes of this paragraph. The District is hereby advised that it may seek the advice of an independent attorney of its choice prior to providing such written consent.

Please also be advised that because the services of these non-legal consultants are provided to the District outside of the attorney-client relationship, communications with these non-legal consultants will not be protected from disclosure by the attorney-client privilege.

#### **VIII. CONSENT TO LAW FIRM COMMUNICATION**

As part of our commitment to client service, the Law Firm will send the District periodic alerts on case developments and legislative changes, and notices of Breakfast Briefings,



conferences, and other training opportunities designed to help the District with daily legal concerns. The Law Firm will send those and other additional service notices to the District via regular mail and/or electronic mail at the email address which you designate or the email used in your daily communications with us. These email notices are a convenient way to keep the District administrators apprised of important legal changes. By execution of this Agreement, the District and designated contact(s) consent to receive such communications by electronic mail subject to the right to unsubscribe at any time.

**IX. BINDING ARBITRATION**

If any dispute arises out of, or related to, a claimed breach of this Agreement, the professional services rendered by attorneys, or any other disagreement of any nature, type, or description, regardless of the facts or the legal theories which may be involved, including attorney malpractice, such dispute shall be resolved by binding arbitration by a single arbitrator. Each side will bear its own costs and attorney fees. The parties agree to waive their right to a jury and to an appeal.

**X. DURATION**

This Agreement shall be effective July 1, 2016, through June 30, 2017, and thereafter shall continue from month-to-month at the then current hourly rate set forth herein until modified in writing by mutual agreement or terminated by either party upon thirty (30) days' written notice.

**XI. EXECUTION DATE**

This Agreement is entered into this 1st day of July, 2016.

"Law Firm"

ATKINSON, ANDELSON, LOYA, RUUD & ROMO

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
WARREN S. KINSLER

"District"

SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT

Dated: \_\_\_\_\_

By: \_\_\_\_\_  
Debra L. Fitzsimons, Vice Chancellor, Business Services

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Adopt Resolution No. 16-19: Appropriations Limit for FY 2016-2017 (Gann Limit)

**ACTION:** Approval

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### **BACKGROUND**

Pursuant to Article XIII-B of the Constitution and Chapter 1205, Statutes of 1980, all community college districts are required to complete an annual appropriation limit ("Gann Limit"). That appropriation limit is adjusted annually for colleges in price index, population, and other factors as applicable.

### **STATUS**

In accordance with Government Code Section 7910, an appropriation limit of \$237,285,027 has been calculated for FY 2016-2017. The specific appropriations subject to the limit is \$191,554,000, well under the limit. The documentation used in determining this limit has been made available to the public in the Office of the Vice Chancellor, Business Services, for fifteen (15) days prior to the adoption of this Resolution, and is attached as EXHIBIT A.

### **RECOMMENDATION**

The Chancellor recommends the Board of Trustees adopt Resolution No.16-19 as presented in EXHIBIT B, establishing the required State constitutional appropriations limit for FY 2016-2017 for the South Orange County Community College District.

CALIFORNIA COMMUNITY COLLEGES  
GANN LIMIT WORKSHEET  
2016-2017 Fiscal Year

DISTRICT NAME: South Orange County Community College District

DATE: 7/18/2016

I. **2016-2017 APPROPRIATIONS LIMIT:**

A. <b>2015-2016 Limit</b>		<u><u>\$ 244,960,520</u></u>
B. <b>2016-2017 Price factor:</b>	1.0537	
C. <b>Population factor:</b>		
1. <b>2014-2015 Second Period Actual FTES</b>	<u>27,821.62</u>	
2. <b>2015-2016 Second Period Actual FTES</b>	<u>25,577.11</u>	
3. <b>2016-2017 Population change factor</b> (line C.2. divided by line C.1.)	<u>0.9193</u>	
D. <b>2015-2016 Limit adjusted by inflation and population factors</b> (line A multiplied by line B and line C.3.)		<u><u>\$ 237,285,027</u></u>
E. <b>Adjustments to increase limit:</b>		
1. Transfers in of financial responsibility	<u>\$ -</u>	
2. Temporary voter approved increases	<u>-</u>	
3. Total adjustments - increase		<u>\$ -</u>
Sub-Total		
F. <b>Adjustments to decrease limit:</b>		
1. Transfers out of financial responsibility	<u>\$ -</u>	
2. Lapses of voter approved increases	<u>-</u>	
3. Total adjustments - decrease		<u>\$ -</u>
G. <b>2016-2017 Appropriations Limit</b>		<u><u>\$ 237,285,027</u></u>

II. **2016-2017 APPROPRIATIONS SUBJECT TO LIMIT:**

A. State Aid (General Apportionment, Apprenticeship Allowance, Basic Skills, and Partnership for Excellence)	<u><u>\$ 2,790,000</u></u>
B. State Subventions (Home Owners Property Tax Relief, Timber Yield tax, etc.)	<u>1,180,000</u>
C. Local Property taxes	<u>187,560,000</u>
D. Estimated excess Debt Service taxes	<u>-</u>
E. Estimated Parcel taxes, Square Foot taxes, etc.	<u>-</u>
F. Interest on proceeds of taxes	<u>24,000</u>
G. Local appropriations from taxes for unreimbursed State, court, and federal mandates	<u>-</u>
H. <b>2016-2017 Appropriations Subject to Limit</b>	<u><u>\$ 191,554,000</u></u>

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION 16-19  
July 18, 2016**

WHEREAS, Article XIIB of the Constitution of the state of California, as approved by the voters in November, 1979, requires the Governing Board of each local jurisdiction, by resolution, to establish an Appropriations Limit on "Proceeds of Taxes" revenues beginning with FY 1980-1981; and

WHEREAS, each community college district is required to determine and adopt such Appropriations Limit for FY 2016-2017, as a legislative act; and

WHEREAS, this District's Appropriations Limit has been calculated in accordance with Article XIIB of the State Constitution and Government Code Section 7910;

NOW, THEREFORE, BE IT RESOLVED, as a legislative act of the Governing Board that, for the purposes of Article XIII-B, there is hereby established this District's Appropriations Limit of \$237,285,027 for FY 2016-2017.

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STATE OF CALIFORNIA   )  
  )  
COUNTY OF ORANGE   )

I, Debra L. Fitzsimons, Acting Secretary of the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the above and foregoing Resolution was duly and regularly adopted by said Board at a regular meeting thereof held on July 18, 2016.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 18th day of July 2016.

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Debra L. Fitzsimons  
Acting Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Acting Chancellor

RE: SOCCCD: May and June 2016 Change Orders / Amendments

ACTION: Ratification

**BACKGROUND**

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

Exhibit	Contractor Name / Description	Change Order Amount	Revised Total Contract Amount
A.	<u>Cordoba Corporation</u> SOCCCD ADA Transition Plan Services – Consultant Services Amendment No. 2 – For additional consultant services. SOCCCD	\$32,500.00	\$612,500.00
B.	<u>Swinerton Builders</u> Irvine Valley College Liberal Arts Design-Build Project Change Order No. 8 – For project additions and deletions to the general contractor's contract. SOCCCD	\$12,850.00	\$9,285,485.00
C.	<u>Watry Design, Inc.</u> SOCCCD District-Wide Parking Study Project – Consultant Services Amendment No. 2 – For extension of consultant services through May 31, 2016. SOCCCD	\$5,240.00	\$156,685.00
D.	<u>R2A Architecture</u> Saddleback College Technology & Applied Sciences Building Swing Space Project – Architectural Services Amendment No. 12 – For extension of architectural services through July 1, 2016 SOCCCD	\$0.00	\$831,968.00

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

E.	<u>RT Contractors</u> Saddleback College Storage Buildings Project Change Order No. 1 – For unused contract allowance. SOCCCD	(\$1,861.02)	\$115,138.98
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**AMENDMENT No. 1  
TO THE CONSULTANT AGREEMENT  
ADA TRANSITION PLAN SERVICES  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**May 23, 2016**

**THIS AMENDMENT** shall modify the original agreement dated February 24, 2016, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Cordoba Corporation, 1611 E. 17<sup>th</sup> Street, Santa Ana, CA, hereinafter referred to as "CONSULTANT,"

**WHEREAS**, Article 11, paragraph 15 of the original agreement provides that this Agreement may be amended or modified only by an agreement in writing signed by both the DISTRICT and the CONSULTANT; and

**WHEREAS**, the DISTRICT requires additional consultant services to survey and evaluate newly completed buildings at Irvine Valley and Saddleback Colleges and include the results of this evaluation in the ADA Transition Plan;

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

Add the following buildings to Attachments No. 1 and 2:

IVC A-400 and CEC portables

SC Sciences Building, Observatory, and Auto Tech Buildings M1 and M2

Original Contract Amount:	\$580,000
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<b>Amendment No. 1</b>	<b>\$32,500</b>
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Revised Contract Amount:	<b>\$612,500</b>
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**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"

South Orange County Community College District

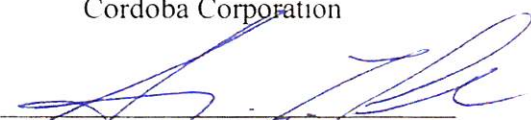
By:   
Dr. Debra L. Fitzsimons

Title: Vice Chancellor, Business Services

Date: JUN 6 2016

"CONSULTANT"

Cordoba Corporation

By:   
George L. Pla,

Title: President and CEO

Date: 5 / 26 / 2016



Project Name: IVC Liberal Art Design Build  
Bid No. 307  
Board Change Order No. 08

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR 11 Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal. days)
307	Design Build	Swinerton Builders		\$8,850,000	\$422,635	\$12,850	\$9,285,485	82
			<b>TOTAL</b>	<b>8,850,000</b>			<b>9,285,485</b>	

COR No.	Date	Description	Requested	Status	Amount	Time Extension
SB-31	12/2/15	Unforeseen UG electrical conduit	District	approved	\$9,574	0
SB-33	2/11/16	Relocate Air Blown Fiber patch panel in IDF room	District	approved	\$1,029	0
SB-35	3/17/16	Enlarge wood trim at ceiling lobby	District	approved	\$519	0
SB-36	3/25/16	Modify window treatment from 3% to 1% fabric	District	approved	\$3,618	0
SB-37	4/11/16	Upgrade phone cabling to 25 pair	College	approved	\$4,706	0
-		Cancellation of Masonry inspection in January 2016	District	approved	(\$296)	0
-		IOR OT in January and February 2016 - 7 days@900/day	District	approved	(\$6,300)	0
					<b>\$12,850</b>	<b>0</b>

**AMENDMENT No. 2  
TO DISTRICT-WIDE PARKING STUDY CONSULTANT SERVICES  
AGREEMENT  
SOCCCD DISTRICT-WIDE PARKING STUDY**

**May 19, 2016**

**THIS AMENDMENT** shall modify the original agreement dated November 16, 2015, by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and Watry Design, Inc., 17310 Red Hill Avenue, Suite 285, Irvine, CA 92614, hereinafter referred to as "CONSULTANT".

**WHEREAS**, Article 11, paragraph 16 of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of both parties; and

**WHEREAS**, Article 6, paragraph 1, establishes the compensation of the agreement at \$97,750 with reimbursable expenses of \$3,500; and

**WHEREAS**, the need for additional services is required for added report analysis and edits, and for an extension of the contract period; and


**NOW, THEREFORE**, the Parties agree to modify the original agreement as follows:

- 1) Provide added analysis and editing services for an additional, not to exceed amount, of \$5,240, and extend the term of the contract period from April 30, 2016 to May 31, 2016.

Original Contract Amount:	\$ 101,250
Amendment No. 1:	\$ 53,195
<b>Amendment No. 2:</b>	<b><u>\$ 5,240</u></b>
<b>Total Contract Amount:</b>	<b><u>\$ 156,685</u></b>

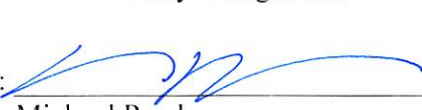
**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

"DISTRICT"  
South Orange County Community College District

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

Date: JUN 6 2016

"CONSULTANT"  
Watry Design, Inc.

By:   
Michael Pendergrass  
Associate Principal

Date: 5/26/2016

**AMENDMENT No. 12  
TO ARCHITECTURAL SERVICES AGREEMENT  
FOR  
TECHNOLOGY & APPLIED SCIENCES BUILDING SWING SPACE PROJECT  
SADDLEBACK COLLEGE**

April 28, 2016

**THIS AMENDMENT** shall modify the original agreement dated May 16, 2012, by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and R2A Architecture, 2900 Bristol St., Suite E-205, Costa Mesa, California, 92626, hereinafter referred to as "CONSULTANT".

**WHEREAS**, Article X, paragraph 15 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article 1, paragraph 4, establishes the term of services at 36 months from the date of this agreement and amendment 2, attachment A item 2 increased the term of services from 36 months to 48 months for additional architectural engineering services; and

**WHEREAS**, An additional two months is needed to complete the architectural/engineering services; and

**NOW, THEREFORE**, the Parties agree to modify the original agreement as follows:

Increase the term of services to July 1, 2016.

Original Contract Amount:	\$485,000.00
Amendment No. 1	\$ 46,000.00
Amendment No. 2	\$163,420.00
Amendment No. 3	\$ 28,800.00
Amendment No. 4	\$ 6,170.00
Amendment No. 5	\$ 10,000.00
Amendment No. 6	\$ 7,890.00
Amendment No. 7	\$ 3,838.00
Amendment No. 8	\$ 2,350.00
Amendment No. 9	\$ 10,000.00
Amendment No.10	\$ 60,000.00
Amendment No.11	\$ 8,500.00
<b>Amendment No. 12</b>	<b>\$ 0.00</b>
<b>Revised Contract Amount:</b>	<b>\$ 831,968.00</b>

**IN WITNESS HEREOF**, the Parties have executed this Amendment No. 12 as of the date set forth above.

"DISTRICT"  
South Orange County Community College District

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

**JUN 9 2016**

Date: \_\_\_\_\_

"CONSULTANT"  
R2A Architecture

By:   
Etienne Runge  
CEO

**5.31.16**  
Date: \_\_\_\_\_

Saddleback College Storage Buildings Project

Bid #2045

Board Change Order #1

July 18, 2016

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO 1 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
2045	General Contractor	RT Contractors		\$117,000.00	\$0.00	-\$1,861.02	\$115,138.98	
		12864 E Dale Street, Garden Grove, CA 92841	<b>TOTAL</b>	<b>117,000.00</b>			<b>115,138.98</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	6/22/2016	Unused Contract Allowance	By District	Reviewed	(\$1,861.02)	0
		TOTAL THIS CHANGE ORDER REQUEST			-\$1,861.02	

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Purchase Orders and Checks

**ACTION:** Ratification

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**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 \$204,603.90 and an additional 93 purchase orders below \$5,000 amounting to \$62,713.38 for a combined total of \$267,317.28 are submitted to the Board of Trustees for ratification. The purchase order list is provided in order of supplier (EXHIBIT A), and in order of amount (EXHIBIT B).

The district processed 1,171 checks in the amount of \$18,798,098.34 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)

June 9, 2016 through June 28, 2016

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P175212	Applied Instruments	Ice Makers for new Science building	27,180.42
P175162	CDW Government, Inc.	Equipment for Computer Lab at Silverado HS	60,237.73
P175202	CDW Government, Inc.	Dell Laptops for ATEP	5,263.23
P175271	Diffraction Limited	Infrared camera for Chemistry	15,253.80
P175193	Fisher Scientific	Supplies and materials for Biology	5,219.16
P175132	Hajoca Corporation	Drinking Fountains	5,313.09
P175199	Krueger International	Tables for IVC Liberal Arts building	12,522.84
P175311	Orange County Register	IVC Spring 2016 Community Education Brochure	6,205.68
P175166	Postmaster Attn: Bulk Mail	Postage for Fall 2016 Gaucho Guide	21,852.83
P175200	United Interiors	KI chairs for IVC Liberal Arts Building	10,836.00
P175245	Veritiv Operating Company	Custodial equipment for the new Science building	10,506.68
P175244	W. W. Grainger	Cadaver refrigerator	14,159.42
P175246	W. W. Grainger	Custodial equipment for the new Science building	10,053.02
Total Purchase Orders Over \$5,000			204,603.90
93 Purchase Orders Under \$5,000			62,713.38
<b>TOTAL PURCHASE ORDERS \$</b>			<b>267,317.28</b>





## South Orange County Community College District

EXHIBIT B

Page 1 of 1

### Purchase Order Ratification (Amount)

June 9, 2016 through June 28, 2016

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P175162	CDW Government, Inc.	Equipment for Computer Lab at Silverado HS	60,237.73
P175212	Applied Instruments	Ice Makers for new Science building	27,180.42
P175166	Postmaster Attn: Bulk Mail	Postage for Fall 2016 Gaucho Guide	21,852.83
P175271	Diffraction Limited	Infrared camera for Chemistry	15,253.80
P175244	W. W. Grainger	Cadaver refrigerator	14,159.42
P175199	Krueger International	Tables for IVC Liberal Arts building	12,522.84
P175200	United Interiors	KI chairs for IVC Liberal Arts Building	10,836.00
P175245	Veritiv Operating Company	Custodial equipment for the new Science build	10,506.68
P175246	W. W. Grainger	Custodial equipment for the new Science build	10,053.02
P175311	Orange County Register	IVC Spring 2016 Community Education Brochu	6,205.68
P175132	Hajoca Corporation	Drinking Fountains	5,313.09
P175202	CDW Government, Inc.	Dell Laptops for ATEP	5,263.23
P175193	Fisher Scientific	Supplies and materials for Biology	5,219.16
Total Purchase Orders Over \$5,000			204,603.90
93 Purchase Orders Under \$5,000			62,713.38
<b>TOTAL PURCHASE ORDERS \$</b>			<b>267,317.28</b>





## South Orange County Community College District

EXHIBIT C

Page 1 of 1

### Check Ratification

June 9, 2016 through June 28, 2016

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	1,009	12,192,352.91
07 IVC Community Education	3	263,637.08
09 SC Community Education	32	938,839.71
12 Child Development	18	117,533.13
40 Capital Outlay	73	4,757,227.67
68 Self Insurance	5	5,282.47
71 Retiree Benefit	2	361,775.16
95 SC Associated Student Government	13	78,727.89
96 IVC Associated Student Government	16	82,722.32
Total	1,171	18,798,098.34

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: May and June 2016 Contracts

**ACTION:** Ratification

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**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 the end of May and June 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 Bridge Academy</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after-school programs from June 13, 2016 to August 11, 2016. Saddleback College	\$99,600.00
<u>codeCampus</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after school programs from July 1, 2016 to June 30, 2017. Saddleback College	\$99,600.00
<u>Culinary Kids</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after school programs from July 1, 2016 to June 30, 2017. Saddleback College	\$57,000.00
<u>Brain Builders Education Programs</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after school programs from July 1, 2016 to June 30, 2017. Saddleback College	\$48,000.00

<u>Conversa</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after school programs from July 1, 2016 to June 30, 2017. Saddleback College	\$48,000.00
<u>BrainStorm Studios, LLC</u> Educational Services Agreement- For community education courses for College for Kids offered at Capistrano Unified School District from July 1, 2016 to June 30, 2017. Saddleback College	\$42,000.00
<u>Ida Stuart</u> Educational Services Agreement- For community education courses for physical education from July 1, 2016 to June 30, 2017. Irvine Valley College	\$22,000.00
<u>Bricks 4 Kids, ALC Enterprises</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after school programs from July 1, 2016 to June 30, 2017. Saddleback College	\$15,000.00
<u>Art Just Create It</u> Educational Services Agreement- For community education courses for College for Kids offered at Capistrano Unified School District from June 13, 2016 to August 11, 2016. Saddleback College	\$14,700.00
<u>Cohen Naglestad Enterprises</u> Educational Services Agreement- For community education courses for College for Kids, Capistrano Unified School District after school programs from July 1, 2016 to June 30, 2017. Saddleback College	\$12,870.00
<u>Coastal Sports Flooring</u> Construction Agreement – For gym and dance floor refinishing services from June 2, 2016 to June 30, 2016. Irvine Valley College	\$12,500.00
<u>Avonette Bruce Tutoring</u> Educational Services Agreement- For community education courses for College for Kids offered at Capistrano Unified School District from June 13, 2016 to August 11, 2016. Saddleback College	\$12,000.00
<u>Alexander Leigh</u> Independent Contractor Agreement- For musical director and accompanist services on behalf of the summer theatre productions from June 15, 2016 to August 27, 2016. Saddleback College	\$3,400.00

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

<u>CDW-G</u> Software Maintenance Agreement – For maintaining Dell Wyse licenses used campus-wide from 5/14/16 to 5/13/19.  Irvine Valley College	\$3,230.50
<u>Carlos Barraza</u> Independent Contractor Agreement- For first aid and CPR training services from June 11, 2016 to June 30, 2016.  Saddleback College	\$1,350.00
<u>Phoenix Business Solutions</u> Service Maintenance Agreement – For maintenance services for copier located counseling office from July 1, 2016 to June 30, 2017.  Irvine Valley College	\$1,000.00
<u>Caliber Signs &amp; Imaging</u> Independent Contractor Agreement– For signage services for Library Plaque Project from June 1, 2016 through June 10, 2016.  Irvine Valley College	\$994.20
<u>CRI Electric</u> Construction Agreement – For services to install electrical connection in DSPS office area from June 10, 2016 to July 9, 2016.	\$720.00
<u>Phoenix Business Solutions</u> Service Maintenance Agreement – For maintenance services for copier located A300 from July 1, 2016 to June 30, 2017.  Irvine Valley College	\$500.00
<u>Abdi Yusef</u> Independent Contractor Agreement– For CTE training for faculty from June 6 through June 15, 2016.  Saddleback College	\$400.00
<u>Ali Kowsari</u> Independent Contractor Agreement– For professional development training in global trade and logistics for CTE faculty from May 31, 2016 through June 7, 2016.  Saddleback College	\$232.80
<u>David Sampson</u> Independent Contractor Agreement – For television production services in connection with the KSBR Birthday Bash event on May 29, 2016.  Saddleback College	\$200.00
<u>Saddleback Valley Unified School District</u> Memorandum of Understanding– For the transition of adult education programs from SVUSD to Saddleback College effective FY 2015-2016 and thereafter.  Saddleback College	\$0

<u>CHOC Children's Mission Hospital</u> Clinical Training Affiliation Agreement– For nursing students' on-site clinical training with an instructor, April 1, 2016 to March 31, 2019. Saddleback College	\$0
<u>Alvarez &amp; Marsal Public Sector Services, LLC</u> Amendment No. 2– To modify original agreement for name change and to include the scope of services for general real estate advisement on an as needed basis. District Services	\$0

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: 2017-2018 Academic Calendar

**ACTION:** Approval

---

### **BACKGROUND**

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2015-2016 academic year, representatives from the governance groups studied calendar options for 2017-2018.

On April 5, 2016, the District-wide Academic Calendar Committee met and voted to approve the proposed calendar, which is presented as Exhibit A. On June 27, 2016, the Board of Trustees accepted for review and study the proposed 2017-2018 Academic Calendar.

### **STATUS**

The proposed 2017-2018 Academic Calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract and Article 9 of the Police Officers Association (POA) Master Agreement.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed Academic Calendar for 2017-2018 (Exhibit A).



# ACADEMIC CALENDAR 2017 – 2018

## FALL SEMESTER 2017

### AUGUST 2017

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	*21	22	23	24	25	26
27	28	29	30	31		

### SEPTEMBER 2017

S	M	T	W	T	F	S
				1	2	
3	*4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### OCTOBER 2017

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	*20	21
22	23	24	25	26	27	28
29	30	31				

### NOVEMBER 2017

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	*10	11
12	13	14	15	16	17	18
19	20	21	22	*23	*24	25
26	27	28	29	30		

### DECEMBER 2017

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	*21	*22	23
24	*25	*26	*27	*28	*29	30
31						

## SUMMER SESSION 2018

### MAY 2018

S	M	T	W	T	F	S
27	*28	29	30	31		

### JUNE 2018

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### JULY 2018

S	M	T	W	T	F	S
1	2	3	*4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### AUGUST 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

## SPRING SEMESTER 2018

### JANUARY 2018

S	M	T	W	T	F	S
	*1	2	3	4	5	6
7	8	9	10	11	12	13
14	*15	*16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	*16	17
18	*19	20	21	22	23	24
25	26	27	28			

### MARCH 2018

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	*23	24
25	*26	27	28	29	*30	31

### APRIL 2018

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

### MAY 2018

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	*24	25
26						

## LEGEND

Classes Not in Session	Instructional Days	Holidays for Classified and 12-Month Employees
Staff Development Days	Final Examinations	Start of 8-Week Session
Sunday Classes Meet	Faculty Contractual Days/Classes Not in Session	SC Commencement IVC Commencement
Saturday Classes Meet		

Each college may develop a special final exam schedule.

**Vision:** To be an educational leader in a changing world.

**Mission:** We provide a dynamic and innovative learning environment to diverse learners of all ages, background and abilities. We promote access, success and equity to meet each student's goals of skills development, certificate, associate degree, transfer or personal enrichment. We contribute to the economic vitality of the region.





