



## Meeting of the Board of Trustees

February 27, 2017

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

#### **1.0 PROCEDURAL MATTERS**

##### **1.1 Call to Order**

##### **1.2 Public Comments**

*Members of the public may address the Board on items listed to be discussed in **closed session**. If you wish to address the board on a closed session item, please complete a yellow form entitled, "Request to Speak" and submit 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).) (7 matters)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(3 matters)
  - B. Public Employee Evaluation (Government Code Section 54957(b).)(1 matter)
    - 1. Interim Chancellor
- 1.4 Conference with Labor Negotiators (Government Code Section 54957.6)
  - A. Police Officers Association  
Agency Designated Negotiator: David P. Bugay, Ph.D.
- 1.5 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (3 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 David Lang

- 2.3 **Pledge of Allegiance**  
Led by Trustee Marcia Milchiker

- 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 **SOCCCD: Celebrating 50 Years of Service to the Community**  
Interim Chancellor Debra L. Fitzsimons will present commemorative artwork to honor the district's 50 years of service to our community. A resolution is being submitted to the Board and a short celebration will follow.

### 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 January 23, 2017 and Special Meeting held on February 8, 2017.
- 5.2 **Irvine Valley College: Curriculum Revisions for the 2017-2018 Academic Year**  
Approve curriculum revisions as recommended by the Curriculum Committee in consultation with the Academic Senate for the 2016-2017 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.3 **SOCCCD: Irvine Valley College Parking Lot Phase IA Project and Solar Shade Project, Design-Build Consultant Services, Alternate Delivery Solutions, LLC**  
Approve an agreement with Alternate Delivery Solutions, LLC to provide

Design-build Consultant Services for the Irvine Valley College Parking Lot Phase IA Project and Solar Shade project for a not to exceed amount of \$240,000.

- 5.4 **SOCCCD: Irvine Valley College Health Center/Concessions Project, Design-Build Consultant Services, Alternate Delivery Solutions, LLC**  
Approve an agreement with Alternate Delivery Solutions, LLC, to provide Design-build Consultant Services for the Irvine Valley College Health Center/Concessions project, for a not to exceed amount of \$266,000.
- 5.5 **SOCCCD: Saddleback College and Irvine Valley College Audio Visual Consultant Services, Award of Bid 343D, PlanNet Consulting, LLC**  
Approve the Saddleback College and Irvine Valley College Audio Visual Consultant Services agreement award of Bid 343D, with PlanNet Consulting, LLC, in the amount of \$122,758.
- 5.6 **SOCCCD: Saddleback College Wireless Access Point Installation Project, Bid No. 2054, Notice of Completion, T and D Communications**  
Authorize the filing of the Notice of Completion for Saddleback College Wireless Access Point Installation project, Bid No. 2054, to T and D Communications for a final contract amount of \$99,990.99.
- 5.7 **SOCCCD: Saddleback College Roof Numbering System Project, Bid No. 2049, Notice of Completion, Bravo Sign & Design, Inc.**  
Authorize the filing of the Notice of Completion for Saddleback College Roof Numbering System project, Bid No. 2049, to Bravo Sign & Design, Inc., for a final contract amount of \$97,465.
- 5.8 **Saddleback College: Revised Noncredit Certificates for the 2017-18 Academic Year; New and Revised Courses for the 2017-18 Academic Year**  
Approve the proposed curriculum changes for the 2017-18 academic years at Saddleback College.
- 5.9 **Saddleback College and Irvine Valley College: Community Education, Summer 2017**  
Approve Community Education courses, presenters, and compensation for Summer Session 2017.
- 5.10 **Saddleback College and Irvine Valley College: Speakers**  
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.11 **SOCCCD: Office Supplies Contract, Award of Bid 344D, Office Depot, Inc.**  
Award Bid No. 344D, to Office Depot, Inc., for a three-year contract for office supplies, beginning March 27, 2017, with an option to renew for two more years.

- 5.12 **SOCCCD: Design-Build Consultant Services Pool**  
Approve the three design-build firms for the SOCCCD Design-build Consultant Services Pool, for no greater than a five year period.
- 5.13 **SOCCCD: Agreement for Independent Auditing Services, Vicenti, Lloyd & Stutzman, LLP**  
Approve the professional services agreement with Vicenti, Lloyd & Stutzman LLP to perform the District's financial audit for the term of June 30, 2017 to June 30, 2019 for an amount not to exceed \$398,400 and an optional two (2) one-year renewals. Other audit services will be mutually agreed upon and billed at the rates described in the agreement scope of work.
- 5.14 **SOCCCD: Retiree OPEB Trust Actuary Report and Recommended Funding**  
Accept Nyhart Company's 2017 actuarial report and allocate \$4.6 million to fund the normal cost for FY 2017-2018.
- 5.15 **SOCCCD: Student Out of State Travel**  
Approve the colleges' student out-of-state travel for the participants, dates, locations, courses and costs as listed.
- 5.16 **SOCCCD: Transfer of Budget Appropriations**  
Ratify the Transfer of Budget Appropriations.
- 5.17 **SOCCCD: Budget Amendment: Adopt Resolution No. 17-03 to Amend FY 2016-2017 Adopted Budget**  
Adopt Resolution No. 17-03 to amend the FY 2016-2017 Adopted Budget.
- 5.18 **SOCCCD: September 2016 - February 2017 Change Orders/Amendments**  
Ratify the change orders and amendments as listed.
- 5.19 **SOCCCD: Purchase Orders and Checks**  
Ratify the purchase orders and checks as listed.
- 5.20 **SOCCCD: January - 2017 Contracts**  
Ratify contracts as listed.

## **6.0 GENERAL ACTION ITEMS**

- 6.1 **SOCCCD: OCSBA Marian Bergeson Award Nomination**  
Determine if the board wishes to nominate a trustee for the Marian Bergeson Award, and if so, approve the nomination for transmittal to Orange County Department of Education.
- 6.2 **SOCCCD: ATEP Adopt Resolution No. 17-04, Declaration of Intention to Enter into an Agreement with Irvine Ranch Water District for Grant of Easements at ATEP County of Orange Land Exchange Site and to Conduct a Public Hearing**



Adopt Resolution No. 17-04 declaring SOCCCD's intention to enter into a Grant of Easements agreement with Irvine Ranch Water District at ATEP County of Orange Land Exchange and to conduct a public hearing on March 27, 2017.

**6.3 SOCCCD: ATEP Adopt Resolution No. 17-05, Declaration of Intention to Enter into a Grant of Easement Agreement with Southern California Edison for the ATEP Site and to Conduct a Public Hearing**

Adopt Resolution No. 17-05 adopt Resolution No. 17-declaring SOCCCD's intention to enter into a Grant of Easement agreement with Southern California Edison at the ATEP site and to conduct a public hearing on March 27, 2017.

**6.4 SOCCCD: ATEP Site Utilities and Infrastructure Phase I Project, Change Order No. 1, Griffith Company**

Approve Board Change Order No. 1 for the ATEP Site Utilities and Infrastructure Phase I project and authorize staff to execute the corresponding change order with Griffith Company, resulting in an increase of \$188,686, for a revised contract amount of \$5,542,436.

**6.5 SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts**

Approve EXHIBIT A authorizing individuals occupying the positions listed on EXHIBIT B to be approved to execute document and contracts as listed.

**6.6 SOCCCD: Board Policy Revision: BP-3950 Unmanned Aircraft Systems, BP-4101.1 Faculty Salary Classification Changes and Initial Classification Placement, BP-4203 Sick Leave for Educational Administrators and Classified Management Personnel, BP-5515 Transfer Center, BP-5520 Shower Facilities for Homeless Students, BP-4119 Academic Ranking**

Accept for discussion and approval.

**6.7 SOCCCD: Board Policy Revision: BP-4004 Public Notice, BP-5506 Accommodations for Students with Disabilities, BP-5520 Accreditation, BP- 6132 Selection of Library Materials**

Accept for review and study.

**6.8 SOCCCD: Academic Personnel Actions – Regular Items**

Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Eliminate and Replace Academic Position, Reduced Workload Banking with STRS Retirement.

**6.9 SOCCCD: Classified Personnel Actions – Regular Items**

Ratify New Personnel Appointments, Authorization to Eliminate Classified Position and/or Position Numbers, Authorization to Establish and Announce a Classified Position, Reorganization, Change of Status, Classified Bilingual Stipend, Additional Compensation, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers.

- 6.10 **SOCCCD: Amendment to 2017-2018 Tenure-Track Faculty Hiring Authorization - Saddleback College**  
Ratify the addition of two full-time faculty positions to the 2017-2018 full-time faculty hiring list for Saddleback College.
- 6.11 **SOCCCD: Annual Report on First Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**  
Ratify one-year contracts for employees who have completed one year as full-time tenure-track faculty members.
- 6.12 **SOCCCD: Annual Report on Second Year Probationary Faculty Recommended for Continuation of Tenure-Track Status**  
Ratify two-year contracts for employees who have completed two years as full-time tenure-track faculty members.
- 6.13 **SOCCCD: Annual Report on Fourth Year Probationary Faculty Recommended for Tenure**  
Ratify tenure for full-time faculty members who have completed the four-year tenure-track plan.

## **7.0 REPORTS**

- 7.1 **SOCCCD: Annual Report on Third Year Probationary Faculty Continuation of Tenure-Track Status**  
Listing of full-time tenure-track faculty members entering into the second year of a two-year contract previously approved/ratified by the Board of Trustees.
- 7.2 **Saddleback College and Irvine Valley College: Speakers**  
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 7.3 **SOCCCD: Basic Aid Report**  
Report on projected receipts and approved projects.
- 7.4 **SOCCCD: Facilities Plan Status Report**  
Status of current construction projects.
- 7.5 **SOCCCD: Monthly Financial Status Report**  
Report for the period ending January 31, 2017.
- 7.6 **SOCCCD: Quarterly Financial Status Report**  
Report for the period ending December 31, 2016.
- 7.7 **SOCCCD: Pension Stabilization Trust Fund**  
Report for the period ending December 31, 2016.

- 7.8 **SOCCCD: Retiree (OPEB) Trust Fund**  
Report for the period of November 1, 2016 through January 31, 2017.
- 7.9 **SOCCCD: Pension Rates and Financial Impact to the District**  
Revision to estimated employer contributions rate increases anticipated through FY 2020-2021.
- 7.10 **SOCCCD: Staff response to public comments from the previous board meeting.**  
Nothing to report.

## **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, Interim Chancellor

**RE:** SOCCCD: Celebrating 50 Years of Service to the Community

**ACTION:** Presentation/Resolution

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### **BACKGROUND**

On February 14, 1967, taxpayers voted by a margin of 2-to-1 to form "South Coast Junior College District," now known as South Orange County Community College District.

A year later, the district opened its first campus, Saddleback College, with just 540 students. Then-Governor Ronald Reagan dedicated the campus with more than 1,000 community members in attendance. In 1979, the district opened a second campus in Irvine due to significant enrollment growth and in 1985 that campus became Irvine Valley College.

Today, South Orange County Community College District serves more than 68,000 students per year, employs 4,000 faculty and staff, and operates an annual budget of \$775 million. Our service area encompasses 352 square miles and has grown from 125,000 residents to nearly one million residents.

### **STATUS**

Interim Chancellor Debra L. Fitzsimons will present commemorative artwork to honor the district's 50 years of service to our community. A resolution is being submitted to the Board and a short celebration will follow.

# RESOLUTION

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES

F E B R U A R Y 2 7 , 2 0 1 7

## FROM 1967 TO 2017: SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT CELEBRATES 50 YEARS

### A VALENTINE'S DAY GIFT OF EDUCATION FOR OUR COMMUNITY

**W**hereas, February 14, 2017 marked the 50th anniversary of the South Orange County Community College District; and

**W**hereas, 125,000 taxpayers in 1967 voted by a margin of 2-to-1 to form a junior college district, bringing higher education opportunities to residents from San Clemente to Tustin; and

**W**hereas, South Orange County Community College District now serves more than 68,000 students per year, employs 4,000 faculty and staff, serves a population of nearly one million residents, and contributes nearly \$2.4 billion in combined economic activity and public benefits; and

**W**hereas, it's hard to imagine the humble beginnings of Saddleback College and Irvine Valley College – two vibrant community colleges that consistently rank among the top 10 in the state – for they are cornerstones in our community, providing opportunities to all who can benefit; and

**W**hereas, today we celebrate a diverse population of students who keep us young at heart and we celebrate the faculty, staff, and administrators who devote their lives and careers to creating a better future for others; therefore

**B**e it resolved that the Board of Trustees of the South Orange County Community College District hereby celebrates our community's trust, our promise to the community, and the vision given to us in 1967, because our students are at the heart of everything we do.

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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, Interim Chancellor



**TO:** Board of Trustees

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

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

**ACTION:** Approval

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Minutes from:

January 23, 2017 Regular Meeting of the Board of Trustees (Exhibit A) and  
February 8, 2017 Special Meeting of the Board of Trustees (Exhibit B)

are submitted to the Board for review and approval.

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING  
January 23, 2017**

**PRESENT**

Members of the Board of Trustees:

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

**Administrative Officers:**

Debra Fitzsimons, Interim Chancellor  
C.M. Brahmbhatt, Acting Vice Chancellor, Business Services  
Robert Bramucci, Vice Chancellor, Technology and Learning Services  
David Bugay, Vice Chancellor, Human Resources  
Glenn Roquemore, President Irvine Valley College

**ABSENT**

Tod Burnett, President Saddleback College

**CALL TO ORDER: 4:00 P.M.**

**1.0 PROCEDURAL MATTERS**

1.1 Call to Order

1.2 Public Comments

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

**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).)(12 matters)

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

- A. Police Officers Association  
Agency Designated Negotiator: David P. Bugay, Ph.D.
- B. Public Employee Evaluation of Performance (Government Code Section 54957)(1 matter)
  - 1. Interim Chancellor

**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 Barbara Jay](#)**

**2.3 [Pledge of Allegiance](#)**  
**[Led by Trustee Tim Jemal](#)**

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



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

A public comment was heard by the board in reference to ASG of IVC Homecoming Court.

### **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

Irvine Valley College

Saddleback College

D. Associated Student Government Reports

E. Board Request(s) for Reports

Request for Report

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

### **4.0 DISCUSSION ITEMS**

4.1 None

### **5.0 CONSENT CALENDAR ITEMS**

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

Trustee Jemal requested to remove item 5.4, Trustee Lang requested to remove item 5.5, Trustee Whitt requested to remove items 5.10 and 5.13 and Trustee Jay requested to remove item 5.14 from the consent calendar for separate discussion and action.

5.1 SOCCCD: Board of Trustees Meeting Minutes

Approve minutes of Regular Meeting held on December 12, 2016.

[Item 5.1](#)

[Exhibit A](#)

- 5.2 Saddleback College: Revised Noncredit Certificates for the 2016-17 Academic Year; New, Revised, and Deleted Courses for the 2017-18 Academic Year; New and Revised Programs for the 2017-18 Academic Year  
Approve the proposed curriculum changes for the 2016-17, 2017-18 and 2018-19 academic years at Saddleback College.

[Item 5.2](#)

[Exhibits A-C](#)

- 5.3 Saddleback College: Student Travel, Study Abroad Program to Santander, Spain, from June 30, 2017 to July 31, 2017  
Approve the Saddleback College study abroad program: Spanish Language Studies in Santander, Spain from June 30, 2017 to July 31, 2017, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel and Education for coordinating all travel agreements.

[Item 5.3](#)

[Exhibits A-E](#)

- 5.4 [SOCCCD: Saddleback College - Grant Acceptance, Workforce Innovation and Opportunity Act Young Adult Career Program](#)  
[Accept this award of \\$309,230 from the Workforce Innovation and Opportunity Act Young Adult Career Program Grant for the period July 1, 2016 through June 30, 2017 to fund the scope of work as presented.](#)

[Item 5.4](#)

[Exhibits A-B](#)

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

- 5.5 [SOCCCD: Saddleback College – Grant Subcontractor Agreement, Goodwill of Orange County](#)  
[Approve the grant subcontract agreement for \\$138,473 for FY 2016-2017 with Goodwill of Orange County for Workforce Innovation and Opportunity](#)

Act Young Adult Career Program grant assistance and case management.

Item 5.5

Exhibits A-B

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

- 5.6 SOCCCD: Saddleback College Auto Shop Equipment, Award of Bid No. 2059, Mohawk Resources, Ltd.  
Award Bid No. 2059 for Saddleback College Auto Shop Equipment to Mohawk Resources, Ltd., in the amount of \$103,554.24.

Item 5.6

Exhibit A

- 5.7 Saddleback College and Irvine Valley College: Revised 2017-2018 Instructional Material/Laboratory Fees  
Approve revised instructional material and laboratory fees for 2017-2018.

Item 5.7

Exhibit A

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

Item 5.8

Exhibit A

- 5.9 SOCCCD: Student Out of State Travel  
Approve the colleges' student out-of-state travel for the participants, dates, locations, courses and costs as listed.

Item 5.9

Exhibit A

- 5.10 SOCCCD: Use of the WSCA/NASPO Contract for Internet and Email Filtering Technology Software and Service, SHI International, Corp.

[Approve the use of WSCA/NASPO Contract and Master Price Agreement No. ADSP016-130651 awarded by the State of Arizona and approved for usage by the State of California, and approve procurement of Internet and Email Filtering Technology Software and Service from SHI International, Corp., for an amount of \\$240,000.](#)

[Item 5.10](#)

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

- 5.11 SOCCCD: Transfer of Budget Appropriations  
Ratify the transfer of budget appropriations.

[Item 5.11](#)

[Exhibit A](#)

- 5.12 SOCCCD: Budget Amendment: Adopt Resolution No. 17-02 to Amend FY 2016-2017 Adopted Budget  
Adopt Resolution No. 17-02 to amend the FY 2016-2017 Adopted Budget.

[Item 5.12](#)

[Exhibit A](#)

- [5.13 SOCCCD: December 2016 - January 2017 Change Orders / Amendments](#)  
[Ratify the change orders and amendments as listed.](#)

[Item 5.13](#)

[Exhibits A-F](#)

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

- [5.14 SOCCCD: Purchase Orders and Checks](#)  
[Ratify the purchase orders and checks as listed.](#)

[Item 5.14](#)

[Exhibits A-C](#)

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

- 5.15 SOCCCD: November - December 2016 Contracts  
Ratify contracts as listed.

[Item 5.15](#)

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

**7.0 REPORTS**

- 7.1 [SOCCCD: Staff response to public comments from the previous board meeting.](#)  
[Nothing to report.](#)

- 7.2 [SOCCCD: District-wide American with Disabilities Act \(ADA\) Transition Plan](#)  
[District and college representatives will present an overview of the District's American with Disabilities Act \(ADA\) Transition Plan which includes a self-evaluation.](#)

[Item 7.2](#)

[Exhibit A](#)

[PowerPoint Presentation](#)

- 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.](#)

[Item 7.3](#)

[Exhibit A](#)

- 7.4 [SOCCCD: Basic Aid Report](#)  
[Report on projected receipts and approved projects.](#)

[Item 7.4](#)

[Exhibit A](#)

- 7.5 [SOCCCD: Facilities Plan Status Report](#)  
[Status of current construction projects.](#)

[Item 7.5](#)

[Exhibit A](#)

- [7.6](#)      [SOCCCD: Monthly Financial Status Report  
Report for the period ending December 31, 2016.](#)

[Item 7.6](#)

[Exhibit A](#)

- [7.7](#)      [SOCCCD: Quarterly Financial Status Report  
Report for the period ending December 31, 2016.](#)

[Item 7.7](#)

[Exhibit A](#)

**6.0      GENERAL ACTION ITEMS**

- [6.1](#)      [SOCCCD: CCCT Board of Directors Nominations  
Approve possible nomination\(s\) for transmittal to the CCCT office.](#)

[Item 6.1](#)

[Exhibit A](#)

- [6.2](#)      [SOCCCD: Authorization of Payment to Trustee Absent from Board  
Meeting  
Authorize payment to Trustee Wright who was absent from the board  
meeting on December 12, 2016.](#)

[Item 6.2](#)

[Exhibit A](#)

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

- [6.3](#)      [SOCCCD: Saddleback College, PE 200 Gym Bleacher Replacement  
Project, Award of Bid No. 2058, Marjani Builders, Inc.  
Award Bid No. 2058, Saddleback College PE 200 Gym Bleacher  
Replacement project and approve the agreement with Marjani Builders,  
Inc. in the amount of \\$669,000 with an effective date of January 24, 2017.](#)

Item 6.3

Exhibits A-B

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

- 6.4     SOCCCD: Saddleback College Communication Arts Renovation Project, KSBR Radio Station Remodel, Award of Bid No. 2056, Patriot Contracting and Engineering, Inc.  
Award Bid No. 2056, Saddleback College Communication Arts Renovation project, KSBR Radio Station Remodel, and approve the agreement with Patriot Contracting and Engineering, Inc. in the amount of \$1,294,000 with an effective date of January 24, 2017.