## ACADEMIC CALENDAR 2017 – 2018

### FALL SEMESTER 2017

<b>August 14-18</b> (Monday-Friday)	Staff Development Days
<b>August 21</b> (Monday)	Instruction Begins
* <b>August 21-October 16</b> (Monday-Monday)	8-Week Session
• <b>September 4</b> (Monday)	Labor Day — Holiday
* <b>October 20-December 20</b> (Friday-Wednesday)	8-Week Session
• <b>November 10</b> (Friday)	Veterans Day — Holiday
<b>November 22</b> (Wednesday)	Faculty Contractual Day/Classes Not in Session
• <b>November 23-24</b> (Thursday/Friday)	Thanksgiving — Holiday
<b>December 14-20</b> (Thursday-Wednesday)	Final Examinations
<b>December 21-January 15</b> (Thursday-Monday)	Classes Not in Session
• <b>December 21-January 1</b> (Wednesday-Friday)	District/Colleges Closed

### SPRING SEMESTER 2018

• <b>January 1</b> (Monday)	New Year's Day Holiday
<b>January 9-12</b> (Tuesday-Friday)	Staff Development Days
• <b>January 15</b> (Monday)	Martin Luther King, Jr. — Holiday
<b>January 16</b> (Tuesday)	Instruction Begins
* <b>January 16-March 12</b> (Tuesday-Monday)	8-Week Session
• <b>February 16</b> (Friday)	Lincoln's Day — Holiday
• <b>February 19</b> (Monday)	Presidents' Day — Holiday
<b>March 18-24</b> (Sunday-Saturday)	Spring Break/Classes Not in Session
• <b>March 23</b> (Friday)	Friday of Spring Break — Holiday
* <b>March 26-May 23</b> (Monday-Wednesday)	8-Week Session
• <b>March 30</b> (Friday)	Cesar Chavez Day — Holiday
<b>May 16</b> (Wednesday)	Faculty Contractual Day/Classes Not in Session
<b>May 17-23</b> (Thursday-Wednesday)	Final Examinations
<b>May 24</b> (Thursday)	Faculty Contractual Day/Classes Not in Session
+ <b>May 24</b> (Thursday)	Irvine Valley College/Saddleback College Commencements

### SUMMER SESSION 2018

• <b>May 28</b> (Monday)	Memorial Day — Holiday
<b>May 29-August 12</b> (Tuesday-Sunday)	Summer Session
• <b>July 4</b> (Wednesday)	Fourth of July — Holiday

### SUMMARY

	Fall	Spring	Total
<b>Instructional Days</b>			
Monday	17	16	33
Tuesday	18	18	36
Wednesday	17	17	34
Thursday	16	17	33
Friday	15	15	30
<b>SUBTOTAL</b>	<b>83</b>	<b>83</b>	<b>166</b>
Staff Development	5	4	9
Staff Contractual Days	1	2	3
Finals	0	0	0
<b>TOTAL</b>	<b>89</b>	<b>89</b>	<b>178</b>

**Summer 2018** start dates  
and session lengths may vary.  
See college online schedules  
for more information.

**CALIFORNIA COMMUNITY COLLEGES**

**CHANCELLOR'S OFFICE**

1102 Q STREET

SACRAMENTO, CA 95811-6549

(916) 445-8752


<http://www.cccco.edu>



REVISED

October 1, 2014

TO: District Superintendent/President

FROM:  Mario Rodriguez, Assistant Vice Chancellor  
Finance and Facilities

SUBJECT: Mandated Holidays for Fiscal Years 2014-15, 2015-16, 2016-17 and 2017-18

**Synopsis:** A list of the official academic holidays, as specified by Education Code section 79020, is provided for convenience in establishing your future academic calendars. Included are the mandated holiday dates for fiscal years 2014-15, 2015-16, 2016-17 and 2017-18 based on the current statute (ECS 79020).

**Fiscal Year 2014-15**

July 4, 2014	(Friday)	Independence Day
September 1, 2014	(Monday)	Labor Day
November 10 or 11, 2014	(Monday or Tuesday)	Veterans Day
November 27, 2014	(Thursday)	Thanksgiving Day
December 25, 2014	(Thursday)	Christmas
January 1, 2015	(Thursday)	New Year's Day
January 19, 2015	(Monday)	Dr. Martin Luther King, Jr. Day
February 6, 12, or 13, 2015	(Friday, Thursday, or Friday)	Lincoln Day
February 16, 2015	(Monday)	Washington Day
May 25, 2015	(Monday)	Memorial Day

A college MAY close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the governing board of the district agrees to close the college for that purpose. The district shall continue to maintain the minimum required 175 days of instruction.

If the district does not close for "Cesar Chavez Day" or "Native American Day," appropriate observances should be held in commemoration.

(Continued)

**Fiscal Year 2015-16**

July 3, 2015	(Friday)	Independence Day (Observance)
September 7, 2015	(Monday)	Labor Day
November 9, 11, or 13, 2015	(Monday, Wednesday or Friday)	Veterans Day
November 26, 2015	(Thursday)	Thanksgiving Day
December 25, 2015	(Friday)	Christmas
January 1, 2016	(Friday)	New Year's Day
January 18, 2016	(Monday)	Dr. Martin Luther King, Jr. Day
February 12, 2016	(Friday)	Lincoln Day
February 15, 2016	(Monday)	Washington Day
May 30, 2016	(Monday)	Memorial Day

**Fiscal Year 2016-17**

July 4, 2016	(Monday)	Independence Day
September 5, 2016	(Monday)	Labor Day
November 11, 2016	(Friday)	Veterans Day
November 24, 2016	(Thursday)	Thanksgiving Day
December 26, 2016	(Monday)	Christmas (Observance)
January 2, 2017	(Monday)	New Year's Day (Observance)
January 16, 2017	(Monday)	Dr. Martin Luther King, Jr. Day
February 10, 13, 14, or 17 2017	(Friday, Monday, Tuesday, Friday)	Lincoln Day
February 20, 2017	(Monday)	Washington Day
May 29, 2017	(Monday)	Memorial Day

**Fiscal Year 2017-18**

July 4, 2017	(Tuesday)	Independence Day
September 4, 2017	(Monday)	Labor Day
November 10, 2017	(Friday)	Veterans Day (Observance)
November 23, 2017	(Thursday)	Thanksgiving Day
December 25, 2017	(Monday)	Christmas
January 1, 2018	(Monday)	New Year's Day
January 15, 2018	(Monday)	Dr. Martin Luther King, Jr. Day
February 9, 12, 13, 16, 2018	(Friday, Monday, Tuesday, Friday)	Lincoln Day
February 19, 2018	(Monday)	Washington Day
May 28, 2018	(Monday)	Memorial Day

**Action/Date Requested:** Information

**Contact:** For holiday or academic calendar configuration questions, call Elias Regalado, Fiscal Services, at (916) 445-1165 or e-mail at [eregalad@cccco.edu](mailto:eregalad@cccco.edu).

cc: Chief Business Officer  
Chief Instructional Officer  
Dean of Admissions and Records, Registrar  
Chief Information System Officer  
Dan Troy  
Elias Regalado

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** Irvine Valley College: Memorandum of Understanding, Irvine Unified School District 2016-2018

**ACTION:** Approval

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### **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. Irvine Unified School District has requested that IVC offer two biotechnology courses (BIOT 70 and BIOT 70L) at Northwood High School in Fall 2016.

### **STATUS**

AB 288 (Holden) College and Career Pathways allows Irvine Unified School District (IUSD) and South Orange County Community College District (SOCCCD) to enter into a MOU to deliver IVC courses in biotechnology to students at Northwood 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 2016-2018.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Memorandum of Understanding between SOCCCD (Irvine Valley College) and the Irvine Unified School District.

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

**DUAL ENROLLMENT  
SOCCCD (IRVINE VALLEY COLLEGE)-IRVINE UNIFIED SCHOOL DISTRICT  
COLLEGE & CAREER ACCESS PATHWAYS  
PARTNERSHIP AGREEMENT  
2016-2018**

This is a College and Career Access Pathways Partnership Agreement (CCAP) hereinafter known as "Agreement" between South Orange Community College District SOCCCD (Irvine Valley College) and Irvine Unified School District (IUSD)

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: June 27, 2016**
- (b) Public Comment/Approval Board Meeting Date: July 18, 2016**

**IUSD Board Meetings:**

- (a) Information Board Meeting Date: June 28, 2016**
- (b) Public Comment/Approval Board Meeting Date: July 12, 2016**

*(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: 20-40 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: Traci Fahimi

Title: Dean, Social and Behavioral Sciences, Academic Programs

Contact Information: 949-451-5204, [tfahimi@ivc.edu](mailto:tfahimi@ivc.edu)

IUSD Point of Contact:

Name: Keith Tuominen

Title: Director, Secondary Education

Contact Information: (949) 936-5047, [keithtuominen@iusd.org](mailto:keithtuominen@iusd.org)

*(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: August 15, 2016.

By Whom: Traci Fahimi, Dean, Social and Behavioral Sciences, Academic Programs, 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 Irvine 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 IUSD 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 IUSD 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.*

IUSD 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.*

Irvine 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.*

Irvine 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.*

IUSD 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.*

IUSD 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 for each CCAP pathway listed in Appendix A.

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 for each CCAP pathway listed in Appendix A.

Pursuant to section (p) above, for each CCAP pathway listed in Appendix A 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 IUSD 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 with AB 288, assessment of the IUSD students' benefit from the courses taken as part of the CCAP will be based on, in part, high school completion rate, job placement or certificate completion and continuance of college courses beyond CCAP.

#### **EXIT CLAUSE**

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 a CCAP 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.

IUSD reserves the right to cancel this program or work with Irvine Valley College to move it to another site if IUSD experiences a significant budget reduction, staffing issues, facilities issues, low enrollment or other unforeseen difficulties. IUSD will communicate any necessary change in writing within 5 working days prior to the cancellation going into effect.

#### **SHARING OF EXPENSES**

The sharing of expenses will be determined by mutual agreement between IUSD and SOCCCD (Irvine Valley College) and recorded within the Appendix attachment for each CCAP program of study.

#### **WORKERS' COMPENSATION INSURANCE**

SOCCCD and IUSD at its sole cost and expense, shall obtain and keep in full force during

the term of this Agreement, Workers' Compensation and Employer's Liability Insurance in a form and amount covering SOCCCD's and IUSD's full liability under the Workers' Compensation Insurance and Safety Act of the State of California.

#### **GENERAL LIABILITY INSURANCE**

SOCCCD and IUSD at its sole cost and expense, shall insure its activities in connection with this Agreement and obtain, keep in force Commercial General Liability insurance for bodily injury and property damage, including accidental death in the combined single limit of not less than \$1,000,000 per occurrence and \$3,000,000 excess/umbrella liability.

IUSD agrees to provide the proper endorsement to the policies stating, "South Orange County Community College District, its Board of Trustees, officers, agents, employees, and volunteers are named as additionally insured on this policy pursuant to written agreement. Such insurance as is afforded by this policy shall be primary, and any insurance carried by SOCCCD shall be excess and noncontributory."

SOCCCD agrees to provide the proper endorsement to the policies stating, "Irvine Unified School District, its Board of Trustees, officers, agents, employees, and volunteers are named as additionally insured on this policy pursuant to written agreement. Such insurance as is afforded by this policy shall be primary, and any insurance carried by IUSD shall be excess and noncontributory."

#### **HOLD HARMLESS CLAUSE**

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

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

Irvine 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.

South Orange County Community College District agrees to and does hereby indemnify, hold harmless and defend the Irvine Unified School District and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense (including attorney's fees), 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 Irvine 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

_____	_____
Terry L. Walker Superintendent, Irvine Unified School District	Date

## APPENDIX A

### SCOPE, NATURE, TIME, LOCATION AND LISTING OF COMMUNITY COLLEGE COURSES TO BE OFFERED

#### Biotechnology CCAP at Northwood High School

##### SCOPE:

Approximately 200 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 Northwood High School exclusively and are in full compliance with AB 288.

##### TIME AND LOCATION:

The IVC courses will be scheduled on the Northwood High School campus Tuesday afternoons during the fall and spring semesters. Courses offered in the fall will end in mid-December, courses in the spring will start in late January and end in late May.

##### COURSE DESCRIPTIONS (LISTING):

###### **BIOT 70: Introduction to Biotechnology**

3 Units: 3 hours lecture

Transfers: CSU, UC credit pending

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: Introductory Biotechnology Laboratory**

1 Unit: 3 hours lab

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.

###### **BIOT 273 Biotechnology A: Basic Lab Skills**



4 Units: 3 hours lecture, 3 hours lab

Biotechnology transforms knowledge that emerges from life science research into products of value to people. This course provides students with a foundation in techniques necessary to work as effective professionals in a biotechnology laboratory or production facility. Emphasis placed on metrology (the study of measurement), solution preparation and sterilization, aseptic technique, performing assays and basic biological separation methods. The course integrates ethical considerations along with product quality systems documentation; trouble-shooting; calibration, accuracy and precision error reduction. Integrating a "quality-mind-set" into their laboratory work is important for students who plan to work in a biotechnology company or someday aspire to generate meaningful results in a research environment

**COSTS:**

Instructor:	Will be provided by: <u>Irvine Valley College</u> Estimated cost: <u>12 LHE x \$1,500 = \$18,000 per year</u>
Textbooks:	<u>      </u> are not required <u>  </u> are required Will be provided by: <u>IUSD</u> Estimated cost (based on max enrollment): Year 1: <u>\$280 x 40 (textbooks &amp; lab manual)= \$11,200</u> Year 2: <u>\$0 (textbooks and lab manual to be re-used)</u>
Supplies:	Will be provided by: <u>Irvine Valley College</u> Estimated cost: <u>\$1,920 per year</u>

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** Irvine Valley College: Memorandum of Understanding, Capistrano Unified School District 2016-2018

**ACTION:** Approval

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### **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 (CUSD) has requested that IVC offer two biotechnology courses (BIOT 70 and BIOT 70L) at Dana Hills High School in 2016-2018. Dialogue with Saddleback College resulted in agreement that IVC offer these courses at Dana Hills High School.

### **STATUS**

AB 288 (Holden) College and Career Pathways allows 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 2016-2018.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Memorandum of Understanding between SOCCCD (Irvine Valley College) and Capistrano Unified School District.

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

**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: June 27, 2016**
- (b) **Public Comment/Approval Board Meeting Date: July 18, 2016**

**CUSD Board Meetings:**

- (a) **Information Board Meeting Date: June 22, 2016**
- (b) **Public Comment/Approval Board Meeting Date: July 20, 2016**

(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 per course.**
- (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 (including student learning support courses) 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: Traci Fahimi, Dean, Social and Behavioral Sciences, Academic Programs, [tfahimi@ivc.edu](mailto:tfahimi@ivc.edu). (949) 451-5204.

**CUSD/Dana Hills High School Point of Contact:**

Name: Marc B. Patterson, Executive Director of Secondary Curriculum & Instruction, (949) 234-9261, [MBPATTERSON@capousd.org](mailto:MBPATTERSON@capousd.org).

(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: July 31, 2016.**

**By Whom:** Traci Fahimi, Dean, Social and Behavioral Sciences, Academic Programs, 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.

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Gary L. Poertner,  
Chancellor  
South Orange Community College District

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Date

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Glenn R. Roquemore,  
President,  
Irvine Valley College

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Date

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Kristen M. Vital  
Superintendent,  
Capistrano Unified School

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Date

June 28, 2016

## 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 (Fall 2016) and BIOT 70L (Spring 2017) on the Dana Hills High School Campus will be during the regular bell schedule. (NOTE: BIOT 273 has been requested to be offered in Summer 2017.)

- First 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.
- Second section meets 4 times a week for 65 minutes.
- Supplemental Instruction support course (TU 301) meets as needed.

### 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 memoranda from CUSD Superintendent Kristen and M. Vital Mark B. Patterson, Executive Director of Secondary Curriculum & Instruction, Capistrano Unified School District, confirms the nature of the requested career pathways dual enrollment curriculum:

**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. <JJA Allemann@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

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**From:** Vital, Kirsten M.  
**Sent:** Monday, March 28, 2016 5:35 PM  
**To:** Patterson, Marc B.  
**Cc:** Holliday, Susan E.; Allemann, Jason J.; Sabol, Amy M.; Romo, Patricia J.  
**Subject:** RE: Saddleback

Done. Please make the MOU with IVC.

June 28, 2016

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** Irvine Valley College: Memorandum of Understanding, Tustin Unified School District 2016-2018

**ACTION:** Approval

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### **BACKGROUND**

Beckman High School, in the Tustin Unified School District, has requested that IVC offer a business pathway at Beckman High School in Fall 2016. The pathway provides students an opportunity to earn a certificate of proficiency and work toward a business certificate of achievement, a business associates degree, and/or a transferable business degree. Students would earn a certificate of proficiency in Research Tools for Entrepreneurs when completing MGT 1 (Introduction to Business) in the fall and ENTR 200 (Pathways to Success), ENTR 211 (Business Models), and ENTR 212 (Market Validation and Research) in the spring semester.

### **STATUS**

AB 288 (Holden) College and Career Pathways allows Tustin Unified School District (TUSD) and South Orange County Community College District (SOCCCD) to enter into a MOU to deliver IVC courses in business to students at Beckman High School. This partnership will provide the opportunity for students to gain an early start to a business certificate and/or degree. 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 Business College and Career Access Pathways Partnership Agreement 2016-18.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the Memorandum of Understanding between SOCCCD (Irvine Valley College) and the Tustin Unified School District.

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



**DUAL ENROLLMENT  
BUSINESS COLLEGE AND CAREER ACCESS PATHWAYS  
PARTNERSHIP AGREEMENT  
BETWEEN SOCCCD/IVC AND THE TUSTIN UNIFIED SCHOOL DISTRICT**

This is a Business College and Career Access Pathways (CCAP) partnership agreement hereinafter known as "Agreement" between SOCCCD (Irvine Valley College) and Beckman High School.

Tustin Unified School District and SOCCCD (Irvine Valley College) are partners in developing and implementing a Business College and Career Access Pathway (CCAP) for students at Beckman High School. The purpose of the Business CCAP is to provide a dual enrollment opportunity for qualified high school students to complete a UC/CSU transferable business course and complete the Research Tools for Entrepreneurs Certificate of Proficiency. The intention of the pathway is to expand 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 and helping high school students achieve college and career readiness.

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 Board Meetings:**

- (a) Information Board Meeting Date: June 27, 2016
- (b) Public Comment Board Meeting Date: July 18, 2016

**TUSD Board Meetings:**

- (a) Information Board Meeting Date: June 6, 2016
- (b) Public Comment Board Meeting Date: July 11, 2016

*(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: 25-40 per semester.
- (b) Total number of FTES projected to be claimed under this Agreement 6.1 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: Traci Fahimi Dean, Social and Behavioral Sciences, Academic Programs, 949-451-5204, tfahimi@ivc.edu.

**TUSD/Beckman High School Point of Contact:**

Name: Donnie Rafter, Principal, Beckman High School , 714-734-2900  
drafter@tustin.k12.ca.us

*(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: July 31, 2016**

**By Whom: Name: Traci Fahimi, Dean, Social and Behavioral Sciences,  
Academic Programs, 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 County Community College District and the Tustin 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 Beckman 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 Beckman 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 completely 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.*

TUSD/Beckman 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 2014.

*(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.*

TUSD will be the employer of record for all K-12 district-paid teachers participating in this Agreement.

SOCCCD will be the employer of record for all community college district-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.*

Tustin Unified School District will assume reporting responsibilities pursuant to

applicable federal teacher quality mandates for any of their teaching personnel involved in the agreement.

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.*

TUSD/Beckman 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.*

TUSD/Beckman High School and SOCCCD (Irvine Valley College) agree that the Tustin Unified School 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 TUSD/Beckman 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 with AB 288, assessment of the BHS students' benefit from the courses taken as part of the Business 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 Business 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.

The process for acceptance of high school students in the Business College and Career Access Pathway shall be developed by the high school in collaboration with Irvine Valley College. Specific criteria for acceptance into the Business College and Career Access Pathway shall be reviewed by faculty program leads at the high school and college.

The sharing of expenses will be determined by mutual agreement between TUSD/Beckman High School and SOCCCD (Irvine Valley College).

#### **HOLD HARMLESS CLAUSE**

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

Tustin 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 President of Irvine Valley College and the Superintendent of the Tustin Unified School District are the signatories of this Memorandum of Understanding.

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Gary L. Poertner,  
Chancellor  
South Orange Community College District

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Date

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Glenn R. Roquemore,  
President,  
Irvine Valley College

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Date

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Dr. Gregory F. Franklin  
Superintendent,  
Tustin Unified School District

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Date

**Appendix A**  
**2016-2017 Business CCAP TUSD**

**SCOPE, NATURE, TIME, LOCATION AND LISTING OF COMMUNITY  
COLLEGE COURSES TO BE OFFERED**

**SCOPE:**

Approximately 100 hours of classroom lecture college-level instruction in business.

**NATURE OF THE COURSES:**

Career Technical Education and College and Career Access Pathways partnership courses in business offered by Irvine Valley College. Offerings are open to students of Beckman High School exclusively and are in full compliance with AB 288. Completion of MGT 1 will begin a pathway toward a business certificate of achievement, a business associates degree, and/or a transferable business degree. Students would earn a certificate of proficiency in Research Tools for Entrepreneurs when completing the three classes in the spring semester.

<b>BECKMAN HIGH SCHOOL: CLASS OF 2017 [Offered 2016-2017]</b>				
<b>Term</b>	<b>Course</b>	<b>Course Description</b>	<b>Units</b>	<b>Program</b>
Fall 2016	MGT 1	Introduction to Business	3	CSU/UC Elective Transfer
Spring 2017	ENTR 200	Pathways to Success	1	Certificate of Proficiency
Spring 2017	ENTR 211	Business Models	2	Certificate of Proficiency
Spring 2017	ENTR 212	Market Validation and Research	1	Certificate of Proficiency
<b>Total CSU/UC Elective Transferable Program Units</b>			<b>3</b>	

Upon Completion of the program, students will earn a certificate of proficiency in "Research Tools for Entrepreneurs"

**TIME AND LOCATION:**

Schedule of the Business CCAP classes will be on the Beckman High School campus during 5<sup>th</sup> period of the regular bell schedule, Monday through Thursday.

**COURSE DESCRIPTIONS (LISTING):**

**MGT 1 Introduction to Business 3 Units: 3 hours lecture Transfers: CSU, UC.** A survey in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the US and a global society. Demonstrates how these influences impact the primary areas of business including: organizational structure and design; leadership, human resource management, organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect the ability of a business to achieve its organizational goals. C-ID: BUS 110.

**ENTR 200 Pathways to Success 1 Unit: 1 hour lecture.** This interactive course enables students to engage in the fundamental aspects of creatively developing frameworks of passion and purpose as a means of personal empowerment and wealth. The course promotes entrepreneurial thinking across disciplines and assists students in developing a process for transforming ideas into sustainable success. Students will examine how others overcame adversity and achieved success. The course includes individualized learning assessments designed to assist the student in exploring their frameworks of thought and entrepreneurial potential.

**ENTR 211 Business Models: The Design and Delivery of Value 2 Units: 2 hours lecture.** Successful entrepreneurs are able to describe how their organization creates, delivers, and captures value. This cross-disciplinary course helps students understand business model generation by examining customer segments, profitability and the process of identifying business goals, developing strategic objectives, critical success factors, and key performance indicators for entrepreneurial endeavors. Students will learn how to filter business opportunities, project whether business opportunities can be scalable, identify and validate potential markets, and estimate profitability.

**ENTR 212 Market Validation and Research 1 Unit: 1 hour lecture.** This course explores a variety of resources, tools, and techniques for collecting and analyzing market research data. It engages students in the process of assessing target markets, implementing a market validation strategy, and interpreting primary and secondary research to create effective plans and forecasts. The course illustrates how targeting the market can reduce marketing costs and increase effectiveness. It also discusses common marketing mistakes and the limits of market research.

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Saddleback College, Sciences Building Project, Change Order No. 5, C.W. Driver

**ACTION:** Approval

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### **BACKGROUND**

On October 28, 2013, the Board of Trustees approved a \$53,844,044 Guaranteed Maximum Price construction contract with C.W. Driver for the Saddleback College Sciences Building project. On April 27, 2015, the Board approved Change Order No. 1 reducing the contract by \$218,772, and on July 20, 2015, Change Order No. 2 increasing the contract by \$1,254,849. On March 28, 2016, the Board of Trustees approved Change Order No. 3 increasing the contract by \$665,512, and on April 25, 2016, the Board of Trustees approved Change Order No. 4 increasing the contract by \$126,063 for a revised contract amount of \$55,671,696.

### **STATUS**

Contract modifications are contained in Change Order No. 5 (EXHIBIT A). Approval of Board Change Order No. 5 will increase the contract amount by \$133,876, with a revised contract total of \$55,805,572.

This change order is part of a steel fabrication claim settlement process between the district and C.W. Driver. Additional steel fabrication change order requests are in negotiation and will be presented to the Board of Trustees upon final agreement. Legal counsel has worked with staff to modify the template change order language (EXHIBIT B) to include waiver language (underlined in the exhibit) that will be applied to this and future, associated change order agreements.

Basic aid funds are available in the Saddleback College Sciences Building project budget of \$67,358,346.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Board Change Order No. 5 (EXHIBIT A) and waiver language (EXHIBIT B), for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with C.W. Driver resulting in an increase of \$133,876 for a revised contract of \$55,805,572.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
 Sciences Building Project at Saddleback College  
 Board Change Order No. 5  
 July 18, 2016

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 5 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (Cal. days)
2012	General Contractor	C.W. Driver		\$55,671,696	\$1,827,652	\$133,876	\$55,805,572	180
		2 Technology Drive, Suite 100. Irvine, CA 92618	<b>TOTAL</b>	<b>55,671,696</b>			<b>55,805,572</b>	

COR No.	Date	Description	Requested	Status	Amount	Added Cal. Days
193-R1	6/13/16	Steel Shop Inspection UT Requirements	By District	Reviewed	\$32,354	0
163-R1	6/13/16	Steel Shop Inspection Delay – Unreasonable Access	By District	Reviewed	\$25,475	0
164-R1	6/13/16	Shop Inspection Delay – 48hr. Cool Down	By District	Reviewed	\$76,047	0
		<b>TOTAL</b>			<b>\$133,876</b>	<b>0</b>

CHANGE ORDER NO. \_\_\_\_\_ (ADDITIVE)

PROJECT: \_\_\_\_\_

TO: \_\_\_\_\_

You are hereby directed to comply with this Change Order.

DESCRIPTION OF CHANGE:

Contractor agrees to furnish all labor and materials and perform all of the work described in the attached Exhibit "A" in accordance with the above terms in compliance with the applicable sections of the Contract Documents. The amount of the charges under this Change Order is limited to the charges allowed under the Construction Services Agreement. The adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in this Change Order shall constitute the entire compensation and/or adjustment in the contract time and contract sum due to the Contractor arising out of the change in the work covered by this Change Order.

COST (This cost shall be added):

Original contract price: \$ \_\_\_\_\_

Change Order amount \$ \_\_\_\_\_

Total Change Orders amount to date \$ \_\_\_\_\_

Current contract price: \$ \_\_\_\_\_

TIME FOR COMPLETION:

Original completion date: \_\_\_\_\_

Time for completion of

Change Order No x: \_\_\_\_\_

Completion date pursuant to Change Order No. x: \_\_\_\_\_

Contractor agrees to add the above-described work in accordance with the above terms and in compliance with applicable sections of the Project Documents. Contractor agrees to the adjustment in the contract sum, if any, and the adjustment in the contract time, if any, set out in this Change Order.

No additions or deletions to this Change Order shall be allowed, except with written permission of District. Contractor accepts the terms and conditions stated above as a full and final settlement of any and all claims arising from this Change Order. Contractor shall forever waive any and all claims, disputes, controversies, allegations, demands, actions, causes of action, damages, costs, or other claims whatsoever in law or in equity, fixed or contingent, known or unknown, which Contractor or its predecessor or successor

entities may have or claim to have, or at any time heretofore has had, against the District, and all of its present and former officers, directors, employees, agents, attorneys and assigns, pertaining to, relating to, connected with, the change in the work covered by this Change Order as set forth in Exhibit "A". District shall forever waive any and all claims, disputes, controversies, allegations, demands, actions, causes of action, damages, costs, or other claims whatsoever in law or in equity, fixed or contingent, known or unknown, which District or its predecessor or successor entities may have or claim to have, or at any time heretofore has had, against the Contractor, and all of its present and former officers, directors, employees, agents, attorneys and assigns, pertaining to, relating to, connected with, the change in the work covered by this Change Order as set forth in Exhibit "A" unless otherwise specifically excluded from this waiver below. Under no circumstances shall the above waiver by the District be construed as a waiver or release of any patent or latent defects or warranties related to the work that was performed, installed and/or completed by Contractor in connection with this Change Order.

It is expressly understood that the value of such extra work, changes or contract modifications, as set forth above, expressly includes any and all of the contractor's costs and expenses, both direct and indirect, resulting from additional labor, materials, equipment, tools, and utility and transportation services, and/or additional time required on the project or otherwise resulting from delay to the project. Any and all costs, expenses, damages or time extensions related to the work detailed in Exhibit "A" that are not included in this change order are deemed waived.

This Change Order is hereby agreed to, accepted and approved.

CONTRACTOR

DISTRICT

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ARCHITECT

DISTRICT

By: \_\_\_\_\_  
Signature

By: \_\_\_\_\_

Brandye D'Lena

Executive Director, Facilities Planning and Purchasing

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Saddleback College, Sciences Building Project, Change Order No. 6, C.W. Driver

**ACTION:** Approval

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### **BACKGROUND**

On October 28, 2013, the Board of Trustees approved a \$53,844,044 Guaranteed Maximum Price construction contract with C.W. Driver for the Saddleback College Sciences Building project. On April 27, 2015, the Board approved Change Order No. 1 reducing the contract by \$218,772, and on July 20, 2015, Change Order No. 2 increasing the contract by \$1,254,849. On March 28, 2016, the Board of Trustees approved Change Order No. 3 increasing the contract by \$665,512, and on April 25, 2016, the Board of Trustees approved Change Order No. 4 increasing the contract by \$126,063 for a revised contract amount of \$55,671,696. Change Order No. 5 is recommended as part of this July 18, 2016 agenda and will increase the contract by \$133,876 for revised amount of \$55,805,572.

### **STATUS**

Contract modifications are contained in Change Order No. 6 (EXHIBIT A). Approval of Board Change Order No. 6 will increase the contract amount by \$61,347 with a revised contract total of \$55,866,919 and will extend the project duration by 108 calendar days resulting in project completion, with fall occupation as planned, and fiscal close out on September 16, 2016.

Funds are available in the Saddleback College Sciences Building project budget with an approved basic aid project budget of \$67,358,346.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve Board Change Order No. 6 (EXHIBIT A), for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with the C.W. Driver, resulting in an increase of \$61,347, for a revised contract of \$55,866,919, with a project extension of 108 calendar days and a revised project completion, with fall occupation as planned, and fiscal close out on September 16, 2016.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
 Sciences Building Project at Saddleback College  
 Board Change Order No. 6  
 July 18, 2016

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO NO. 6 COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (Cal. days)
2012	General Contractor	C.W. Driver		\$55,805,572	\$1,961,528	\$61,347	\$55,866,919	180
		2 Technology Drive, Suite 100. Irvine. CA 92618	<b>TOTAL</b>	<b>55,805,572</b>			<b>55,866,919</b>	

COR/TFR No.	Date	Description	Requested	Status	Amount	Added Cal. Days
167-R3	6/13/16	Dry Oven Installation - ASI #23R1	By District	Reviewed	\$37,196	0
249-R1	6/20/16	Additional Data and Power Outlets - ASI #33	By District	Reviewed	\$6,042	0
326-R1	6/2/16	Sundial Colored Concrete and Installation	By College	Reviewed	\$7,284	0
387	4/28/16	Surplus Casework Installation	By College	Reviewed	\$5,741	0
396-R1	6/20/16	IDF Rack Modifications - ASI #47	By College	Reviewed	\$5,084	0
474	6/13/16	Additional Fire Suppression at Fume Hoods - ASI #56 & Project Financial Closeout	E&O	Reviewed	\$0	108
		<b>TOTAL</b>			<b>\$61,347</b>	<b>108</b>

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

**ACTION:** Approval

---

### **BACKGROUND**

Education Code Section 72024 (d) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

### **STATUS**

Trustee James Wright was absent from the June 27, 2016 board meeting due to family matters.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution #16-20 (Exhibit A) authorizing payment to Trustee Wright who was absent from the June 27, 2016 meeting of the Board of Trustees.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT  
FROM BOARD MEETING**

**RESOLUTION 16-20**

Section 72024 (d) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district;" and

WHEREAS, on June 27, 2016, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee James Wright could not be present at the meeting; and  
WHEREAS, it was determined that Trustee Wrights' absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee Wright shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, June 27, 2016.

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Authorization of Payment to Student Trustee Absent from Board Meeting

**ACTION:** Approval

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### **BACKGROUND**

Education Code Section 72024 (d) was amended to read "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district."

### **STATUS**

Student Trustee Johnathan Forde was absent from the June 27, 2016 board meeting due to illness.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees adopt Resolution #16-21 (Exhibit A) authorizing payment to Student Trustee Forde who was absent from the June 27, 2016 meeting of the Board of Trustees.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

**RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT  
FROM BOARD MEETING**

**RESOLUTION 16-21**

Section 72024 (d) provides that "A member (of the Board of Trustees) may be paid for any meeting when absent if the board by resolution duly adopted and included in its minutes finds that at the time of the meeting he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board. This compensation shall be a charge against the funds of the district;" and

WHEREAS, on June 27, 2016, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Student Trustee Johnathan Forde could not be present at the meeting; and WHEREAS, it was determined that Student Trustee Forde's absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Student Trustee Forde shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, June 27, 2016.

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Environmental Consultant Services Pool, Bid No. 334D

**ACTION:** Approval

---

### **BACKGROUND**

South Orange County Community College District employs environmental firms at various times for capital improvement and deferred maintenance projects. The district selects professional services on demonstrated competence and professional qualifications necessary for satisfactory performance.

### **STATUS**

On April 5 and April 12, 2016, SOCCCD ran a newspaper advertisement for consideration of an Environmental Consultant Services Pool. Additional marketing efforts included placing a copy of the Request for Qualifications and Proposals (RFQ & P) on the district's website.

On May 3, 2016, ten proposals (EXHIBIT A) were received and members of district services and both college facilities departments joined as a selection committee to evaluate the submittals for the pool. Eight firms are recommended for the pool as follows:

- American Environmental Specialists, Huntington Beach, CA, James F. McClug, Jr.
- Bainbridge Environmental Consultants, Tustin, CA, Henry A. Moreno
- Converse Consultants, Costa Mesa, CA, Norman S. Eke
- GHD Services, Inc., Irvine, CA, Fredrick Blickle
- H2 Environmental Consulting Services, Chino, CA, W. Thomas Haley
- Ninyo & Moore, Irvine, CA, Nancy Anglin
- TRC, Irvine, CA, Martin Lewis
- Vista Environmental Consulting, Inc., Anaheim, CA, Michael C. Legerski

When the district contemplates future environmental consultant services, the competitive process will continue with a project specific Request for Proposals.

There is no obligation to draw services from the pool and no prohibition to selecting services outside the pool for a specific project if it is considered in the best interest of the district.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the eight firms listed above (EXHIBIT A) for the SOCCCD Environmental Consultant Services Pool, Bid No. 334D, for no greater than a five year period.



**BID NO. 334D**

**Proposals for Environmental Consultant Services Pool  
South Orange County Community College District  
July 18, 2016**

<b><u>COMPANY NAME</u></b>	<b><u>CITY</u></b>	<b><u>SUBMITTER'S NAME</u></b>
Alta Environmental	Long Beach, CA	David Schack
*American Environmental Specialists	Huntington Beach, CA	James F. McClug., Jr.
*Bainbridge Environmental Consultants	Tustin, CA	Henry A. Moreno
*Converse Consultants	Costa Mesa, CA	Norman S. Eke
*GHD Services, Inc.	Irvine, CA	Fredrick Blickle
*H2 Environmental Consulting Services	Chino, CA	W. Thomas Haley
Masek Consulting Services, Inc.	Mission Viejo, CA	F. Stephen Masek
*Ninyo & Moore	Irvine, CA	Nancy Anglin
*TRC	Irvine, CA	Martin Lewis
*Vista Environmental Consulting, Inc.	Anaheim, CA	Michael C. Legerski

**\*Firms recommended for the Pool**

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Architectural Services Pool, Bid No. 331D

**ACTION:** Approval

---

### **BACKGROUND**

South Orange County Community College District (SOCCCD) employs architectural firms at various times for capital improvement and deferred maintenance projects. The district selects professional services on demonstrated competence and professional qualifications necessary for satisfactory performance.

### **STATUS**

On April 7 and April 14, 2016, SOCCCD ran newspaper advertisements for consideration of an Architectural Services Pool, Bid No. 331D. Additional marketing efforts included placing a copy of the Request for Qualifications and Proposals (RFQ & P) on the district's website.

On May 12, 2016, twenty-nine proposals were received from various firms (EXHIBIT A) and members of district services and both college facilities departments joined in a selection committee to evaluate the submittals for the creation of an architectural pool. Architectural firms were required to indicate their desire to compete for work in three categories. Category 1 includes design work for capital projects which would be in the zero to \$1,000,000 range; Category 2 includes capital projects over \$1,000,000 and up to \$10,000,000; and Category 3 is for capital projects greater than \$10,000,000. The evaluation committee evaluated proposals in relationship to these categories.

When the district contemplates the need for future architectural services, the competitive process will continue with a project specific Request for Proposals.

There is no obligation to draw services from the pool and no prohibition to selecting services outside the pool for a specific project if it is considered in the best interest of the district.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the three categories of firms listed in EXHIBIT A for the SOCCCD Architectural Services Pool, Bid No. 331D for no greater than a five year period.

**BID NO. 331D**  
**South Orange County Community College District**  
**Proposals for Architectural Services Pool**  
**July 18, 2016**

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTER'S NAME</u>	<u>Cat 1</u>	<u>Cat 2</u>	<u>Cat 3</u>
Architects Mosher Drew	San Diego, CA	Ed Holakiewicz			
BakerNowicki Design Studio	San Diego, CA	Brian Leonard			
Bastien and Associates, Inc.	Tustin, CA	Gary Bastien			
*Berliner Architects	Culver City, CA	Richard Berliner	X	X	
*Dougherty + Dougherty Architect LLP	Costa Mesa, CA	Brian Dougherty	X	X	X
*DLR Group	Los Angeles, CA	Andrea Cohen Gehring		X	X
DSE Architecture	Orange, CA	Douglas Ely			
Flewelling & Moody	Los Angeles, CA	Scott Gaudineer			
*Gensler	Newport Beach, CA	Tom Heffernan	X		X
*gkkworks	Irvine, CA	Matthew Griener	X	X	X
*Harley Davis Devereaux (HED)	Los Angeles, CA	Brent Miller		X	X
*HMC Architects	Ontario, CA	Jim Wurst			X
*HPI Architecture	Newport Beach, CA	Lawrence Frapwell	X	X	X
*IBI Group	Irvine, CA	David Chow	X	X	X
*John Sergio Fisher & Assoc, Inc. (jsfa)	Los Angeles, CA	John Fisher			X
Lionakis	Newport Beach, CA	David Younger			
Little Diversified Architectural Consulting	Newport Beach, CA	Leigh Anne Jones			
*LPA	Irvine, CA	Steve Flanagan		X	X
Lundstrom & Associates	Irvine, CA	Jon Lundstrom			
Perkins + Will	Los Angeles, CA	Carl Meyer			
*R2A Architecture	Costa Mesa, CA	Etienne Runge	X	X	X
Rachlin Partners	Culver City, CA	Michael Rachlin			
Ruhnau, Ruhnau, Clarke	Riverside, CA	Roger Clarke			
Sillman Wright Architects	San Diego, CA	Brett Tullis			
*Steinberg	Los Angeles, CA	Robert Lavey			X
*SVA Architects, Inc.	Santa Ana, CA	Robert Simons	X	X	X
*tBP Architecture, Inc.	Newport Beach, CA	Gary Moon	X	X	X
Westberg + White, Inc.	Tustin, CA	Gregory Beard			
Westgroup Designs	Irvine, CA	PariSima Hassani			

\*Firms recommended for the Pool by Category

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Board Policy Revision: BP- 5300 Grade Changes

**ACTION:** Discussion and Approval

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### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policy was presented to the Chancellor's Council on June 16, 2016 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

| The Chancellor recommends that the Board of Trustees approve the board policy as shown in EXHIBIT A.

# **BOARD POLICY**

**5300**

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## **GRADING POLICY**

This grading policy is based on sound academic principles and conforms to the following standards:

1. Work in all courses acceptable in fulfillment of the requirements for an associate or baccalaureate degree, a certificate, a diploma or license shall be graded in accordance with the grading scale adopted by this policy. ~~in accordance with Section 55023 of Title 5, California Code of Regulations.~~

### **I. PASS-NO PASS**

A pass-no pass grade may be earned by any student in either of the following two categories: (a) courses may be offered wherein all students are evaluated on a "pass-no pass" basis; or, (b) courses wherein each student may elect, no later than the end of the first 30 percent of the term, whether the basis of evaluation is to be " pass-no pass " or a letter grade.

1. All units earned on a "pass-no pass " basis shall be counted in satisfaction of South Orange County Community College District curriculum requirements.
2. Units earned on a "pass-no pass" basis shall not be used to calculate grade point averages. However, units attempted for which "NP" is recorded shall be considered in probation and dismissal procedures, as defined in Section 55023 of Title 5, California Code of Regulations.
3. Independent study courses offered in accordance with Sections 55230 et seq. of Title 5, California Code of Regulations may be graded on a "pass-no pass" basis.
4. For courses in which there is a single satisfactory standard of performance for which unit credit is assigned, the "P/NP" grading system shall be used to the exclusion of other grades. Credit shall be assigned for meeting that standard, no credit shall be assigned for failure to do so.
5. Courses wherein all students are evaluated on the "pass-no pass" basis shall be specified in the college catalog and schedule of classes.

## II. CREDIT BY EXAMINATION

Credit may be granted to any student who satisfactorily passes an examination approved or conducted by proper authorities of any college, as prescribed by Title 5, California Code of Regulations, Section 55050.

1. The governing board of South Orange County Community College District shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
2. The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the college.
3. The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to Section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
4. A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examination are conducted pursuant to this section.
5. The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
6. Grading shall be according to the regular grading system approved by the governing board pursuant to Section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
7. Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
8. The District may charge a student a fee for administering an examination pursuant to this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination. If it is determined that there will be a charge it shall be uniform and be applied to students throughout the District.

Note: Authority cited: Section 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.

Adopted: 1-26-81	Revised: 12-11-00
Revised: 5-15-89	Revised: 4-24-06
Revised: 6-24-91	Revised: 5-27-08
Revised: 4-26-99	Revised: 8-31-09

III. STANDARDS FOR PROBATION

Students shall be placed on academic or progress probation according to the following standards, as prescribed by Title 5, California Code of Regulations, Section 55031:

1. Academic probation. A student who has attempted at least 12 semester units within the district as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0 in all units which were graded on the basis of the grading scale described in Section 55031(a) of Title 5, California Code of Regulations.
2. Progress probation. A student who has enrolled in a total of at least 12 semester units within the district as shown by the official academic record shall be placed on progress probation when the cumulative percentage of all units in which a student has enrolled and for which entries of "W", "I," "NC," and "NP" are recorded reaches or exceeds fifty percent (50%) Section 55031(b) of Title 5, California Code of Regulations. The MW grade shall not be used in the calculation of progress probation.

IV. REMOVAL FROM PROBATION

Students shall be removed from probation according to the following provisions of Title 5, California Code of Regulations, Section 55032:

1. A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.
2. A student on progress probation because of an excess of units for which entries of "W", "I" and "NP" are recorded shall be removed from probation when the cumulative percentage of units in this category drops below fifty percent (50%).
3. A student may request removal from probation or appeal probation placement by following the petition procedure provided by the Admissions and Records Office.

V. STANDARDS FOR DISMISSAL

For purpose of this section, semesters shall be considered consecutive on the basis of the student's enrollment so long as the break in the student's enrollment does not exceed one full primary term.

Students shall be subject to dismissal by the following standards of Title 5, California Code of Regulations, Section 55033:

Adopted: 1-26-81	Revised: 12-11-00
Revised: 5-15-89	Revised: 4-24-06
Revised: 6-24-91	Revised: 5-27-08
Revised: 4-26-99	Revised: 8-31-09



1. A student who is on academic probation shall be subject to dismissal if the student earned a cumulative grade point average of less than 1.75 in all district units attempted in each of three consecutive semesters which were graded on the basis of the grading scale described in this policy.
2. A student who has been placed on progress probation shall be subject to dismissal if the percentage of district units in which the student has been enrolled for which entries of "W", "I," "NC," and "NP" are recorded in at least three consecutive semesters reaches or exceeds fifty percent (50%).
3. A student may appeal dismissal by following the petition procedure provided by the Admissions and Records office.

#### VI. READMISSION AFTER DISMISSAL

Students who have been dismissed from South Orange County Community College District may apply for readmission after one semester of non-attendance by following the petition procedure provided by the Admissions and Records office. Students who are readmitted and fail to maintain a grade point average of 1.75 or higher during the semester following readmission will be subject to permanent dismissal.

#### VII. ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

~~Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points using only the following evaluative symbols as prescribed by Title 5, California Code of Regulations, Section 55023:~~

<u>Symbol</u>	<u>Definition</u>	<u>Grade Point</u>
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
*P	Pass (at least satisfactory units awarded, not counted in GPA)	
*NP	No Pass (less than satisfactory, or failing units not counted in GPA)	

~~\*CR/NCR retained in academic history; not currently in use~~

Adopted: 1-26-81      Revised: 12-11-00  
 Revised: 5-15-89      Revised: 4-24-06  
 Revised: 6-24-91      Revised: 5-27-08  
 Revised: 4-26-99      Revised: 8-31-09

1. ~~The Board of Trustees of the South Orange County Community College District will publish the point equivalencies for the grades adopted in this section in the catalog as part of its grading practices, as prescribed by Title 5, California Code of Regulations, Section 55023.~~
2. ~~Only the following non-evaluative symbols may be used:-~~

Symbol ——— Definition

I ——— Incomplete

~~Incomplete academic work at the end of the term, as a result of an unforeseeable emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The conditions for removal of the "I" shall be stated by the instructor in a written record. This record shall contain the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the required work has been completed and evaluated, or when the time limit for completing the work has passed.~~

~~The "I" may be made up no later than one year following the end of the term in which it was assigned.~~

~~The "I" symbol shall not be used in calculating units attempted nor for grade points.~~

~~A student may petition for a time extension due to unusual circumstances by following the petition procedure in the Admissions and Records office.~~

Symbol ——— Definition

IP ——— In Progress

~~The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages.~~

~~Currently, an appropriate use of the "IP" symbol would be in an open entry open exit class.~~

Adopted: 1-26-81	Revised: 12-11-00
Revised: 5-15-89	Revised: 4-24-06
Revised: 6-24-91	Revised: 5-27-08
Revised: 4-26-99	Revised: 8-31-09

Symbol ————— Definition

RD ————— Report Delayed

The “RD” symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. “RD” shall not be used in calculating grade point averages.

Symbol ————— Definition

W ————— Withdrawal

Withdrawal from class or classes shall be authorized through 65% of a term. The academic record of a student who remains in a class beyond 65% of a term must reflect a symbol as authorized in this section, other than a “W”.

No notation (“W” or other) shall be made on the academic record of a student who withdraws during the first four weeks of a term.

Withdrawal between the end of the fourth week and 65% of a term shall be recorded as a “W” on the student’s record.

The “W” shall not be used in calculating grade point averages, but excessive “W’s” shall be used as factors in progress probation and dismissal procedures.

A student may request permission to withdraw from a class after the final drop date by following the petition procedure provided by the Admissions and Records Office. All requests for this exception shall include complete written details of the circumstances and only extreme emergency reasons clearly beyond the control of the student shall be considered.

A student is allowed to receive a maximum of four W’s per course. A student will be allowed to take the course additional times only through a formal appeal process.

Symbol ————— Definition

MW ————— Military Withdrawal

The MW symbol shall be used for students who are members of an active or reserve military service and receive orders compelling a withdrawal from courses. Upon verification of such orders, this symbol may be assigned at anytime during the term with no adverse impact on the students’ academic record or enrollment status. This grading option is retroactive to January 1, 1990.

Adopted: 1-26-81	Revised: 12-11-00
Revised: 5-15-89	Revised: 4-24-06
Revised: 6-24-91	Revised: 5-27-08
Revised: 4-26-99	Revised: 8-31-09

VIII. NOTIFICATION OF PROBATION AND DISMISSAL

Every reasonable effort will be made to notify a student of placement on probation, dismissal, removal from probation, or reinstatement after dismissal, at or near the beginning of the semester in which it will take effect but, in any case, no later than the start of the fall semester.

1. Counseling and other support services will be offered to any student on probation to help the student overcome any academic difficulties.
2. Probation and dismissal policies and procedures shall be published in the district catalog per Title 5, California Code of Regulations, Section 55033.

IX. GRADE CHANGES

In any course offered by the South Orange County Community College District for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with Title 5, California Code of Regulations, Section 55023. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency as outlined in California Education Code, Section 76224(a). Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record in accordance with Title 5, California Code of Regulations, Section 55025.

When grade changes are made in accordance with this policy, appropriate annotations of any courses repeated shall be entered on the student's permanent academic record in such a manner that all work remains legible, insuring a true and complete academic history, as prescribed by Title 5, California Code of Regulations, Section 55025(e)

X. ACADEMIC RENEWAL REGULATIONS

Computation of the cumulative grade point average, may, under the circumstances outlined below, disregard course work from consecutive terms taken at any college as prescribed by Title 5, California Code of Regulations, Section 55046.

1. A student may request that the record of previously completed course work be disregarded by following the petition procedure provided by the Admissions and Records office.
2. Evidence to the effect that the previously recorded work was substandard (less than "C" or equivalent) and not reflective of more recently demonstrated academic ability, must be submitted with the petition.