Item 6.4

Exhibits A-B

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

- 6.5     SOCCCD: Irvine Valley College - Naming of New College Entrance Road to Be Called Laser Way  
Approve the name Laser Way for the new Irvine Valley College entrance road from Barranca Parkway.

Item 6.5

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

- 6.6     SOCCCD: Saddleback College Fine Arts HVAC Upgrades and Interior Renovation Project, Change Order No. 6, Solpac Construction, Inc. dba Soltek Pacific Construction Company  
Approve Board Change Order No. 6 for the Saddleback College Fine Arts HVAC Upgrades and Interior Renovation project and authorize staff to execute the corresponding change order with Solpac Construction, Inc., dba Soltek Pacific Construction Company, resulting in an increase of \$404,555, for a revised contract amount of \$8,008,704.

Item 6.6

Exhibit A

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

- 6.7      SOCCCD: Academic Year 2017-2018 Non-Resident Tuition Fees for Foreign & Out-Of-State Students  
Adopt a 2017-2018 academic year non-resident tuition fee of \$256 per semester unit based on the "District average cost" option. It is further recommended to increase the capital outlay fee authorized by Education Code Section 76141 to the calculated \$74 per semester unit rate based on capital outlay and maintenance needs of the colleges, and maintain the current \$54 per semester application fee as authorized by Education Code Section 76142.

Item 6.7

Exhibit A

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

- 6.8      SOCCCD: Board Policy Revision: BP-3950 Unmanned Aircraft Systems, BP-4101.1 Faculty Salary Classification Changes and Initial Classification Placement, BP-4203 Sick Leave for Educational Administrators and Classified Management Personnel, BP-5515 Transfer Center, BP-5520 Shower Facilities for Homeless Students  
Accept for review and study.

Item 6.8

Exhibits A-E

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

- 6.9      SOCCCD: Academic Personnel Actions – Regular Items  
Approve New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Eliminate and Replace Academic Administrative Position, Workload Banking, Rescind Request for Reduced Workload, Resignation/Retirement/Conclusion of Employment.

Item 6.9

Exhibits A-B



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

- 6.10     SOCCCD: Classified Personnel Actions – Regular Items  
Approve New Personnel Appointments, Authorization to Establish and  
Announce a Classified Position, Change of Status, Out of Class  
Assignments, Resignation/Retirement/Conclusion of Employment,  
Volunteers.

Item 6.10

Exhibit A

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

- 6.11     SOCCCD: 2017-2018 Bonded Sabbatical Recommendations  
Approve Faculty Sabbatical Leaves for the 2017-2018 Academic Year as  
recommended by the SOCCCD District-wide Sabbatical Committee.

Item 6.11

Exhibit A

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

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

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

H. [California School Employees Association](#)

I. Saddleback College Classified Senate

J. Police Officers Association

**9.0 ADDITIONAL ITEMS**

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

The meeting was adjourned at 8:56 p.m. in memory of Edward De La O, Grants Analyst at Saddleback College.

A handwritten signature in blue ink that reads "Debra L. Fitzsimons". The signature is written in a cursive style with a horizontal line underneath the name.

Debra L. Fitzsimons  
Interim Chancellor

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
CHANCELLOR'S CONFERENCE ROOM - HS 324  
HEALTH SCIENCES/DISTRICT OFFICES BLDG., SADDLEBACK COLLEGE**

**MINUTES OF THE SPECIAL BOARD OF TRUSTEES' MEETING  
February 8, 2017**

**PRESENT**

Members of the Board of Trustees:

Timothy Jemal, President  
James R. Wright, Vice President  
David B. Lang, Clerk via teleconference  
Marcia Milchiker, Member  
T.J. Prendergast, III, Member

Also present for the duration of the meeting were:

Debra L. Fitzsimons, Interim Chancellor  
Donna Miller, CCLC Advisory Committee for Educational Services  
Warren Kinsler, Legal Counsel, AALR& R

**ABSENT**

Barbara J. Jay, Member  
Terri Whitt, Member

**CALL TO ORDER: 3:30 P.M.**

**1.0 PROCEDURAL MATTERS**

**1.1 Call To Order**

**1.2 Invocation**

In Trustee Tim Jemal's brief absence, the invocation was led by Trustee Jim Wright

**1.3 Pledge of Allegiance**

Led by Trustee Marcia Milchiker

**1.4 Public Comments**

*Members of the public may address the Board on items listed on the agenda. **Speakers are limited to two minutes each.***

**2.0 DISCUSSION ITEM**

2.1 Review and confirm the Board's role in Accreditation and continue Board training on best practices for a community college board

Interim Chancellor Fitzsimons gave introductory remarks and welcomed board members, CCLC consultant Donna Miller and college representatives to the special meeting.


The consultant presented board members with the goals of the workshop along with a preview of the topics covered in the presentation. The board presentation focused on the following topics:

- Review and confirm the Board's role in accreditation and the difference between the role of the Board and the Chancellor.
- Preparing the Board for Accreditation.
- Board development and appropriate Board evaluation processes.
- Creating transparency, trust and healthy climate in the District.
- Understanding and using parliamentary procedure for effective meetings and other techniques for more efficient meetings.

No action by the Board was taken at the meeting.

## **ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.



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Debra L. Fitzsimons  
Secretary, Board of Trustees

**TO:** Board of Trustees

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

**RE:** Irvine Valley College: Curriculum Revisions for the 2017-18 Academic Year

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 2017-18 academic year pursuant to Title 5, Section 53200 et seq.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees approve the proposed changes in curriculum for the 2017-18 academic year at Irvine Valley College.

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES  
SCHOOL OF KINESIOLOGY, HEALTH AND ATHLETICS

FALL 16  
FITNESS PROFESSIONAL  
Certificate of Achievement

~~Those seeking employment in an industrial fitness/club fitness setting are advised to explore the fitness professional certificate program.~~ This one-year program is designed to qualify students to serve as personal trainers, aerobics instructors, and/or strength-training instructors. Those who pursue this program will be educated in the principles of exercise science that apply to fitness evaluation, exercise recommendation, and application of appropriate exercise methods.

	Units
<i>Complete the following courses:</i>	
KNES 103 Movement Anatomy	3
KNES 104 Exercise Physiology	3
KNES 105 Principles of Strength and Conditioning	3
KNES 106 Exercise Testing and Prescription	3
KNES 215 Fitness Professional Internship	3
<del>NUT 1 Principles of Nutrition</del>	<del>3</del>
Total Units	18

*Recommended Electives: KNES 85, 86, 100, 101, ~~102~~*

FALL 17  
FITNESS PROFESSIONAL  
Certificate of Achievement

This one-year program is designed to qualify students to serve as personal trainers, aerobics instructors, and/or strength-training instructors. Those who pursue this program will be educated in the principles of exercise science that apply to fitness evaluation, exercise recommendation, and application of appropriate exercise methods.

	Units
<i>Complete the following courses:</i>	
KNES 103 Movement Anatomy	3
KNES 104 Exercise Physiology	3
KNES 105 Principles of Strength and Conditioning	3
KNES 106 Exercise Testing and Prescription	3
KNES 215 Fitness Professional Internship	3
<b>NUT 2 Sport Nutrition</b>	<b>3</b>
Total Units	18

*Recommended Electives: KNES 85, 86, 100, 101*

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF ARTS

Fall 17  
Mind Body Therapy  
New Certificate of Proficiency

This certificate provides the training necessary for self-employment or entry level employment within any organization that focuses on mind-body therapies. These holistic methods focus on the interrelationship between the various anatomical systems and the energetic self, eastern and western medicine, or mind/body/spirit connections. Employment factors are variable based upon criteria that is both objective and subjective in nature. There is work within several different fields. Some job titles upon completion of the certificate could include yoga instructor, wellness specialist, physical therapy assistant, or occupational assistant. In addition, this certificate satisfies the curriculum required for pre-training course within the level 1 certification process for GYROKINESIS® teacher trainings. The program focuses on developing a practical knowledge of anatomy, methodologies of various body therapies, the science behind the methods, how to assess individual needs and goals, and how to modify and adapt techniques to meet these needs and goals. A major emphasis is on injury care and prevention, how to increase or decrease the challenge based on an individual's abilities and limitations, and how to implement an evolving specialized program that is designed to empower the client and enhance the quality of their life.

	Units		Units
<i>Complete the following course (2 units):</i>		<i>Complete 1 of the following courses (2 units):</i>	
DNCE 95 GYROKINESIS ®: 60 Minute Format And Other Sequences	2	DNCE 93 GYROKINESIS ®: Art of Exercising And Beyond, Overview	2
<i>Complete a minimum of 2 units from the following Work Related courses (2 units):</i>		DNCE 94 GYROKINESIS ®: 90 Minute Format	2
DNCE 168 Cooperative Work Experience: Dance	1-2	DNCE 96 GYROKINESIS ®: Alternative Formats and Music	2
ENTR 200 Pathways to Success	1	Total Units	17
<i>Complete 3 of the following courses (6 units):</i>			
DNCE 45 Yoga and Stress Management	2		
DNCE 46 Introduction to Yoga	2		
DNCE 47 Hatha Yoga	2		
DNCE 48 Yoga: Contemporary and Traditional Eastern Forms	2		
<i>Complete 1 of the following courses (3 units):</i>			
DNCE 50 Condition and Correct: Overview	3		
DNCE 86 Condition and Correct: Body Alignment	3		
DNCE 87 Condition and Correct: Analysis And Body Therapies	3		
DNCE 86 Condition and Correct: Mind-Body Techniques	3		
<i>Complete 1 of the following courses (2 units):</i>			
DNCE 51 Pilates	2		
DNCE 52 Pilates-Mat	2		
DNCE 53 Pilates Reformer	2		
DNCE 54 Pilates: Designed for You	2		

IRVINE VALLEY COLLEGE  
NEW, REVISED, AND DELETED DEGREES AND CERTIFICATES

SCHOOL OF THE ARTS

FALL 17  
PIANO PEDAGOGY  
New Certificate of Proficiency

The Piano Pedagogy Certificate prepares music teachers for future employment in local music schools as an independent private teacher. This certificate examines a variety of pedagogy methods and music conservatory traditions for teaching beginner, intermediate, and advanced piano students. This certificate covers how to teach group piano courses, master classes, and explores the business side of running a piano studio. Additional courses in piano accompanying, collaborative piano, entrepreneurial skills, and childhood and adolescence development psychology are also included.

	Units
<i>Complete the following courses:</i>	
MUS 255 Beginning Piano Pedagogy	3
MUS 256 Intermediate and Advanced Piano Pedagogy	3
<i>Complete any of the following courses (6 units):</i>	
MUS 59 Piano Performance and Ensemble	1-2
MUS 65 Piano Accompanying	1.5
MUS 51 Applied Music-Keyboards	0.5-1
And	
MUS 53 Applied Music Performance Workshop	0.5-1
MUS 62 Collaborative Piano	1.5
ENTR 200 Pathways to Success	1
PSYC 7 Developmental Psychology- Childhood and Adolescence	3
Total Units	12-12.5



**IRVINE VALLEY COLLEGE**  
**PROPOSED NEW/REVISED/DELETED COURSES**  
**ACADEMIC YEAR 2017-2019**

Exhibit B  
Page 4 of 12

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

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Emeritus Institute	ACCT 405	14706.00	Personal Finance	nc: 0 un (3 hrs lec); gr: NG; oe/oe; pcs: stand alone; rpt: 999; SAM: D; TOP: 502.00
Languages and	AESL 599	14709.00	ASEL Learning Center	nc: 0 un (5 hrs lrn ctr); coreq: AESL 501, 502, 503, 504 or 505; gr opt: noncredit; oe/oe;
Emeritus Institute	ART 403	14138.00	Art Media for Older Adults	dc
Emeritus Institute	ART 403	14138.05	Art Media	nc: 0 un (3 hrs lab); gr: NG; oe/oe; pcs: stand alone; rpt: 999; SAM: E; TOP: 1002.00
Emeritus Institute	ART 408	14707.00	Floral Design-Beginning	nc: 0 un (1.5 hrs lec/1.5 hrs lab); gr: NG; oe/oe; pcs: stand alone; rpt: 999; SAM: E; TOP: 1001.00
Life Sciences	BIO 43	1065.00	Being an Animal: The Science of Animal Behavior	assign; lrng obj; moe; tps; txt
Life Sciences	BIO 44	1070.00	Biology of Human Sexuality	assign; lrng obj; moe; sch desc; tps; txt
Life Sciences	BIO 71	13219.05	Stem Cells and Society	assign; lrng obj; moe; txt
Life Sciences	BIO 72	13220.15	Human Genetics and Integrated Biology:	moe; rec prep: MATH 253; txt; val
Life Sciences	BIO 80	14157.00	Organisms to Ecosystems	cat desc; crs id: BIO 94 80; sch desc; ti
Life Sciences	BIO 81	10719.00	Integrated Biology: From DNA to Organisms	assign; cat desc; hrs; 3 hrs lec/3 hrs lab; lrng obj; moe; tps; sch desc; txt; val
Life Sciences	BIO 93L	14719.00	Integrated Biology-From DNA to Organisms Laboratory	nc: un: 3 (3 hrs lab); gr opt: Letter grade or pass/no pass; pcs: Stand Alone; prereq: BIO BIO 93; rec prep: WR 1 or 1H; rpt: NR; SAM code: E; TOP Code: 0401.00
Life Sciences	BIOT 279	14696.00	Quality Assurance of Medical Devices	nc: un: 4 (3 hrs lec/3 hrs lab); gr opt: Letter grade or pass/no pass; pcs: Stand Alone; rec prep: BIOT 275; rpt: NR; SAM code: C; TOP Code: 0430.00
Physical Sciences	CHEM 13	1275.05	Organic Chemistry II	dc
Physical Sciences	CHEM 13L	1280.05	Organic Chemistry II Lab	dc
Guidance and Counseling	COUN 6	14601.00	Academic, Career and Life Success	assign; cat desc; moe; sch desc; tps
Guidance and Counseling	COUN 6H	14601.05	Academic, Career and Life Success Honors	nc: 3 un (3 hrs lec); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM: E; TOP Code: 4930.13

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Math, Computer Science and Engineering	CS 6A	4655.15	Computer Discrete Mathematics I	prereq: <b>Placement by current assessment process or successful completion of MATH 2 and either CS 37 or CS 38 with a 'C' or better</b>
Math, Computer Science and Engineering	CS 6B	4660.15	Computer Discrete Mathematics II	prereq: <b>Placement by current assessment process or successful completion of MATH 2 with a 'C' or better</b>
Arts	DMA 140	10422.05	Digital 2D Design and Color Theory	<del>DMA 140</del> 40
Arts	DMA 165	14610.00	Visual Storytelling Print Media Design and	<del>DMA 165</del> 85
Arts	DMA 170	10290.05	Production	<del>DMA 170</del> 60
Arts	DNCE 2	9921.40	Introduction to World Dance	nc: 1 un (.5 hrs lec/1.5 hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM code: D; TOP code: 1008.10
Arts	DNCE 22	9938.05	Tap Dance I	assign; cat desc; lrng obj; moe; tps; txt
Arts	DNCE 23	9938.35	Tap Dance II	assign; lrng obj; moe; tps; txt; val
Arts	DNCE 24	9938.40	Tap: Traditinal Broadway Basics	assign; lrng obj; moe; rec prep: <del>Basic Tap Knowledge DNCE 22</del> ; tps; txt; val
Arts	DNCE 25	9938.45	Tap: Beginning Rhythm Technique and Intermediate Broadway Steps	assign; cat desc; lrng obj; moe; rec prep: <del>DNCE 22 or equivalent technical proficiency</del> <b>Some basic tap knowledge is helpful</b> ; sch desc; tps; txt; val
Arts	DNCE 26	9938.50	Intermediate Tap Techniques and Improvisation	assign; lrng obj; moe; rec prep: DNCE 22 <del>and/or 23</del> ; tps; txt; va
Arts	DNCE 60	9936.30	African: Dance and Drumming	nc: 1 un (.5 hrs lec/1.5 hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM code: D; TOP code: 1008.10
Math, Computer Science and Engineering	DR 101	2050.00	Engineering Drawing and Design	crs id: <del>DR 101</del> 52
Life Sciences	ENV 1	2830.00	Introduction to Environmental Studies	assign; cat desc; lrng obj; moe; sch desc; tps; txt
Languages and Learning Resources	ESL 388	10622.20	Advanced Grammar and Writing	dc
Languages and Learning Resources	ESL 388	10622.25	Advanced Grammar and Writing	nc: 3 un (3 hrs lec); gr: Letter grade or pass/no pass; pcs: Stand alone; rec prep: ESL 361B; rpt: NR; SAM: E; TOP Code: 4930.84

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Languages and Learning Resources	ESL 394	10605.20	Advanced Vocabulary Skills	dc
Languages and Learning Resources	ESL 394	10605.25	Advanced Vocabulary Skills	nc: 3 un (3 hrs lec); gr: Letter grade or pass/no pass; pcs: Stand alone; rec prep: ESL 361B; rpt: NR; SAM: E; TOP Code: 4930.84
Languages and Learning Resources	ESL 398	10623.20	Advanced Grammar and Writing	dc
Languages and Learning Resources	ESL 398	10623.25	Advanced Grammar and Writing	nc: 3 un (3 hrs lec); gr: Letter grade or pass/no pass; pcs: Stand alone; rec prep: ESL 361B; rpt: NR; SAM: E; TOP Code: 4930.84
Physical Sciences	ET 122A	14384.00	Embedded Control Systems I	assign; cat desc; moe; sch desc; tps; txt; val
Physical Sciences	ET 122B	14309.00	Embedded Control Systems II	assign; cat desc; moe; txt
Physical Sciences	GEOL 186	10558.00	Geology Field Studies: Geology of California	assign; cat desc; lim: Students must be able to hike, camp (tents, sleeping bags, cooking, limited showers) and live in a group environment; lrng obj; moe; sch desc; tps; txt; val
Social Sciences	HD 231	14165.00	Child Maltreatment: Identification and Treatment	lrng obj; moe
Humanities	HUM 71	1515.00	Introduction to Film	assign; cat desc; lrng obj; moe; sch desc; txt
Humanities	HUM 71H	1515.05	Introduction to Film Honors	nc: 3 un (3 hrs lec); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM Code: E; TOP Code: 612.00
Humanities	HUM 72	14149.00	Film and American Culture	assign; cat desc; moe; sch desc
Humanities	HUM 72H	14149.05	Film and American Culture Honors	nc: 3 un (3 hrs lec); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM code: E; TOP Code: 612.00
Arts	IMA 189	14700.00	Environmental Texturing and Lighting	nc: 3 un (2 hrs lec/4 hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: Stand Alone; rpt: NR; SAM Code: C; TOP Code: 614.20
Arts	IMA 135	14464.00	Future Gaming and Toy Design	cat desc; sch desc; ti: Future Gaming and Innovation Toy Design; crsid: IMA 135-35

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Arts	IMA 46	14713.00	Concept Design and Visual Development	nc: 3 un (2 hrs lec/4 hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: Stand Alone; rec: 2D illustration software like Photoshop or similar strongly recommended; rpt: NR; SAM Code: C; TOP Code: 614.20
Arts	IMA 89	14549.00	Rigging for 3D Animation	prereq: <del>IMA 88</del> ; val
Languages and Learning Resources	JA 10	10547.00	Intermediate Conversational Japanese	assign; lrng obj; moe; tps; txt; val
Humanities	JRNL 41	13223.00	Newswriting	assign; lrng obj; moe; tps; txt
Kinesiology, Athletics and Health Science	KNES 100	11156.35	Introduction to Therapy and Career Exploration of Rehabilitation	assign; cat desc; moe; pcs: <del>Program-Applicable</del> Stand Alone; sch desc; ti; txt
Kinesiology, Athletics and Health Science	KNES 104	14161.00	Exercise Physiology	assign; moe; txt
Kinesiology, Athletics and Health Science	KNES 106	14163.00	Exercise Testing and Prescription	assign; lrng obj; moe; txt
Kinesiology, Athletics and Health Science	KNES 109	14651.00	Social-Cultural Issues in Sports	nc: 3 un (3 hrs lec); gr opt: Letter grade or pass/no pass; pcs: Stand alone; rpt: NR; SAM Code: E; TOP Code: 835.20
Physical Sciences	LET 215	14398.00	Fundamentals of Photonics	assign; cat desc; lrng obj; moe; prereq: <del>LET 205</del> ; rec prep: LET 25; sch desc; tps; txt; val
Business Science	LGL 201	13254.00	Introduction to Paralegal Studies and Ethics	assign; lrng obj; moe; txt;
Business Science	LGL 203	13255.00	Business Law Contracts and Torts	assign; lrng obj; moe; sch desc; tps; txt; val
Business Science	LGL 206A	13257.00	Civil Litigation I	assign; lrng obj; moe; rec prep: <del>MGT 12A</del> ; txt
Business Science	LGL 211	14425.00	Administrative Law	crs id: LGL <del>211</del> 11
Business Science	LGL 221	14455.00	Social Media and the Law	crs id: LGL <del>221</del> 21
Humanities	LIT 31	4209.00	Introduction to Short Fiction	assign; moe; txt
Humanities	LIT 7	14156.00	Survey of Children's Literature	assign; lrng obj; moe; sch desc; txt