Adopted: 1-26-81	Revised: 12-11-00
Revised: 5-15-89	Revised: 4-24-06
Revised: 6-24-91	Revised: 5-27-08
Revised: 4-26-99	Revised: 8-31-09

3. A maximum of two semesters or three quarters of work as a full-time student or up to 30 units of part-time work may be alleviated and disregarded in the computation of cumulative grade point average.
4. All course work taken in the term is to be alleviated even if satisfactory, and shall be disregarded.
5. At least three years must have elapsed since completion of the most recent course work to be alleviated.
6. A minimum of 30 semester units must have been completed at regionally accredited colleges or universities with a 2.50 G.P.A. subsequent to the course work to be alleviated.
7. When course work is forgiven, the permanent academic record shall be annotated in such a manner that all course work remains legible, insuring a true and complete academic history.
8. Academic renewal by South Orange County Community College District does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.
9. A student may request academic renewal only once.

Adopted: 1-26-81	Revised: 12-11-00
Revised: 5-15-89	Revised: 4-24-06
Revised: 6-24-91	Revised: 5-27-08
Revised: 4-26-99	Revised: 8-31-09

**TO:** Board of Trustees  
**FROM:** Debra L. Fitzsimons, Acting Chancellor  
**RE:** SOCCCD: Academic Personnel Actions – Regular Items  
**ACTION:** Approval/Ratification

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**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.

**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. ALVARADO, CHRISTIAN, ID #18075, is to be employed as Dean of Enrollment Services, Pos #P0004608, Office of Admissions, Records, and Student Services, Saddleback College, effective July 1, 2016. This is a replacement position for Jane Rosenkrans, who retired. (Exhibit B, Attachment 1)
- b. FITZSIMONS, DEBRA, ID #18094, is to be employed as Acting Chancellor (Temporary), Pos #P0009478, Office of the Chancellor, District Services, effective July 1, 2016. This is a temporary replacement for Gary Poertner, who retired.

**2. ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)

- a. GILBERT, ANNIE, is to be employed as Adult Education ESL Faculty Coordinator/ESL Instructor (Grant-Funded), Pos #P0008094, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, effective August 15, 2016. Approximate Salary Placement: Range III, Step 1. This is a new position approved by the Board of Trustees on March 28, 2016. (Exhibit B, Attachment 2)
- b. HOOLIHAN, LORI, is to be employed as Foods and Nutrition Instructor, Pos #P0001548, Division of Advanced Technology and Applied Science, Saddleback College, effective August 15, 2016. Approximate Salary Placement: Range V, Step 1. This is a replacement position for Suzanne Hewitt, who retired. (Exhibit B, Attachment 3)

**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>
Caputo, Danilo	MA/English	English/IVC	2	08/22/16
Carson, Daniel	MS/Physics/Astronomy	Physics/IVC	2	08/22/16
Chitchian, Farshad	MS/Applied Math	Mathematics/IVC	2	08/22/16
Cole, Jonathan	MS/Applied Math	Mathematics/IVC	2	08/22/16
Dinh, Winnie	MS/TESOL	Adult Ed-ESL/SC	2	08/22/16
<sup>1</sup> Fitz-Maurice, Teri	MS/Education/Reading	Tutor LRC/SC	5	08/22/16
Furlong, Eric	EdD/Business Ed.	Business/IVC	5	08/22/16
Gruen, Marlon	PhD/History	History/SC	5	08/22/16
Harris-McGee, Andrea	MA/Art	Art/SC	2	08/22/16
Heffner, Jessica	MA/English	English/SC	2	08/22/16
<sup>2</sup> Hildebrand, Colleen	MA/French	Adult Ed-ESL/IVC	5	08/22/16

<sup>1</sup> Current SOCCCD Part-time Faculty previously approved to teach English and Writing, Saddleback College.

<sup>2</sup> Current SOCCCD Part-time Faculty previously approved to teach ESL, Irvine Valley College.

**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>
<sup>3</sup> Hurt, Nicholas	MA/Mathematics	Tutor LRC/SC	4	08/22/16
Jensen, Ian	MA/English	English/IVC	2	08/22/16
Kelly, Aaron	MS/TESOL	ESL/IVC	2	08/22/16
Kim, April	MA/TESOL	ESL/IVC	2	08/22/16
Lew, Maling	MA/TESOL	ESL/IVC	2	08/22/16
Lopez, Terry	PhD/Pharma. Sciences	Biology/IVC	5	08/22/16
<sup>4</sup> Mohr, Cheryl	MA/ESL	Adult ESL/IVC	2	08/22/16
Morrell, Karen	MA/English	English/IVC	2	08/22/16
<sup>5</sup> RodriguezMorris, E.	MA/Education	Emeritus/SC	2	08/22/16
Sahranavard, Neda	PhD/English Language	ESL/SC	5	08/22/16
Theadore, E. Alicia	MS/TESOL	ESL/IVC	2	08/22/16

**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>
Caesar, Warren	Calif. Clear Credential	Auto Tech/SC	1	08/22/16

Equivalency is based on a wealth of experience and industry certifications in the Automotive Technology world. Mr. Caesar has taught and managed the San Clemente High School Auto Academy for four years and also has over seven years of experience teaching ROP automotive-related courses. He was an adjunct instructor at the College of the Desert, and holds a Level 1 and level 2 California Clear Teaching Credential. He is certified as a Master ASE Automotive Technician.

<sup>3</sup> Current SOCCCD Part-time Faculty previously approved to teach Mathematics, Saddleback College.

<sup>4</sup> Current SOCCCD Part-time Faculty previously approved to teach ESL, Irvine Valley College.

<sup>5</sup> Current SOCCCD Part-time Faculty previously approved to teach Art, Saddleback College.



**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>
Cooper, Susan	MA/Education	Business/SC	2	08/22/16

Equivalency is based on a bachelor's and a master's degrees from Chapman College in Curriculum and Instruction. Ms. Cooper also holds the California Secondary Teaching Credential Single Subject in Business and the Vocational Adult Teaching Credential. She has developed and taught online courses, including International Business and Global Marketing, since 2009. Her teaching experience goes back to 1996 and includes creation of a Business Technology program at the secondary level. Her experience in business creation and operations exceeds 20 years, and includes starting and operating several successful businesses in education, corporations and a private, non-profit 501c(3). In addition, Ms. Cooper was President of Las Vegas College prior to its purchase by a large, private college system.

**4. ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF (Ratified - Pursuant to Board Policy 4002.1)**

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Haley, Michelle	MA/Geography	Geography/IVC	2	05/31/16
Irwin, Kyle	MS/Physics	Physics/IVC	2	06/10/16
<sup>6</sup> Marcot, Wendy	MA/Education	Adult ESL/SC	2	06/03/16
Mills, Mystyn	MA/Geography	Geography/IVC	2	07/01/16
<sup>7</sup> Soltani, Parisa	EdD/Edu. Leadership	Counseling/IVC	5	05/31/16
Valdez, Javier	MA/Counseling	EOPS/IVC	2	07/01/16

**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.

<sup>6</sup> Current SOCCCD Community Education Presenter previously approved to teach ESL, Saddleback College.

<sup>7</sup> Current SOCCCD Full-time Faculty EOPS Counselor, Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS – Continued**

4. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
<sup>8</sup> Troy, Jordan	MA/Biomed. Engineer.	Physics/IVC	2	05/31/16

Equivalency is based on a Bachelor of Science in Bioengineering from University of California, Sand Diego, and a Master of Science in Biomedical Engineering, from Cornell University. Mr. Troy has approximately six years of experience studying engineering, including four years of research experience. In addition to his calculus-based physics course work, physics was a fundamental component of many of his engineering courses, both at the graduate and undergraduate level. He has also designed experiments and solved engineering problems associated with mechanics, electricity, magnetism, and optics.

**B. ADDITIONAL COMPENSATION: GENERAL FUND**

1. It is recommended that the following Irvine Valley College faculty members be compensated as indicated below for the 2016/2017 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Boone, Rick	Chair, Non-Credit Emeritus/IVC	2,576.00	05/31/16-08/12/16
Choo, Brooke	Facilitator, Student Success Ctr/IVC	3,864.00	06/01/16-08/12/16
Copeland, Gabe	Dance Choreography/IVC	1,000.00	05/06/16-05/07/16
Hurlbut, Diana	Asst Chair, Curriculum Comm/IVC	1,288.00	06/01/16-08/12/16
Morris, April	GAP4+1 Program Director/IVC	5,152.00	05/31/16-08/12/16
Sheldon, Joel	Facilitator, Math Lab/IVC	3,864.00	05/31/16-08/12/16
<b>Monthly Total: General Fund, Irvine Valley College</b>		<b>\$17,744.00</b>	
<b>2016-2017 FISCAL YEAR TOTAL TO DATE</b>		<b>\$17,744.00</b>	

2. It is recommended that the following Saddleback College faculty members be compensated as indicated below for the 2016/2017 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Langrell, Jenny	Co-Chair, Accreditation Std 2/SC	3,984.00	08/22/16-12/19/16
Ruud, Amanda	Style Writer, Accreditation/SC	2,596.00	08/22/16-12/19/16
<b>Monthly Total: General Fund – Saddleback College</b>		<b>\$6,580.00</b>	
<b>2016-2017 FISCAL YEAR TOTAL TO DATE</b>		<b>\$6,580.00</b>	

<sup>8</sup> Son of Jeffrey Troy, Part-time Faculty in Physical Sciences and Technologies, Irvine Valley College.

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND**

1. It is recommended that the following Irvine Valley College faculty members be compensated as indicated below for 2016/2017 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Alvarez, Lisa	Writing Sample Reader/IVC	34.00	08/17/15-12/16/15
Alvarez, Lisa	Writing Sample Reader/IVC	52.00	01/19/16-05/23/16
Appleman, Jack	CTE Faculty Externship-DMP/IVC	2,474.00	06/01/16-08/12/16
Appleman, Jack	CTE Bridges to Engineering/IVC	2,500.00	06/01/16-08/12/16
Beck, Rebecca	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Borrón, Brenda	Writing Sample Reader/IVC	76.00	08/17/15-12/16/15
Borrón, Brenda	Writing Sample Reader/IVC	154.00	01/19/16-05/23/16
Borrón, Brenda	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Castroconde, Miriam	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Coleman, Catherine	LAC ESL Module Dev, BSI/IVC	3,842.00	05/31/16-08/12/16
DeRoulet, Daniel	Writing Sample Reader/IVC	88.00	08/17/15-12/16/15
DeRoulet, Daniel	Writing Sample Reader/IVC	140.00	01/19/16-05/23/16
Evans, Julie	Writing Sample Reader/IVC	18.00	08/17/15-12/16/15
Haeri, Melanie	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Huber, Kenn	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Kaminsky, Rebecca	Coordinator, WR399 Project/IVC	1,766.66	05/31/16-08/12/16
Kane, Chris	AESL PT Coordinator/IVC	10,708.80	05/31/16-08/12/16
Knoll, Melissa	English Co-Requisite Coord./IVC	3,220.00	07/01/16-08/12/16
Licitra, John	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Luckas, Jim	CTE Bridges to CIM/IVC	2,500.00	06/01/16-08/12/16
Mackenzie, Emalee	CTE Bridges to Biotech/IVC	2,500.00	06/01/16-08/12/16
Mackenzie, Emalee	Bridges to Biotech (Session 2)/IVC	2,500.00	06/01/16-08/12/16
McKim, Brett	CTE Bridges to DMP/IVC	3,500.00	06/01/16-08/12/16
McKim, Brett	CTE Faculty Externship, DMP/IVC	2,474.00	06/01/16-08/12/16
Meyer, Kurt	Writing Sample Reader/IVC	36.00	08/17/15-12/16/15
Meyer, Kurt	Writing Sample Reader/IVC	54.00	01/19/16-05/23/16
Monte, Brent	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Nguyen, Tuan	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Noone, Kristin	CTE Bridges to CIM/IVC	2,500.00	06/01/16-08/12/16
Pham, Lan	Pre-Statistics Coordinator/IVC	6,440.00	07/01/16-08/12/16
Russo, John	Bridges to Entrepreneurship/IVC	2,500.00	06/01/16-08/12/16
Ryals, Kay	Writing Sample Reader/IVC	16.00	01/19/16-05/23/16
Scherger, Deanna	Writing Sample Reader/IVC	18.00	08/17/15-12/16/15
Scherger, Deanna	Writing Sample Reader/IVC	74.00	01/19/16-05/23/16
Scherger, Deanna	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Scherger, Deanna	English Co-Requisite Coord./IVC	3,220.00	07/01/16-08/12/16
Serpas, Summer	Writing Sample Reader/IVC	62.00	08/17/15-12/16/15
Serpas, Summer	Writing Sample Reader/IVC	56.00	01/19/16-05/23/16
Serpas, Summer	Curric. Director WR399 Project/IVC	700.00	05/31/16-08/12/16
Serpas, Summer	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Sim, Alec	NSF iUSE Engr. Program Dev./IVC	2,576.00	06/01/16-08/12/16
Tran, Tiffany	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Wilson, Jeff	Multiple Measures Wk Group/IVC	2,576.00	07/01/16-08/12/16
Wolken, Matt	CTE Bridges to Engineering/IVC	2,500.00	06/01/16-08/12/16
<b>Monthly Total: Categorical Fund, Irvine Valley College</b>		<b>\$90,211.46</b>	
<b>2016-2017 FISCAL YEAR TOTAL TO DATE</b>		<b>\$90,211.46</b>	

**C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND - Continued**

1. It is recommended that the following Saddleback College faculty members be compensated as indicated below for 2016/2017 fiscal years.

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Afshari, Maryam	Professional Development/SC	100.00	06/13/16-06/17/16
Beckham, Jack	English CAI Work Group/SC	853.60	05/30/16-07/30/16
Boustani, Lai	Professional Development/SC	100.00	06/13/16-06/17/16
Chatham, Lynne	English Refresh Workshop/SC	2,017.60	04/20/16-04/30/16
Christensen, Sheryl	Professional Development/SC	100.00	06/13/16-06/17/16
D'Arcy, Kim	Coordinator, LD & CAP Pgrms/SC	2,557.44	08/22/16-12/19/16
Forouzesh, Jennifer	CTE Nursing Flipped Classroom/SC	2,366.80	05/31/16-08/12/16
Gonzalez, Frank	B2E Program Math Lead/SC	3,492.00	05/25/16-08/12/16
Gustafson, Michelle	Professional Development/SC	100.00	06/13/16-06/17/16
Hannibal, Jeffrey	Professional Development/SC	100.00	06/13/16-06/17/16
Hanson, Maria	Professional Development/SC	100.00	06/13/16-06/17/16
Hughes, Luther	Summer Jazz Camp/SC	1,000.00	07/11/16-07/15/16
Johnson, Paul	Summer Jazz Camp/SC	1,125.00	07/11/16-07/15/16
Long, Erin	Professional Development/SC	100.00	06/13/16-06/17/16
Lopez Ediss, Chris	Professional Development/SC	100.00	06/13/16-06/17/16
Marshall, Cynthia	Convert FN to Online-Hybrid/SC	1,225.00	01/19/16-05/23/16
May, Carol	Professional Development/SC	100.00	06/13/16-06/17/16
McCarthy, Mary	Professional Development/SC	100.00	06/13/16-06/17/16
Meyer, Clifford	Train the Trainer Event/SC	500.00	06/13/16-06/17/16
McGinley, Patricia	CTE Nursing Flipped Classroom/SC	2,366.80	05/31/16-08/12/16
Pinter, Jerald	Summer Jazz Camp/SC	1,000.00	07/11/16-07/15/16
Roman, Selene	Professional Development/SC	100.00	06/13/16-06/17/16
Sellers, Joey	Summer Jazz Camp/SC	3,000.00	07/11/16-07/15/16
Shaw, Charles	Train the Trainer Event/SC	500.00	06/13/16-06/17/16
Sorensen, Cindy	Professional Development/SC	100.00	06/13/16-06/17/16
Stanfield, Scott	English Refresh Workshop/SC	1,008.80	03/20/16-05/21/16
Stanfield, Scott	English Refresh Workshop/SC	1,008.80	05/27/16-05/28/16
Stout, Ronald	Summer Jazz Camp/SC	1,125.00	07/11/16-07/15/16
Toscano, Laura	Professional Development/SC	100.00	06/13/16-06/17/16
Tran, Lisa	Professional Development/SC	100.00	06/13/16-06/17/16
Tuccinardi, Kirstin	Professional Development/SC	100.00	06/13/16-06/17/16
Ventura, Jan	Professional Development/SC	100.00	06/13/16-06/17/16
Watt, Deb	Professional Development/SC	100.00	06/13/16-06/17/16
<b>Monthly Total: Categorical Fund, Saddleback College</b>		<b>\$26,846.84</b>	
<b>2016-2017 FISCAL YEAR TOTAL TO DATE</b>		<b>\$26,846.84</b>	

**D. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. POERTNER, GARY, ID #10025, Chancellor, Pos #P0001693, District Services, resignation effective June 30, 2016 and retirement effective July 1, 2016. Payment is authorized for any compensated time off. (Start date: December 1, 2010)

**ATTACHMENT 1**

NAME: CHRISTIAN ALVARADO

POSITION: DEAN OF ENROLLMENT SERVICES  
Office of Admissions, Records, and Student Services  
Saddleback College

EDUCATION:

M.P.A. Public Administration  
California State University, Northridge  
Northridge, CA

B.S. Organizational Leadership  
Azusa Pacific University  
Azusa, CA

EXPERIENCE:

Mr. Alvarado has served as Interim Dean of Enrollment Services at Saddleback College since March 2015. Prior to that, he served as Director of Financial Aid at Saddleback College since 2011. Before joining Saddleback College, he worked as the Assistant Director of Financial Aid at Mt. San Antonio College, where he started in 1999 as a Financial Aid Specialist and then as a Supervisor. Before joining Mt. San Antonio College, he worked as a Senior Financial Aid Assistant at Rio Hondo College and as a part-time Financial Aid Technician at Santa Ana College.

HONORS/AWARDS:

- President's Award for Innovation and Leadership in 2012

PROFESSIONAL AFFILIATIONS:

- Member of California Association of Community College Registrars and Admissions Officers (CACCRAO)
- Member of California Association of Student Financial Aid Administrators (CASFAA)
- Member of National Association of Student Financial Aid Administrators (NASFAA)

**ATTACHMENT 2**

NAME: ANNIE GILBERT

POSITION: ADULT EDUCATION ESL FACULTY COORDINATOR/ESL INSTRUCTOR  
Community Education, Emeritus Institute, and K-12 Partnerships  
Saddleback College  
Full-Time, Temporary, Grant-Funded

EDUCATION:

M.A. Second Language Education  
McGill University  
Montreal, Quebec, Canada

B.A. Teaching French as a Second Language  
Université du Québec à Montréal  
Montreal, Quebec, Canada

A.A. Humanities  
College Ahuntsic  
Montreal, Quebec, Canada

EXPERIENCE:

Annie Gilbert has been a part-time instructor in the ESL Department at Saddleback College since 2013 and has taught a variety of ESL courses. Since 2015, she has been a faculty tutorial specialist in the Tutoring Center bringing more ESL students into the Center for tutoring, conversation groups and faculty-led workshops she has coordinated. She has recently launched two off-campus tutoring centers to serve Saddleback College Adult ESL student population. Furthermore, she has ten years of experience teaching Adult ESL at North Orange County Community College District School of Continuing Education (SCE). At SCE, she wrote ESL student learning outcomes, mentored instructors and served on the textbook committee and Academic Senate. While completing her M.A. at McGill University in Canada, she was a tenured ESL teacher to middle school and high school students. Later on, she worked as an ESL teacher trainer in Thailand before moving to California in 2003. In sum, Ms. Gilbert is an award-winning instructor and teacher trainer with twenty years of experience in second language education. She taught French to children for four years, ESL to adolescents for five years, TESL in Southeast Asia for one years, and she has taught ESL to adult learners and college students in California for the past ten years.

PROFESSIONAL AFFILIATIONS:

- Member of CATESOL (California Teachers of English to Speakers of Other Languages)
- Member of CALPRO (California Adult Literacy Professional Development Project)

HONORS/AWARDS:

- School of Continuing Education Highest Student Attendance in ESL, Certificates of Appreciation, 2014 & 2015
- Orange County College Teacher of the Year Nominee, 2009
- School of Continuing Education Teacher of the Year, 2008

**ATTACHMENT 3**

NAME: LORI HOOLIHAN

POSITION: FOODS AND NUTRITION INSTRUCTOR  
Advanced Technology & Applied Science  
Saddleback College  
Full-Time, Tenure Track

EDUCATION:

Ph.D. Nutritional Sciences  
University of California, Berkeley  
Berkeley, CA

B.S. Chemistry  
University of California, Berkeley  
Berkeley, CA

EXPERIENCE:

Lori Hoolihan has been a part-time instructor in the Foods and Nutrition Department at Saddleback College since 2006 and has taught a variety of nutrition courses. Since 2012, Dr. Hoolihan has also been a Co-Chair of the department during which she has guided the curriculum; developed new courses; written and administered grants; recruited, hired and trained associate faculty, and participated in student outreach and recruitment.

Dr. Hoolihan has 25 years of experience in nutrition sciences devoted to the application of nutrition research and teaching all ages, with the goal of optimizing health and preventing disease. Her experience in research, clinical dietetics, public health, and private practice forms the basis for a strong behavior-oriented, individualized approach to education. Well-connected in the academic and healthcare arenas, she is a frequent spokesperson and author on the topics of nutrition, health, and disease.

LICENSES AND CERTIFICATES:

- Registered Dietitian Nutritionist (R.D.N.) certificate

PROFESSIONAL AFFILIATIONS:

- Member, American Society of Nutrition (ASN)
- Member, Academy of Nutrition and Dietetics (AND)
- Member, Commission on Dietetic Registration (CDR)
- Professional Member, Institute of Food Technologists (IFT - Nutrition Division, Dairy Division, Southern California Division)

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Classified Personnel Actions – Regular Items

**ACTION:** Approval/Ratification

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**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.



**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. AASTED, JON is to be employed as Director of Purchasing, Contracts and Materials Management, a classified manager, Pos. #P0007288, Office of Facilities, Planning and Purchasing, District Services, Integrated Academic and Classified Administrator and Manager Salary Schedule Range 20, Step 5, 40 hours per week, 12 months per year, effective August 1, 2016. This position was approved by the Board of Trustees on December 14, 2015.
- b. COOK, SUSAN is to be employed as Senior Administrative Assistant, Pos. #3335, Division of Mathematics, Sciences and Engineering, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 3, 40 hours per week, 12 months per year, effective July 1, 2016. This is a replacement for Dona Kirsten.
- c. MC MAHAN-KELLY, BRENNAN is to be employed as Senior Matriculation Specialist, Pos. #3590, 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 June 29, 2016. This is a replacement for Yancie Carter.
- d. PAGUIRIGAN, DOLORES is to be employed as Program Senior Accounting Specialist, Categorical, Pos. #6518, Office of College Grants and Contracts, Saddleback College, Classified Bargaining Unit Salary Schedule Range 131, Step 3, 40 hours per week, 12 months per year, effective July 5, 2016. Employment in this categorical/grant funded position is contingent upon funding by 50% College grants and 50% District specially funded program. This is a replacement for Sheri Wenzel.
- e. RAMOS, DIANA is to be employed as Program Technician, Categorical, Pos. #5111, Division of Health Sciences and Human Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 29 hours per week, 12 months per year, effective July 11, 2016. Employment in this categorical/grant funded position is contingent upon funding by the TACCCT grant. This is a replacement for Alicia Kirk.
- f. SCHWARTZ, LOIS is to be employed as Contracts Specialist, Pos. #7287, Office of Facilities, Planning and Purchasing, District Services, Classified Bargaining Unit Salary Schedule Range 131, Step 3, 40 hours per week, 12 months per year, effective July 12, 2016. This position was approved by the Board of Trustees on December 14, 2015.