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Math, Computer Science and Engineering	MATH 10	4640.00	Introduction to Statistics	prereq: Placement by current assessment process or successful completion of MATH 253 with a 'C' or better
Math, Computer Science and Engineering	MATH 105	4620.00	Mathematics for Liberal Arts Students	prereq: Placement by current assessment process or successful completion of MATH 253 with a 'C' or better
Math, Computer Science and Engineering	MATH 11	4645.00	A Brief Course in Calculus	prereq: Placement by current assessment process or successful completion of MATH 8 with a 'C' or better
Math, Computer Science and Engineering	MATH 124	4670.00	Trigonometry	prereq: Placement by current assessment process or successful completion of MATH 253 with a 'C' or better
Math, Computer Science and Engineering	MATH 2	4595.05	Pre-Calculus	prereq: Placement by current assessment process or successful completion of MATH 124 with a 'C' or better
Math, Computer Science and Engineering	MATH 20	14546.00	Mathematics for Elementary Teachers	prereq: Placement by current assessment process or successful completion of MATH 253 with a 'C' or better
Math, Computer Science and Engineering	MATH 24	3490.00	Elementary Differential Equations	prereq: Placement by current assessment process or successful completion of MATH 3B or 3BH with a 'C' or better
Math, Computer Science and Engineering	MATH 24H	3490.05	Elementary Differential Equations Honors	prereq: Placement by current assessment process or successful completion of MATH 3B or 3BH with a 'C' or better
Math, Computer Science and Engineering	MATH 253	4665.10	Intermediate Algebra	prereq: Placement by current assessment process or successful completion of MATH 353 with a 'C' or better
Math, Computer Science and Engineering	MATH 26	3489.00	Introduction to Linear Algebra	prereq: Placement by current assessment process or successful completion of MATH 3B or 3BH with a 'C' or better
Math, Computer Science and Engineering	MATH 30	4655.00	Computer Discrete Mathematics I	prereq: Placement by current assessment process or successful completion of MATH 2 and either CS 37 or CS 38 with a 'C' or better

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Math, Computer Science and Engineering	MATH 31	4660.00	Computer Discrete Mathematics II	prereq: Placement by current assessment process or successful completion of MATH 2 with a 'C' or better
Math, Computer Science and Engineering	MATH 310	14302.00	Pre-Statistics	prereq: Placement by current assessment process or successful completion of MATH 351 with a 'C' or better
Math, Computer Science and Engineering	MATH 353	4695.10	Elementary Algebra	prereq: Placement by current assessment process or successful completion of MATH 351 with a 'C' or better
Math, Computer Science and Engineering	MATH 3A	4600.00	Analytic Geometry and Calculus I	prereq: Placement by current assessment process or successful completion of MATH 2 with a 'C' or better
Math, Computer Science and Engineering	MATH 3AH	4600.05	Analytic Geometry and Calculus I Honors	prereq: Placement by current assessment process or successful completion of MATH 2 with a 'C' or better and scoring at least 80% on the MATH 3AH Placement Test
Math, Computer Science and Engineering	MATH 3B	4605.00	Analytic Geometry and Calculus II	prereq: Placement by current assessment process or successful completion of MATH 3A or 3AH with a 'C' or better
Math, Computer Science and Engineering	MATH 3BH	4605.05	Analytic Geometry and Calculus II Honors	prereq: Placement by current assessment process or successful completion of MATH 3A or 3AH with a 'C' or better and scoring at least 80% on the MATH 3BH Placement Test
Math, Computer Science and Engineering	MATH 4A	4610.00	Analytic Geometry and Calculus III	prereq: Placement by current assessment process or successful completion of MATH 3B or 3BH with a 'C' or better
Math, Computer Science and Engineering	MATH 8	3491.00	College Algebra	prereq: Placement by current assessment process or successful completion of MATH 253 with a 'C' or better
Emeritus Institute	MUS 461	14708.00	Make Music for Life	nc: 0 un (1.5 hrs lec/1.5 hrs lab); gr: NG; oe/oe; pcs: stand alone; rpt: 999; SAM: E; TOP: 1004.00
Social Sciences	PSYC 10	5887.00	Statistical Methods in the Behavioral Sciences	assign; lrng obj; moe; tps; val
Social Sciences	PSYC 10H	5887.05	Statistical Methods in the Behavioral Sciences Honors	assign; cat desc; lrng obj; moe; tps; val

School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Social Sciences	PSYC 15A	14521.00	Faculty Mentored Independent Research on Psychology A	assign; cat desc; crsid; lrng obj; moe; sch desc; ti; tps; txt nc: 2 un (1 hr lec/3 hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: Stand Alone; prereq: PSYC 1 or 1H; rec: PSYC 2 or PSYC 10; PSYC 15A, or similar experience, is strongly recommended; rpt: NR; SAM Code: E; TOP Code: 2001.00
Social Sciences	PSYC 15B	14530.00	Faculty Mentored Independent Research on Psychology B	nc: 4 un ( 3 hrs lec/3hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; rec prep: PSYC 10 or 10H; SAM Code: E; TOP Code: 2001.00
Social Sciences	PSYC 2	5875.05	Research Methods in Psychology	nc: 4 un ( 3 hrs lec/3hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; rec prep: PSYC 10 or 10H; SAM Code: E; TOP Code: 2001.00
Social Sciences	PSYC 2	5875.00	Research Methods in Psychology	dc
Social Sciences	PSYC 30	5895.05	Social Psychology	assign; lrng obj; moe; rec prep: PSYC 1/1H and/or SOC 1/1H; tps; txt; val nc: 0 un (2 hrs lec); gr opt: Noncredit; oe/oe; pcs: Stand alone; rpt: 999; SAM C; TOP Code: 0511.00
Business Science	RE 510	14695.00	Real Estate Consumer Service and Protection	nc: 0 un (1 hr lec); gr opt: Noncredit; pcs: Stand alone; oe/oe; rpt: 999; SAM C; TOP Code: 0511.00
Business Science	RE 511	14715.00	Real Estate Professional Risk Management	nc: 0 un (3 hrs lec); gr: NG; oe/oe; pcs: stand alone; rpt: 999; SAM: C; TOP: 511.00
Business Science	RE 570	14716.00	Real Estate Principles	nc: 0 un (3 hrs lec); gr: NG; oe/oe; pcs: stand alone; rpt: 999; SAM: C; TOP: 511.00
Business Science	RE 572	14717.00	Real Estate Practice	nc: un: 3 (3 hrs lec); gr opt: Letter grade or pass/no pass; pcs: Stand Alone; rec prep: WR 201, ESL 201 or WR 399; rpt: NR; SAM code: E; TOP Code: 2208.00
Social Sciences	SOC 23	14685.00	Sociology of Popular Culture	assign; lrng obj; moe; rec prep: PSYC 1/1H and/or SOC 1/1H; tps; txt; val
Social Sciences	SOC 30	5895.10	Social Psychology	
Languages and Learning Resources	SPAN 11	13275.00	Advanced Conversational Spanish	assign; lrng obj; moe; sch desc; txt; val nc: 3 un (2 hrs lec/3 hrs lab); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM code: D; TOP code: 1006.00
Arts	TA 140	14684.00	Introduction to Technical Theater	assign; moe; txt
Arts	TA 16	6435.20	Rehearsal and Performance: Comedy	
Arts	TA 16A	6435.10	Introduction to Rehearsal and Performance: Comedy	assign; moe; txt; val



School	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
Arts	TA 16B	6435.25	Continuation of Rehearsal and Performance: Comedy	assign; moe; txt
Arts	TA 26	6475.00	Great Plays: Renaissance to Contemporary	assign; cat desc; moes; sch desc; tps; txt
Arts	TA 26H	6475.05	Great Plays: Renaissance to Contemporary Honors	assign; cat desc; lrng obj; moes; sch desc; tps; txt; val
Arts	TA 28	14373.00	Production Design: Theater, Film and Television	dc
Arts	TA 28H	14373.05	Production Design: Theater, Film and Television Honors	dc
Arts	TA 29	14566.00	Script Analysis	cat desc; sch desc;
Arts	TA 29H	14566.05	Script Analysis Honors	nc: 3 un (3 hrs lec); gr opt: Letter Grade or Pass/No Pass; pcs: stand alone; rpt: NR; SAM: E; TOP Code: 1007.00
Arts	TA 3	6375.00	Advanced Scene Study	txt; val
Arts	TA 40C	9635.00	Scenic Design for the Theatre	assign; crs id: TA 40C-TA 43; lrn obj; moe; tps; txt
Languages and Learning Resources	TU 301	9200.00	Supervised Tutoring	assign; cat desc; lrng obj; moe; sch desc; tps; txt; val
Humanities	WR 302	14683.00	College Writing Skills and Support	nc: 2 un (2 hrs lec); coreq: WR 1 and WR 181; gr opt: Letter Grade or Pass/No Pass; lim: Eligibility for WR 201; pcs: stand alone; rpt: NR; SAM code: E; TOP Code: 1501.00

**TO:** Board of Trustees

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

**RE:** SOCCCD: Irvine Valley College Parking Lot Phase IA Project and Solar Shade Project, Design-Build Consultant Services, Alternate Delivery Solutions, LLC

**ACTION:** Approval

---

**BACKGROUND**

On July 18, 2016, the Board of Trustees authorized the use of design-build procurement for the Irvine Valley College New Parking Lot Phase IA project and Solar Shade project. On this February Board agenda, staff is recommending three firms for the Design-build Consultant Services pool from which to draw Design-Build Consultant services for a five year period.

**STATUS**

On December 15 and December 22, 2016, SOCCCD ran newspaper advertisements for consideration of a Design-build Consultant Services Pool and also requested proposals on two specific projects. Additional marketing efforts included placing a copy of the Request for Qualifications and Proposals (RFQ & P) on the district's website.

On January 18, 2017, the three firms recommended for the pool submitted proposals for design-build consultant services on the Irvine Valley College Parking Lot Phase IA Project and Solar Shade project and members of district services and both college facilities departments evaluated the proposals from the following firms:

- Alternate Delivery Solutions, LLC, Laguna Niguel, CA, Robert J. Hartung.
- RG Group, San Diego, CA, Rebekah Gladson
- Umstot Project and Facilities Solutions, LLC, La Mesa, CA, David Umstot

Each firm participated in interviews held on February 1, 2017. The evaluation committee determined Alternate Delivery Solutions, LLC to be the best value.

Staff recommends approval of the Alternate Delivery Solutions, LLC agreement (EXHIBIT A) for a not to exceed amount of \$240,000 to perform Design-build Consultant Services for the Irvine Valley College Parking Lot Phase IA project and Solar Shade project.

Funds for these services are available within the approved project budget which is \$6,755,000.

Item Submitted By: *C.M. Brahmhatt, Acting Vice Chancellor, Business Services*

## **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Alternate Delivery Solutions, LLC to provide Design-build Consultant Services for the Irvine Valley College Parking Lot Phase IA Project and Solar Shade project for a not to exceed amount of \$240,000.



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**DESIGN-BUILD CONSULTANT SERVICES AGREEMENT  
PARKING LOT PHASE 1A PROJECT & SOLAR SHADE PROJECT**

**ALTERNATE DELIVERY SOLUTIONS, LLC**

**FEBRUARY 27, 2017 – FEBRUARY 26, 2022**

This AGREEMENT is hereby entered into this 27<sup>th</sup> day of February, 2017, between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Alternative Delivery Solutions, LLC, 24396 Tropicana Place, Laguna Niguel, CA 92677, 949-300-0686 hereinafter referred to as "CONSULTANT."

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

**ARTICLE I - SERVICES TO BE PROVIDED BY CONSULTANT:**

1. The CONSULTANT'S services shall consist of those services performed by the CONSULTANT, CONSULTANT'S employees and CONSULTANT'S sub consultants as enumerated in Articles II and III of this AGREEMENT.
2. The CONSULTANT'S services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT.
3. Key Individual Assignments. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Robert J. Hartung as the person primarily responsible for the services rendered.
4. The services covered by this AGREEMENT shall run through completion of Phase I through Phase III or February 26, 2022, whichever comes first.

Alternative Delivery Solutions, LLC  
Design-build Consultant Services  
Parking Lot Phase 1A and Solar Shade Project

## ARTICLE II – SCOPE OF CONSULTANT’S SERVICES

1. CONSULTANT will provide services for the Parking Lot Phase IA and Solar Shade project located at Irvine Valley College.
2. CONSULTANT will perform services in three phases. Draft/Preliminary Schedule can be found in Exhibit A.
3. CONSULTANT’S primary services will consist of professional services necessary for adjusting the existing approaches through lessons learned and implementing the revised design-build delivery approach. Services include assistance with the review and development of contract documents, prequalification packages, request for proposals, and all supporting, related materials and other professional services necessary to deliver the project from selection of the Design-Build Entity through Project Close-out including the following:

### PHASE I – Assist with Criteria Architect selection:

- a. General oversight and leadership for the Document Preparation phase
- b. Provide consultation and advice regarding best practices of the design-build process through the procurement phase of the project.
- c. Assist with preparation of the procurement package for Criteria Architect Team. Assist with the evaluation, interview process, and scoring of the Criteria Architect selection process (non-scoring).
- d. Facilitate the joint efforts of Criteria Architect and the DISTRICT.
- e. Lead the preparation of the RFQ document for issuing to potential proposers.
- f. Lead the effort to prepare the RFP documents including evaluation and incorporation of lessons learned with modifications to existing documents from first Design/Build effort.
- g. Assist with reviewing the existing scoring procedure proposing modifications for improvement, finalize scoring spreadsheet, and guide selection committee through evaluation and selection using the RFQ/RFP proposal documents.

### PHASE II – Procurement Phase

- a. General oversight and leadership for the Procurement Process Phase.
- b. Assist with preparation of the Public Notice of Intent to Procure.
- c. Facilitate the pre-proposal meetings for design-build proposers.
- d. Assist with answers to questions from proposers.
- e. Assist with reviewing RFQ responses and establishing the short list of pre-qualified proposers (non-scoring).
- f. Facilitate debriefings for RFQ participants after selection.
- g. Assist with Instructions to Short-listed Proposers regarding Interviews.
- h. Facilitate pre-proposal meeting with short-listed D-B teams.
- i. Facilitate interviews with short-listed proposers.

- j. Assist with reviewing RFP responses and ‘best value’ selection of the proposing entities. Facilitate final selection of the winning proposal (non-scoring).
- k. Assist with contract review and negotiations.
- l. Facilitate debriefings for RFP participants after award of contract.

#### PHASE III – Post Award: Design, Construction, and Close-Out Phase

- a. Provide consultation and advice regarding best practices of the Design-Build process and Integrated Project Delivery principals.
  - b. Assist with Validation process
  - c. Attend project kick-off meeting with the DISTRICT and design-builder.
  - d. Assist with “open book” buyout, subcontractor selection and project budget reviews
  - e. Attend meetings during design and construction as requested by DISTRICT
  - f. Early design and target price conformance: two meetings/month for three months/ project = 12 meetings
  - g. Design Document completion, DSA approval and buy out: one meeting/month/project for ten months = 20 meetings (Individual project durations to be determined.)
  - h. Initial construction start up: two meetings/month/project for two months = 8 meetings
  - i. Construction through close out: one meeting/month/project for twelve months = 24 meetings
  - j. Assist with conflict resolution
  - k. Assist with project close out. Attend project close out meetings.
4. CONSULTANT will meet with DISTRICT as requested or warranted, and keep the DISTRICT apprised of findings and progress.

#### ARTICLE III -ADDITIONAL CONSULTANT’S SERVICES

- 1. The CONSULTANT shall be given additional compensation for the services described in Article III.
- 2. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT’S control. CONSULTANT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based upon the attached standard hourly rates. Such services might include:
  - a. Support services during litigation from the filing of a lawsuit, through trial, post-trial motions and all activities up to notice of appeal, if any.
  - b. Providing services of CONSULTANTS for other than those listed Article I and II of this agreement.

#### ARTICLE IV - TERMINATION

DISTRICT or CONSULTANT may, at any time, with or without reason, terminate this AGREEMENT. If so terminated, DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written

notice by DISTRICT or CONSULTANT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the DISTRICT or CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

## ARTICLE V - COMPENSATION

1. DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total lump sum fee of Two Hundred Forty Thousand and No/100 Dollars (\$240,000) upon satisfactory completion of the services. Reimbursable allowance is expected to be included within the \$240,000 amount as follows:

i.	Phase I -	\$ 58,000
ii.	Phase II -	\$ 52,000
iii.	Phase III -	<u>\$130,000</u>
<b>Total</b>		<b>\$240,000</b>

- a. Services shall be billed monthly as the work progresses through the end of each month.
- b. Payments are due and payable upon receipt of the CONSULTANT'S invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the legal rate prevailing at the time for Orange County, California.
- c. To the extent that the scope initially established for the completion of CONSULTANT'S services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates listed in Article III.
- d. Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review.
- e. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the Project.

f. Reimbursable expenses shall be expenses in connection with authorized out-of-town travel. CONSULTANT'S normal travel expense and meals are excluded.

g. Expense of reproductions, except those needed for the use of the CONSULTANT and his or her CONSULTANTS or identified specifically as a deliverable, postage and handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT'S prior written approval.

h. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the CONSULTANT, the CONSULTANT'S employees and CONSULTANTS in the interest of the Project.

i. For additional services of CONSULTANTS, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the CONSULTANT for such services.

## ARTICLE VI – INDEMNITY AND INSURANCE

1. Hold Harmless: To the fullest extent permitted by law, CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

a. any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT'S employees or his/her subcontractor's employees arising out of CONSULTANT'S work under this AGREEMENT; and

b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to CONSULTANT'S negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of CONSULTANT'S sub consultants, employees either directly or by independent contract, or agents in the performance of their obligations as stated in this AGREEMENT whether said injury or damage occurs either on or off DISTRICT'S property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and

c. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CONSULTANT'S performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. CONSULTANT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

Alternative Delivery Solutions, LLC  
Design-build Consultant Services  
Parking Lot Phase 1A and Solar Shade Project



- a. Statutory workers' compensation and employers' liability.
- b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability per occurrence, including:
  - i. owned, non-owned and hired vehicles;
  - ii. blanket contractual;
  - iii. broad form property damage;
  - iv. products/completed operations; and
  - v. personal injury.
- c. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.
- d. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory."
- e. CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.

## ARTICLE VII - MISCELLANEOUS

1. Independent Contractor. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT'S employees.
2. Materials. CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

Alternative Delivery Solutions, LLC  
Design-build Consultant Services  
Parking Lot Phase 1A and Solar Shade Project

3. Originality of Services. CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source unless permitted, except that submitted to CONSULTANT by DISTRICT as a basis for such services.
4. Copyright/Trademark/Patent. CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.
5. Assignment. The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.
6. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.
7. Permits/Licenses. CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
8. Employment with Public Agency. CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.
9. Entire Agreement/Amendment. This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.
10. Affirmative Action Employment. CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.
11. Non Waiver. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

12. Notice. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) Scanned and emailed with acknowledged receipt by recipient or (c) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid.

Service shall be considered given when received if personally served or acknowledged via email or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

DISTRICT:  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Mark Schoeppner  
Construction Manager  
[dfitzsimons@socccd.edu](mailto:dfitzsimons@socccd.edu)

CONSULTANT:  
Alternative Delivery Solutions, LLC  
24396 Tropicana Place  
Laguna Niguel, CA 92677  
Attn: Robert Hartung  
President  
[adslc@cox.net](mailto:adslc@cox.net)

COPY:  
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services  
[dfitzsimons@socccd.edu](mailto:dfitzsimons@socccd.edu)

13. Interest. No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

14. Severability. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

15. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

THIS AGREEMENT IS ENTERED INTO THIS Date.

South Orange County Community College District

Alternative Delivery Solutions, LLC

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

By: \_\_\_\_\_  
Robert J. Hartung  
President

Taxpayer Identification Number \_\_\_\_\_

Alternative Delivery Solutions, LLC  
Design-build Consultant Services  
Parking Lot Phase 1A and Solar Shade Project

EXHIBIT A – SCHEDULE OF STANDARD HOURLY RATES

Design-Build Consultant	\$235
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**TO:** Board of Trustees

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

**RE:** SOCCCD: Irvine Valley College Health Center/Concessions Project, Design-Build Consultant Services, Alternate Delivery Solutions, LLC

**ACTION:** Approval

---

### **BACKGROUND**

On July 18, 2016, the Board of Trustees authorized the use of design-build procurement for the Irvine Valley College Health Center/Concessions project. On this February Board agenda, staff is recommending three firms for the Design-build Consultant Services pool from which to draw design-build consultant services for a five year period.

### **STATUS**

On December 15 and December 22, 2016, SOCCCD ran newspaper advertisements for consideration of a Design-build Consultant Services Pool and also requested proposals on two specific projects. Additional marketing efforts included placing a copy of the Request for Qualifications and Proposals (RFQ & P) on the district's website.

On January 18, 2017, the three firms recommended for the pool submitted proposals for design-build consultant services on the Irvine Valley College Health Center/Concessions project and members of district services and both college facilities departments evaluated the proposals from the following firms:

- Alternate Delivery Solutions, LLC, Laguna Niguel, CA, Robert J. Hartung
- RG Group, San Diego, CA, Rebekah Gladson
- Umstot Project and Facilities Solutions, LLC, La Mesa, CA, David Umstot

Each firm participated in interviews held on February 1, 2017. The evaluation committee determined Alternate Delivery Solutions, LLC to be the best value.

Staff recommends approval of the Alternate Delivery Solutions, LLC agreement (EXHIBIT A) for a not to exceed amount of \$266,000, to perform Design-build Consultant Services for the Irvine Valley College Health Center/Concessions project.

Basic aid funds for these services are available within the approved project budget of \$5,738,000.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve an agreement (EXHIBIT A) with Alternate Delivery Solutions, LLC, to provide Design-build Consultant Services for the Irvine Valley College Health Center/Concessions project, for a not to exceed amount of \$266,000.



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

### **DESIGN-BUILD CONSULTANT SERVICES HEALTH CENTER/CONCESSIONS PROJECT**

#### **ALTERNATE DELIVERY SOLUTIONS, LLC**

**FEBRUARY 27, 2017 – FEBRUARY 26, 2022**

This AGREEMENT is hereby entered into this 27<sup>th</sup> day of February, 2017, between the South Orange County Community College District, hereinafter referred to as "DISTRICT," and Alternative Delivery Solutions, LLC, 24396 Tropicana Place, Laguna Niguel, CA 92677, 949-300-0686 hereinafter referred to as "CONSULTANT."

WHEREAS, DISTRICT is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, DISTRICT is in need of such special services and advice; and

WHEREAS, CONSULTANT is specially trained and experienced and competent to perform the special services required by the DISTRICT, and such services are needed on a limited basis;

NOW, THEREFORE, the parties agree as follows:

#### **ARTICLE I - SERVICES TO BE PROVIDED BY CONSULTANT:**

1. The CONSULTANT'S services shall consist of those services performed by the CONSULTANT, CONSULTANT'S employees and CONSULTANT'S sub consultants as enumerated in Articles II and III of this AGREEMENT.
2. The CONSULTANT'S services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The CONSULTANT represents that he/she will follow the standards of his/her profession in performing all services under this AGREEMENT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT.

Alternate Delivery Solution, LLC  
Design-build Procurement  
Health Center Concessions Project, IVC

3. Key Individual Assignments. The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Robert J. Hartung as the person primarily responsible for the services rendered.

4. The services covered by this AGREEMENT shall run through completion of Phase I through Phase III or February 26, 2022, whichever comes first.

## ARTICLE II – SCOPE OF CONSULTANT’S SERVICES

1. CONSULTANT will provide services for the Health Center-Concessions project located at Irvine Valley College.

2. CONSULTANT will perform services in three phases. Draft/Preliminary Schedule can be found in Exhibit A.

3. CONSULTANT’S primary services will consist of professional services necessary for adjusting the existing approaches through lessons learned and implementing the revised design-build delivery approach. Services include assistance with the review and development of contract documents, prequalification packages, request for proposals, and all supporting, related materials and other professional services necessary to deliver the project from selection of the Design-Build Entity through Project Close-out including the following:

### PHASE I – Assist with Criteria Architect selection:

- a. General oversight and leadership for the Document Preparation phase
- b. Provide consultation and advice regarding best practices of the design-build process through the procurement phase of the project.
- c. Assist with preparation of the procurement package for Criteria Architect Team. Assist with the evaluation, interview process, and scoring of the Criteria Architect selection process (non-scoring).
- d. Facilitate the joint efforts of Criteria Architect and the DISTRICT.
- e. Lead the preparation of the RFQ document for issuing to potential proposers.
- f. Lead the effort to prepare the RFP documents including evaluation and incorporation of lessons learned with modifications to existing documents from first Design/Build effort.
- g. Assist with reviewing the existing scoring procedure proposing modifications for improvement, finalize scoring spreadsheet, and guide selection committee through evaluation and selection using the RFQ/RFP proposal documents.

### PHASE II – Procurement Phase

- a. General oversight and leadership for the Procurement Process Phase.
- b. Assist with preparation of the Public Notice of Intent to Procure.

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- c. Facilitate the pre-proposal meetings for design-build proposers.
- d. Assist with answers to questions from proposers.
- e. Assist with reviewing RFQ responses and establishing the short list of pre-qualified proposers (non-scoring).
- f. Facilitate debriefings for RFQ participants after selection.
- g. Assist with Instructions to Short-listed Proposers regarding Interviews.
- h. Facilitate pre-proposal meeting with short-listed D-B teams.
- i. Facilitate interviews with short-listed proposers.
- j. Assist with reviewing RFP responses and ‘best value’ selection of the proposing entities. Facilitate final selection of the winning proposal (non-scoring).
- k. Assist with contract review and negotiations.
- l. Facilitate debriefings for RFP participants after award of contract.

PHASE III – Post Award: Design, Construction, and Close-Out Phase

- a. Provide consultation and advice regarding best practices of the Design-Build process and Integrated Project Delivery principals.
  - b. Assist with Validation process
  - c. Attend project kick-off meeting with the DISTRICT and design-builder.
  - d. Assist with “open book” buyout, subcontractor selection and project budget reviews
  - e. Attend meetings during design and construction as requested by DISTRICT
  - f. Early design and target price conformance: two meetings/month for three months/ project = 12 meetings
  - g. Design Document completion, DSA approval and buy out: one meeting/month/project for ten months = 20 meetings (Individual project durations to be determined.)
  - h. Initial construction start up: two meetings/month/project for two months = 8 meetings
  - i. Construction through close out: one meeting/month/project for twelve months = 24 meetings
  - j. Assist with conflict resolution
  - k. Assist with project close out. Attend project close out meetings.
4. CONSULTANT will meet with DISTRICT as requested or warranted, and keep the DISTRICT appraised of findings and progress.

ARTICLE III -ADDITIONAL CONSULTANT’S SERVICES

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1. The CONSULTANT shall be given additional compensation for the services described in Article III.
2. CONSULTANT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the CONSULTANT'S control. CONSULTANT shall obtain written authorization from the DISTRICT **before** rendering such services. Compensation for such services shall be compensated based upon the attached standard hourly rates. Such services might include:
  - a. Support services during litigation from the filing of a lawsuit, through trial, post-trial motions and all activities up to notice of appeal, if any.
  - b. Providing services of CONSULTANTS other than those listed Article I and II of this agreement.

#### ARTICLE IV - TERMINATION

DISTRICT or CONSULTANT may, at any time, with or without reason, terminate this AGREEMENT. If so terminated, DISTRICT shall compensate CONSULTANT only for services satisfactorily rendered to the date of termination. Written notice by DISTRICT or CONSULTANT shall be sufficient to stop further performance of services by CONSULTANT. Notice shall be deemed given when received by the DISTRICT or CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party, or no later than three days after the day of mailing, whichever is sooner.

#### ARTICLE V - COMPENSATION

1. DISTRICT agrees to pay the CONSULTANT for services satisfactorily rendered pursuant to this AGREEMENT a total lump sum fee of Two Hundred Sixty-Six Thousand and No/100 Dollars (\$266,000) upon satisfactory completion of the services. Reimbursable allowance is expected to be included within the \$266,000 amount as follows:

- |     |            |           |
|-----|------------|-----------|
| i.  | Phase I -  | \$ 59,500 |
| ii. | Phase II - | \$ 59,000 |

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iii. Phase III - \$147,500

**Total \$266,000**

- a. Services shall be billed monthly as the work progresses through the end of each month.
- b. Payments are due and payable upon receipt of the CONSULTANT'S invoice. Amounts unpaid sixty (60) days after the invoice date shall bear interest at the legal rate prevailing at the time for Orange County, California.
- c. To the extent that the scope initially established for the completion of CONSULTANT'S services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time shall be computed at standard hourly rates listed in Article III.
- d. Reimbursable Expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review.
- e. Reimbursable expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT'S employees and CONSULTANTS in the interest of the Project.
- f. Reimbursable expenses shall be expenses in connection with authorized out-of-town travel. CONSULTANT'S normal travel expense and meals are excluded.
- g. Expense of reproductions, except those needed for the use of the CONSULTANT and his or her CONSULTANTS or identified specifically as a deliverable, postage and handling of Drawings, Specifications and other documents including overnight/courier services are reimbursable upon DISTRICT'S prior written approval.
- h. For reimbursable expenses, compensation shall be computed at a multiple of one point one (1.1 %) times the expenses incurred by the CONSULTANT, the CONSULTANT'S employees and CONSULTANTS in the interest of the Project.
- i. For additional services of CONSULTANTS, compensation shall be computed at a multiple of one point one (1.1%) times the amounts billed to the CONSULTANT for such services.

## ARTICLE VI – INDEMNITY AND INSURANCE

1. Hold Harmless: To the fullest extent permitted by law, CONSULTANT agrees to and does hereby indemnify, hold harmless and defend the DISTRICT and its Board of Trustees, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

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a. any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT'S employees or his/her subcontractor's employees arising out of CONSULTANT'S work under this AGREEMENT; and

b. any and all claims for damages because of personal injury or death or damages to property, or other costs and charges, directly or indirectly arising out of or attributable to, in whole or in part, to CONSULTANT'S negligent acts, errors and/or omissions in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions of CONSULTANT'S sub consultants, employees either directly or by independent contract, or agents in the performance of their obligations as stated in this AGREEMENT whether said injury or damage occurs either on or off DISTRICT'S property, except for liability for damages which result from the sole negligence or willful misconduct of the DISTRICT or its officers, employees or agents; and

c. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by DISTRICT with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CONSULTANT'S performance and shall survive the expiration or termination of this AGREEMENT until such time as action against DISTRICT on account of any matter covered by such waiver or indemnity is barred by the applicable statute of limitations.

2. CONSULTANT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect CONSULTANT and DISTRICT from claims which may arise out of or result from CONSULTANT'S actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. Statutory workers' compensation and employers' liability.

b. Comprehensive general and auto liability insurance with limits of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage liability per occurrence, including:

- i. owned, non-owned and hired vehicles;
- ii. blanket contractual;
- iii. broad form property damage;
- iv. products/completed operations; and
- v. personal injury.

c. Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify DISTRICT in the event of material change in, or failure to renew, each policy.

Prior to commencing work, CONSULTANT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, DISTRICT may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse DISTRICT upon demand for the cost thereof.

d. In addition, CONSULTANT agrees to provide an endorsement to this policy stating, "Such insurance as is afforded by this policy shall be primary, and any insurance carried by DISTRICT shall be excess and noncontributory."

e. CONSULTANT shall provide DISTRICT with certificates of insurance evidencing all coverages and endorsements required hereunder including a thirty (30) day written notice of cancellation or reduction in coverage.

## ARTICLE VII - MISCELLANEOUS

1. Independent Contractor. CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the DISTRICT, and are not entitled to benefits of any kind or nature normally provided employees of the DISTRICT and/or to which DISTRICT'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his/her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONSULTANT'S employees.

2. Materials. CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT. CONSULTANT'S services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession.

3. Originality of Services. CONSULTANT agrees that all technologies, formulae, procedures, processes, methods, writings, ideas, dialogue, compositions, recordings, teleplays, and video productions prepared for, written for, submitted to the DISTRICT and/or used in connection with this AGREEMENT, shall be wholly original to CONSULTANT and shall not be copied in whole or in part from any other source unless permitted, except that submitted to CONSULTANT by DISTRICT as a basis for such services.

4. Copyright/Trademark/Patent. CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. CONSULTANT consents to use of CONSULTANT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

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5. Assignment. The DISTRICT and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT.

6. Compliance with Applicable Laws. The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT'S business, equipment and personnel engaged in operations covered by this AGREEMENT or accruing out of the performance of such operations.

7. Permits/Licenses. CONSULTANT and all CONSULTANT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.

8. Employment with Public Agency. CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT.

9. Entire Agreement/Amendment. This AGREEMENT and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the AGREEMENT.

10. Affirmative Action Employment. CONSULTANT agrees that it will not engage in unlawful discrimination in employment of persons because of race, color, religious creed, national origin, ancestry, physical handicap, medical condition, marital status, or sex of such persons.

11. Non Waiver. The failure of DISTRICT or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT, shall not be deemed a waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

12. Notice. All notices or demands to be given under this AGREEMENT by either party to the other, shall be in writing and given either by: (a) personal service or (b) Scanned and emailed with acknowledged receipt by recipient or (c) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid.

Service shall be considered given when received if personally served or acknowledged via email or if mailed on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this AGREEMENT, the addresses of the parties are as follows:

Alternate Delivery Solution, LLC  
Design-build Procurement  
Health Center Concessions Project, IVC

DISTRICT:

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Mark Schoeppner  
Construction Manager  
[dfitzsimons@socccd.edu](mailto:dfitzsimons@socccd.edu)

CONSULTANT:

Alternative Delivery Solutions, LLC  
24396 Tropicana Place  
Laguna Niguel, CA 92677  
Attn: Robert Hartung  
President  
[adslc@cox.net](mailto:adslc@cox.net)

COPY:

South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692  
Attn: Dr. Debra L. Fitzsimons  
Vice Chancellor, Business Services  
[dfitzsimons@socccd.edu](mailto:dfitzsimons@socccd.edu)

13. Interest. No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.

14. Severability. If any term, condition or provision of this AGREEMENT is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

15. Governing Law. The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California.

THIS AGREEMENT IS ENTERED INTO THIS Date.

South Orange County Community College District

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

Dr. Debra L. Fitzsimons  
Vice Chancellor of Business Services

Alternative Delivery Solutions, LLC

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

Robert J. Hartung  
President

Taxpayer Identification Number \_\_\_\_\_

Alternate Delivery Solution, LLC  
Design-build Procurement  
Health Center Concessions Project, IVC

EXHIBIT A – SCHEDULE OF STANDARD HOURLY RATES

Design-Build Consultant	\$235
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**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College and Irvine Valley College Audio Visual Consultant Services, Award of Bid 343D, PlanNet Consulting, LLC

**ACTION:** Approval

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### **BACKGROUND**

On August 22, 2016, the Board of Trustees approved \$2,000,000 from basic aid for the Classroom Technology and Audio Visual Refresh project.

A professional consultant is required to evaluate existing conditions, recommend audio visual components and infrastructure in keeping with college standards, develop bid documents, and provide construction installation oversight to ensure design conformance.

### **STATUS**

On November 10 and 17, 2016, SOCCCD ran a newspaper advertisement for consideration of Audio Visual Consultant Services. Additional marketing efforts included placing a copy of the "Request for Qualifications and Proposals" (RFQ&P) on the district's website. On November 22, 2016, three firms attended the mandatory pre-proposal meeting. Two proposals were received on December 8, 2016 (EXHIBIT A). Saddleback and Irvine Valley College staff evaluated the submittals and interviews followed on December 15, 2016. The evaluation committee recommends award to PlanNet Consulting, LLC (EXHIBIT B), in the amount of \$122,758, as best value to the district.

This project is a districtwide project and will include management by both colleges and district services.

Basic aid funds for these services are available within the approved Classroom Technology and Audio Visual Refresh project budget \$1,500,000 allocated in FY 2015-2016 and of \$2,000,000 allocated in FY 2016-2017 for a total project budget of \$3,500,000.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the Saddleback College and Irvine Valley College Audio Visual Consultant Services agreement (EXHIBIT B), award of Bid 343D, with PlanNet Consulting, LLC, in the amount of \$122,758.

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

**Request for Qualifications and Proposals  
Bid No. 343D Audio Visual Consultant Services  
Saddleback College and Irvine Valley College**

**February 27, 2017**

<b><u>Company Name</u></b>	<b><u>City</u></b>	<b><u>Submitter's Name</u></b>
<b>*PlanNet Consulting, LLC</b>	<b>Brea, CA</b>	<b>Bruce Muir, Principal</b>
<b>The Sextant Group, Inc.</b>	<b>Los Angeles, CA</b>	<b>Tim Waters, Principal</b>

**\*RECOMMENDED AWARD**



## AUDIO VISUAL CONSULTANT SERVICES AGREEMENT

BETWEEN

South Orange County Community College District

AND

PlanNet Consulting, LLC

Audio Visual Consultant Services for projects at  
Saddleback College and Irvine Valley College

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**AGREEMENT: AUDIO VISUAL CONSULTANT SERVICES FOR PROJECTS AT SADDLEBACK AND IRVINE VALLEY COLLEGE, PLANNET CONSULTING, LLC**

This AGREEMENT is made and entered into this 27<sup>th</sup> day of February in the year 2017 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "SOCCCD", and PlanNet Consulting, LLC, 2951 Saturn St., Suite E, Brea, CA 92821, (310) 566-0202, hereinafter referred to as "CONSULTANT";

WHEREAS, SOCCCD is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, SOCCCD desires to obtain Audio Visual Consultant Services for Saddleback College and Irvine Valley College, hereinafter referred to as "PROJECTS"; and

WHEREAS, CONSULTANT is fully licensed as required by the State of California, experienced and competent to provide CONSULTANT services in conformity with the laws of the State of California;

NOW, THEREFORE, the parties hereto agree as follows:

**ARTICLE 1 CONSULTANT SERVICES AND RESPONSIBILITIES**

- 1.1. **Services.** The CONSULTANT services shall consist of those services performed by the CONSULTANT and CONSULTANT employees as enumerated in this AGREEMENT.
- 1.2. **Standard of Care.** CONSULTANT shall provide the Services and authorized Additional Services using its best professional skill and judgment, acting with due care and in accordance with professional standards of care, the terms of this Agreement, and all applicable laws, codes, rules, regulations or ordinances. CONSULTANT Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of PROJECTS. CONSULTANT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The CONSULTANT has been selected to perform the work herein because of the skills and expertise of key individuals. The CONSULTANT shall designate Jeremy Birch, CTS as primary project manager, Jeff Struthers, CTS-D as senior AV consultant, Eric Ryke, RCCD as senior infrastructure consultant, and Michael Fluegeman, EE. So long as their performance continues to be acceptable to the SOCCCD, this named individual shall remain in charge of the PROJECTS. Additionally, the CONSULTANT must furnish the name, and obtain approval after resume review of all other key people in CONSULTANT firm that will be associated with the PROJECTS.
- 1.4. **Replacement of Key Individual.** If the designated PROJECTS manager or any other key individual fails to perform to the satisfaction of the SOCCCD, then upon written notice the CONSULTANT will

have 10 working days to remove that person from the PROJECTS and replace that person with one acceptable to the SOCCCD after review of resume' and/or interview. A PROJECTS manager and all lead or key personnel must also be designated by the CONSULTANT and are subject to all conditions previously stated in this paragraph

- 1.5. **Relationship of CONSULTANT to Other PROJECTS Participants.** CONSULTANT services hereunder shall be provided in conjunction with applicable contracts between the SOCCCD and: (a) the Architect; (b) the Contractor; (c) the Inspector; (d) Test/Inspection Service Providers; and (e) others providing services in connection with bidding and/or construction of the PROJECTS.

If engaged, the Architect is responsible for the adequacy and sufficiency of the PROJECTS design and the contents of Design Documents for the PROJECTS. The Architect shall perform its duties in accordance with its contract(s) with the SOCCCD. Except as expressly set forth herein, neither this Agreement, nor CONSULTANT rendition of services hereunder shall be deemed CONSULTANT assumption of responsibility for the adequacy or sufficiency of the PROJECTS design or the Design Documents for the PROJECTS, which are and remain that of the Architect. CONSULTANT shall coordinate all work with SOCCCD CONSULTANT as necessary to complete contract requirements.

If it is determined that no architect is necessary than CONSULTANT shall be responsible for the adequacy and sufficiency of the PROJECTS design and the Design Document for the PROJECTS.

- 1.6. **Acceptance of PROJECTS Schedule.** The CONSULTANT shall accept the SOCCCD'S PROJECTS schedule for the performance of the CONSULTANT services. The schedule may be adjusted as the PROJECTS proceeds by mutual written agreement of the parties and shall include allowances for time required for the SOCCCD'S review and for approval by authorities having jurisdiction over the PROJECTS. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the CONSULTANT.