**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/ Step</u>	<u>Start Date</u>
Andrade, Dyami	Lab Tech./Life/Physical Sci/IVC	22.67	07/01/16-06/30/17
Ayers, Wanda	Dispatcher/Records /IVC	21.05	07/01/16-06/30/17
Bustos Hernandez, Clemente	Police Officer /IVC	26.69	07/01/16-06/30/17
Chu, Fannie	Child Development Spec./IVC	22.67	07/01/16-06/30/17
Cole, Pamela	Child Development Spec./IVC	22.67	07/01/16-06/30/17
<sup>1</sup> Durgom-McQuown, Lynn	Costume/Makeup Designer /SC	29.02	07/01/16-06/30/17
<sup>2</sup> England, Leah	Administrative Assistant /SC	22.12	07/01/16-06/30/17
Flores, Jose	Custodian/SC	18.71	03/07/16-06/30/16
Frey, Connie	Admission/Records Spec I/IVC	19.55	05/27/16-06/30/16
Garneri, Victor	Custodian /IVC	18.71	07/01/16-06/30/17
<sup>3</sup> Gilman, Sandra	Child Development Spec./IVC	22.67	07/01/16-06/30/17
Harris, Leslie	Lab Tech./Life/Physical Sci/IVC	22.67	07/01/16-06/30/17
Hatashita, Kevin	Network Systems Tech. I/SC	29.02	06/02/16-06/30/16
Ho, Trang	Accounting Assistant /IVC	20.54	07/01/16-06/30/17
James, Robert	Police Officer/IVC	26.69	06/06/16-06/30/16
Jones, Brandon	Custodian/IVC	18.71	06/02/16-06/30/16
Kalantari, Mehrandokht	Costume/Makeup Designer/SC	29.02	06/09/16-06/30/16
Lozano, Brenda	Career Services Technician/SC	22.12	06/01/16-06/30/16
Matos, Arsenio	Computer/Audiovisual Tech/SC	25.03	07/01/16-06/30/17
Mettra, LouAnn	Child Development Spec./IVC	22.67	07/01/16-06/30/17
Montes De Oca, Lizbeth	Admissions/Records Spec. I/SC	19.55	07/01/16-06/30/17
Mueller, Larry	Asst. Dir. Tech Svc/Brdcast/SC	43.11	07/01/16-06/30/17
Murray, Clennon	Custodian/SC	18.71	05/25/16-06/30/16
Nguyen, Thu Ha	Senior Lab Tech, Chemistry/SC	27.63	07/01/16-06/30/17
<sup>4</sup> Norman, Stephen	Custodian /IVC	18.71	07/01/16-06/30/17
Perroti, Anderson	Custodian/IVC	18.71	06/28/16-06/30/16
Puccini, Michael	Career Services Technician/SC	22.12	05/20/16-06/30/16
Quintero, Anabel	Custodian /IVC	18.71	07/01/16-06/30/17
Ray, Gabriella	Library Assistant II /IVC	21.05	07/01/16-06/30/17
Reitsema Pretorius, Cathrine	Costume/Makeup Designer/SC	29.02	01/04/16-06/30/16
Rizk, Irene	Program Assistant/IVC	20.54	06/27/16-06/30/16
Sanders Lamas, Tracey	Senior Accounting Spec./DS	28.32	07/01/16-06/30/17
VanNorman, Timothy	Applications Specialist I/IVC	30.49	07/01/16-06/30/17
Wagner, Richard	Computer/Audiovisual Tech/IVC	25.03	07/01/16-06/30/17
Yepsen, Andrea	Sr. Administrative Asst/IVC	25.65	07/01/16-06/30/17
Yi, Young	Library Assistant I /IVC	19.08	07/01/16-06/30/17
Zimbalist, Jacqueline	Sr. Accounting Specialist/SC	28.32	07/01/16-06/30/17

<sup>1</sup> Related to Mark McQuown, Associate Faculty, Fine Arts and Media Technology, Saddleback College.

<sup>2</sup> Related to Darren England, Senior Matriculation Specialist, Admissions, Records & Enrollment Services, Saddleback College.

<sup>3</sup> Related to Bruce Gilman, English Composition Instructor, Liberal Arts, Saddleback College.

<sup>4</sup> Related to Shawn Norman, Senior Child Development Specialist, Child Development Center, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016 and 2016/2017** 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>
<sup>5</sup> Abbasinik, Amin	Project Specialist/SC	10.50	06/22/16-06/30/16
Abbasinik, Amin	Project Specialist/SC	10.50	07/01/16-06/30/17
Aguilar, Nathaniel	Outreach Aide/SC	14.00	05/23/16-06/30/16
Aguilar, Nathaniel	Outreach Aide/SC	14.00	07/01/16-06/30/17
Ahl, Jessie	Project Specialist/SC	18.00	07/01/16-06/30/17
Algernon, Nancy	Project Specialist/IVC	24.00	07/01/16-06/30/17
Anderson, Evan	Project Specialist/SC	15.00	07/01/16-06/30/17
Araujo Rodriguez, Sanjuana	Outreach Aide/SC	11.50	07/01/16-06/30/17
Arevalo, Sylvia	Project Specialist/SC	24.00	07/01/16-06/30/17
<sup>6</sup> Avalos, Magdalena	Project Specialist/SC	30.00	05/23/16-06/30/16
Avalos, Magdalena	Project Specialist/SC	30.00	07/01/16-06/30/17
Balicki, John	Camp Security Officer-ST/SC	12.00	07/01/16-06/30/17
Bautista, Daisy	Project Specialist/SC	14.00	07/01/16-06/30/17
Bautista, Michael	Project Specialist/SC	15.00	06/02/16-06/30/16
Bautista, Michael	Project Specialist/SC	15.00	07/01/16-06/30/17
Benoit, Rhonda	Project Specialist/SC	17.00	07/01/16-06/30/17
Berg, Anthony	Outreach Aide/SC	12.50	07/01/16-06/30/17
Bernabe, Delfina	Project Specialist/IVC	20.00	07/01/16-06/30/17
Borjon, Zoie	Outreach Aide/SC	14.00	07/01/16-06/30/17
Boyer, Gary	TMD Aide/SC	12.50	07/01/16-06/30/17
Brewer, Elysia	Project Specialist/SC	10.50	07/01/16-06/30/17
Calabrese, Daniel	Project Specialist/SC	15.00	07/01/16-06/30/17
<sup>7</sup> Caldwell, Jessica	Project Specialist/SC	16.00	07/01/16-06/30/17
Cannon, Kevin	Project Specialist/SC	15.00	07/01/16-06/30/17
Cao, Scott	Camp Security Officer-ST/SC	12.00	07/01/16-06/30/17
Cargo, Jamie	Project Specialist/IVC	30.00	07/01/16-06/30/17
Carr, Delores	Project Specialist/DS	18.00	07/01/16-06/30/17
Cervantes, Jonah	Outreach Aide/SC	12.00	07/01/16-06/30/17
Choi, Junho	Project Specialist/SC	10.50	06/08/16-06/30/16
Choi, Junho	Project Specialist/SC	10.50	07/01/16-06/30/17
Chopra, Vidit	Project Specialist/DS	12.00	07/01/16-06/30/17
Christiansen, Nathaniel	Project Specialist/SC	15.00	07/01/16-06/30/17
Clemons, Gregory	Project Specialist/SC	14.00	07/01/16-06/30/17
Cook, Jonathan	Adapted Kinesiology Aide/SC	12.50	07/01/16-06/30/17
Corrente, Matthew	Project Specialist/DS	12.00	07/01/16-06/30/17
Coscione, Michaela	Project Specialist/SC	15.00	07/01/16-06/30/17
Cosmakos, Rachel	Project Specialist/SC	19.00	07/01/16-06/30/17

<sup>5</sup> Amin and Mana Abbasinik are related.

<sup>6</sup> Related to Juan Avalos, Vice President, Student Services, Saddleback College.

<sup>7</sup> Related to Jeanne Harris-Caldwell, Student Health Center, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016 and 2016/2017** 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>
Crider, Eric	TMD Aide/SC	10.50	07/01/16-06/30/17
Daniels, Breanna	Project Specialist/SC	13.50	07/01/16-06/30/17
<sup>8</sup> Dear, Derek	Camp Security Officer-ST/SC	14.50	07/01/16-06/30/17
Dehmoobad, Atria	Project Specialist/SC	15.00	07/01/16-06/30/17
Dehnke, Allen	Project Specialist/DS	25.00	07/01/16-06/30/17
Dhillon, Garrett	Project Specialist/SC	12.50	06/20/16-06/30/16
Dhillon, Garrett	Project Specialist/SC	12.50	07/01/16-06/30/17
Du, Gary	Project Specialist/IVC	20.00	06/09/16-06/30/16
Du, Gary	Project Specialist/IVC	20.00	07/01/16-06/30/17
Duran, Cindy	Project Specialist/IVC	10.50	07/01/16-06/30/17
Duvinage, Leitha	Project Specialist/DS	20.00	07/01/16-06/30/17
Eberhart, Laurie	Project Specialist/IVC	30.00	07/01/16-06/30/17
Eckman, Kenneth	Project Specialist/IVC	50.00	04/15/16-06/30/16
Esperance, Mapendo	Project Specialist/IVC	15.00	06/03/16-06/30/16
Esperance, Mapendo	Project Specialist/IVC	15.00	07/01/16-06/30/17
Espinoza, Agustin	Project Specialist/SC	18.00	07/01/16-06/30/17
Evans, Ryan	Project Specialist/SC	14.00	05/20/16-06/30/16
Evans, Ryan	Project Specialist/SC	14.00	07/01/16-06/30/17
Fatheree, Dallas	Project Specialist/IVC	11.00	07/01/16-06/30/17
Forero, Manuel	Project Specialist/IVC	15.00	06/06/16-06/30/16
Forero, Manuel	Project Specialist/IVC	15.00	07/01/16-06/30/17
Fullerton, Scott	Camp Security Officer-ST/SC	12.00	07/01/16-06/30/17
Gall, Michael	Project Specialist/SC	15.00	07/01/16-06/30/17
Garcia, Andrea	TMD Aide/IVC	15.00	07/01/16-06/30/17
Gednov, Eugene	Project Specialist/SC	24.00	06/02/16-06/30/16
Gednov, Eugene	Project Specialist/SC	24.00	07/01/16-06/30/17
Gharavi, Hesamedine	Project Specialist/SC	18.00	07/01/16-06/30/17
Gil, Chantelle	Project Specialist/SC	20.00	07/01/16-06/30/17
Gittelsohn, Ilya	Project Specialist/SC	15.00	07/01/16-06/30/17
Golbad, Kia	Project Specialist/IVC	15.00	07/01/16-06/30/17
Gomez, Fermin	Project Specialist/SC	15.50	07/01/16-06/30/17
Goto, Elena	Clerk/IVC	10.50	07/01/16-06/30/17
Greene, Alexander	Project Specialist/IVC	15.00	07/01/16-06/30/17
Grovich, Patrick	TMD Aide/SC	10.50	07/01/16-06/30/17
Guillen, Yvette	TMD Aide/SC	10.50	07/01/16-06/30/17
<sup>9</sup> Gutierrez, Francois	Clerk/SC	11.50	06/10/16-06/30/16
Gutierrez, Francois	Clerk/SC	11.50	07/01/16-06/30/17
Guy, Justine	Project Specialist/SC	12.00	06/08/16-06/30/16

<sup>8</sup> Related to Donald Dear, Police Officer, Office of Campus Safety and Security, Irvine Valley College.

<sup>9</sup> Related to Raul Gutierrez, Applications Specialist II, User Experience, Information Technology, District Services.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016 and 2016/2017** 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>
<sup>10</sup> Guy, Justine	Project Specialist/SC	12.00	07/01/16-06/30/17
Harrington, Constance	Project Specialist/SC	15.00	07/01/16-06/30/17
Hasen, Farrah	Project Specialist/DS	12.00	07/01/16-06/30/17
Hernandez, Joany	TMD Aide/SC	12.50	07/01/16-06/30/17
<sup>11</sup> Hilton, John	Project Specialist/SC	18.00	07/01/16-06/30/17
Huang, Michael	Clerk/IVC	10.50	07/01/16-06/30/17
Huddleston, Nicole	Project Specialist/SC	15.50	07/01/16-06/30/17
Jacob, Daryl	Project Specialist/SC	15.50	07/01/16-06/30/17
Jamshid Shirazi, Sepideh	Project Specialist/SC	14.00	07/01/16-06/30/17
<sup>12</sup> Johnston-Plescia, Madelyn	Project Specialist/SC	17.00	07/01/16-06/30/17
Joslyn, Brianna	Project Specialist/IVC	10.50	07/01/16-06/30/17
Juarez, Maria Amor	Child Dev. Center Aide/SC	11.00	07/01/16-06/30/17
Karlsson, Hans	Project Specialist/SC	20.00	07/01/16-06/30/17
Keener, Michael	TMD Aide/SC	10.50	06/03/16-06/30/16
Keener, Michael	TMD Aide/SC	10.50	07/01/16-06/30/17
Kennedy, Cailin	Project Specialist/SC	15.00	07/01/16-06/30/17
Khabovets, Kristina	Project Specialist/SC	20.00	06/03/16-06/30/16
Khabovets, Kristina	Project Specialist/SC	20.00	07/01/16-06/30/17
Khodabandeh, Elahe	Project Specialist/SC	10.50	07/01/16-06/30/17
Kind, Andrew	Project Specialist/SC	19.00	07/01/16-06/30/17
Koike, Marissa	Project Specialist/IVC	10.50	07/01/16-06/30/17
<sup>13</sup> Landingham, Lindsey	Project Specialist/SC	15.00	07/01/16-06/30/17
Leeg, Matthew	Project Specialist/IVC	25.00	07/01/16-06/30/17
Lefebvre, Jennifer	Project Specialist/SC	20.00	07/01/16-06/30/17
Lim, Joycelyn	Project Specialist/IVC	24.00	07/01/16-06/30/17
Love, Cathy	Clerk/IVC	10.50	07/01/16-06/30/17
Lowey-Ball, Marisa	TMD Aide/SC	14.00	07/01/16-06/30/17
Madariaga Benavides, Marissa	Outreach Aide/SC	11.50	07/01/16-06/30/17
Mahdi, Furat	Project Specialist/IVC	15.00	05/16/16-06/30/16
Mahdi, Furat	Project Specialist/IVC	15.00	07/01/16-06/30/17
Makhambetova, Venera	Project Specialist/IVC	14.00	07/01/16-06/30/17
<sup>14</sup> Manders, Nicolas	Project Specialist/IVC	16.00	07/01/16-06/30/17
Martin, Brian	Project Specialist/SC	15.00	06/03/16-06/30/16
Martin, Brian	Project Specialist/SC	15.00	07/01/16-06/30/17
Martin, Mary	Clerk/SC	16.00	06/03/16-06/30/16
Martin, Mary	Clerk/SC	16.00	07/01/16-06/30/17

<sup>10</sup> Related to Georgina Guy, Interim Dean, Transfer, Career & Special Programs, Saddleback College.

<sup>11</sup> Related to Carol Hilton, Vice President, College Administrative Services, Saddleback College.

<sup>12</sup> Related to Trish Fain, Executive Assistant, Office of Instruction, Saddleback College.

<sup>13</sup> Related to Gabrielle Landingham, Senior Administrative Assistant, Counseling Services, Saddleback College.

<sup>14</sup> Related to Rachel Manders, Grants Analyst, Academic and Economic and Workforce Development, 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 and 2016/2017** 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>
Martinez, Eric	Camp Security Officer-ST/SC	12.00	07/01/16-06/30/17
Martinez, Nikole	Clerk/IVC	10.50	07/01/16-06/30/17
Mathews, Marcus	TMD Aide/SC	10.50	07/01/16-06/30/17
Matthews, Brenda	Clerk/IVC	19.00	06/03/16-06/30/16
Matthews, Brenda	Clerk/IVC	19.00	07/01/16-06/30/17
<sup>15</sup> McFann, Caitlin	TMD Aide/SC	10.50	07/01/16-06/30/17
<sup>15</sup> McFann, Steven	TMD Aide/SC	10.50	07/01/16-06/30/17
McLain, Heather	TMD Aide/SC	14.00	07/01/16-06/30/17
Medina-Olguin, Jailene	Project Specialist/SC	13.00	07/01/16-06/30/17
Messier, Claire	Project Specialist/SC	25.00	06/03/16-06/30/16
Messier, Claire	Project Specialist/SC	25.00	07/01/16-06/30/17
Mocalis, Ashley	Project Specialist/SC	15.00	07/01/16-06/30/17
Moreno Castaneda, Chantal	Clerk/SC	11.50	05/25/16-06/30/16
Moreno Castaneda, Chantal	Clerk/SC	11.50	07/01/16-06/30/17
Moreno Ocampo, Edgar	Project Specialist/SC	14.00	07/01/16-06/30/17
Naval, Mark	Project Specialist/SC	16.00	07/01/16-06/30/17
Niederecker, Andriana	TMD Aide/SC	10.50	07/01/16-06/30/17
Nur, Ari	Project Specialist/DS	12.00	07/01/16-06/30/17
Ochoa, Erica	TMD Aide/SC	10.50	06/03/16-06/30/16
Ochoa, Erica	TMD Aide/SC	10.50	07/01/16-06/30/17
Olamendi, Esmeralda	Project Specialist/SC	13.50	07/01/16-06/30/17
Ong, Lay Chin	Clerk/IVC	10.50	07/01/16-06/30/17
Ortiz-Burgos, Liz	TMD Aide/SC	10.50	07/01/16-06/30/17
Owens, Richard	Project Specialist/SC	16.00	07/01/16-06/30/17
Palmer, James	Project Specialist/IVC	20.00	07/01/16-06/30/17
<sup>16</sup> Parra, Cristina	Clerk/SC	18.00	07/01/16-06/30/17
Pearson, Jennifer	Project Specialist/SC	24.00	07/01/16-06/30/17
Perez, Megan	TMD Aide/SC	10.50	07/01/16-06/30/17
Perez-Perez, Diana	Project Specialist/SC	12.00	07/01/16-06/30/17
Pilioglos, Daniel	Project Specialist/SC	20.00	07/01/16-06/30/17
Pizana, Lizbet	Project Specialist/IVC	10.50	06/03/16-06/30/16
Pizana, Lizbet	Project Specialist/IVC	10.50	07/01/16-06/30/17
Pouresfandiari, Shahram	Project Specialist/IVC	15.00	07/01/16-06/30/17
Pozzo, Marisa	Project Specialist/SC	14.00	07/01/16-06/30/17
Prentice, Debbie	Clerk/IVC	10.50	06/06/16-06/30/16
Prentice, Debbie	Clerk/IVC	10.50	07/01/16-06/30/17

<sup>15</sup> Caitlin and Steven are related to Kent Mc Fann, Theatre Arts Instructor, Fine Arts and Media Technology, Saddleback College.

<sup>16</sup> Related to Lori Parra, Extended Opportunity Program Specialist, Bilingual, Transfer, Career & Special Programs, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016 and 2016/2017** 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>
Preston, Lynn	Project Specialist/SC	15.50	07/01/16-06/30/17
Rady, Hatem	Clerk/IVC	10.50	07/01/16-06/30/17
Ragland, Glenn	Project Specialist/SC	24.00	06/02/16-06/30/16
Ragland, Glenn	Project Specialist/SC	24.00	07/01/16-06/30/17
Rahmani, Davood	Project Specialist/SC	14.00	05/20/16-06/30/16
Rahmani, Davood	Project Specialist/SC	14.00	07/01/16-06/30/17
Razo, Jorge	Project Specialist/SC	50.00	07/01/16-06/30/17
Reichle, Jill	Project Specialist/SC	15.50	07/01/16-06/30/17
Rey, Adam	Project Specialist/SC	10.50	06/03/16-06/30/16
Rey, Adam	Project Specialist/SC	10.50	07/01/16-06/30/17
Reyes, Vickie	Project Specialist/SC	14.00	07/01/16-06/30/17
Roach, Eileen	Project Specialist/SC	25.00	06/01/16-06/30/16
Roach, Eileen	Project Specialist/SC	25.00	07/01/16-06/30/17
Rodriguez, Daniela	TMD Aide/SC	10.50	07/01/16-06/30/17
Rodriguez-Palacios, Guillermo	Project Specialist/IVC	15.00	06/06/16-06/30/16
Rodriguez-Palacios, Guillermo	Project Specialist/IVC	15.00	07/01/16-06/30/17
Roman, Oscar	Project Specialist/SC	15.00	07/01/16-06/30/17
Romero, Andrea	Project Specialist/SC	10.50	06/21/16-06/30/16
Romero, Andrea	Project Specialist/SC	10.50	07/01/16-06/30/17
Rostami, Fatemeh	Project Specialist/IVC	13.00	07/01/16-06/30/17
Rova, Reid	Project Specialist/SC	17.00	07/01/16-06/30/17
Ruffino Moore, Andrea	Project Specialist/SC	15.00	07/01/16-06/30/17
Sabouri, Ava	Project Specialist/SC	14.00	05/20/16-06/30/16
Sabouri, Ava	Project Specialist/SC	14.00	07/01/16-06/30/17
Sack, Tammy	Project Specialist/IVC	20.00	06/13/16-06/30/16
Sack, Tammy	Project Specialist/IVC	20.00	07/01/16-06/30/17
Salaguinto, Pamela	Child Dev. Center Aide/SC	12.00	07/01/16-06/30/17
Salazar, John	Project Specialist/IVC	13.00	07/01/16-06/30/17
Salguero G, Carol	Project Specialist/IVC	14.00	07/01/16-06/30/17
Sanchez, Phillip	Project Specialist/SC	14.00	07/01/16-06/30/17
Savage, Christina	Child Dev. Center Aide/SC	20.00	07/01/16-06/30/17
Schaefer, Riley	Project Specialist/SC	12.00	07/01/16-06/30/17
Sebold, Margaret	Clerk/SC	16.00	07/01/16-06/30/17
<sup>17</sup> Semanik, Erika	Project Specialist/SC	14.00	06/01/16-06/30/16
Semanik, Erika	Project Specialist/SC	14.00	07/01/16-06/30/17
Seymen, Beril	Clerk/IVC	10.50	07/01/16-06/30/17
Shearman, Carrie	Project Specialist/SC	16.50	07/01/16-06/30/17

<sup>17</sup> Related to Joyce Semanik, Registrar, Admissions, Records & Enrollment Services, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **2015/2016 and 2016/2017** 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>
Smith, Susan	Clerk/SC	15.00	07/01/16-06/30/17
Stafford, Desiree	TMD Aide/IVC	15.00	06/20/16-06/30/16
Stafford, Desiree	TMD Aide/IVC	15.00	07/01/16-06/30/17
Stinson, Felicia	Project Specialist/IVC	30.00	07/01/16-06/30/17
Sussman, Diane	TMD Aide/SC	10.50	07/01/16-06/30/17
Swanson, Sherrie	Project Specialist/DS	20.00	07/01/16-06/30/17
Teeter, Natalie	Project Specialist/DS	12.00	07/01/16-06/30/17
Tesch, Gregory	Project Specialist/DS	50.00	07/01/16-06/30/17
Tolzda, Sandra	Project Specialist/SC	45.00	07/01/16-06/30/17
Torcivia, Thomas	Outreach Aide/SC	12.50	07/01/16-06/30/17
Torres, Brenda	Clerk/SC	11.50	06/03/16-06/30/16
Torres, Brenda	Clerk/SC	11.50	07/01/16-06/30/17
Tran, Vinh	TMD Aide/IVC	15.00	05/20/16-06/30/16
Tran, Vinh	TMD Aide/IVC	15.00	07/01/16-06/30/17
Trumble, Michaela	TMD Aide/SC	10.50	07/01/16-06/30/17
Van Vlear, Andrew	Project Specialist/SC	45.00	07/01/16-06/30/17
Vazquez, Obdulia	Project Specialist/SC	25.00	06/03/16-06/30/16
Vazquez, Obdulia	Project Specialist/SC	25.00	07/01/16-06/30/17
Vega, Manuel	Project Specialist/IVC	13.00	07/01/16-06/30/17
Veneracion, Hana	Project Specialist/SC	10.50	06/01/16-06/30/16
Veneracion, Hana	Project Specialist/SC	10.50	07/01/16-06/30/17
Vu, Son	Project Specialist/SC	15.50	07/01/16-06/30/17
Wade, Veronica	Project Specialist/SC	25.00	06/06/16-06/30/16
Wade, Veronica	Project Specialist/SC	25.00	07/01/16-06/30/17
Wilkinson, Max	TMD Aide/SC	10.50	07/01/16-06/30/17
Williams, Christopher	Project Specialist/SC	16.00	07/01/16-06/30/17
Williams, William	Project Specialist/SC	15.00	07/01/16-06/30/17
Yazdanfar, Sara	Project Specialist/SC	11.50	07/01/16-06/30/17
Yi, Jennifer	Project Specialist/SC	12.00	05/20/16-06/30/16
Yi, Jennifer	Project Specialist/SC	12.00	07/01/16-06/30/17
Yip, Vienna	Project Specialist/SC	15.00	07/01/16-06/30/17
Zarate, Alexander	Project Specialist/SC	14.00	05/18/16-06/30/16
Zarate, Alexander	Project Specialist/SC	14.00	07/01/16-06/30/17



**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 and 2016/2017** academic year.

<u>Name</u>	<u>Start/End Date</u>
<sup>5</sup> Abbasinik, Mana	05/15/16-06/30/16
Abbasinik, Mana	07/01/16-06/30/17
Alemtar, Mahnaz	07/01/16-06/30/17
Al-Jay, Jameel	07/01/16-06/30/17
Amouzadeh, Bita	07/01/16-06/30/17
Anderson, Albert	07/01/16-06/30/17
Arce, Arvin	07/01/16-06/30/17
Ardehalli, Shawn	07/01/16-06/30/17
Attai, Ramin	07/01/16-06/30/17
Azam, Muhammad	05/15/16-06/30/16
Azam, Muhammad	07/01/16-06/30/17
Azarhoush, Emites	07/01/16-06/30/17
Banks, Autumn	07/01/16-06/30/17
Beglarzadeh, Pasha	05/15/16-06/30/16
Beglarzadeh, Pasha	07/01/16-06/30/17
Bennett, Teoncea	07/01/16-06/30/17
Berrios, Willis	05/15/16-06/30/16
Berrios, Willis	07/01/16-06/30/17
Binda, Joseph	05/15/16-06/30/16
Binda, Joseph	07/01/16-06/30/17
Bonham, Ashley	05/15/16-06/30/16
Bonham, Ashley	07/01/16-06/30/17
Brady, Brean	07/01/16-06/30/17
Carrington, Krystine	07/01/16-06/30/17
Chahla, Farid	07/01/16-06/30/17
Chehayeb, Natalie	05/15/16-06/30/16
Chehayeb, Natalie	07/01/16-06/30/17
Connolly, Christine	05/15/16-06/30/16
Connolly, Christine	07/01/16-06/30/17
Cox, Katheryn	07/01/16-06/30/17
Crawford, Samuel	05/15/16-06/30/16
Crawford, Samuel	07/01/16-06/30/17
Daryaei, Delara	07/01/16-06/30/17
De Jesus, Kayla	05/15/16-06/30/16
De Jesus, Kayla	07/01/16-06/30/17
Fadaei Forghan, Amir	05/15/16-06/30/16
Fadaei Forghan, Amir	07/01/16-06/30/17
Farahbod, Nahid	07/01/16-06/30/17
Gomez, Katelyn	05/15/16-06/30/16
Gomez, Katelyn	07/01/16-06/30/17

**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 and 2016/2017** academic year.

<u>Name</u>	<u>Start/End Date</u>
Grable, Chaye	07/01/16-06/30/17
Hall, Jordan	06/21/16-06/30/16
Hall, Jordan	07/01/16-06/30/17
Heckel, Cordell	07/01/16-06/30/17
<sup>18</sup> Idris, Abdelrahman	05/15/16-06/30/16
<sup>18</sup> Idris, Abdelrahman	07/01/16-06/30/17
<sup>18</sup> Idris, Nwahil	07/01/16-06/30/17
Johnson, Lucas	05/15/16-06/30/16
Johnson, Lucas	07/01/16-06/30/17
Kapata, Penelope	06/03/16-06/30/16
Kapata, Penelope	07/01/16-06/30/17
Karzai, Malai	07/01/16-06/30/17
Khosravimanesh, Mahbod	05/15/16-06/30/16
Khosravimanesh, Mahbod	07/01/16-06/30/17
Klett, George	05/15/16-06/30/16
Klett, George	07/01/16-06/30/17
Knauer, Gary	07/01/16-06/30/17
Knight, Nathan	07/01/16-06/30/17
Kosmala, Mikayla	05/15/16-06/30/16
Kosmala, Mikayla	07/01/16-06/30/17
Koutroulis, Anthony	05/16/16-06/30/16
Koutroulis, Anthony	07/01/16-06/30/17
Litvinova, Eva	07/01/16-06/30/17
Lyles Reed, LaMaiyah	05/31/16-06/30/16
Lyles Reed, LaMaiyah	07/01/16-06/30/17
Mazzella, Jesse	07/01/16-06/30/17
Mitchell, Jayjuan	06/15/16-06/30/16
Mitchell, Jayjuan	07/01/16-06/30/17
Moreno Ornelas, Osvaldo	05/16/16-06/30/16
Moreno Ornelas, Osvaldo	07/01/16-06/30/17
Morgan, Daniel	07/01/16-06/30/17
Nikzad, Gita	07/01/16-06/30/17
Peralta, Rosa	07/01/16-06/30/17
Province, Chad	05/15/16-06/30/16
Province, Chad	07/01/16-06/30/17
Qureshi, Kinza	05/15/16-06/30/16
Qureshi, Kinza	07/01/16-06/30/17
Rahat, Mansour	07/01/16-06/30/17
Rathod, Heren	07/01/16-06/30/17
Renteria, Christian	05/15/16-06/30/16
Renteria, Christian	07/01/16-06/30/17

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<sup>18</sup> Abdelrahman and Nwahil are related.