## ARTICLE 2 SCOPE OF CONSULTANT SERVICES

- 2.1. Scope of services include but are not limited to:

- a. **Overview:** Evaluate existing conditions, recommend audio visual components and infrastructure in keeping with college standards, develop bid documents, provide construction installation oversight to ensure design conformance.
- b. **Duration and Hours.** Until complete but desired at no longer than 120 days.
  1. Perform condition assessment services
  2. Provide recommended solutions with cost comparative analysis
  3. Assist with developing bid documents and participate in bid process
  4. Participate in construction progress meetings
- c. **Condition Assessment:** Under the guidance of the Saddleback and Irvine Valley Colleges' Directors of Technology Services, the CONSULTANT will conduct a detailed high level

assessment of the current state of the Colleges' power, infrastructure and audio visual components including but not limited to:

1. Audio visual equipment;
2. Internal building pathways;
3. Conduits existing and proposed additional,
4. Electrical (high and low voltage) power capabilities and potential expansion needs;
5. Multiple buildings and locations – at both campuses (see attached campus maps- all curriculum buildings are included in scope of work;
6. No less than three end user meetings at each college to understand differing curriculum needs

d. Provide recommendations and estimate options:

1. Individual solutions for each college based on understanding of facilities and curriculum needs
  - i. There is likely to be an overarching approach that includes variables for various curriculum needs
  - ii. Each college is likely to have a different approach and/ or have differing equipment and infrastructure needs
2. Provide insights into any potential districtwide standards that might be engaged for economy of scale
3. Arrange demonstration meetings with equipment manufacturers, if appropriate.
4. Ensure product recommendations are consistent with public contract code requirements for multiple options and "or equal" clauses.
  - i. Provide best value options
  - ii. Estimated costs
  - iii. Life cycle analysis
  - iv. Equipment availability
  - v. Serviceability
5. Advise as to need for design services in relationship to assessment findings.
6. Develop preliminary construction schedule

e. Assist with the development of bid documents and participate in bid process:

1. Provide catalogue cuts

2. Develop front end and technical specification for the purpose of soliciting bids and sourcing equipment.
  3. Develop single line diagrams. Perform reviews on all associated consultant design, if needed.
  4. Review existing cabling technical specifications and recommend college specific improvements
  5. Recommend Special Conditions items, if appropriate.
  6. Participate in Pre Bid meeting, Bid Opening and submittal evaluation as needed.
- f. Schedule. The Audio Visual Consultant Services effort is expected to begin February 27, 2017 and end no later than May 24, 2017 and excluding implementation which will occur after the contractor is selected and scheduled for six months duration.
- g. Tasks. The following are the expected tasks and deliverables associated with the Audio Visual Consultant Services effort in relationship to the various projects that will be assigned:
1. Task 1: Project Initiation  
  
Meet with Saddleback and Irvine Valley College Technology Services Division to develop and finalize a detailed work plan, scope, budget, and schedule which at a minimum will clarify roles and responsibilities of both staff and Audio Visual Consultant, and include an evaluation methodology, in accordance with terms and conditions and appropriate to meet the highest standard for project completion.
  2. Task 2: Research and Analysis Phase  
  
Review available background materials and any other relevant information relating to assigned projects including, but not limited to:
    - i. As-Builts
    - ii. Surveys
    - iii. Reports
    - iv. Current audio visual equipment
    - v. DSA requirements
    - vi. Subscriptions and licensing
    - vii. Physical infrastructure in server rooms and telecom rooms including environmentals
    - viii. Inside structured communication cabling and conduit
    - ix. Electrical circuit capacity and availability



Meet with staff members most knowledgeable about the Project.

Conduct high-level field inspections of existing buildings at Saddleback College and Irvine Valley College to include:

- x. Detailed review of specialty spaces, including theater, lecture halls, extra-large classrooms, music rooms, conference rooms, classrooms
- xi. Validation of existing conditions of power and data in the above mentioned rooms captured in physical layout diagram and digital pictures

Prepare a summary report to include:

- xii. Findings including observable and potential issues and challenges for audio visual upgrades
  - xiii. Viable alternatives and recommendations
  - xiv. Rough Order of Magnitude (ROM) Budgets with a comprehensive bill of materials for each room type and specialty spaces. The ROM will include budget guidance and high-level sketches
  - xv. Develop a biddable specification within the established SOCCCD templates to be advertised to include professional services such as installation and testing requirements
  - xvi. Develop pricing sheets to facilitate easy comparisons
3. Task 3: Implementation-Scheduled for six months. If the duration for implementation changes, a percentage based consideration of the fees for task three will be used as the basis for negotiation.

Based upon comments and information received through Task 2, continue work to completion including:

- i. Complete the conditions assessment;
- ii. Develop cost estimates
- iii. Prepare detailed audio visual specifications to include recommended equipment, software, and infrastructure;
- iv. Meet with project stakeholders to review the report and findings;
- v. Review Bid Documents
- vi. Coordination with end users, Technology Services Division and Facilities Department;
- vii. Attend all related project meetings
- viii. Act as liaison between Contractor and Technology Services Division

2.2. Construction Site Observations.

- a. CONSULTANT On-Site. At all times during which there are construction activities, CONSULTANT shall have its management team as identified in Article I Item 3 agreed by the SOCCCD, or other authorized representative available to observe Site construction activities and to coordinate the activities of the Contractor with Facilities Department. CONSULTANT shall participate in weekly construction progress meetings.
- b. CONSULTANT and Contractor. With respect to the Contractor's work, the CONSULTANT shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work of the Contractor since these are solely the Contractor's responsibility under the Contract. The CONSULTANT shall not be responsible for a Contractor's failure to carry out the work in accordance with the respective Contract. The CONSULTANT shall not have control over or charge of acts or omissions of the Contractor, Subcontractors, or their agents or employees, or any other persons performing portions of the work not directly employed by the CONSULTANT.
- c. Construction Quality. The CONSULTANT will guard the SOCCCD against defects and deficiencies in construction and workmanship on the basis of its Site observations, and CONSULTANT will be responsible to report observations of any of the above mentioned activities to the SOCCCD and to coordinate quality control efforts with the DSA Inspector of Record. CONSULTANT will establish and implement a quality control program to monitor the workmanship of the Contractor for conformity with: (a) accepted industry standards; (b) applicable laws, codes, rules, regulations, or ordinances: (c) and the requirements of the Contract.
- d. Rejection of Work. Whenever in the ordinary course of discharging its services hereunder, CONSULTANT shall discover or observe patent conditions of defective or deficient construction or workmanship which has or may have an adverse impact upon building life-safety systems or operations, structural elements or integrity or the safety of persons or property, CONSULTANT shall take prompt action appropriate under the circumstances, including stopping the work and thereupon notifying the SOCCCD in writing. In other circumstances, where defective or deficient work is observed by CONSULTANT, the SOCCCD shall be notified in writing by the CONSULTANT of such conditions and if directed by the SOCCCD, the CONSULTANT shall stop or reject such work. CONSULTANT responsibilities hereunder shall be limited to defective or deficient work of an apparent and patent nature.

2.3. Materials. CONSULTANT shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this AGREEMENT.

### ARTICLE 3 ADDITIONAL CONSULTANT SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the SOCCCD requests in writing any of the Additional Services, CONSULTANT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Attachment "A" CONSULTANT Compensation Additional Services. The Board of Trustees of the SOCCCD must approve an amendment to this Agreement, fully executed, prior to CONSULTANT performing any Additional Services. The CONSULTANT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the SOCCCD
- 3.2. **Notification and Authorization.** CONSULTANT shall notify the SOCCCD in writing of the need for additional services required due to circumstances beyond the CONSULTANT control. CONSULTANT shall obtain written authorization from the SOCCCD before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:
- a. **Material PROJECTS Scope Changes.** Services required or necessary as a result of significant changes in the PROJECT scope or other requirements of the PROJECT, including PROJECT size, quality, or complexity or material changes.
  - b. **Furniture, Furnishings, Equipment Not in PROJECT'S Scope.** Service in connection with the SOCCCD'S selection, procurement or installation of furniture, furnishings or equipment not included within the scope of this PROJECTS.
- 3.3. **Compensation for Additional Services.** If the duration of CONSULTANT services is extended, due to the SOCCCD'S need for Additional Services, the CONSULTANT shall be entitled to additional compensation as set forth in Attachment A. Escalation may be applied to services performed beyond the duration of the original Contract at a rate negotiated between the SOCCCD and CONSULTANT. The CONSULTANT shall provide a written request for such escalation with analysis of anticipated resource expenditure to the SOCCCD in a format pre-approved by the SOCCCD.

### ARTICLE 4 TERMS OF SERVICE

- 4.1. **Time is of the Essence.** Time is of the essence in the performance of each Party's obligations under this Agreement, including without limitation CONSULTANT performance of the service required hereunder and SOCCCD'S payment of all sums due to CONSULTANT.
- 4.2. **Term.** Services under this Agreement and for the initial scope of work shall be diligently performed by the CONSULTANT beginning February 27, 2017 and ending no later than May 24, 2017, excluding implementation. This term shall be extended at no cost to the SOCCCD as result of delays caused directly by CONSULTANT actions.

- 4.3. **Duration.** The types of services covered by this AGREEMENT may be extended for additional phases for up to 12 months of the date of this AGREEMENT and through four-one year options with associated fees negotiated at the time and both defined through contract amendment.
- 4.4. **Billing Rate.** Should services be necessary after the expiration of contract duration, they can be provided in accordance with the Billing Rates as provided in Attachment "A".
- 4.5. **Suspension Notice.** SOCCCD may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension.

## ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. **CONSULTANT Indemnity of SOCCCD.** CONSULTANT shall indemnify, defend and hold harmless the Indemnified Parties from all claims, demands, liabilities, actions and causes of action arising out of this Agreement, including without limitation, claims for bodily injury, death, physical property damage (other than to the work of the PROJECTS itself and property damage covered by a Builders Risk Insurance obtained by the Contractor) and demands, losses, liabilities or other claims arising out of CONSULTANT services hereunder or the negligent, willful acts omissions. The Indemnified Parties are: the SOCCCD, the SOCCCD'S Board of Trustees and each individual member thereof and the employees, officers, agents and representatives of the SOCCCD. The CONSULTANT obligations hereunder shall survive termination of this Agreement and the completion of obligations hereunder, until barred by the applicable statute of limitations.
- 5.2. **Hold Harmless.** To the fullest extent permitted by law, CONSULTANT agrees to indemnify and hold SOCCCD, and it board of Trustees, officers, employees and agents, entirely harmless from all liability arising out of:
  - a. **Workers Compensation and Employer's Liability.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to CONSULTANT employees or his/her subcontractor's employees arising out of CONSULTANT work under this AGREEMENT including a waiver of subrogation; and
  - b. **CONSULTANT Negligence.** Any and all claims for damages costs and/or charges caused by CONSULTANT negligent acts, errors and/or omissions, recklessness or willful misconduct in the performance of his/her obligations as stated in this AGREEMENT, or the negligent acts, errors and/or omissions, recklessness or willful misconduct of CONSULTANT, employees or agents in the performance of their obligations under this AGREEMENT. The coverages of such indemnification shall include, without limitation attorneys' fees and court costs incurred by SOCCCD with regard thereto. Said indemnity is intended to apply during the period of this AGREEMENT of CONSULTANT performance and shall survive the expiration or termination of this AGREEMENT until such time as any matter covered by such indemnity is barred by the applicable statute of limitations.
- 5.3. **Purchase and Maintain Insurance.** CONSULTANT shall purchase and maintain insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to SOCCCD

policies of insurance, which will protect CONSULTANT and SOCCCD from claims which may arise out of or result from CONSULTANT actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

- a. **Workers' Compensation and Employers Liability Insurance.** CONSULTANT shall purchase and maintain Workers' Compensation Insurance covering claims under workers' or workmen's compensation, disability benefit and other similar employee benefit acts under which CONSULTANT may be liable. CONSULTANT shall purchase and maintain Employer's Liability Insurance covering bodily injury (including death) by accident or disease to any employee which arises out of the employee's employment by CONSULTANT. The Employer's Liability Insurance required of CONSULTANT hereunder may be obtained by CONSULTANT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by CONSULTANT hereunder.
- b. **Comprehensive general and auto liability.** CONSULTANT shall purchase and maintain Commercial General Liability and Property Insurance as will protect CONSULTANT from the types of claims set forth below which may arise out of or result from CONSULTANT services under this Agreement and for which CONSULTANT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than CONSULTANT employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by CONSULTANT, or (b) by another person; (iii) claims for damages, other than to the Work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom; (iv) claims for damages because of bodily injury, death of a person or property damages arising out of ownership, maintenance of use of a motor vehicle; (v) contractual liability insurance applicable to CONSULTANT obligations under this Agreement; and (vi) for completed operations.

CONSULTANT shall purchase and maintain comprehensive general and auto liability insurance with limits of not less than \$1,000,000 combined single limit, bodily injury and property damage liability per occurrence, including:

1. owned non-owned and hired vehicles;
2. blanket contractual;
3. broad form property damage;
4. products/completed operations; and
5. personal injury.

- c. **Additional Insured.** Each policy of insurance required in (b) above shall name SOCCCD, SOCCCD Board of Trustees, SOCCCD officers, SOCCCD agents, SOCCCD employees, and SOCCCD Contractors as additional insureds and shall state that, with respect to the operations of CONSULTANT hereunder, such policy is primary and any insurance carried by SOCCCD is excess and non-contributory with such primary insurance. Each policy of insurance stated in (a) and (b) above shall state that not less than thirty (30) days' written notice shall be given to SOCCCD prior to cancellation; and, shall waive all rights of subrogation. CONSULTANT shall notify SOCCCD in the event of material change in, or failure to renew, each policy.
- 5.4. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the SOCCCD. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the SOCCCD.
- 5.5. **Insurance Evidenced.** Prior to commencing work, CONSULTANT shall deliver to SOCCCD certificates of insurance as evidence of compliance with the requirements herein. In the event CONSULTANT fails to secure or maintain any policy of insurance required hereby excepting professional liability, SOCCCD may, at its sole discretion, secure such policy of insurance in the name of and for the account of CONSULTANT, and in such event CONSULTANT shall reimburse SOCCCD upon demand for the cost thereof.
- 5.6. **Coverage Amounts**
- | Insurance Policy     | Minimum coverage Amount           |
|----------------------|-----------------------------------|
| Workers Compensation | In accordance with applicable law |
| Employers Liability  | One Million dollars (\$1,000,000) |

## ARTICLE 6 COMPENSATION TO THE CONSULTANT

The SOCCCD shall compensate the CONSULTANT as follows:

- 6.1. **Contract Price for Services.** The Contract Price for the CONSULTANT performance of the Services under this Agreement shall consist of a fixed fee:

	Audio Visual	Communication Cable Infrastructure	Electrical	Total
Task 1 Project Initiation	\$11,180	\$8,253	\$7,490	\$26,923
Task 2 Research and Analysis	\$14,925	\$13,015	\$12,950	\$40,890

Task 3 Implementation	\$19,885	\$17,945	\$17,115	\$54,945
<b>Total</b>	<b>\$45,990</b>	<b>\$39,213</b>	<b>\$37,555</b>	<b>\$122,758</b>

- 6.2. **Price Inclusions.** The Contract Price is inclusive of personnel expenses (inclusive of all benefits and burdens), fees and personnel expenses of any sub-Consultant or subcontractor to the CONSULTANT, travel for personnel to and from the Site, travel within the Counties of Los Angeles, Orange, Riverside, San Diego, San Bernardino and Ventura, insurance and all other overhead/administrative expenses or costs associated with performance of the Services, except for Allowable Reimbursable Expenses described in this Agreement. At no time shall meals be considered a reimbursable expense. The items and services identified in Article 2, Scope of Work are services included in the CONSULTANT compensation for Services.
- 6.3. **CONSULTANT Monthly Billing Statements.** CONSULTANT shall submit monthly billing invoices to the SOCCCD for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the SOCCCD. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by CONSULTANT.
- 6.4. **SOCCCD Payment of Contract Price.** Within thirty (30) days of the date of the SOCCCD'S receipt of CONSULTANT billing invoices, SOCCCD will make payment to CONSULTANT of undisputed amounts of the Contract Price due for Services, authorized Additional Services, and Allowable Reimbursable Expenses. No deductions shall be made or withheld from payments due CONSULTANT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the SOCCCD from payment to the Contractor.
- 6.5. **Withholding Payment.** The SOCCCD may, however, withhold or deduct from amounts otherwise due CONSULTANT hereunder if CONSULTANT shall fail to timely and completely perform material obligations to be performed on its part under this Agreement, with the amounts withheld or deducted being released after CONSULTANT has fully cured its failure of performance, less costs, damages or losses sustained by the SOCCCD as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the CONSULTANT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the CONSULTANT and SOCCCD in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for CONSULTANT services shall be made monthly and shall be on the basis set forth in paragraph 1. 100% payment by phase or task will be made upon SOCCCD acceptance of each phase.

- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the SOCCCD. Payments are due and payable upon receipt of the CONSULTANT invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECTS.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of CONSULTANT services is exceeded or extended through no fault of the CONSULTANT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates. See Attachment A or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the CONSULTANT and CONSULTANT employees and CONSULTANTS in the interest of the PROJECTS shall have prior SOCCCD written approval before incurred and records of such expenses shall be provided to SOCCCD for the SOCCCD'S review. The SOCCCD shall not be liable to CONSULTANT for any costs or expenses paid or incurred by CONSULTANT in performing services for SOCCCD, except reimbursable expenses that have been pre-approved in writing.
- a. Reimbursable expenses are in addition to compensation for Services and Additional Services and include expenses incurred by the CONSULTANT and CONSULTANT employees in the interest of the PROJECTS.
  - b. Reimbursable expenses shall be expense of transportation in connection with the PROJECTS; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECTS. CONSULTANT normal travel expense (including to and from the PROJECTS) and meals are excluded.
  - c. Expense of reproductions (except those needed for the use of the CONSULTANT and his or her CONSULTANTS or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon SOCCCD'S prior written approval.
  - d. If authorized in advance in writing by the SOCCCD, expense of overtime work requiring higher than regular rates will be reimbursed.
  - e. Expense of renderings, models and mock-ups requested by the SOCCCD if not part of CONSULTANT Services will be reimbursed.
  - f. For reimbursable expenses, compensation shall be computed at a multiple of 1.05 times the expenses incurred by the CONSULTANT, the CONSULTANT employees in the interest of the PROJECTS.
  - g. For additional services of CONSULTANT, compensation shall be computed at a multiple of 1.05 times the amounts billed to the CONSULTANT for such services.

## ARTICLE 7 CONSULTANT WORK PRODUCT



- 7.1. **SOCCCD Ownership of Documents.** The documents prepared by the CONSULTANT for this PROJECTS shall be and remain the property of the SOCCCD pursuant to Education Code Section 17316. Such documents supplied as herein required shall be the property of the SOCCCD whether or not the work for which they were made is executed. CONSULTANT grants to DISTRICT the right to reuse all or part of the fore mentioned documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that IT CONSULTANT shall not be responsible for any reuse of the documents. The DISTRICT is not bound by this AGREEMENT to employ the services of CONSULTANT in the event such drawings, specifications and/or other documents are reused. CONSULTANT grants to the SOCCCD the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the documents prepared or caused to be prepared by the CONSULTANT pursuant to this AGREEMENT.
- 7.2. **Documentation.** The CONSULTANT shall make a written record of all meetings, conferences, discussions and decisions made between or among the SOCCCD, CONSULTANT and Contractor during all phases of the PROJECTS and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The CONSULTANT shall provide a draft copy of such record to the SOCCCD for review and comment, make adjustments and provide a final copy to the SOCCCD and a copy to the Contractor upon request.
- 7.3. **Electronic Copy of Documents.** The CONSULTANT shall perform the work under this agreement and shall deliver electronic copy of all reports and documentation via flash drive in PDF format upon completion of each of the three phases, preparation to enter into construction, construction, and post construction. If work is terminated prior to completion, a copy of the work completed to date shall be provided to the SOCCCD.
- 7.4. **Copyright/Trademark/Patent.** CONSULTANT understands and agrees that all matters produced under this AGREEMENT shall become the property of SOCCCD and cannot be used without SOCCCD'S express written permission, except CONSULTANT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. SOCCCD shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the SOCCCD. CONSULTANT consents to use of CONSULTANT name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

## ARTICLE 8      TERMINATION

- 8.1. **Termination for Convenience.** SOCCCD may, at any time, with or without reason, terminate this AGREEMENT and compensate CONSULTANT only for services satisfactorily rendered to the date of termination. 30 day written notice by SOCCCD shall be sufficient to stop performance of services by CONSULTANT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the CONSULTANT or no later than three days after the day of mailing, whichever is sooner.

- 8.2. **Termination for Cause.** SOCCCD may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the CONSULTANT; or (b) any act by CONSULTANT exposing the SOCCCD to liability to others for personal injury or property damage; or (c) CONSULTANT is adjudged a bankrupt, CONSULTANT makes a general assignment for the benefit of creditors or a receiver is appointed on account of CONSULTANT insolvency. Written notice by SOCCCD shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the SOCCCD may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to SOCCCD. Written notice by SOCCCD shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. **Termination by Either Party.** This AGREEMENT may be terminated without cause by the SOCCCD upon not less than 7 days written notice to the CONSULTANT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- 8.4. **Suspension of PROJECTS.** The SOCCCD may suspend this Agreement at any time without penalty by written notice to CONSULTANT of such suspension. The Suspension Notice shall set forth the reason for the suspension, the anticipated term of the suspension and shall be provided to the CONSULTANT not less than fifteen days prior to the suspension date. If the PROJECTS is suspended by the SOCCCD for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECTS is resumed, the CONSULTANT compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the CONSULTANT services.
- 8.5. **Abandonment of PROJECTS.** If the SOCCCD abandons the PROJECTS for more than ninety consecutive days, the CONSULTANT shall be compensated for services satisfactorily performed prior to the abandonment and CONSULTANT may terminate this AGREEMENT by giving not less than 7 days written notice to the SOCCCD.
- 8.6. **Non Payment.** The SOCCCD'S failure to make payments to the CONSULTANT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the CONSULTANT.
- a. In the event the SOCCCD fails to make timely payment, the CONSULTANT may, upon 7 days written notice to the SOCCCD, suspend performance of services under this AGREEMENT.
  - b. Unless payment in full is received by the CONSULTANT within 7 days of the date of the notice, the suspension shall take effect without further notice.

- c. In the event of a suspension of services, the CONSULTANT shall have no liability to the SOCCCD for delay or damage caused the SOCCCD because of such suspension of services.
- 8.7. **CONSULTANT Compensation.** The CONSULTANT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the CONSULTANT. The SOCCCD shall pay the CONSULTANT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8. **Liability for SOCCCD Damages.** In the event of termination due to the fault of CONSULTANT, CONSULTANT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The CONSULTANT is liable for all damages suffered by the SOCCCD due to CONSULTANT failure to perform as provided in the AGREEMENT.

## ARTICLE 9 DISPUTES, MEDIATION AND ARBITRATION

- 9.1. **Work to Continue.** In the event of a dispute between the parties as to performance of the work, the interpretation of this Agreement, or payment or nonpayment for work performed or not performed, the parties shall attempt to resolve the dispute. Pending resolution of the dispute, CONSULTANT agrees to continue to diligently perform and provide services hereunder until completion of the work. If the dispute is not resolved, CONSULTANT agrees it will neither rescind this Agreement nor stop the progress of the work. The SOCCCD and CONSULTANT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.
- 9.2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECTS or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
  - a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the CONSULTANT, SOCCCD and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
  - b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
  - c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the

date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.

- d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
- e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
- f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the PROJECTS is located.

#### ARTICLE 10 SOCCCD'S RESPONSIBILITIES

- 10.1. **SOCCCD Provided Information.** The SOCCCD shall provide to the CONSULTANT full information regarding requirements for the PROJECTS, including information regarding the SOCCCD'S objectives, schedule, constraints and criteria. The SOCCCD shall provide the CONSULTANT with the PROJECTS baseline Budget. At the written request of the CONSULTANT, SOCCCD shall provide CONSULTANT copies of any documents related to the PROJECTS.
- 10.2. **SOCCCD Representative.** The SOCCCD shall appoint a representative authorized to act on the SOCCCD'S behalf with respect to the PROJECTS. The SOCCCD or its authorized representative shall render decisions in a timely manner pertaining to documents submitted by the CONSULTANT. CONSULTANT shall consult with authorized employees, agents, and representatives of DISTRICT relative to the design and construction of the Project. However, CONSULTANT shall accept directives only from designated representatives and not from other employees or consultants. The SOCCCD shall notify CONSULTANT in writing if, at its sole option, it makes a change in the SOCCCD representative. Unless modified by written notice by the SOCCCD to the CONSULTANT, the SOCCCD representatives are:

**Primary Contact: Brandye K. D'Lena, SOCCCD**

**Operational:**

**Anthony Maciel  
Saddleback College**

**Bruce Hagan  
Irvine Valley College**

- 10.3. **SOCCCD Notification.** The SOCCCD shall give prompt written notice to the CONSULTANT if the SOCCCD becomes aware of any fault or defect in the PROJECTS or nonconformance with the contract. However, the SOCCCD'S failure or omission to do so shall not relieve the CONSULTANT

of his/her responsibilities hereunder and the SOCCCD shall have no duty to observe, inspect or investigate the PROJECTS.

- 10.4. **Tests/Inspections.** The SOCCCD shall: (a) retain an Inspector ("Inspector") to provide construction observations and inspections as required by applicable laws, codes, rules, regulations, or ordinances; and (b) retain Test/Inspection Service Providers to conduct Construction Phase tests/inspections of materials/equipment forming a part of the PROJECTS as required by applicable laws, codes, rules, regulations, or ordinances. The foregoing notwithstanding, the Services of the CONSULTANT may include assistance to the SOCCCD in identifying, selecting, and retaining the Inspector and Test/Inspection Service Providers.
- 10.5. **SOCCCD Consultants.** Consultants required or desired by the SOCCCD in connection with the PROJECTS shall be retained and paid for by the SOCCCD. Such other Consultants include, but may not be limited to, legal counsel, insurance/surety Consultants, and hazardous material assessment & abatement Consultants.

## ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** CONSULTANT agrees that CONSULTANT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the SOCCCD and shall be subject to the SOCCCD'S general right of inspection to secure the satisfactory completion thereof. CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to CONSULTANT, CONSULTANT business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **CONSULTANT Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of the SOCCCD and the CONSULTANT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the SOCCCD or as part of any audit of the SOCCCD for a period of three (3) years after final payment is made under this agreement. During this time, CONSULTANT shall maintain accounting records and make them available upon request of the SOCCCD for reproduction or inspection.
- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of CONSULTANT work whether by SOCCCD or others, shall not relieve CONSULTANT from responsibility for errors and omissions in CONSULTANT work.
- 11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of SOCCCD or CONSULTANT to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this AGREEMENT shall not be deemed a

waiver by that party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.

- 11.6. **Employment with Public Agency.** CONSULTANT, if an employee of another public agency, agrees that CONSULTANT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the SOCCCD during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.
- 11.7. **Governing Law.** This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.
- 11.8. **Independent Contractor.** CONSULTANT, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONSULTANT understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the SOCCCD, and are not entitled to benefits of any kind or nature normally provided employees of the SOCCCD and/or to which SOCCCD'S employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. CONSULTANT assumes the full responsibility for the acts and/or omissions of his or her employees or agents as they relate to the services to be provided under this AGREEMENT. CONSULTANT shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective CONSULTANT employees.
- 11.9. **Marginal Headings; Captions.** The titles of the various Paragraphs of the Agreement and the Articles of these Conditions are for convenience of reference only and are not intended to and in no way shall enlarge or diminish the rights or obligations of CONSULTANT and SOCCCD hereunder.
- 11.10. **Non-Assignment.** The SOCCCD and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT. The obligations of the CONSULTANT pursuant to this AGREEMENT shall not be assigned by the CONSULTANT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the SOCCCD or CONSULTANT. The sale or transfer of a majority membership interest in CONSULTANT firm or the admission of new member to the CONSULTANT firm which causes there to be a change in majority ownership and / or control of CONSULTANT firm shall be deemed and assignment for purposes of this Agreement. Nothing contained in this Agreement is intended to make any person or entity who is not a signatory to the Agreement a third party beneficiary of any right created by the Agreement or by operation of law.

- 11.11. **Permits/Licenses.** CONSULTANT and all CONSULTANT employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.12. **Notifications.** All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.13. **Communications** between the parties shall be sent to the following addresses:
- |                                                                                                                                                                                                                                                |                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>SOCCCD</u><br>Brandye K. D'Lena<br>Executive Director FPP<br>South Orange County<br>Community College District<br>28000 Marguerite Parkway<br>Mission Viejo, CA 92692<br><a href="mailto:bdlena@socccd.edu">bdlena@socccd.edu</a>           | <u>CONSULTANT</u><br>Bruce Muir, Principal<br>PlanNet Consulting, LLC<br>2951 Saturn St. Suite E<br>Brea, CA 92821<br><a href="mailto:bmuir@plannet.net">bmuir@plannet.net</a>                               |
| <u>COPY</u><br>Dr. Debra L. Fitzsimons<br>Interim Chancellor<br>South Orange County<br>Community College District<br>28000 Marguerite Parkway<br>Mission Viejo, CA 92692<br><a href="mailto:dfitzsimons@socccd.edu">dfitzsimons@socccd.edu</a> | <u>COPY</u><br>Anthony Maciel<br>Saddleback College<br>28000 Marguerite Parkway<br>Mission Viejo, CA 92692<br>28000 Marguerite Parkway<br><a href="mailto:amaciel@saddleback.edu">amaciel@saddleback.edu</a> |
|                                                                                                                                                                                                                                                | and                                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                | Bruce Hagan<br>Irvine Valley College<br>5500 Irvine Center Drive<br>Irvine, CA 92618<br><a href="mailto:bhagan@ivc.edu">bhagan@ivc.edu</a>                                                                   |
- 11.14. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect
- 11.15. **Entire Agreement / Amendment.** This AGREEMENT and any attachments hereto represent the entire AGREEMENT between the SOCCCD and CONSULTANT and supersede all prior negotiations,

representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the SOCCCD and the CONSULTANT.

- 11.16. **Binding Agreement.** The SOCCCD and CONSULTANT, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this AGREEMENT with respect to the terms of this AGREEMENT.

This AGREEMENT entered into as of the day and year first written above.

“DISTRICT”

South Orange County Community College District

“CONSULTANT”

PlanNet Consulting, LLC

---

Dr. Debra L. Fitzsimons  
Interim Chancellor

---

Bruce Muir  
Principal

---

(Date)

---

(Date)

---

(Taxpayer number)



Attachment A

The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The hourly rates reflected below shall be effective as of the date of execution of this Contract and shall be revised each twelve (12) months; thereafter based upon changes in the Consumer Price Index for the previous twelve month period, using the CPI for the geographical area of the CONSULTANT.

<u>CONSULTANT Services</u>	<u>Fee Per Hour</u>
Principal	\$200
Project Manager	\$185
Senior Cable Consultant	\$165
Senior AV Consultant	\$165
Electrical Engineer	\$185
CAD	\$100

**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Wireless Access Point Installation Project, Bid No. 2054, Notice of Completion, T and D Communications

**ACTION:** Approval

---

### **BACKGROUND**

On September 26, 2016, the Board of Trustees approved a \$107,457 construction contract with T and D Communications for the Saddleback College Wireless Access Point Installation project. On this February board agenda, staff is recommending the Board of Trustees ratify a deductive change for \$7,466.01 for a new contract total of \$99,990.99.

### **STATUS**

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT A) be filed for the Saddleback College Wireless Access Point Installation project.

Funds were available from the Saddleback College general fund.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion (EXHIBIT A) for Saddleback College Wireless Access Point Installation project, Bid No. 2054, to T and D Communications for a final contract amount of \$99,990.99. It is also recommended that the board authorize the release of retention 35 days after filing.

Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
Attn: 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: WIRELESS ACCESS POINT INSTALLATION PROJECT at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 4<sup>th</sup> day of October 2016, which contract was made with T AND D COMMUNICATIONS, as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 27<sup>th</sup> day of February 2017, 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 SURETEC INSURANCE COMPANY, TEXAS; 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

---

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By \_\_\_\_\_  
Debra L. Fitzsimons  
Interim Chancellor

Dated \_\_\_\_\_

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

by 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, Interim Chancellor

**RE:** SOCCCD: Saddleback College Roof Numbering System Project, Bid No. 2049, Notice of Completion, Bravo Sign & Design, Inc.

**ACTION:** Approval

---

### **BACKGROUND**

On August 18, 2016 the Board of Trustees ratified a \$98,600 construction contract with Bravo Sign & Design, Inc. for the Saddleback College Roof Numbering System project, Bid No. 2049. On this February board agenda, staff is recommending the Board of Trustees ratify a deductive change for \$1,135 for a new contract total of \$97,465.

### **STATUS**

Contract work is complete. Staff recommends that a Notice of Completion (EXHIBIT A) be filed for the Saddleback College Roof Numbering System project, Bid No. 2049.

Funds were available from the Saddleback College general fund.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees authorize the filing of the Notice of Completion (EXHIBIT A) for Saddleback College Roof Numbering System project, Bid No. 2049, to Bravo Sign & Design, Inc., for a final contract amount of \$97,465. It is also recommended that the Board authorize the release of retention 35 days after filing.

Recording Requested  
By and Mail to:

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
28000 Marguerite Parkway  
Mission Viejo, California 92692  
Attn: 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: ROOF NUMBERING SYSTEM PROJECT at SADDLEBACK COLLEGE, the contract for the doing of which was heretofore entered into the 18<sup>th</sup> day of August 2016, which contract was made with BRAVO SIGN & DESIGN, INC., as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 27<sup>th</sup> day of February 2017, 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 RLI INSURANCE COMPANY, ILLINOIS; 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

---

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT OF ORANGE COUNTY, CA

By \_\_\_\_\_  
Debra L. Fitzsimons  
Interim Chancellor

Dated \_\_\_\_\_

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

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me

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

by 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, Interim Chancellor

**RE:** Saddleback College: Revised Programs for the 2017-18 Academic Year; New and Revised Courses for the 2017-18 Academic Year

**ACTION:** Approval

---

### **BACKGROUND**

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

### **STATUS**

Saddleback College proposes new and revised curriculum for the College for the 2017-18 academic years. Exhibit A includes revisions to programs for the 2017-18 academic year. Exhibit B includes new and revised courses for the 2017-18 academic year. The new and revised curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Sections 53200 et seq.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approves the proposed curriculum changes for the 2017-18 academic years at Saddleback College as listed in Exhibits A and B.

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2017-2018**

Exhibit A  
Page 1 of 7

**Current  
Anthropology Associate in Arts Degree**

Anthropology is a diverse discipline that investigates the biological and cultural life of human beings in all times and in all places. An anthropology degree provides students with an appreciation of other ways of life, different systems of belief, and different ways of constructing knowledge, and, perhaps most importantly, a better understanding of the world in which they live. The curriculum in the Anthropology program is designed to provide the transfer student the opportunity to achieve an Associate in Arts degree by providing the necessary breadth in the field and an introduction to the methods used. While an associate degree may support attempts to gain entry-level employment or promotion, a baccalaureate or higher degree in anthropology, which can be achieved through transfer, is recommended for those considering professional careers.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe the breadth of anthropology and be able to characterize anthropology's distinctive theoretical and methodological approaches with respect to other disciplines.
- Demonstrate an understanding of the historical development of the discipline and the centrality of the "four-field approach" in American anthropology.
- Explain the basic processes of human biological evolution.
- Describe modern human biological diversity and articulate an informed position on the question of race.
- Define and critically analyze the concepts of culture and cultural relativism.
- Demonstrate the ability to think holistically and comparatively in describing human cultural diversity.
- Demonstrate an understanding of the processes of social and cultural change through time.
- Discuss the politics of inclusion and exclusion both locally and globally.
- Articulate an anthropological perspective in relation to contemporary issues and concerns.
- Discuss the importance of the scientific method in anthropological research.
- Identify the correct methods for the undertaking of **biological**, ethnographic, linguistic, and/or archaeological **research**.
- Identify the ethical responsibilities and concerns in the conducting of anthropological research.
- Write concisely and logically, incorporating relevant data and knowledge.
- Critically evaluate information sources about different peoples and cultures.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ANTH 1	Biological Anthropology	3
ANTH 2	Cultural Anthropology	3
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
<b>Select from Restricted Electives</b>		6
<b>Total</b>		<b>18</b>

**Restricted Electives**

ANTH 4	Native American <del>Indian</del> Cultures	3
ANTH 5	Anthropology of Latin America: Culture, Identity, and Power	3
ANTH 6*	Global Issues in Anthropological Perspective	3
ANTH 7	<b>Indians</b> of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	The World of Primates	3
<b>ANTH 16</b>	<b>Archaeological Field Methods</b>	<b>1</b>
ANTH 17	The Biological Evolution of Human Nature	3
ANTH 21	Women, Gender, and Culture: Cross-Cultural Perspectives	3
<b>ANTH 100*</b>	<b>Forensic Anthropology</b>	<b>3</b>
ES 1	Multicultural Experiences in the United States	3
ES 3	Introduction to Chicana (O) and Latina (O) Cultures	3

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

**Associate in Arts Degree**

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

**General Education Requirements for Associate Degrees**

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

**SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2017-2018**

Exhibit A  
Page 2 of 7

**Revised  
Associate in Arts Degree in Anthropology**

Anthropology is a diverse discipline that investigates the biological and cultural life of human beings at all times and in all places. An anthropology degree provides students with an appreciation of other ways of life, different systems of belief, and different ways of constructing knowledge, and, perhaps most importantly, a better understanding of the world in which they live. The curriculum in the Anthropology program is designed to provide the transfer student the opportunity to achieve an Associate in Arts (AA) in Anthropology degree by providing the necessary breadth in the field and an introduction to the methods used. While a baccalaureate or higher degree, which can be achieved through transfer, is recommended for those considering professional careers in anthropology, an associate degree may support attempts to gain entry-level employment as lab technicians, research assistants, museum workers, cultural resource conservators, and other related positions.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe the breadth of anthropology and be able to characterize anthropology's distinctive theoretical and methodological approaches with respect to other disciplines.
- Demonstrate an understanding of the historical development of the discipline and the centrality of the "four-field approach" in American anthropology.
- Explain the basic processes of human biological evolution.
- Describe modern human biological diversity and articulate an informed position on the question of race.
- Define and critically analyze the concepts of culture and cultural relativism.
- Demonstrate the ability to think holistically and comparatively in describing human cultural diversity.
- Demonstrate an understanding of the processes of social and cultural change through time.
- Discuss the politics of inclusion and exclusion both locally and globally.
- Articulate an anthropological perspective in relation to contemporary issues and concerns.
- Discuss the importance of the scientific method in anthropological research.
- Identify the correct methods for the undertaking of ethnographic, linguistic, and/or archaeological **fieldwork**.
- Identify the ethical responsibilities and concerns in the conducting of anthropological research.
- Write concisely and logically, incorporating relevant data and knowledge.
- Critically evaluate information sources about different peoples and cultures.

<b>Course ID</b>	<b>Title</b>	<b>Units</b>
ANTH 1	Biological Anthropology	3
<b>Or</b>		
<b>ANTH 1H</b>	<b>Honors Biological Anthropology</b>	<b>3</b>
ANTH 2	Cultural Anthropology	3
<b>Or</b>		
<b>ANTH 2H</b>	<b>Honors Cultural Anthropology</b>	<b>3</b>
ANTH 3*	Culture and Language	3
ANTH 9	Introduction to Archaeology	3
<b>Select from Restricted Electives</b>		<b>6</b>
<b>Total</b>		<b>18</b>
<b>Restricted Electives</b>		
ANTH 4	<b>Native American Cultures</b>	3
ANTH 5	Anthropology of Latin America-Culture, Identity, and Power	3
ANTH 6*	Global Issues in Anthropological Perspectives	3
ANTH 7	<b>Native American Cultures</b> of Southern California	3
ANTH 8	World Prehistory	3
ANTH 10	Celtic Cultures	3
ANTH 13	Magic, Witchcraft, and Religion	3
ANTH 14	Introduction to Visual Culture	3
ANTH 15	The World of Primates	3
ANTH 17	The Biological Evolution of Human Nature	3
<b>ANTH 19*</b>	<b>Forensic Anthropology</b>	<b>3</b>
ANTH 21	Women, Gender, and Culture - Cross-Cultural Perspectives	3
ES 1	Multicultural Experiences in the United States	3
ES 3	Introduction to Chicana (O) and Latina (O) Cultures	3

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

**Associate in Arts Degree**

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

**General Education Requirements for Associate Degrees**

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



**Current**  
**Level I – Interiors Merchandising**  
**Certificate Program**

The Interiors Merchandising level provides the student with a short-term certificate program leading to employment in merchandising or sales.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate fundamental drafting skills, knowledge of color theory, career paths, and product knowledge related to merchandising.
- Use professional skills and effective communication techniques.
- Demonstrate beginning CAD skills required for merchandising and sales positions in the Interior Design field.

Course ID	Title	Units
<del>BUS 137</del>	<del>Professional Selling Fundamentals</del>	<del>3</del>
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
<del>ID 113</del>	<del>Interior Design Careers</del>	<del>2</del>
ID 114	Applied Color and Design Theory for Interior Design	<del>4</del>
ID 115*	<del>Computer Aided Design/Drafting</del> for Interior Design	3
ID 116	Interior Materials and Products	3
<b>Total Units for the Certificate</b>		<b>24</b>

Associate Degree will be awarded for Level ~~III~~ only.

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

**Revised**  
**Level I – Interiors Merchandising**  
**Certificate Program**

The Interior Merchandising level provides the student with a short-term certificate program leading to entry level employment in merchandising or sales in interior design fields. This certificate provides students with foundational skills curriculum in interior design, drafting for interiors, use of computer drafting programs, color and design theory, and history of interior architecture and furnishings. This level provides the foundation for more advanced certificates. Entry level positions that need the skills learned by students who complete this certificate include retail sales in home and/or furniture stores, interior decorating on a limited scope, and colorists in paint stores.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate fundamental drafting skills, knowledge of color theory, career paths, history of furniture, and product knowledge related to merchandising.
- Use professional skills and effective communication techniques.
- Demonstrate beginning CAD skills required for merchandising and sales positions in the Interior Design field.