**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 and 2016/2017** academic year.

<u>Name</u>	<u>Start/End Date</u>
Roberts, Rachael	07/01/16-06/30/17
Sabet, Donna	05/15/16-06/30/16
Sabet, Donna	07/01/16-06/30/17
Safavi, Leela	05/15/16-06/30/16
Safavi, Leela	07/01/16-06/30/17
Saydman, Rivka	05/15/16-06/30/16
Saydman, Rivka	07/01/16-06/30/17
Sefidari, Mahsa	07/01/16-06/30/17
Shahili, Mohammad	05/15/16-06/30/16
Shahili, Mohammad	07/01/16-06/30/17
Singletary, Sarah	07/01/16-06/30/17
Slattery, Ethan	07/01/16-06/30/17
Stebbins, Steven	07/01/16-06/30/17
<sup>19</sup> Strong, Margarette	07/01/16-06/30/17
<sup>19</sup> Strong, Mark	06/15/16-06/30/16
Strong, Mark	07/01/16-06/30/17
Taghdiri, Behrad	07/01/16-06/30/17
Thantrakul, Karen	05/23/16-06/30/16
Thantrakul, Karen	07/01/16-06/30/17
Umlang, Drew	06/02/16-06/30/16
Umlang, Drew	07/01/16-06/30/17
Vaccaro, Sandra	07/01/16-06/30/17
Valencia Espino, Lisa	07/01/16-06/30/17
Villanueva, Melissa	07/01/16-06/30/17
Vis, Alec	05/15/16-06/30/16
Vis, Alec	07/01/16-06/30/17
Visentin, Alexandra	07/01/16-06/30/17
Wang, Austin	05/15/16-06/30/16
Wang, Austin	07/01/16-06/30/17
Yamashita De Moura, Paula	05/09/16-06/30/16
Yamashita De Moura, Paula	07/01/16-06/30/17
Zabiba, Layla	07/01/16-06/30/17
Zieman, Ashley	05/15/16-06/30/16
Zieman, Ashley	07/01/16-06/30/17

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<sup>19</sup> Margarette and Mark are related.

**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 and 2016/2017** 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>
Abbott, Amy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Abdiani, Nagina	Tutor/SC	12.00	05/15/16-06/30/16
Abdiani, Nagina	Tutor/SC	12.00	07/01/16-06/30/17
Aboga-A, Christian	Tutor/SC	12.00	07/01/16-06/30/17
Adams, Shaun	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Adams, Theresa	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Adney, Curtis	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Agema, Ryan	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Alavi-Moussavi, Nina	Recreation Leader/SC	10.50	07/01/16-06/30/17
Aldecoa, Joseph	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Alvarado, Anabell	Model/SC	25.00	01/12/16-06/30/16
Alvarado, Anabell	Model/SC	25.00	07/01/16-06/30/17
Anderson, Sarah	Captionist (Real-Time)/IVC	38.00	06/14/16-06/30/16
Anderson, Sarah	Captionist (Real-Time)/IVC	38.00	07/01/16-06/30/17
Andrade, Lauren	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Araiza, Nicholas	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Arman, Carolee	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Arzate, Thomas	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Aschrafnia, Madina	Tutor/SC	12.00	05/15/16-06/30/16
Aschrafnia, Madina	Tutor/SC	12.00	07/01/16-06/30/17
Ash, Andrew	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Avalos, Anna	Recreation Aide/SC	10.50	07/01/16-06/30/17
Avera, Stephanie	Community Ed Presenter/SC	50.00	07/01/16-06/30/17
Aziz, Abdul	Tutor/IVC	15.00	05/25/16-06/30/16
Aziz, Abdul	Tutor/IVC	15.00	07/01/16-06/30/17
Baldree, Kelsey	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Barnett, Brandy	Certified Test Proctor/IVC	12.50	07/01/16-06/30/17
Barraza, Christina	Model/SC	25.00	07/01/16-06/30/17
Barron, Kaitlin	Senior Lifeguard/SC	12.00	06/22/16-06/30/16
Barron, Kaitlin	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Bassam, Khalil	Tutor/IVC	12.00	06/03/16-06/30/16
Bassam, Khalil	Tutor/IVC	12.00	07/01/16-06/30/17
Beck, Jonathan	Model/SC	25.00	07/01/16-06/30/17
Bedolfe, Tamara	Tutor/SC	12.00	05/15/16-06/30/16
Bedolfe, Tamara	Tutor/SC	12.00	07/01/16-06/30/17
Beninga, Rita	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Berger, Ann	Community Ed Presenter/SC	10.50	07/01/16-06/30/17

**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 and 2016/2017** 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>
Binder, Farla	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Birney, Felicia	Tutor/SC	12.00	05/15/16-06/30/16
Birney, Felicia	Tutor/SC	12.00	07/01/16-06/30/17
Bleidistel, Deanna	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Bolick, Melissa	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Bonetti, Tanya	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Borgese, James	Model/IVC	25.00	07/01/16-06/30/17
Boswell, Jacob	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Bovich, Claudine	Community Ed Presenter/SC	20.00	07/01/16-06/30/17
Bowen, Andrika	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
<sup>20</sup> Boyle, Natalie	Senior Lifeguard/SC	12.50	05/31/16-06/30/16
Boyle, Natalie	Senior Lifeguard/SC	12.50	07/01/16-06/30/17
<sup>20</sup> Boyle, Nicole	Senior Lifeguard/SC	12.50	05/31/16-06/30/16
Boyle, Nicole	Senior Lifeguard/SC	12.50	07/01/16-06/30/17
<sup>21</sup> Brewington, John	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Broida, David	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Brown, David	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Bruno, John	Model/SC	25.00	07/01/16-06/30/17
Bucklin, Vanessa	Senior Lifeguard/SC	13.00	07/01/16-06/30/17
Buckwalter, Kurt	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Burgess, Laurie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Bystry, Phillip	Workforce Trainer/IVC	72.00	07/01/16-06/30/17
Cara, Marcus	Senior Lifeguard/SC	12.00	06/22/16-06/30/16
Cara, Marcus	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Carlsen, Heather	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Castellaw, Tyler	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Cate, Collin	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Chen, Kaiser	Clinical Skills Specialist/SC	30.00	06/06/16-06/30/16
Chen, Kaiser	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Choi, Young	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Christman, Meredith	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Churchill, Caylie	Senior Lifeguard/SC	11.50	07/01/16-06/30/17
Clarke, Amy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Cole, John	Model/SC	25.00	07/01/16-06/30/17
Colin, Joanna	Recreation Leader/SC	11.00	07/01/16-06/30/17
Concialdi, Steve	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Conover, Nancy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17

<sup>20</sup> Natalie and Nicole are related.

<sup>21</sup> Elizabeth and John are related.

**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 and 2016/2017** 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>
Corrales, Javier	Community Ed Presenter/SC	10.50	06/13/16-06/30/16
Corrales, Javier	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Cousineau, Mary	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Craib, Jennifer	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Cranke, David	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Culp, Robin	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Cunningham, David	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Czechorosky, Tonia	Model/IVC	25.00	07/01/16-06/30/17
D'Aleo, Nancy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Davidson, Kelsey	Senior Lifeguard/SC	14.50	07/01/16-06/30/17
Davis, Aaron	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Davis, Nicole	Community Ed Presenter/SC	20.00	07/01/16-06/30/17
De Koning, Shannan	Senior Lifeguard/SC	14.50	07/01/16-06/30/17
Deason, Ryan	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Deloye, Lucas	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Deweese, Mallory	Tutor/SC	12.00	05/25/16-06/30/16
Deweese, Mallory	Tutor/SC	12.00	07/01/16-06/30/17
Dexter, Stephen	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
<sup>22</sup> Diamond, Mitchell	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
<sup>22</sup> Diamond, Nicholas	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Didlake, Lindsey	Senior Lifeguard/SC	13.50	07/01/16-06/30/17
Do, Tin	Tutor/SC	15.00	05/15/16-06/30/16
Do, Tin	Tutor/SC	15.00	07/01/16-06/30/17
Dodd, Timothy	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Donahue, Carol	Community Ed Presenter/SC	20.00	07/01/16-06/30/17
Dormaier, Ruth	Model/SC	25.00	07/01/16-06/30/17
Downing, Kimberly	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Echelberger, John	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Eckhart, Sherry	Model/IVC	25.00	07/01/16-06/30/17
Elliott, Christopher	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Elliott, Robert	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Erik, Thompson	Senior Lifeguard/SC	12.00	05/31/16-06/30/16
Erik, Thompson	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Finkelstein, Kara	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Fisher, Maggie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Fisher, Timothy	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17

<sup>22</sup> Mitchell and Nicholas are related.

**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 and 2016/2017** 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>
Fusco, Michael	Tutor/SC	12.00	05/15/16-06/30/16
Fusco, Michael	Tutor/SC	12.00	07/01/16-06/30/17
Gamo, Elysia	Recreation Leader/SC	13.00	07/01/16-06/30/17
Garber, Logan	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
German, Austin	Recreation Leader/SC	10.50	07/01/16-06/30/17
Gidanian, Samuel	Tutor/SC	12.00	05/15/16-06/30/16
Gidanian, Samuel	Tutor/SC	12.00	07/01/16-06/30/17
Gilmore, Richard	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Glassman, Ifat	Model/SC	25.00	07/01/16-06/30/17
Godinez, Michele	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Goffin, Charles	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Golestan-Parast, Arabella	Recreation Leader/SC	10.50	06/02/16-06/30/16
Golestan-Parast, Arabella	Recreation Leader/SC	10.50	07/01/16-06/30/17
Goodman, Abigail	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Gorman, Bridget	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Gorman, Ron	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Gormick, Valerie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Gorrien, John	Recreation Leader/SC	10.50	07/01/16-06/30/17
Grace, Klair	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Grace, Meghan	Model/SC	25.00	07/01/16-06/30/17
Gracey, Michael	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Gray, Carrie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Gray, Jason	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Green, Mariko	Tutor/SC	19.00	07/01/16-06/30/17
Greenspan, Frances	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Grijalva, Louie	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Grossman, Marc	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Grudynski, Christy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Guerriere, Desiree	Tutor/SC	12.00	05/15/16-06/30/16
Guerriere, Desiree	Tutor/SC	12.00	07/01/16-06/30/17
Haghighi, Annahita	Senior Lifeguard/SC	10.50	07/01/16-06/30/17
Hagie, Tyler	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Hale, Katherine	Model/SC	25.00	07/01/16-06/30/17
Hale, Michael	Community Ed Presenter/SC	10.50	07/01/16-06/30/17

**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 and 2016/2017** 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>
Hall, Allyson	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Hall, Jasmine	Senior Lifeguard/SC	11.50	07/01/16-06/30/17
Halvorson, Sierra	Model/IVC	25.00	07/01/16-06/30/17
Harriger, James	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Harris, Rande-leigh	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Hasebe, Brandon	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Havert, Thomas	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Hay, Michael	Tutor/SC	12.00	05/15/16-06/30/16
Hay, Michael	Tutor/SC	12.00	07/01/16-06/30/17
Heffel, Matthew	Recreation Aide/SC	10.50	06/17/16-06/30/16
Heffel, Matthew	Recreation Aide/SC	10.50	07/01/16-06/30/17
Hernandez, Mark	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Hibbard, Jason	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Hobbs, Scott	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Hoffski, James	Model/SC	25.00	07/01/16-06/30/17
Hokanson, Haley	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Honeycutt, Michelle	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Hsu, Yau Ren	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Hudock, Stephanie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Huerta, Christopher	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Idris, Mohamed	Tutor/SC	12.00	05/15/16-06/30/16
Idris, Mohamed	Tutor/SC	12.00	07/01/16-06/30/17
Jacinto, Carolyn	Community Ed Presenter/IVC	10.50	07/01/16-06/30/17
Jacobs, Jacob	Community Ed Presenter/IVC	50.00	07/01/16-06/30/17
Jacobsen, Lucas	Recreation Aide/SC	10.50	06/09/16-06/30/16
Jacobsen, Lucas	Recreation Aide/SC	10.50	07/01/16-06/30/17
Janke, Janelle	Senior Lifeguard/SC	16.00	07/01/16-06/30/17
Jarl, Peter	Model/SC	25.00	07/01/16-06/30/17
Johannsen, Daryl	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Johnson, Eric	Clinical Skills Specialist/SC	15.00	06/03/16-06/30/16
Johnson, Eric	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Johnson, Jennifer	Interpreter IV/IVC	30.00	05/14/16-06/30/16
Johnson, Jennifer	Interpreter IV/IVC	30.00	07/01/16-06/30/17
Johnson, Katharine	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Johnson, Matthew	Community Ed Presenter/SC	10.50	07/01/16-06/30/17



**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 and 2016/2017** 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>
Johnson, Robert	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Kajbaf, Sara	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Karimi Tararani, Maryam	Tutor/SC	12.00	05/15/16-06/30/16
Karimi Tararani, Maryam	Tutor/SC	12.00	07/01/16-06/30/17
<sup>23</sup> Keith, Brooks	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Kelly, Meagan	Interpreter IV/SC	30.00	06/03/16-06/30/16
Kelly, Meagan	Interpreter IV/SC	30.00	07/01/16-06/30/17
Khezri, Jasmine	Tutor/SC	15.00	05/15/16-06/30/16
Khezri, Jasmine	Tutor/SC	15.00	07/01/16-06/30/17
Kimball, Vanessa	Tutor/SC	12.00	07/01/16-06/30/17
Kinnaird, John	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Knight, Kenneth	Model/SC	25.00	07/01/16-06/30/17
Koerner, Carl	Workforce Trainer/IVC	72.00	07/01/16-06/30/17
Kopczynski, Lisa	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Kopenhefer, Melissa	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Kostapapas, Eoanna	Captionist (Real-Time)/SC	42.00	07/01/16-06/30/17
Kulkarni-Fish, Manisha	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Lackey, Patricia	Model/SC	25.00	07/01/16-06/30/17
Lane, Eugenia	Community Ed Presenter/IVC	10.50	07/01/16-06/30/17
Lapham, Jennifer	Certified Test Proctor/IVC	11.50	06/03/16-06/30/16
Lapham, Jennifer	Certified Test Proctor/IVC	11.50	07/01/16-06/30/17
Larragoiti, Nancy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Lavino, Stacy	Medical Professional/IVC	40.00	07/01/16-06/30/17
Lawrence, David	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Lawson, Justine	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Lazar, Garrick	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Lazatin, Kristen	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Le, Peter	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Lightner, Elizabeth	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Lillicrop, John	Workforce Trainer/IVC	72.00	07/01/16-06/30/17
Lim, Jen Yee	Tutor/IVC	11.00	06/10/16-06/30/16
Lim, Jen Yee	Tutor/IVC	11.00	07/01/16-06/30/17
Limsakoune, Chacphet	Workforce Trainer/IVC	72.00	07/01/16-06/30/17
Little, Laura	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Loh, Nicole	Community Ed Presenter/SC	10.50	07/01/16-06/30/17

<sup>23</sup> Related to Randy Keith, Electrician, Office of Physical Plant, 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 and 2016/2017** 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>
Lopez Mejia, Juliana	Tutor/IVC	11.00	07/01/16-06/30/17
Loyola, Matias	Recreation Aide/SC	10.50	06/21/16-06/30/16
Loyola, Matias	Recreation Aide/SC	10.50	07/01/16-06/30/17
<sup>24</sup> Ludes, Samantha	Recreation Leader/SC	11.00	07/01/16-06/30/17
Mackey, Sierralynn	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Maggiacomo, Amy	Recreation Leader/SC	10.50	06/17/16-06/30/16
Maggiacomo, Amy	Recreation Leader/SC	10.50	07/01/16-06/30/17
<sup>25</sup> Mangels, Amanda	Recreation Aide/SC	10.50	07/01/16-06/30/17
Manzo, Tony	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
<sup>26</sup> Marandola, Alessandra	Senior Lifeguard/SC	13.50	07/01/16-06/30/17
<sup>26</sup> Marandola, Michael	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Marano, Toni	Tutor/SC	12.00	05/15/16-06/30/16
Marano, Toni	Tutor/SC	12.00	07/01/16-06/30/17
Marcot, Wendy	Community Ed Presenter/SC	10.50	06/03/16-06/30/16
Marcot, Wendy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Marsh, Shelly	Senior Lifeguard/SC	13.00	07/01/16-06/30/17
Martin, Kristi	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Martin, Paul-Dean	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Matthews, Duane	Community Ed Presenter/SC	50.00	07/01/16-06/30/17
McCartney, Kristen	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
<sup>27</sup> McClusky, Nathan	Tutor/SC	12.00	05/15/16-06/30/16
McClusky, Nathan	Tutor/SC	12.00	07/01/16-06/30/17
McGuirk, Brittany	Community Ed Presenter/SC	20.00	07/01/16-06/30/17
McMahon, Alicia	Model/SC	25.00	07/01/16-06/30/17
McMains, Ian	Senior Lifeguard/SC	13.00	07/01/16-06/30/17
Meach, Neil	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Meyer, Tara	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Miller, Nancy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Monjaze, Nelly	Recreation Leader/SC	13.00	07/01/16-06/30/17
Mooney, Susan	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Moore, Christopher	Model/SC	25.00	06/22/16-06/30/16
Moore, Christopher	Model/SC	25.00	07/01/16-06/30/17

<sup>24</sup> Related to Denise Ludes, Program Specialist, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College.

<sup>25</sup> Related to Lori Mangels, Senior Human Resources Specialist, Office of Human Resources, District Services.

<sup>26</sup> Alessandra and Michael are related.

<sup>27</sup> Related to Georganne McClusky, Senior Administrative Assistant, Division of Community Education, Emeritus Institute and K-12 Partnership, 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 and 2016/2017** 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>
Moran, Elaine	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Morton, Alexander	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Moss, Joan	Medical Professional/IVC	70.00	07/01/16-06/30/17
Napoli, William	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Nelson, Christy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Niggemann, Richard	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Nissenson, Lenard	Model/SC	25.00	07/01/16-06/30/17
Nourmohamadian, Gina	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
O'Connell, Jalon	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Olinger, Gilbert	Model/IVC	25.00	07/01/16-06/30/17
Ostergaard, Dawn	Tutor/SC	12.00	07/01/16-06/30/17
Oye, Bradley	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Padden, Thomas	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Pancoe, Mary	Medical Professional/SC	35.00	06/02/16-06/30/16
Pancoe, Mary	Medical Professional/SC	35.00	07/01/16-06/30/17
Pardoen, Brent	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Parker, Kelsie	Model/SC	25.00	07/01/16-06/30/17
Parks, Kristina	Recreation Leader/SC	11.00	05/01/16-06/30/16
Parks, Timothy	Model/SC	25.00	07/01/16-06/30/17
Parsons, Rhys	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Pender, Max	Tutor/SC	12.00	07/01/16-06/30/17
Peterson, Edward	Community Ed Presenter/IVC	10.50	07/01/16-06/30/17
Peviani, Patti	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Pierce, Philip	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Purcell, Darren	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Rakowitz, Stephanie	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Ramos, David	Interpreter V/IVC	45.00	07/01/16-06/30/17
Realmuto, Brandon	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Records, Louise	Community Ed Presenter/IVC	10.50	07/01/16-06/30/17
Renteria, David	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Richards, Katheryn	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Riedel, Jeffrey	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Robbins, Valerie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Robinson, Jack	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Rodriguez, Justin	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Rodriguez, Priscilla	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Ronce, Lindsay	Senior Lifeguard/SC	15.00	07/01/16-06/30/17
Rosendale, Steven	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Rounds, Michael	Community Ed Presenter/SC	10.50	07/01/16-06/30/17

**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 and 2016/2017** 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>
Rozas, Dane	Recreation Aide/SC	10.50	05/31/16-06/30/16
Rozas, Dane	Recreation Aide/SC	10.50	07/01/16-06/30/17
Ruffino, Michael	Model/SC	25.00	07/01/16-06/30/17
Runels, Lisa	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Ruppert, Beverly	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Rush, Deane	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Saalberg, Christopher	Community Ed Presenter/SC	68.89	07/01/16-06/30/17
Salman, Dawn	Community Ed Presenter/SC	50.00	07/01/16-06/30/17
Sardegna, Anthony	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Schaefer, Nicholas	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Schiff, Maureen	Interpreter V/SC	45.00	06/13/16-06/30/16
Schiff, Maureen	Interpreter V/SC	45.00	07/01/16-06/30/17
Schofield, Nicholas	Community Ed Presenter/SC	50.00	07/01/16-06/30/17
Schultz, Scott	Clinical Skills Specialist/SC	20.00	06/01/16-06/30/16
Schultz, Scott	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Schultz, Scott	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
<sup>28</sup> Searcy, Carly	Recreation Leader/SC	12.00	07/01/16-06/30/17
<sup>29</sup> Sessler, Madison	Recreation Aide/SC	10.50	07/01/16-06/30/17
Shepherd, Jessica	Tutor/IVC	10.50	06/03/16-06/30/16
Shepherd, Jessica	Tutor/IVC	10.50	07/01/16-06/30/17
Sherwood, Alexandra	Model/SC	25.00	07/01/16-06/30/17
Shumate, Jacob	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Siglock, Kylie	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Sisola, Karissa	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Skelding, Benjamin	Senior Lifeguard/SC	11.00	07/01/16-06/30/17
Smith, Jordan	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Smith, Kascy	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Smith, Ronald	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Smolyanov, Elena	Tutor/SC	12.00	06/09/16-06/30/16
Smolyanov, Elena	Tutor/SC	12.00	07/01/16-06/30/17
Soewono, Nicholas	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Spear, Linda	Captionist (Real-Time)/IVC	42.00	06/06/16-06/30/16
Spear, Linda	Captionist (Real-Time)/IVC	42.00	07/01/16-06/30/17
St. James, Jheri	Model/SC	25.00	07/01/16-06/30/17
Stamen, Barbara	Community Ed Presenter/SC	10.50	07/01/16-06/30/17

<sup>28</sup> Related to Arron Search, Program Coordinator, Community Education, Emeritus Institute, and K-12 Partnership, Saddleback College.