Course ID	Title	Units
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
ID 114	Applied Color and Design Theory for Interior Design	<del>3</del>
ID 115*	<u>CAD</u> for Interior Design	3
ID 116	Interior Materials and Products	3
<del>ID 122</del>	<del>History of Interior Architecture and Furnishings I</del>	<del>3</del>
<del>ID 125</del>	<del>History of Interior Architecture and Furnishings II</del>	<del>3</del>
<b>Total Units for the Certificate</b>		<b>24</b>

Associate Degree will be awarded for Level II only.

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

SADDLEBACK COLLEGE  
REVISED PROGRAMS  
ACADEMIC YEAR 2017-2018

Current

Level II – Interior Design Assistant

Certificate Program

The Interior Design Assistant ~~level~~ meets the standards that ~~can lead to a~~ minimum preparation ~~for design certification~~ and employment as a ~~design assistant~~.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate ~~advancing~~ skills in fundamental drafting, color theory, and product knowledge.
- Use professional skills and effective communication techniques.
- Demonstrate space planning, ~~historical~~, graphic, ~~business~~, ~~advancing computer technique~~, and ~~work experience skills~~ required for Interior Design Assistant positions in the Interior Design field.

Course ID	Title	Units
<del>BUS 137</del>	<del>Professional Selling Fundamentals</del>	<del>3</del>
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
<del>ID 113</del>	<del>Interior Design Careers</del>	<del>2</del>
ID 114	Applied Color and Design Theory for Interior Design	4
ID 115*	<del>Computer-Aided Design/Drafting</del> for Interior Design	3
ID 116	Interior Materials and Products	3
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	3
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
<del>ID 128*</del>	<del>Business and Professional Practice for Interior Design</del>	<del>3</del>
<del>ID 129*</del>	<del>Interior Design Internship and</del>	<del>1</del>
<del>CWE 180*</del>	<del>Cooperative Work Experience: Interior Design</del>	<del>1</del>
ID 216*	Digital Visualization for Interior Design	3
Total Units for the Certificate		54

Associate Degree will be awarded for Level III only.

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

Revised

Level II – Interior Design Assistant

Certificate Program

The Interior Design Assistant Level II provides the student with a short-term certificate program that meets the educational standards for minimum preparation as a Certified Interior Designer (CID), and employment as a Design Assistant. It includes fundamental curriculum in interior design, drafting for interiors, use of computer drafting programs, color and design theory, and history of interior architecture and furnishings. Additionally students develop skills in design illustration, fundamentals of lighting, digital visualization and textiles. Positions that need the skills learned by students who complete this certificate include Interior Design Assistant, or positions in the interior design industry as part of a larger design team.

Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate intermediate skills in fundamental drafting, color theory, lighting, textiles, and product knowledge.
- Use professional skills and effective communication techniques.
- Demonstrate space planning, graphic illustration and digital visualization techniques required for Interior Design Assistant positions in the interior design field.

Course ID	Title	Units
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
ID 114	Applied Color and Design Theory for Interior Design	3
ID 115*	<u>CAD</u> for Interior Design	3
ID 116	Interior Materials and Products	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 125	History of Interior Architecture and Furnishings II	3
<b>FASH 31</b>	<b>Textiles</b>	<b>3</b>
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 123*	Interior Design Illustration	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
ID <del>131</del> *	Digital Visualization for Interior Design	3
Total Units for the Certificate		46

Associate Degree will be awarded for Level II only.

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

SADDLEBACK COLLEGE  
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**Current**  
**Level III – Interior Design Professional**  
**Certificate Program**

The Interior Design Professional Level meets the educational standards leading to employment and certification as a professional interior designer.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate advanced knowledge of drafting, **color theory**, and product knowledge.
- Use advanced professional skills and effective communication techniques.
- Demonstrate advanced graphic, specialized design, code and CAD skills required for certification, professional affiliation **&/or** employment as a Professional Interior Designer.

Course ID	Title	Units
<b>BUS 137</b>	<b>Professional Selling Fundamentals</b>	<b>3</b>
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
<b>ID 113</b>	<b>Interior Design Careers</b>	<b>2</b>
ID 114	Applied Color and Design Theory for Interior Design	<b>4</b>
ID 115*	<b>Computer-Aided Design/Drafting</b> for Interior Design	3
ID 116	Interior Materials and Products	3
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	3
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
ID 128*	Business and Professional Practice for Interior Design	3
ID 129*	Interior Design Internship	1
<b>and</b>		
CWE 180*	Co-Op-Ed Interior Design	1
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID 211	Codes and Specifications for Interior Design	3
ID 212*	Advanced <b>Computer-Aided Design/Drafting</b> for Interior Design	3
	<b>Restricted Electives</b>	<b>6</b>

**Total Units for the Certificate 66**

**Restricted Electives**

<b>ID 210*</b>	<b>Hospitality Design</b>	<b>3</b>
<b>ID 214*</b>	<b>Bath Design</b>	<b>3</b>
<b>ID 215*</b>	<b>Kitchen Design</b>	<b>3</b>

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

**Revised**  
**Level III – Interior Design Professional**  
**Certificate Program**

The Interior Design Professional Level **III** meets the educational standards **that can lead to minimum preparation for NCIDQ certification and employment as a professional Interior Designer. Positions that need the skills learned by students who complete this certificate include Interior Design Professional, or part of larger design teams with architects and builders.**

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate advanced knowledge of drafting, **rendering**, and product knowledge.
- Use advanced professional skills and effective communication techniques.
- Demonstrate advanced graphic, specialized design, code **knowledge**, CAD **and work experience** skills required for certification, professional affiliation, **and** employment as a Professional Interior Designer.

Course ID	Title	Units
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
ID 114	Applied Color and Design Theory for Interior Design	<b>3</b>
ID 115*	<b>CAD</b> for Interior Design	3
ID 116	Interior Materials and Products	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 125	History of Interior Architecture and Furnishings II	3
<b>FASH 31</b>	<b>Textiles</b>	<b>3</b>
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 123*	Interior Design Illustration	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
<b>ID 131*</b>	<b>Digital Visualization for Interior Design</b>	<b>3</b>
ID 128*	Business and Professional Practice for Interior Design	3
ID 129	Interior Design Internship	1
ID <b>132</b>	Codes and Specifications for Interior Design	3
ID 133*	Rendering and Rapid Visualization for Interior Design	3
ID <b>134*</b>	Advanced <b>CAD</b> for Interior Design	3
CWE 180*	Co-Op-Ed Interior Design	1

**Total Units for the Certificate 60**

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

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**Current**  
**Level III— Interior Design Professional**  
**Associate in Science Degree**

The Interior Design ~~Professional Level meets the educational standards leading to employment and certification as a professional interior designer.~~

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate ~~advanced knowledge of~~ drafting, color theory, and product knowledge.
- Use ~~advanced~~ professional skills and effective communication techniques.
- Demonstrate ~~advanced~~ graphic, ~~specialized design, code and CAD skills~~ required for ~~certification, professional affiliation &/or employment as a Professional Interior Designer.~~

Course ID	Title	Units
<del>BUS-137</del>	<del>Professional Selling Fundamentals</del>	<del>3</del>
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
<del>ID-113</del>	<del>Interior Design Careers</del>	<del>2</del>
ID 114	Applied Color and Design Theory for Interior Design	4
ID 115*	<del>Computer-Aided Design/Drafting</del>	
	for Interior Design	3
ID 116	Interior Materials and Products	3
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 123*	Interior Design Illustration	3
ID 125	History of Interior Architecture and Furnishings II	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
<del>ID-128*</del>	<del>Business and Professional Practice for Interior Design</del>	<del>3</del>
<del>ID-129*</del>	<del>Interior Design Internship and</del>	<del>1</del>
<del>CWE-180*</del>	<del>Co-Op-Ed Interior Design</del>	<del>1</del>
<del>ID-133*</del>	<del>Rendering and Rapid Visualization for Interior Design</del>	<del>3</del>
<del>ID-211</del>	<del>Codes and Specifications for Interior Design</del>	<del>3</del>
<del>ID-212*</del>	<del>Advanced Computer-Aided Design/Drafting for Interior Design</del>	<del>3</del>
	<del>Restricted Electives</del>	<del>6</del>
<b>Total Units for the Major</b>		<b>66</b>

**Restricted Electives**

<del>ID-210*</del>	<del>Hospitality Design</del>	<del>3</del>
<del>ID-214*</del>	<del>Bath Design</del>	<del>3</del>
<del>ID-215*</del>	<del>Kitchen Design</del>	<del>3</del>

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

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

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

**Revised**  
**Interior Design Assistant**  
**Associate in Science Degree**

The Interior Design Associate in Science Degree provides the student with a comprehensive academic foundation to pursue multiple interior design careers as an Interior Design Assistant. The course requirements are aligned with the California Council for Interior Design Certification (CCIDC) requires a minimum of 40 semester units of interior design education to take the Interior Design Exam (IDEX). The combination of the major units and general education required for this degree may take longer than two years to complete. Students will have opportunities to develop skills in drafting, color theory, product knowledge, communication, historical, professional and CAD drafting. The educational standards within the Associate in Science Degree can lead to minimum preparation as a Certified Interior Designer (CID) in the state of California and preparation for transfer to Interior Design bachelor's degree programs.

**Program Student Learning Outcomes**

Students who complete this program will be able to:

- Demonstrate intermediate skills in fundamental drafting, color theory, lighting, textiles, and product knowledge.
- Use professional skills and effective communication techniques.
- Demonstrate space planning, graphic illustration and digital visualization techniques required for Interior Design Assistant positions in the interior design field.

Course ID	Title	Units
ID 110	Fundamentals of Interior Design	3
ID 111*	Interior Design Studio I	3
ID 112	Beginning Drafting for Interiors	3
ID 114	Applied Color and Design Theory for Interior Design	3
ID 115*	<u>CAD</u> for Interior Design	3
ID 116	Interior Materials and Products	3
ID 122	History of Interior Architecture and Furnishings I	3
ID 125	History of Interior Architecture and Furnishings II	3
<del>FASH 31</del>	<del>Textiles</del>	<del>3</del>
ARCH 124A	Architectural Drawing I	4
ID 121*	Space Planning	3
ID 123*	Interior Design Illustration	3
ID 126*	Interior Design Studio II	3
ID 127*	Fundamentals of Lighting	3
<del>ID 131*</del>	<del>Digital Visualization for Interior Design</del>	<del>3</del>
<b>Total Units for the Major</b>		<b>46</b>

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

**Associate Degree**

**Associate in Science Degree**

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College.

**General Education Requirements for Associate Degrees**

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

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### Current

#### Spanish Associate in Arts Degree Program

The Spanish Program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Spanish. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution, as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university.

##### Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate Comprehensive knowledge of Spanish vocabulary.
- Use proficient conversational skills in Spanish.
- Read and write in Spanish.
- Demonstrate ~~introductory cultural and historic knowledge of Spanish-speaking people.~~

Course ID	Title	Units
SPAN 1*	Elementary Spanish	5
SPAN 2*	Elementary Spanish	5
SPAN 3*	Intermediate Spanish	5
SPAN 4*	Intermediate Spanish	5
<b>SPAN 901*</b>	<b>Spanish Language Lab</b>	<b>0.25</b>
<b>SPAN 902*</b>	<b>Spanish Language Lab</b>	<b>0.25</b>
<b>SPAN 903*</b>	<b>Spanish Language Lab</b>	<b>0.25</b>
<b>SPAN 904*</b>	<b>Spanish Language Lab</b>	<b>0.25</b>
Select one course from Restricted Electives:		3
<b>Total</b>		<b>24</b>

##### Restricted Electives

<b>ARAB 21*</b>	<b>Introduction to Arabic Culture</b>	<b>3</b>
<b>CHI 21*</b>	<b>Introduction to Chinese Culture and Influence in the U.S.</b>	<b>3</b>
<b>FN 10*</b>	<b>Intermediate Conversational French</b>	<b>3</b>
<b>FR 21*</b>	<b>Introduction to French Language and Culture</b>	<b>3</b>
<b>GER 10</b>	<b>Intermediate Conversational German</b>	<b>3</b>
<b>ITA 21*</b>	<b>Introduction to Italian Culture</b>	<b>3</b>
<b>JA 21*</b>	<b>Introduction to Japanese Culture</b>	<b>3</b>
SPAN 10*	Intermediate Conversational Spanish	3
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America through 1900	3
SPAN 21B*	Civilization of Latin America 1900-present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

##### Associate in Arts Degree

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

##### General Education Requirements for Associate Degrees

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

### Revised

#### Spanish Associate in Arts Degree Program

This Associate in Arts in Spanish degree provides a comprehensive foundation in the Spanish language and culture. The degree ensures the development of listening, reading, writing, and speaking skills and an informed appreciation of Spanish speaking cultures. This program offers lower-division preparation for students who plan on transferring to pursue a bachelor's degree in Spanish. Students planning to transfer and/or earn this associate degree may also need to complete additional requirements or electives required by the transfer institution as many have unique admissions and preparation-for-the-major requirements. Students should meet with a counselor to identify required courses and to develop a written plan for their targeted university. While a baccalaureate or higher degree is recommended for those considering majors related to this field, earning the Associate degree would demonstrate achievement and may support attempts to gain entry-level employment or promotion.

##### Program Student Learning Outcomes

Students who complete this program will be able to:

- Demonstrate Comprehensive knowledge of Spanish vocabulary.
- Use proficient conversational skills in Spanish.
- Read and write in Spanish.
- Demonstrate knowledge of the history, politics, literature and arts of the Hispanic speaking countries.

Course ID	Title	Units
SPAN 1*	Elementary Spanish	5
<b>Or</b>		
<b>SPAN 1H*</b>	<b>Honors Elementary Spanish</b>	<b>5</b>
SPAN 2*	Elementary Spanish	5
<b>Or</b>		
<b>SPAN 2H*</b>	<b>Honors Elementary Spanish</b>	<b>5</b>
SPAN 3*	Intermediate Spanish	5
SPAN 4*	Intermediate Spanish	5
Select one course from Restricted Electives:		3
<b>Total</b>		<b>23</b>

##### Restricted Electives

<b>SPAN 6*</b>	<b>Intermediate Spanish Grammar and Composition</b>	<b>3</b>
SPAN 10*	Intermediate Conversational Spanish	3
<b>SPAN 11*</b>	<b>Advanced Conversational Spanish</b>	<b>3</b>
SPAN 20A*	Civilization of Spain through 1898	3
SPAN 20B*	Civilization of Spain 1898 to Present	3
SPAN 21A*	Civilization of Latin America through 1900	3
SPAN 21B*	Civilization of Latin America 1900-present	3
SPAN 21C*	Hispanic Culture and Literature in the United States	3

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

##### Associate in Arts Degree

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

##### General Education Requirements for Associate Degrees

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

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Division	Course Id	Catalog Id	Abbreviated Course Title	Action Taken
				assign=assignments
				cat desc= catalog description
				c/l w/+ cross-listed with (and list the other crs id)
				coreq=corequisite
				crs id=course prefix and/or number
				dc=delete course
				dv=delete version of course
				gr opt=grading option
				hrs=hours
				lim=limitation
				lrng obj=learning objectives
				moe=methods of eval
				nc=new course
				nv=new version of existing course
				oe/oe=open entry/open exit
				prereq=prerequisite
				pcs = program course status
				reactv=course reactivation
				rec prep=recommended prep
				rpt=repeatability
				SAM code=occupational code (A=apprenticeship, B=advanced occupational, C=clearly occupational, D=possibly occupational, E=non-occupational)
				sch desc=schedule description
				SLOs=student learning outcomes
				sr=scheduled review is for courses that are scheduled for review and there are no revisions
				ti=title
				TOP code=numerical classification code used to assign programs and courses to disciplines
				tps=topics
				txt=text-required for all courses numbered 1-299
				un=units
				val=validation
BS	ACCT 641 (241)	692149.00	CREDIT AND FINANCIAL STATEMENT ANALYSIS II	nc, 3 unit/3 hr lec/0 hr lab/0 hr lrng cntr, non-repeatable
BS	ACCT 642 (242)	692150.00	CREDIT AND FINANCIAL STATEMENT ANALYSIS II	nc, 3 unit/3 hr lec/0 hr lab/0 hr lrng cntr, non-repeatable
CE	AEWD 671T (771T)	692151.00	MOBILITY SKILLS	nc, 0 unit/9 hr lec/0 hr lab/0 hr lrng cntr, repeatable 99 times
CE	AEWD 672T (772T)	692152.00	INDEPENDENT LIVING SKILLS	nc, 0 unit/9 hr lec/0 hr lab/0 hr lrng cntr, repeatable 99 times

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CE	AEWD 673T (773T)	692153.00	JOB SKILLS	nc, 0 unit/9 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
CE	AEWD 674T (774T)	692154.00	SELF ADVOCACY SKILLS	nc, 0 unit/3 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
CE	AEWD 675T (775T)	692155.00	COMPUTER SKILLS LAB	nc, 0 unit/1 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
CE	AEWD 681T (781T)	692156.00	PERSONAL SAFETY	nc, 0 unit/3 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
CE	AEWD 682T (782T)	692157.00	PERSONAL BUDGETING AND BANKING	nc, 0 unit/3 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
CE	AEWD 683T (783T)	692158.00	COMMUNICATION IN THE WORKPLACE	nc, 0 unit/3 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
CE	AEWD 684T (784T)	692159.00	CRITICAL THINKING SKILLS	nc, 0 unit/3 hr lec/0 hr lab/0 hr lng cntr, repeatable 99 times
HS	EMT 207C	992624.00	EMERGENCY MEDICAL TECHNICIAN CLINICAL OBSERVATION	hrs fr <del>2 lec/0 lab/2.0 lng cntr</del> to <u>0 lec/3 lab/0 lng cntr</u> , un fr <del>.75</del> to <u>1.00</u>
HS	EMT 210	386320.00	EMERGENCY MEDICAL TECHNICIAN REFRESHER COURSE	hrs fr <del>0 lec/.75 lab/1.0 lng cntr</del> to <u>1 lec/1.5 lab/0 lng cntr</u> , un fr <del>1.25</del> to <u>1.5</u>
HS	HSC 222	386380.00	BASIC LIFE SUPPORT-CPR FOR HEALTHCARE PROVIDERS	un fr <del>.75</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>99</u>
HS	HSC 223	386400.00	BASIC LIFE SUPPORT-CPR FOR HEALTHCARE PROVIDERS RENEWAL	un fr <del>.25</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>99</u>
HS	N 160	386223.00	PHARMACOLOGY FOR NURSING	un fr <del>2.5</del> to <u>3.0</u> , hrs fr <del>2.50 lec/0 lab/0 lng cntr</del> to <u>3 lec/0 lab/0 lng cntr</u>
HS	N 170	639000.00	NURSING PROCESS	un fr <del>3.25</del> to <u>3.0</u> , hrs fr <del>3.25 lec/0 lab/0 lng cntr</del> to <u>3 lec/0 lab/0 lng cntr</u>
HS	N 172	639110.00	MEDICAL-SURGICAL NURSING LAB	un fr <del>5.25</del> to <u>5.0</u> , hrs fr <del>0 lec/15.75 lab/0 lng cntr</del> to <u>0 lec/15 lab/0 lng cntr</u>
HS	N 263	386700.00	SKILLS LAB -- BASIC	un fr <del>.75</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>1</u> , SLO, moe, txt
HS	N 264	386701.00	SKILLS LAB -- SPECIALITIES	un fr <del>.75</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>1</u> , SLO
HS	N 265	386702.00	SKILLS LAB -- ADVANCED	un fr <del>.75</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>1</u> , SLO
HS	N 267	405011.00	SKILLS LAB -- INTERMEDIATE	un fr <del>.75</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>1</u> , SLO
HS	N 268	650743.00	SKILLS LAB REVIEW	un fr <del>.75</del> to <u>0</u> , status fr <del>credit</del> to <u>noncredit</u> , rpt fr <del>0</del> to <u>1</u> , SLO

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LA	ARAB 901	405013.00	ARABIC LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ARAB 902	405014.00	ARABIC LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ARAB 903	405015.00	ARABIC LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ARAB 904	405016.00	ARABIC LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	CHI 901	405017.00	CHINESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	CHI 902	405018.00	CHINESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	CHI 903	405019.00	CHINESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	CHI 904	405020.00	CHINESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ESL 901	992778.00	ADVANCED GRAMMAR REVIEW LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , tps, SLO, txt
LA	ESL 902	992800.00	GRAMMAR REVIEW FOR COLLEGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , tps, SLO, txt
LA	FR 901	405021.00	FRENCH LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	FR 902	405022.00	FRENCH LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	FR 903	405023.00	FRENCH LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	FR 904	405024.00	FRENCH LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lrng cntr</del> to <u>0 lec/0 lab/1.5 lrng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign



**SADDLEBACK COLLEGE**  
**PROPOSED CURRICULUM REVISIONS**  
**ACADEMIC YEAR 2017-2018**

Exhibit B  
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LA	GER 901	405025.00	GERMAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	GER 902	405026.00	GERMAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	GER 903	405027.00	GERMAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	GER 904	405028.00	GERMAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	HEBR 901	405029.00	HEBREW LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , lng obj, SLO, assign
LA	HEBR 902	405030.00	HEBREW LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , lng obj, SLO, assign
LA	HEBR 903	405031.00	HEBREW LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , lng obj, SLO, assign
LA	ITA 901	405032.00	ITALIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ITA 902	405033.00	ITALIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ITA 903	405034.00	ITALIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	ITA 904	405035.00	ITALIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	JA 901	405036.00	JAPANESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	JA 902	405037.00	JAPANESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	JA 903	405038.00	JAPANESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	JA 904	405039.00	JAPANESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign

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LA	KOR 901	405045.00	KOREAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	KOR 902	405046.00	KOREAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	KOR 903	405047.00	KOREAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , lng obj, SLO, assign
LA	KOR 904	405048.00	KOREAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , lng obj, SLO, assign
LA	PORT 901	405050.00	PORTUGUESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PORT 902	405051.00	PORTUGUESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PORT 903	405052.00	PORTUGUESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PORT 904	405053.00	PORTUGUESE LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PRSN 901	405054.00	PERSIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PRSN 902	405055.00	PERSIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PRSN 903	405056.00	PERSIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	PRSN 904	405057.00	PERSIAN LANGUAGE LAB	hrs fr <del>0 lec/0 lab/1.0 lng cntr</del> to <u>0 lec/0 lab/1.5 lng cntr</u> , un fr <del>.25</del> to <u>.50</u> , SLO, assign
LA	SPAN 11	692151.00	ADVANCED CONVERSATIONAL SPANISH	prereq fr <del>SPAN 10 or SPAN 3</del> to <u>SPAN 10</u>

**TO:** Board of Trustees

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

**RE:** Saddleback College and Irvine Valley College: Community Education, Summer 2017

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

A variety of educational and recreational events have been planned by Saddleback College and Irvine Valley College Community Education to serve the community during the Summer Session 2017. Expenses for conducting these courses will be paid by the income from participant fees. Exhibit A lists the Saddleback College course offerings, presenters, and compensation. Exhibit B is the Irvine Valley College list of course offerings, presenters, and compensation.