<sup>29</sup> Related to Louis Sessler, Facilities Maintenance and Energy Project Manager, Office of Physical Plant 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 and 2016/2017** 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>
Stanley, Barak	Recreation Leader/SC	13.50	07/01/16-06/30/17
Stanley, Sheneau	Recreation Aide/SC	10.50	07/01/16-06/30/17
Stenshoel, Peter	Model/IVC	25.00	07/01/16-06/30/17
Stockus, Robert	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Stoegbuer, Jay	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Stoian, Roland	Model/SC	25.00	07/01/16-06/30/17
Stumm, Kelsey	Senior Lifeguard/SC	12.00	06/01/16-06/30/16
Stumm, Kelsey	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Swansen, Jacob	Senior Lifeguard/SC	14.00	07/01/16-06/30/17
Taha, Zachariah	Senior Lifeguard/SC	12.00	06/20/16-06/30/16
Taha, Zachariah	Senior Lifeguard/SC	12.00	07/01/16-06/30/17
Tamariz, Santiago	Tutor/SC	12.00	07/01/16-06/30/17
Tester, Daniel	Interpreter IV/IVC	30.00	07/01/16-06/30/17
Thompson, Jonathan	Model/SC	25.00	07/01/16-06/30/17
Thu, Aye	Tutor/SC	12.00	07/01/16-06/30/17
Tomasick, James	Clinical Skills Specialist/SC	20.00	06/06/16-06/30/16
Tomasick, James	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Torche, Teri	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Tortarolo, Victoria	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Trapani, Peter	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Trumbo, Dawn	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Tupper, Linda	Clinical Skills Specialist/SC	30.00	07/01/16-06/30/17
Turner, Tracey	Model/IVC	25.00	07/01/16-06/30/17
Turney, Jason	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Uesugi, Guy	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Uhlman, John	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Veal, Egl	Captionist (Real-Time)/IVC	45.00	06/06/16-06/30/16
Veal, Egl	Captionist (Real-Time)/IVC	45.00	07/01/16-06/30/17
Vega, Nicolle	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Vellanoweth, Dominic	Community Ed Presenter/SC	10.50	06/09/16-06/30/16
Vellanoweth, Dominic	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Vick, Jeffrey	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Vitello, Anthony	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Vonraabe, Janice	Community Ed Presenter/IVC	50.00	07/01/16-06/30/17
Vreeland, Avera	Model/IVC	25.00	07/01/16-06/30/17

**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 and 2016/2017** 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>
Walker, Lori	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Walker, Stacy	Model/SC	25.00	07/01/16-06/30/17
Weatherholt, Branden	Clinical Skills Specialist/SC	15.00	06/09/16-06/30/16
Weatherholt, Branden	Clinical Skills Specialist/SC	15.00	07/01/16-06/30/17
Weckerle, Diane	Community Ed Presenter/IVC	10.50	07/01/16-06/30/17
Wecklich, Steven	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Weller, Debra	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Whidden, Pamela	Model/SC	25.00	07/01/16-06/30/17
White, Christine	Medical Professional/IVC	35.00	07/01/16-06/30/17
Williams, Gregory	Clinical Skills Specialist/SC	20.00	07/01/16-06/30/17
Winter, Shanti	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Wood Harris, Jan	Community Ed Presenter/SC	10.50	07/01/16-06/30/17
Zehren, Zoe	Senior Lifeguard/SC	12.50	07/01/16-06/30/17
Zone, Spencer	Recreation Aide/SC	12.00	06/08/16-06/30/16
Zone, Spencer	Recreation Aide/SC	12.00	07/01/16-06/30/17

**B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. ADMINISTRATIVE ASSISTANT, Classified Bargaining Unit Salary Schedule Range 121, Risk Management, Office of Fiscal Services, District Services authorization to establish and announce a part-time, 29 hours per week, 12 months per year position to its staff complement, effective July 19, 2016.
2. ACCOUNTING SPECIALIST, CATEGORICAL, Classified Bargaining Unit Salary Schedule Range 127, Office of College Grants and Contracts, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 19, 2016. Employment in this categorical funded position is contingent upon funding by Workday backfill and existing grants.
3. ASSOCIATE DIRECTOR OF ADULT EDUCATION, CATEGORICAL, a classified manager, Integrated Academic and Classified Administrator and Manager Salary Schedule Range 8, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its staff complement, effective July 19, 2016. Employment in this categorical funded position is contingent upon funding by FS430-Adult Education. (Exhibit B, Attachment 1)

**C. AUTHORIZATION TO INCREASE HOURS AND/OR MONTHS PER YEAR ON A CLASSIFIED POSITION**

1. WEBMASTER, Pos. #4114, Classified Bargaining Unit Salary Schedule Range 144, Office of Public Information and Marketing, Saddleback College, seeks authorization to increase the hours per week for this part-time, 20 hours per week, 12 months per year position, to full-time, 40 hours per week, 12 months per year, effective July 19, 2016. (Position #4114 is currently vacant)

**D. AUTHORIZATION TO EXTEND A CATEGORICAL FUNDED POSITION**

1. IRVINE VALLEY COLLEGE seeks authorization to change the following Classified categorical/grant funded position within their organization.
  - a. PROGRAM TECHNICIAN, CATEGORICAL, Pos. #4804, a categorical/grant funded classified position, Classified Bargaining Unit Salary Schedule Range 122, School of Academic Programs, and Economic and Workforce Development, part-time, 20 hours per week, 12 months per year position; funding to be extended from the California Career Cafe, effective January 1, 2016 through to December 31, 2016. Employment in this categorical/grant funded position is contingent upon funding by these grants.
  - i. **EXTEND** FRIEND, CHRISTINE ID #019691, position funding for Program Technician, Categorical, Pos. #4804, School of Academic Programs, and Economic and Workforce Development, Classified Bargaining Unit Salary Schedule Range 122, Step 4, 20 hours per week, 12 months per year position effective January 1, 2016 through December 31, 2016.

**E. CHANGE OF STATUS**

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)
  - a. <sup>30</sup>CHAN, RICK, ID #019885, Senior Matriculation Specialist, Pos. #3501, Classified Bargaining Unit Salary Schedule Range 127, Step 3, plus 2% bilingual, 40 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, has been granted a temporary District initiated transfer to Senior Matriculation Specialist, Pos. #9041, Classified Bargaining Unit Salary Schedule Range 127, Step 3, plus 2% bilingual, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, effective June 1, 2016 through July 15, 2016. This is a temporary transfer in accordance with Article 13.6 of the C.S.E.A. Contract.
  - b. EUTIMIO, ALFREDO, ID #019244, Library Assistant I, Pos. #6918, Classified Bargaining Unit Salary Schedule Range 115, Step 4, 25 hours per week, 12 months per year, School of Library Services, Irvine Valley College, is to be employed as Library Assistant II, Pos. #5005, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, 12 months per year, School of Library Services, Irvine Valley College, effective July 1, 2016. This is a replacement for Jhuma Chakraborty.

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<sup>30</sup> Correction on salary placement from Range 129, to Range 127 for item submitted to Board of Trustees on June 27, 2016.

**E. CHANGE OF STATUS - Continued**

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)

- c. NUTTING, PATRICIA, ID #018034, Admissions and Records Specialist I, Pos. #2727, Classified Bargaining Unit Salary Schedule Range 116, Step 3, 25 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, is to be employed as Senior Administrative Assistant, Pos. #7489, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, Office of Instruction, Saddleback College, effective August 1, 2016. This position was approved by the Board of Trustees on January 25, 2016.
- d. TRUONG, MY, ID #007327, Admissions and Records Specialist II, Pos. #3547, Classified Bargaining Unit Salary Schedule Range 120, Step 6, 40 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, is to be employed as Admissions and Records Evaluator, Pos. #7479, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year, Division of Admissions, Records and Enrollment Services, Saddleback College, effective July 1, 2016. This position was approved by the Board of Trustees on January 25, 2016.

**F. OUT OF CLASS ASSIGNMENTS**

1. 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>
Cooper, Vince	Night Facilities Operations Supervisor	8/6	40	06/27/2016

2. 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>
Greco, Ileana	Lead Custodian	119/4	40	06/06/2016

3. DISTRICT SERVICES 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>
Santana, Bernardita	Senior Payroll Specialist	131/5	40	07/01/2016



**F. OUT OF CLASS ASSIGNMENTS - Continued**

- SADDLEBACK COLLEGE returned the following permanent Classified Bargaining Unit 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 Contract).

<u>Name</u>	<u>Permanent Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Alba, Daniel	Custodian	113/6	40	06/11/2016
Dai, Fariba	Senior Admissions/Records Specialist	126/6	40	07/15/2016
Greco, Ileana	Custodian	113/6	40	06/21/2016
Long, Erin	Senior Administrative Assistant	127/6	40	07/01/2016
Maynard, Emily	Student Development Office Assistant	121/3	40	07/01/2016

**G. GENERAL LEAVE OF ABSENCE**

- DORRI, ALI, ID #011019, Laboratory Technician, Lariat, Pos. #3362, Classified Bargaining Unit Salary Schedule Range 122, Step 6, 40 hours per week, 10 months per year, Division of Liberal Arts, Saddleback College, has been approved for a two hour and thirty-three minute per week general leave of absence, with benefits for the Fall and Spring Semesters, 2016/2017 academic year, effective August 22, 2016 through May 25, 2017.

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

- AUSTIN, ERIK, ID #003685, Lead Warehouse Worker, Pos. #3254, Central Services, Office of Facilities, Planning and Purchasing, District Services, resignation effective June 26, 2016 and retirement June 27, 2016. Payment is authorized for any compensated time off. (Start date: November 6, 1990)
- LOPEZ, MARIA ANGIE, ID #022004, Assistant Director of Facilities, Capital Outlay Projects, Pos. #7801, Office of Physical Plant, Irvine Valley College, resignation effective June 30, 2016. (Probationary Start date: May 16, 2016)

**I. VOLUNTEERS**

- The following individuals are to be approved as Volunteers for the 2015/2016 and 2016/2017 academic years.

Advanced Technology and Applied Sciences, Saddleback College  
Gonzalez, Ramiro

Community Ed, Emeritus, & K-12 Partnership, Saddleback College  
Carbone, Martin                      Thompson, Neil

Fine Arts and Media Technology, Saddleback College  
Boivin, Sara                      Brechtel, William                      Madi, Atefeh  
Morris, Eva Marie                      Nonaca-Chavez, Virginia                      Robinson-Hearn, Ashanti  
Schwartz, Mark                      Singer, Jeffrey                      Valentine, Michael

Guidance and Counseling, Irvine Valley College  
Chavez, Cecilia                      Ealey, Victoria

**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2015/2016 and 2016/2017 academic years.

Kinesiology, Health, and Athletics, Saddleback College

Crowe, Scott	Donoff, Megan	Payne, Michael
Sanchez, Marcos	Soler-Crespo, Jose	Taberski, Carly
Totten, Jon		

Online Education & Learning Resources, Saddleback College

Abdollahi, Maryam	Barr, Mary Anne	Martin, Linda
Shamedani, Maliheh	Stephenson, Bonnie	

Physical Sciences, Irvine Valley College

Anderson, Kathy

Social and Behavioral Sciences, Saddleback College

Berez, Randi	Blethen, Mark	Jacobs, Jeff
Mercurio, Michael	Njuguna, Wanjiru	Smith, E. Russell
Vaccher, Robert		

**ATTACHMENT 1**

South Orange County Community College District

**ASSOCIATE DIRECTOR OF ADULT EDUCATION** – JC #, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 8

**DEFINITION**

To plan, organize, coordinate and direct the staff and activities of the adult education program, a comprehensive non-credit and not-for-credit program; direct the development, administration, implementation and evaluation of program activities and operations; administer annual program budgets; ensure compliance with District policies and applicable State and federal regulations related to community education.

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, and K-12 Partnerships or presidential designee.

Exercises functional and technical supervision over assigned clerical, program staff, and contractual personnel.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Plan, organize, coordinate and direct an adult education program including all program areas as outlined by Assembly Bill 86 and Assembly Bill 104.

Plan, organize, staff and direct administrative processes including registration, accounting, purchasing, printing, and other support for courses and programs; select, hire, evaluate and train subject matter consultants to coordinate adult education activities and programs; respond to inquiries and concerns from the general public.

Select, train, motivate, supervise and evaluate the performance of assigned professional, technical and support personnel, including faculty and presenters for adult education activities; evaluate the classroom performance of adult education faculty and presenters; work with employees to correct deficiencies; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work.

Plan, organize, coordinate and direct the staff and activities of the adult education program; direct the development, administration, implementation and evaluation of program activities and operations; optimize efficient and effective delivery of services to students; secure the use of facilities for courses and classes ensuring compliance with standards, rules and regulations of leased facilities; ensure compliance with district policies and applicable state and federal regulations related to adult education.

Plan, develop, implement, promote, and advance adult education program goals and objectives; formulate and administer program policies and procedures; direct, oversee and participate in the development of the program's work plan; assign work activities, projects and programs; monitor work flow.

South Orange County Community College District  
Page 2 - Associate Director of Adult Education

Develop, direct and evaluate program activities and operations; compile and analyze data related to program participation and evaluation; develop organizational structures and work processes that facilitate attainment of established program goals and objectives.

Prepare and administer annual program budgets as provided by dean; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials and supplies; implement mid- year budget adjustments; authorize and monitor expenditures according to district policies and applicable regulations.

Ensure compliance with district policies as well as State and federal laws related to assigned program; review and certify the accuracy of data concerning program participation.

Communicate with other campus personnel, district administrators and support personnel, representatives of state and federal agencies, educational institutions, social service organizations, and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for community education programs, including computer hardware and software enhancements.

Communicate with other campus personnel, district administrators and support personnel, representatives of state and federal agencies, educational institutions, social service organizations, and others to coordinate programs and activities.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for adult education programs, including computer hardware and software enhancements.

Make oral presentations to students, faculty, management, and other professional colleagues at various gatherings; conduct workshops to provide specialized information regarding adult education and related services; develop positive relationships with local K-12 schools and community entities from which potential students might be recruited; represent the college at off-campus meetings and functions as appropriate.

Communicate with other campus personnel, district administrators and support personnel, representatives of state and federal agencies, educational institutions, social service organizations, and others to coordinate programs and activities.

Develop, coordinate, and implement public relations, external communications, and marketing activities to promote and publicize programs; develop and maintain a favorable image of the college and program through organized marketing campaigns and information dissemination; inform community of program activities through appropriate media outlets; provide informational items and correspondence.

Assist the grants office with grant proposals that involve not-for-credit components; assist with the recruitment and hiring of grants funded staff; supervise project director(s) as necessary; ensure compliance with grant specifications and contracts.

Maintain student discipline through the implementation of fair and effective discipline practices; interact daily with teachers, staff, participants and parents; and encourage parent visits and involvement; provide aftercare program for working parents.

South Orange County Community College District  
Page 3 - Associate Director of Adult Education

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 to a bachelor's degree from an accredited college or university with major course work in education, business or public administration, human services or closely related field. A master's degree is preferred.

#### Experience:

At least four years of increasingly responsible teaching, counseling, student services or other directly related work experience, preferably in a supervisory capacity at an institution of higher education, including experience in working with students in the community.

### LICENSES OR OTHER REQUIREMENTS:

Valid California driver's license.

#### Knowledge of:

Accreditation.

Applicable District policies and local, State and federal laws, codes and regulations. Budget preparation and administration.

Community college curriculum development processes for not-for-credit, non-credit, and credit courses.

Community demographics and consumer trends.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Correct English composition, grammar, spelling and vocabulary.

Curriculum content and development of not-for-credit, fee-based classes.

Development and coordination of adult education programs offered by a community college.

District and College organization, operations and objectives.

District and College policies and procedures. Effective planning and scheduling.

Interpersonal skills including tact, patience and diplomacy.

Marketing, promotion and public relations techniques.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of administration.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Participatory governance.

Preparation, publication and distribution of informational and promotional materials.

Principles and practices of financial record keeping and reporting.

Principles and practices of training, supervision and performance evaluation.

Statistical procedures and mathematical concepts.

Strategic planning and organizational skills.

South Orange County Community College District  
Page 4 - Associate Director of Adult Education

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Assess the needs and trends of the community and develop appropriate programs. Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Develop appropriate seminars, classes, workshops, events, and excursions in response to community interests and needs.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Implement and evaluate the delivery of community education services to students.

Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program.

Lead a self-supporting department.

Maintain current knowledge of community education.

Maintain the security of confidential materials.

Make effective decisions under demanding timelines.

Manage operations, schedules, and personnel on a day-to-day basis and in a manner that focuses on short and long-term goals.

Negotiate contracts with vendors.

Operate a vehicle, observing legal and defensive driving practices.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Participate in a variety of College and District committees, task forces and work groups.

Plan, organize, coordinate and direct a comprehensive adult education program.

Plan, schedule, organize, and implement multiple projects and programs.

Prepare and administer budgets for assigned program areas.

Prepare effective letters, press releases and promotional materials.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

Respond to requests and inquiries from the public.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Set up and maintain web pages.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work effectively with others to achieve common goals and objectives.

Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

South Orange County Community College District  
Page 5 - Associate Director of Adult Education

Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to scout locations for classes, attend meetings or otherwise conduct work. Incumbents are subject to contact with students, frequent interruptions, noise from talking or office equipment and demanding legal timelines. 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, 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 10 pounds.

Evaluative Criteria: Education: \_\_%; Experience: \_\_%; Knowledge: \_\_%

Finalized by Marlys Grodt and Associate, July 5, 2016  
Approved by the Board of Trustees,

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: Employment Agreement – Dr. Debra L. Fitzsimons, Acting Chancellor

**ACTION:** Approval

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### **BACKGROUND**

Effective July 1, 2016, Gary L. Poertner retired from the District as Chancellor. Pursuant to Board Policy 146, the Board shall appoint an acting chancellor for periods exceeding 60 calendar days.

### **STATUS**

On July 5, 2016, the Board of Trustees voted to appoint Dr. Debra L. Fitzsimons as Acting Chancellor of the South Orange County Community College District, and to empower the Board President to negotiate and sign a contract on behalf of the Board, subject to Board approval. The employment contract is for the period commencing July 1, 2016 through December 31, 2016, with a base salary of \$285,000.00 per year.

### **RECOMMENDATION**

It is recommended that the Board of Trustees consider and approve the contract of Dr. Debra L. Fitzsimons as Acting Chancellor, South Orange County Community College District, effective July 1, 2016 through December 31, 2016, at a base salary of \$285,000.00 as shown in Exhibit A.



**CONTRACT FOR EMPLOYMENT  
OF ACTING CHANCELLOR  
BETWEEN  
THE SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
AND  
DEBRA FITZSIMONS, Ed.D.**

THIS EMPLOYMENT AGREEMENT ("Agreement") is made and entered into this \_\_\_\_ day of July, 2016, by and between the Governing Board of the South Orange County Community College District ("District" or "Board") and Debra Fitzsimons.

IT IS HEREBY AGREED AS FOLLOWS:

1. Acting Chancellor. Debra Fitzsimons is hereby employed for a period commencing on July 1, 2016, and ending on December 31, 2016 or earlier, as the Acting Chancellor, South Orange County Community College District. Acting Chancellor is an academic employee as defined in Education Code section 87001(a), and an educational administrator or student services administrator as defined in Education Code section 87002(b), and a management employee as defined by Government Code section 3540.1(g).

2. General Terms and Conditions of Employment. This Agreement is subject to all applicable laws of the State of California, the rules and regulations of the Board of Governors of the California Community Colleges, and the rules, regulations, policies, and procedures of the District, all of which shall be made a material part of the terms and conditions of this Agreement as if set forth in full. This Agreement prevails over any conflicting District rules, regulations, policies or procedures.

3. Powers and Duties. Dr. Fitzsimons shall perform all of the powers and duties of the position of Chancellor, as set forth in the position description, and such other duties as may be assigned. During the term of this Agreement Dr. Fitzsimons may be assigned to any duties for which she possesses the minimum qualifications required by law.

4. Salary. For the term of her employment as Acting Chancellor, Dr. Fitzsimons shall receive an annualized base salary of \$285,000. The annualized salary shall be paid in equal monthly installments. Compensation for periods of less than a complete month of service shall be paid based on the daily rate of pay derived from the annual salary in a manner consistent with District payroll practices. The Board reserves the right to increase the Acting Chancellor's salary from time to time. Any adjustment in salary during the term of this Agreement shall be in the form of a written amendment, and shall not be interpreted as a new agreement or operate as an extension or renewal of this Agreement. If at any time during the term of this Agreement, the District employs an Interim Chancellor or permanent Chancellor, Dr. Fitzsimons's assignment and salary shall, effective upon ten working days' notice of that appointment, revert to her salary and assignment as Vice Chancellor of Business Services, at Range 27, Step 8 of the applicable salary schedule.

In addition to base salary, throughout the term of this Agreement, Dr. Fitzsimons shall continue to receive any stipends and allowances as provided under her contract of employment

as Vice Chancellor of Business Services, with the exception of monthly mileage allowance which will be increased during this period to the higher rate established for the chancellor. Dr. Fitzsimons will also receive a one-time payment in the form of a stipend of \$1,300.00, effective July 1, 2016.

5. Professional Schedule and Vacation. Dr. Fitzsimons shall be required to render full and regular service to the District during the period covered by this Agreement, or any successor, unless this Agreement is terminated as set forth below. Dr. Fitzsimons shall continue to accrue sick leave and vacation consistent with her regular employment as Vice Chancellor of Business Services of the District during the term of this Agreement. Accrued vacation will be compensated at the salary rate in place at the time the vacation is used or paid in cash. All vacation time used during the term of this Agreement must be scheduled in advance and approved by the President of the Board of Trustees. Dr. Fitzsimons is authorized to work remotely, as appropriate and required for the position.

6. Fringe Benefits. As a management employee of the South Orange County Community College District, Dr. Fitzsimons remains entitled to all fringe benefits afforded to other administrative employees during the term of this Agreement.

7. Evaluation. The Board may informally assess and discuss the performance of the Acting Chancellor at its discretion during the term of this Agreement. These discussions may be based on, among other things, the duties outlined in this Agreement including Board-adopted priority tasks, other goals and objectives established by the Board in consultation with Dr. Fitzsimons, and Dr. Fitzsimons's performance of her duties as Acting Chancellor. In addition, either the Board or Dr. Fitzsimons may request that an item be placed on the Board's meeting agenda relating to the evaluation of the Acting Chancellor.

8. Amendment, Termination, or Non-renewal.

a. This Agreement may be amended by mutual written agreement between the parties.

b. This Agreement will terminate effective at the close of business on December 31, 2016, or earlier if an Interim or permanent chancellor is appointed by the Board, without any further notice to Dr. Fitzsimons by the District, except as provided in paragraph 8.c., below. The provisions of Education Code section 72411(a), (b) and (c) shall not apply to this Agreement.

c. This Agreement may be terminated for convenience by either party prior to its expiration by giving not less than ten working days' written notice. Upon the effective date of the termination pursuant to this subparagraph of the Agreement, Dr. Fitzsimons will return to her position of Vice Chancellor of Business Services, and both parties' obligations under this Agreement shall cease. Further, upon the hiring of an Interim Chancellor or permanent Chancellor, the Governing Board may terminate this Agreement with ten working days' notice to the Acting Chancellor.

d. Notwithstanding any other provisions of this Agreement, per Government Code sections 53260 and 53261, in the event this Agreement is terminated, the maximum cash

settlement Dr. Fitzsimons may receive is an amount equal to one-twelfth of the annualized salary specified above, multiplied by the number of months left on the unexpired term of the Agreement, or 12 months, whichever is less. However, due to the day-to-day nature of Dr. Fitzsimons's employment under this Agreement, the parties agree Dr. Fitzsimons will not receive any cash settlement upon termination of this Agreement. Notwithstanding any other provision of this Agreement, and as mandated by Government Code section 53243 et seq., in the event Dr. Fitzsimons is convicted of a crime constituting "abuse of office," she shall reimburse the District to the fullest extent mandated by Government Code section 53243 et seq. (e.g., for paid leave, criminal defense expenditures, or any cash settlement). In the event of such conviction, the District shall make no payments barred by Government Code section 53243 et seq.

9. Entire Agreement. This Agreement is an integrated agreement and constitutes the entire agreement between the parties pertinent to its subject matter. It supersedes all prior agreements and understandings of the parties in connection with Dr Fitzsimons's employment as Acting Chancellor. This Agreement is the product of arms-length negotiations between the parties and shall not be interpreted in favor of either party or against the other party on account of such party drafting any of the provisions of this Agreement.

10. Headings. The headings in this Agreement are inserted for convenience of reference and shall not be considered in the construction of the provisions of this Agreement.

11. Applicable Law. This Agreement is drawn to be effective in, and shall be construed in accordance with the laws of, the State of California.

12. Savings Clause. If any provision of this Agreement is held to be contrary to law by a court of competent jurisdiction, such provision shall not be deemed valid or binding except to the extent permitted by law, but all other provisions shall continue to remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have duly approved and executed this Agreement on the day and year above written.

GOVERNING BOARD OF THE SOUTH ORANGE  
COUNTY COMMUNITY COLLEGE DISTRICT

By: \_\_\_\_\_  
Timothy Jemal  
President, Board of Trustees

  
\_\_\_\_\_  
Debra Fitzsimons, Ed.D.

**Approved:**

Date: \_\_\_\_\_

GOVERNING BOARD OF THE SOUTH  
ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT

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**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

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

**ACTION:** Information

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**BACKGROUND**

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

**STATUS**

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

# **SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

## **SADDLEBACK COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>

## **IRVINE VALLEY COLLEGE**

<b><i>Presentation Date/Time</i></b>	<b><i>Location</i></b>	<b><i>Faculty Member</i></b>	<b><i>Course Title/Activity</i></b>	<b><i>Speaker</i></b>	<b><i>Topic</i></b>
7/11/16 9:00am	BSTIC 101	John Russo	Entrepreneur Summer Workshop	Donna Hisey	Tutor Doctor
7/12/16 9:00 a.m.	BSTIC 101	John Russo	Entrepreneur Summer Workshop	David Calderon	Social Media Marketing
7/12/16 9:00 a.m.	BSTIC 101	John Russo	Entrepreneur Summer Workshop	John Connors	Patents

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Acting Chancellor

**RE:** SOCCCD: CCCT Student Trustee Member Election - 2016

**ACTION:** Information

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### **BACKGROUND**

The California Community College Trustees (CCCT) board serves a major role within the Community College League of California (League). Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members. Included on the board is a student trustee member.

Nominations for the student trustee position on the CCCT board were accepted in the League office until noon, July 9. Nominations are to be made by a member district student trustee who may nominate only one person. Student trustees may nominate themselves. To be eligible the nominee must be a local community college district student trustee who will be serving during the 2016-17 school year and has consented to be nominated.

The election of the student member of the CCCT board will take place at the League's Student Trustees Orientation Workshop, August 12-14, 2016 at the SFO DoubleTree Hotel, Burlingame, and candidates will have an opportunity to speak.

### **STATUS**

Each student trustee in attendance at the orientation may cast one vote for the CCCT Student Trustee member. The secret ballot election will take place following three-minute speeches by each candidate. The ballots will be counted by three tellers and results announced at the orientation. The candidate with the highest number of votes will be declared the winner. In the event of a tie, a run-off election shall be conducted between the tied candidates.

The newly elected student member of the CCCT board will be seated at the September meeting and serve through May.

**TO:** Board of Trustees  
**FROM:** Debra L. Fitzsimons, Acting Chancellor  
**RE:** SOCCCD: Basic Aid Report  
**ACTION:** Information

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### **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 June 30, 2016, total estimated Basic Aid receipts are \$620.3M and total approved projects are \$612.0M as shown in EXHIBIT A. The balance of \$8.3M 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 June, 2016 Board report. Revenue and allocations for FY 2016-2017 will be reflected in the August 2016 Board Report after the close of FY 2015-2016.



**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
July 18, 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>
<b>CLOSED PROJECTS</b>							
<b>CLOSED PROJECTS TOTAL</b>	215,824,007	196,966,990	8,012,383	1,138,732	8,530,728	1,110,446	64,729
<b>CAPITAL PROJECTS</b>							
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)	1,000,000						1,000,000
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 Renovation (2013)	7,700,000			2,754	76,091	216,891	7,404,264
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 SME Building Renovation (2016)	750,000						750,000
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
<b>CAPITAL PROJECTS TOTAL</b>	246,360,923	14,712,343	2,535,109	3,359,197	14,911,189	41,203,863	169,639,221
<b>SCHEDULED MAINTENANCE</b>							
IVC Library Exterior (2013)	275,000				1,830	5,289	267,881
IVC Lighting & Walkways (2013)	795,055				332,278	170,531	292,246
IVC SM B100 Roof & HVAC (2015)	493,350						493,350
IVC Sports Facilities (2012)	342,600			702	43,312	30,565	268,021

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
July 18, 2016**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/2011 Actual</b>	<b>2011/12 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>Balance Remaining for 2015/16</b>
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
<b>SCHEDULED MAINTENANCE PROJECTS TOTAL</b>	<b>4,881,005</b>	<b>-</b>	<b>-</b>	<b>62,482</b>	<b>401,295</b>	<b>388,487</b>	<b>4,028,741</b>
<b>IT PROJECTS</b>							
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
SOCCCD Student Success Dashboard (2014)	550,000				52,324	382,882	114,794

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
July 18, 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 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
<b>IT PROJECTS TOTAL</b>	<b>57,731,326</b>	<b>5,571,957</b>	<b>1,762,075</b>	<b>3,848,454</b>	<b>9,661,137</b>	<b>13,508,391</b>	<b>23,379,312</b>

<b>OTHER ALLOCATIONS</b>							
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
<b>OTHER ALLOCATIONS TOTAL</b>	<b>87,238,421</b>	<b>36,966,420</b>	<b>2,731,200</b>	<b>19,401,240</b>	<b>3,970,898</b>	<b>776,174</b>	<b>23,392,489</b>

<b>BASIC AID PROJECT TOTALS</b>	<b>612,035,682</b>	<b>254,217,711</b>	<b>15,040,767</b>	<b>27,810,106</b>	<b>37,475,247</b>	<b>56,987,361</b>	<b>220,504,491</b>
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Commitments	390,693,234	(9,951,045)	70,406,108	54,193,413	45,306,580	61,387,392
Cumulative Commitments	390,693,234	380,742,189	451,148,297	505,341,710	550,648,290	612,035,682
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	612,035,682
Uncommitted Basic Aid Funds	139,737,857	163,998,135	183,076,428	189,389,451	184,061,515	8,326,110

<i>Change from June 2016 Report:</i>	<i>Approved Amount</i>					<i>Commitment Change</i>
<b>Total Change from June 2016 Report</b>	-	-	-	-	-	-

**TO:** Board of Trustees  
**FROM:** Debra L. Fitzsimons, Acting Chancellor  
**RE:** SOCCCD: Facilities Plan Status Report  
**ACTION:** Information

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### **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 *July 18, 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](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	<b>April 2011</b>	Award Construction Contract	<b>Nov 2013</b>
Start Working Drawings	<b>March 2012</b>	Complete Construction	June 2016
Complete Working Drawings	<b>Jan 2013</b>	Advertise for FF&E	<b>Nov 2015</b>
DSA Final Approval	<b>June 2013</b>	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, 99% Complete: Electrical and interior finishes, Site concrete and paving are completed.

In Progress: College directed AV changes and access controls. Commissioning and programming electronic card readers, final planting. M & O Training. Punch list. *Commissioning process is complete pending final reports. Review of exhaust fan design related to anticipated and missing redundancy.*

Recently Completed: FF&E was delivered and installed on all three floors. *Telescope storage unit construction is complete.*

Focus: Completion of electronic access control testing. Finalize the close out process with final M&O manuals submittals. Continuing the punch list process. Change order negotiations *and evaluation of potential claim. Exhaust fan redundancy.*

## 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	<b>March 2014</b>	Award Design/Build Contract	May 2016
Start Working Drawings	<i>Sept 2016</i>	Complete Construction	April 2019
Complete Working Drwngs	<i>March 2017</i>	Advertise for FF&E	N/A
DSA Final Approval	<i>Aug 2017</i>	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

\*Project Budget currently under review

Status: Bid and Award Phase: *The proposals have been evaluated and recommendation for award is anticipated for August.*

In Progress: Proposals have been evaluated. *The College and District are working through allocating necessary funds in the 2016-2017 budget which is scheduled for submission to the Board in August.*

Recently Completed: *Review of design-build Best and Final Offer proposals and project status report update to the Board of Trustees.*

Focus: *Review of final project scope in relation to approved project budget and review of construction schedule. Work with the college to allocate necessary funds in the 2016-2017 budget.*

### 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	<b>July 2005</b>	Award Construction Contract	August 2016
Start Working Drawings	<b>Sept 2011</b>	Complete Construction	March 2018
Complete Working Drwngs	<b>Dec 2013</b>	Advertise for FF&E	Oct 2017
DSA Final Approval	<b>Dec 2014</b>	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.

Project Budget:	Original \$8,755,055	Revision \$8,679,945	Total \$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: Development of Request for Qualifications (RFQ) for construction services. *Submission of revised drawings to DSA.*

Recently Completed: *Review for ADA compliance in Auto Tech department.*

Focus Issue: *Finalize Auto Tech ADA compliance via Dean sign-off. Submit revised drawings to DSA. Issue RFQ for construction services.*

#### 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	<b>May 2012</b>	Award Construction Contract	<b>Feb 2015</b>
Start Working Drawings	<b>Aug 2012</b>	Complete Construction	Mar 2016
Complete Working Drwngs	<b>July 2014</b>	Advertise for FF&E	<b>Sept 2015</b>
DSA Final Approval	<b>Dec 2014</b>	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.

Project Budget:	Original \$5,807,000	Revision \$4,443,000	Total \$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
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Status: Construction Phase: Final completion.

In Progress: Occupied. *Exhaust system being manufactured.*

Recently Completed: *Board approved Notice of Completion.*

Focus: Process final billing and retention release.

## 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	<b>July 2012</b>	Award Construction Contract	<b>Jan 2016</b>
Start Working Drawings	<b>Jan 2014</b>	Complete Construction	Aug 2016
Complete Working Drwngs	<b>Nov 2014</b>	Advertise for FF&E	May 2016
DSA Final Approval	<b>Sept 2015</b>	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: Construction Phase: *62% Complete*

In Progress: *Installation of mechanical units, piping and ductwork, framing, drywall, rough trades, storefront at administration offices, theater lobby entrance steel, canopy structure.*

Recently Completed: *Air handler units installed, theater caissons drilled, drywall at music bldg., theater lobby rough in, canopy footings.*

Focus: Resolve *unforeseen and change order* issues timely, to ensure completion by 8/12/2016.

## 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	<b>Jan 2015</b>	Award Design/Build Contract	May 2016
Start Working Drawings	<i>Sept 2016</i>	Complete Construction	<i>Dec 2018</i>
Complete Working Drwngs	<i>Mar 2017</i>	Advertise for FF&E	June 2018
DSA Final Approval	<i>Aug 2017</i>	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

\*Project Budget is currently under review

Status: Bid and Award Phase: *The proposals have been evaluated and recommendation for award is anticipated for August.*

In Progress: Proposals have been evaluated. *The College and District are working through allocating necessary funds in the 2016-2017 budget which is scheduled for submission to the Board for approval in August.*

Recently Completed: Review of design-build Best and Final Offer (BAFO) proposals *and project status update to the Board of Trustees.*

Focus: Review of final project scope in relation to approved project budget and review of execution timeframe. *Work with the college to allocate necessary funds in the 2016-2017 budget.*

## 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:** *State Chancellor's office submittal review for anticipated second year funding.*

**Recently Completed:** *Five Year Plan, Initial Project Proposals and Final Project Proposals (one each per college) submittal to state.*

**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.

In Progress: Six change orders remain in "Pending" status and must be closed to arrive at DSA close out. Original Architectural firm is re-engaged to address pending items.

Recently Completed: Re-open project with DSA to address certification. *Architect performed site visit and is beginning to accumulate necessary DSA documents.*

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	<b>Nov 2008</b>	Award Construction Contract	<b>April 2011</b>
Start Working Drawings	<b>April 2010</b>	Complete Construction	<b>March 2014</b>
Complete Working Drwngs	<b>June 2010</b>	Advertise for FF&E	<b>Sept 2013</b>
DSA Final Approval	<b>Dec 2010</b>	DSA Close Out	<b>May 2014</b>

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. First year discovery projects include items discovered by the end users that are unrelated to warranty issues and that have been identified as necessary to have a fully operational facility.

In Progress: Re-advertisement of project.

Recently Completed: Only two bids were received with disparity in value, the bids were rejected.

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	<b>Feb 2010</b>	Award Construction Contract	<b>May 2016</b>
Start Working Drawings	<b>March 2011</b>	Complete Construction	<b>Jan 2017</b>

Complete Working Drwngs	<b>March 2011</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Dec 2012</b>	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 Phase: 5% Complete. *90% of submittals have been reviewed. Inspection coordination with the City of Irvine is underway.*

In Progress: *Completion of submittal review and preparation for mobilization, site clearing and grading.*

Recently Completed: Agreements have been executed for Construction, Project Inspection, Construction Management and Testing and Inspection services. Pre-Construction meeting was held on June 7, 2016.

Focus: *Coordination with City of Irvine, Southern California Edison and the Irvine Company is underway.*

#### 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	<b>05/01/2012</b>	Award Construction Contract	<b>07/15/2014</b>
Start Working Drawings	<b>01/22/2013</b>	Complete Construction	08/10/2016
Complete Working Drwngs	<b>12/09/2013</b>	Advertise for FF&E	<b>02/26/2016</b>
DSA Final Approval	<b>06/17/2014</b>	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: 95% complete. *District punch list on building interior concurrent with contractor completion of exterior work.*

In Progress: Final painting, HVAC commissioning and exterior site work underway. Furniture, fixture and equipment *fabrication* in process, *District punch list ongoing.*

Recently Completed: *Concrete staining, IDF room for turn over to college IT installations. Exterior flatwork portion necessary for elevator inspection.*

Focus: Complete interior finishes, Furniture, fixture and equipment procurement and delivery, complete exterior site work, elevator approval, complete mechanical commissioning, *IT installation, move staff.*

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	\$18,878,000
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: *State Chancellor's office submittal review for anticipated second year funding.*

Recently Completed: *Five Year Plan, Initial Project Proposals and Final Project Proposals (one each per college) submittal to state.*

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.



Project Budget:	Original \$3,010,000	Revision \$90,000	Total \$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: *Site investigation by the Geotechnical Consultant and layout of test borings have been completed.*

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.

Project Budget:	Original \$5,200,000	Revision \$0	Total \$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
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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. *Site investigation by the Geotechnical Consultant and layout of test borings have been completed.*

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	<b>Jul 2013</b>	Award Construction Contract	<b>Nov 2014</b>
Start Working Drawings	<b>Jul 2013</b>	Complete Construction	<b>Jul 2015</b>
Complete Working Drawings	<b>Apr 2014</b>	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: *Negotiations with the City and the Navy to transfer county land to district so the last phase of demolition can be completed.*

Recently Completed: *Land exchange between District and the County of Orange.*

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	<b>Oct 2014</b>	Award Construction Contract	<b>June 2015</b>
Start Working Drawings	<b>July 2015</b>	Complete Construction	Dec 2017
Complete Working Drwngs	<b>March 2016</b>	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. Increment 1 – Site Grading has been approved by DSA. Increment 2 – DSA *building* comments were received on June 24.

In Progress: *Design-Builder response to DSA comments and re-submittal. Submission to City of Tustin for Grading Permit.*

Recently Completed: *Receipt of comments from DSA. Plans submitted to City of Tustin for their limited site approval.*

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. *DSA back-check and project approval.*

### **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	<b>Oct 2015</b>	Award Construction Contract	Sep 2016
Start Working Drawings	<b>Nov 2015</b>	Complete Construction	Nov 2017
Complete Working Drawings	<b>Mar 2016</b>	Advertise for FF&E	N/A
DSA Final Approval	<b>Jun 2016</b>	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: DSA completed plans review on June 7, 2016.

In Progress: *Develop Bid documents and pre-qualify contractors. City of Tustin plan review for permits.*

Recently Completed: *The City and Irvine Ranch Water District have defined the wet utility master plan.*

Focus: Coordinate site work with IVC First Building at ATEP, coordinate with the City of Tustin on *Victory Road* 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 final report has been distributed.

In Progress: District and College reviews of final report are in progress.

Recently Completed: Consultant submittal of final report.

Focus: Acceptance 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	<b>Dec 2015</b>	Start Report Development	<b>Mar 2016</b>
Start Research/Analysis	<b>Jan 2016</b>	Complete Report Development	May 2016
Complete Research/Analysis	<b>Mar 2016</b>	Final Report	June 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: *Final* Report Phase: The report is completed and has been reviewed by the committee and other key staff members.

In Progress: *Project is completed.*

Recently Completed: *Presentations to the campuses. The report is now in final format.*

Focus: To assess current parking issues district-wide and establish standards *for the two campuses and the ATEP site.*

## 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: *Advertisement of RFQ&P for Sustainability Consultants.*

#### 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: Site surveys and analysis are underway.

In Progress: Site survey of Saddleback College is 100% complete, Irvine Valley College is 60% complete and analysis is underway at both colleges.

Recently Completed: Site survey of Saddleback College and ATEP buildings has been completed.

Focus: Completion of site surveys and barrier assessments at Irvine Valley College. Working on completion of site surveys, data analysis, identification of priorities and starting development of Transition Plans.

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.





# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

**TO:** Dr. Debra Fitzsimons, Acting Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President *GR*

**DATE:** July 7, 2016

**SUBJECT: President's Report for the July 18, 2016 Board of Trustees Meeting**

## **IVC Debate Team Competed in China**

The IVC Forensics team traveled to China this summer and competed in two debate tournaments at Beijing Foreign Studies University and Xi'an International Studies University. A total of 25 students and instructors and South Orange County Community College District (SOCCCD) Trustee Milchiker, participated in this year's trip, making it the eighth academic trip to China since 2000. IVC students were paired up with Chinese partners, forming "friendship teams." They attended trainings in British Parliamentary debate and participated in four rounds. Eight IVC students won awards at the two tournaments. Five students were in the two final rounds: Skyler Meador, Jessica Lardenoit, Kristina Reitveld, Christine Lee, and Meaghan Loeffler. Speaker awards were also taken by James Kuhlman, Natasha Caliliung, and Zihad Amin. In addition to the debate tournaments, the team toured the cities of Nanjing, Suzhou, Hangzhou and Shanghai.

## **California Pathways – Institutional Effectiveness Partnership Initiative**

On June 29, Director of Research, Planning and Accreditation Craig Hayward, participated in discussions about integrating the work for different student success initiatives. Dr. Hayward serves as the lead for disaggregate data for the group. This group will work to further tailor the national Pathways Project to the needs of California colleges.

## **IVC 30 to CPA Initiative**

In Fall 2016, IVC will offer four additional accounting courses for students who hold a bachelor's degree to take the necessary courses and units needed to obtain a Certified Public Accountant (CPA) license. These courses meet the California Board of Accountancy's educational requirements for obtaining a CPA license. The new courses include: Intermediate Accounting I and Accounting Ethics, offered beginning Fall 2016; and Auditing and Intermediate Accounting II, offered beginning Spring 2017. These courses serve as complements to IVC's existing accounting course offerings.

## **Women's Beach Volleyball Team of the Year**

Women's beach volleyball duo Haille Earnest and Emily Reinking were named the Orange Empire Conference team of the year. The pair won the conference title in late April and the California Community College Athletics Association state title in May. Earnest and Reinking helped IVC finish as a runner-up in the state competition and guided the team to its second team conference championship.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

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

*An Equal Opportunity Institution*

### **Coach of the Year**

IVC's volleyball coach Tom Pestolesi was named the Orange Empire Conference coach of the year for the 2015-2016 season. The women's volleyball team won its third conference title for indoor volleyball in Fall 2015 and the women's beach volleyball team won its second conference title in the Spring 2016. In addition, Coach Pestolesi will be taking a five-month sabbatical during the Fall 2016 semester to be a volunteer assistant coach under Dave Shoji, his former coach and mentor at the University of Hawaii. Coach Pestolesi will return in Spring 2017 to coach the women's beach volleyball season.

### **IVC Hosts BBQ ACCCA Admin 101 Attendees**

On July 24, approximately 73 California Community College leaders will participate in the Association of California Community College Administrators (ACCCA) Admin 101 week-long "boot camp" for administrators and managers. This year ACCCA received over 100 applications for the 73 slots. IVC was awarded one Admin 101 scholarship that President Glenn Roquemore selected to split between two IVC participants: Assistant Dean for Financial Aid Ken Lira and Dean of Social and Behavioral Sciences Traci Fahimi. The Admin 101 program uses professional speakers and seasoned administrators to provide the essentials of good administrative practices in today's community college system. Over the past 15 years, Admin 101 has trained over 850 new or inexperienced administrators and managers who have gone on to advance in their careers or improve their job performance. The training program began at Brandman University's Irvine campus and concluded with a welcoming barbeque hosted at IVC. The event is meant to bring together presenters and participants, along with invited local guests from the college and district office, to network and build a sense of community and goodwill among boot camp attendees. SOCCCD and IVC have had a long history of involvement with the program. President Glenn Roquemore is a past presenter and a former ACCCA board member; SOCCCD Vice Chancellor for Human Resources David Bugay, is a frequent presenter; Juan Avalos, Vice President for Student Services at Saddleback College is a current ACCCA Board member; and Dean, Counseling Services Elizabeth Cipres is a current board member and a member of the ACCCA Management Development Commission; she continues to volunteer her time and expertise to the program for all of its past 14 years.

### **IVC Summer Bridge Program**

The six-week enriched Summer Bridge program at IVC began on July 5 and concludes on August 11. The IVC Summer Bridge Program consists of 60 incoming freshmen recruited from local high schools and Guaranteed Account Program (GAP4+1) students, along with three IVC instructors: Gary Rybold from communication studies and counselors Mark Franco and Isabel Gutierrez. The Bridge Program helps to smooth the transition of graduating high school seniors entering into freshmen classes at IVC and sets common goals for successful outcomes at the end of their IVC experience, such as transferring to a four-year college or university and obtaining a bachelor's degree. The program consists of a counseling class which focuses on student success skills and a communication studies class focusing on public speaking. Edison International provided grant funding to support enrichment programs within the Bridge curriculum, including a trip to the Getty Museum and visiting the University of California, Irvine. Student Equity Plan funds were used to provide all students with textbooks, materials, and bus passes.



## SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692  
949.582.4500 • [www.saddleback.edu](http://www.saddleback.edu)

**TO:** Members of the Board of Trustees  
Gary L. Poertner, Chancellor

**FROM:** Dr. Tod A. Burnett, President

**SUBJECT:** Report for July 18, 2016 Board of Trustees Meeting

President Burnett was a featured guest speaker at the Capistrano Unified School District Foundation's 2016 Education in Review and Outlook at the Ocean Institute on June 29<sup>th</sup>. Topics included K-12 partnerships, adult education, economic and workforce development, career technical education, the benefits of starting at Saddleback and transferring to a four-year college, among many others. President Burnett was joined by CUSD Superintendent Kirsten Vital. South Orange County Community College District Board of Trustees President Tim Jemal, and Trustee Marcia Milchiker, were in attendance.

### Office of Instruction

#### *Fine Arts and Media Technology*

July was filled with free theatre and music offerings in fine arts! On four weekends in a row, the department of theatre arts presented free summer of theatre, jazz, and Shakespeare outside on the upper campus quad. On Friday and Saturday, July 8<sup>th</sup> and 9<sup>th</sup>, *Beauty and the Beast in Concert*, directed by Scott Farthing, musically directed by Lex Leigh, with choreography by Deidre Cavazzi, was performed by talented vocalists and an orchestra on stage under the stars. On Friday, July 15<sup>th</sup> the Saddleback Big Band brought back 99 year-old crooner Shep Shepherd for a special CD Release party with the Saddleback Big Band. Shep Shepherd's CD, titled *Swingin' with Shep*, was recorded with the Big Band earlier this year. Some of the memorable songs performed include *S'Wonderful*, *You Are Too Beautiful*, *When You're Smiling, Blame it on My Youth*, and *You Make me Feel so Young*. On July 16<sup>th</sup> and 17<sup>th</sup>, FAMT partnered with the City of Mission Viejo to present Shakespeare by the Sea's productions of *Othello* and *Cymbelline*. On Friday and Saturday, July 22<sup>nd</sup> and 23<sup>rd</sup> a full-staged production of *Little Shop of Horrors*, directed by Scott Farthing, musically directed by Lex Leigh, with choreography by Deidre Cavazzi, hit the outdoor stage on the upper campus quad. The quad was filled with patrons of all ages for all seven evenings. On Wednesday, July 27<sup>th</sup>, Joey Sellers' jazz combo and vocal students performed a noon concert in SSC 212 because of Fine Arts' summer relocation in the LRC due to construction. Also, Fine Arts & Media Technology formed a partnership with the Capistrano Unified School District in order for our summer classes, Jazz Camp (July 11<sup>th</sup>-15<sup>th</sup>), and our MainStage Kids production of *Edwina Jr.* (July 29<sup>th</sup>) to be housed at Capistrano High School.

#### *Economic and Workforce Development and Business Science*

Saddleback College's real estate program will now operate the California Community College Real Estate Education Center after being awarded the Real Estate Education Center Grant by the state chancellor's office. The California Community College Real Estate Education Center exists to serve all of the community colleges in California by providing instructional support and services to instructors of real estate.

## **Office of Student Services**

### ***VETS Center Wins 2016 Dr. John Rice Diversity/Equity Award***

Saddleback's VETS Center is a recipient of the state chancellor's office John Rice Diversity and Equity Award, which was established in 2001 to honor community college staff members, districts, colleges, or programs that have made the greatest contribution toward faculty and staff diversity or student equity. The awards ceremony will be held in Sacramento on Tuesday, July 19<sup>th</sup>.