**RECOMMENDATION**

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

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

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
1 of 9

COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Adult	Acrylic/Oil Painting Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$126
	Ballroom And Swing	3/1 - 12/31	Dance Quick (I)	45% Gross	\$59
	Beatles Intermediate Guitar	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$60
	Become A Professional Organizer	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Become A Programmer	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Beginning And Intermediate Watercolor Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$126
	Beginning Blues Harmonica	3/1 - 12/31	David Broida (E)	50% Net	\$49
	Beginning Guitar	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$99
	Beginning Guitar For Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$99
	Beginning Ukulele	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$95
	Black And White Digital Photography	3/1 - 12/31	Laura Hoffman (I)	50% Net	\$168
	Blogging For Fun And Profit	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Botanicals Watercolor Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$126
	Bride And Groom's First Dance	3/1 - 12/31	Dance Quick (I)	45% Gross	\$25
	Business Series	3/1 - 12/31	Connected Women Of Influence (I)	50% Net	\$175
	Clutterology®: How To Get Rid Of Clutter & Get Organized	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Commercial Real Estate Investing	1/1 - 12/31	Investment R/E Source (I)	50% Net	\$99
	Community Homeowner Association (HOA) Leadership Training Program	3/1 - 12/31	Patrick Prendiville (I)	50% Net	\$50
	Country Line Dance	3/1 - 12/31	Dance Quick (I)	45% Gross	\$59
	Country Two-Step	3/1 - 12/31	Dance Quick (I)	45% Gross	\$59
	Country Two-Step & Cowboy Cha-Cha	3/1 - 12/31	Dance Quick (I)	45% Gross	\$59
	Creative Digital Portrait Photography	3/1 - 12/31	Laura Hoffman (I)	50% Net	\$168
	CTE: Dental Assisting	3/1 - 12/31	CUSD Partnership (I)	Grant	Grant
	CTE: Pharmacy Technician	3/1 - 12/31	CUSD Partnership (I)	Grant	Grant
	CTE: Surgical Technician	3/1 - 12/31	CUSD Partnership (I)	Grant	Grant
	Discover Photography 1	1/1 - 12/31	Laura Hoffman (I)	50% Net	\$135
	Discover Photography 2	1/1 - 12/31	Laura Hoffman (I)	50% Net	\$135
	Drawing Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$84
	ESL 332	3/1 - 12/31	Adult Education Instructor (E)	Varies	Non-Credit
	Feng Shui Tools For Better Living	3/1 - 12/31	Feng Shui Solutions (I)	50% Net	\$49
	Finding Freelance Work On The Internet	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Fingerstyle Guitar	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$90
	First Hand French	3/1 - 12/31	Nancy Allah (E)	50% Net	\$85
	Foreign Language Students	3/1 - 12/31	FLS (I)	Varies	Varies
	Get Into E-Commerce for FREE!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	Guitar 2: Adv Beginning & Pre-Intermediate	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$99
	Hand And Wheel Ceramics	3/1 - 12/31	Adrian Sanstrom (E)	50% Net	\$150
	Healthy Harmonica: Songs And Rhythms	3/1 - 12/31	David Broida (E)	50% Net	\$29
	High School Equivalency Preparation	3/1 - 12/31	Adult Education Instructor (E)	Varies	Varies
	HiSet Testing	3/1 - 12/31	Javier Corrales (E)	Varies	Varies
	How To Be A Special Event/Wedding Planner	3/1 - 12/31	Farla Binder (E)	50% Net	\$49
	How To Be Published For FREE!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How To Be Self-Published For FREE!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How To Become A Mystery Shopper	3/1 - 12/31	Elaine Moran (E)	50% Net	\$49
	How To Create A Website for Free!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How To Create A Website in 24 Hours for Free!	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How To Live Happily EVEN After A Divorce Or Breakup	3/1 - 12/31	Cindy Sorensen (E)	50% Net	\$39
	How to Market Your Small Business - Profitably	3/1 - 12/31	Mike Rounds (E)	50% Net	\$39
	How To Organize Your Home And Office	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	How To Play Piano By Ear	3/1 - 12/31	Craig Coffman (I)	50% Net	\$45
	How To Sell On eBay®	3/1 - 12/31	Frances Greenspan (E)	50% Net	\$65
	How to Sell Your Ideas And Inventions For Cash	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Human Resources Certificate Series: Make the Right Call	3/1 - 12/31	Allison Pratt (I)	50% Net	\$175
	Improving Your PC's Performance	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Increase Your Income With HB Business	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Instant Piano For Hopelessly Busy People	3/1 - 12/31	Craig Coffman (I)	50% Net	\$45
	Intermediate Guitar	1/1 - 12/31	Ron Gorman (E)	60% Gross	\$90
	Introduction to Digital Photography: "The Camera Class"	3/1 - 12/31	Laura Hoffman (I)	50% Net	\$45
	Introduction To Wine Appreciation	3/1 - 12/31	Michelle Mooney (E)	50% Net	\$85
	Inventors: Get Ready For Shark Tank!	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Investment Boot Camp	3/1 - 12/31	Jalon O'Connell (E)	50% Net	\$39
	Investment Strategies For Growth And Income	3/1 - 12/31	Charles Goffin (E)	50% Net	\$39
	iPhones®, iPads®, . . . And I'm Lost®	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	iPhones®, iPads®: Beyond The Basics	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Italian Supreme: 2	3/1 - 12/31	Conversa (I)	50% Net	\$153
	Italian Supreme: A Taste Of Italy	3/1 - 12/31	Conversa (I)	50% Net	\$153
	Loan Signing Specialist Training	3/1 - 12/31	Masters Notary Academy (I)	\$35 PP	\$70
	Makeup 101	3/1 - 12/31	Michele Godinez (E)	50% Net	\$128
	Marketing Your Business On Facebook And Social Media Sites	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Master Your Investments	3/1 - 12/31	Jalon O'Connell (E)	50% Net	\$70
	Notary Public Training	3/1 - 12/31	Masters Notary Academy (I)	\$35 PP	\$70
	Online Dating For Adults Over 50	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	On-Line No-Credit Classes	3/1 - 12/31	Education To Go (I)	\$55-\$175pp	\$94-299

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Parenting Resilience	3/1 - 12/31	Elsie Beach (E)	50% Net	\$149
	Piano Made Easy Series	3/1 - 12/31	Craig Coffman (I)	50% Net	\$75
	Plating for Food Styling 101	3/1 - 12/31	Denise Stillman (E)	50% Net	\$80
	Plating for Food Styling 101: Part 1	3/1 - 12/31	Denise Stillman (E)	50% Net	\$45
	Plating for Food Styling 101: Part 2	3/1 - 12/31	Denise Stillman (E)	50% Net	\$45
	Plein Air Landscape Watercolor Workshop	3/1 - 12/31	Jean Marie Christian (I)	50% Net	\$126
	Proctoring Services	3/1 - 12/31	In-House Services (E)	pp	\$50-75
	Property Management Anyone Can Do	3/1 - 12/31	Stephen Dexter (E)	50% Net	\$59
	Residential Care Facility For The Elderly (RCFE)	3/1 - 12/31	Laura Ferral, M.H.A.(E)	50% Net	\$500
	Residential Care Facility For The Elderly (RCFE)	3/1 - 12/31	Michael Ferral, M.A., Ph.D.(E)	50% Net	\$500
	Salsa Dance	3/1 - 12/31	Dance Quick (I)	45% Gross	\$59
	Salsa Dance, Cha-Cha & Merenge	3/1 - 12/31	Dance Quick (I)	45% Gross	\$59
	Secrets Of Social Media And Internet Marketing	3/1 - 12/31	Bob Cohen (I)	50% Net	\$39
	Social Security Strategies And Retirement Planning	3/1 - 12/31	Jalon O'Connell (E)	50% Net	\$70
	Sound Retirement Strategies	3/1 - 12/31	David Brown (E)	50% Net	\$39
	Speed Spanish	3/1 - 12/31	Christy Nelson (E)	50% Net	\$59
	SRT - Motorcyclist Safety Program	3/1 - 12/31	Saddleback Rider Training (I)	Varies	\$250
	Stained Glass For Beginners	3/1 - 12/31	Glass Spectrum (I)	50% Gross	\$150
	Success Through Self-Respect	3/1 - 12/31	George Miller (E)	50% Net	\$39
	Supervisor Skills Certificate Series - Part 1	1/1 - 12/31	Insight Systems Group (I)	50% Net	\$365
	Supervisor Skills Certificate Series - Part 2	3/1 - 12/31	Insight Systems Group (I)	50% Net	\$365
	Surface Decoration: Ceramics	3/1 - 12/31	Don Ryan (E)	50% Net	\$185
	Surface Decoration: Ceramics	3/1 - 12/31	Kathryn Stovall-Dennis (E)	50% Net	\$185
	Teen Road To Safety	3/1 - 12/31	Teen Road To Safety Inc. (I)	Varies	Varies
	The 3A's: Attitude, Ability, and Ambition	1/1 - 12/31	George Miller (E)	50% Net	\$39
	Travel Tours/Multi-Day Trips	3/1 - 12/31	Good Times Travel (I)	PP	PP
	Using Your Computer To Make Money	3/1 - 12/31	Nancy Miller (E)	50% Net	\$39
	Veterans Art Project	3/1 - 12/31	TBA	Varies	Varies
	What Were You Born To Do?	3/1 - 12/31	Curtis Adney (E)	50% Net	\$55
	XinYi Mandarin Chinese	3/1 - 12/31	Hao Zhao ( I)	50% Net	\$140
	You're Retired! Now What?	3/1 - 12/31	Elaine Moran (E)	50% Net	\$39
	HSE Computer Technology Learning Center	3/1 - 12/31	Adult Education Instructor (E)	Varies	AEBG
	HSE Math	3/1 - 12/31	Adult Education Instructor (E)	Varies	AEBG
	HSE Math - Spanish	3/1 - 12/31	Adult Education Instructor (E)	Varies	AEBG
	HSE Reading/Writing	3/1 - 12/31	Adult Education Instructor (E)	Varies	AEBG
	HSE Reading/Writing - Spanish	3/1 - 12/31	Adult Education Instructor (E)	Varies	AEBG
	AESL 701: Basic Literacy: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 702: Beginning Low: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 703: Beginning High: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 704: Intermediate Low: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 705: Intermediate High: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 706: Advanced Low: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 707: Advanced High: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	AESL 708: Citizen Preparation: Adult Education English As A Second Language	3/1 - 12/31	AESL Faculty (E)	Varies	Non-Credit
	ART 4: Fundamentals Of Art	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 9: Ceramics Fundamentals	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 10: Ceramics Fundamentals	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 11: Ceramics: Wheel I	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 12: Ceramics- Wheel II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 13: Ceramics- Wheel III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 40: 2-D Foundations	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 41: Three-Dimensional Design	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 42: Color Theory And Practice	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 50: Painting I	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 51: Painting-II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 52: Painting-III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 53: Painting From The Live Model I	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 54: Painting From The Live Model II	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 57: Watercolor I	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 58: Watercolor II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 59: Watercolor III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 60: Printmaking (Intaglio/Etching And Relief)	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 61: Printmaking (Intaglio/Etching And Relief) II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 62: Printmaking (Intaglio/Etching And Relief) III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 63: Introduction To Screen Printing	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 70: Fundamentals Of Sculpture	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 71: Additive Sculpture	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 72: Subtractive Sculpture	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 78: Beginning Life Sculpture	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
	ART 79: Advanced Life Sculpture	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 80: Drawing	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 81: Drawing II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
	ART 82: Drawing III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr

(E) Employee

(I) Independent Contractor

South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
ART 85:	Drawing From The Live Model I	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
ART 86:	Drawing From A Live Model II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 87:	Drawng From A Live Model III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 140:	Beginning Graphic Design	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 141:	Graphic Rendering Techniques	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 142:	Package Design	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 143:	Art Survival: From Student To Artist	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 145:	Graphic Illustration	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 150:	Architectural Ceramics I	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 164:	Printmaking (Intaglio/Etching and Relief) IV	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 175:	Metal Casting	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 216:	Ceramics- Handbuilding II	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 217:	Ceramics-Handbuilding III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 228:	Bench Jeweler I	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
ART 229:	Bench Jeweler II	3/1 - 12/31	Art Faculty (E)	50% Net	\$6.25/hr
ART 230:	Bench Jeweler III	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 231:	Bench Jeweler IV	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 240:	Intermediate Graphic Design	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 250:	Plein Air Landscape Painting	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
ART 261:	Opaque Watercolor	3/1 - 12/31	Art Faculty (E)	50%Net	\$6.25/hr
MUS 1:	The Basics of Music	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 10:	Harmony I	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 11:	Harmony II	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 12:	Harmony III	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 14:	Jazz Composition and Arranging	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 15:	Music Composition	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 23:	Introduction to World Music	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 24:	Music Of The 20th Century	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 27:	History Of Jazz	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 28:	History Of Rock	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 31:	Baroque Society	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 32:	Oratorio Society	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 33:	Modern Masterworks: Chorale	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 34:	Early Music Ensemble	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 35:	Contemporary Choir	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 39:	Commercial Music Ensemble	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 41:	Symphonic Wind Ensemble	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 42:	Symphonic Orchestra	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 43:	String Orchestra	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 46:	Jazz Improvisation	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 47:	Saddleback College Big Band	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 50:	Applied Music: Instrumental	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 51:	Applied Music: Keyboard	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 52:	Applied Music : Voice	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 54a:	Beginning Piano I	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 54b:	Beginning Piano li	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 55a:	Intermediate Piano I	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 55b:	Intermediate Piano li	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 56:	Advanced Piano	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 58:	Piano Repertoire And Performance Procedures	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 60:	Beginning Classical Guitar	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 61:	Intermediate Classical Guitar	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 62:	Advanced Classical Guitar	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 63:	Ensemble Techniques For 21st Century	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 64:	Piano Ensemble	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 65:	Piano Accompanying	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 66:	Chamber Music	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 75:	String Literature	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 78:	Keyboard Literature/ Interpretation - Baroque And Classical	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 80:	Beginning Voice	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 81:	Intermediate Voice	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 82:	Vocal Repertoire And Performance Procedures	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 86:	Introduction To Harpsichord Technique And Literature	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 87:	Harpsichord Literature And Technique li- Late Beginner	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 88:	Harpsichord Literature And Technique lii- Early Intermediate	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 89:	Harpsichord Literature And Technique lii- Late Intermediate	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 92:	Musicianship I	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 93:	Musicianship II	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 96:	Introduction To Organ Technique And Literature Class	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 97:	Organ Technique And Literature Class Late Beginning	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 98:	Organ Technique And Literature Class Intermediate (A), Early	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 99:	Organ Technique And Literature Class Intermediate (B), Late	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
MUS 117:	Popular Songwritinig	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr

(E) Employee

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South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	MUS 118: Digital Multi-track Music Recording	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 119: Advanced Music Composition	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 120: Introduction to the Music Industry	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 124: Computer Assisted Music Notation	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 130: Music Production I	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 131: Music Production II	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 132: Introduction to Music Technology	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 148: Jazz Ensemble	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 173: Intermediate Guitar	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 178: Beginning Piano Pedagogy	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 179: Intermediate Piano Pedagogy	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 181: Keyboard Literature and Interpretation - Romantic to Modern	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 194: Musicianship III	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 232: Choral Techniques	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 233: Contemporary Choral Music For Treble Voices	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 234: Voiced Community Chorale	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 240: Improvised Music In Jazz Combo	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 241: Medium Size Malleable Jazz Ensemble	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 242: Mid- Size African- American Based Ensemble Jazz	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 246: Contemporary Big Band Literature	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 247: Modern Big Band Concepts	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 252a: Jazz Piano I	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 252b: Jazz Piano II	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 252c: Jazz Piano III	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 253: Advanced Piano Music Of Haydn	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 255: Piano Composers Of Today	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 256: Advanced Piano Pedagogy	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 257: Favorite Piano Classics	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 260: Basic Guitar	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 266: Improvised Chamber Music	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 295: Rehearsal And Performance (Instrumental)	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
	MUS 297: Rehearsal And Performance (Jazz Studies)	3/1 - 12/31	Music Faculty (E)	50% Net	\$6.25/hr
CFK	24	3/1 - 12/31	Bob Johnson (E)	30% Net	\$180
	24	3/1 - 12/31	Chris Elliott (E)	30% Net	\$180
	"Mako" Your Way To Kindergarten	3/1 - 12/31	Amy Abbott (E)	30% Net	\$155
	"Mako" Your Way To Kindergarten	3/1 - 12/31	Barbara Stamen (E)	30% Net	\$155
	A Chinese Language Adventure	3/1 - 12/31	Pandarin Academy (I)	50% Net	\$135
	Academic Bridge	3/1 - 12/31	Academic Bridge Academy (I)	60% Net	\$585
	Academic Chess	3/1 - 12/31	Academic Chess (I)	60% Net	\$112
	Academic Chess	3/1 - 12/31	Academic Chess (I)	50% Net	\$139
	Academic Origami: Paper Airplanes And Aerodynamics	1/1 - 12/31	Academic Chess (I)	60% Net	\$112
	Action Flix	3/1 - 12/31	Incrediflix (I)	PP	\$175
	Advanced Robotics	3/1 - 12/31	Ann Berger (E)	60% Net	\$120
	Algebra For Teens - Level 1A	3/1 - 12/31	CFK Staff	50% Net	\$99
	Algebra For Teens - Level 1B	3/1 - 12/31	CFK Staff	50% Net	\$99
	Algebra For Teens - Level I	3/1 - 12/31	CFK Staff	50% Net	\$99
	Algebra For Teens - Level II	3/1 - 12/31	CFK Staff	50% Net	\$99
	Animation Flix	3/1 - 12/31	Incrediflix (I)	PP	\$185
	App and Game Dev	3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
	Art Camp	3/1 - 12/31	Art Just Create It (I)	60% Net	\$110
	Aspiring Writer: Creating Stories	3/1 - 12/31	Kristin Orloff (E)	60% Net	Varies
	Beginning Guitar	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$90
	Beginning Guitar	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$120
	Beginning Guitar	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$90
	Beginning Guitar & Ukulele Ensemble Class	1/1 - 12/31	Ron Gorman (E)	60% Gross	\$99
	Beginning Guitar For Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$95
	Beginning Guitar For Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$120
	Beginning Guitar For Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$90
	Beginning Robotics	3/1 - 12/31	Ann Berger (E)	60% Net	\$120
	Beginning Ukulele	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$75
	Beginning Ukulele For Kids/Teens	3/1 - 12/31	Ron Gorman (E)	60% Gross	\$95
	BioNerds: From Head To Toes	3/1 - 12/31	BioNerds (I)	50% Net	\$200
	Bit Scouts	1/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
	Bit Scouts: Coding For Kids	3/1 - 12/31	Code Campus Academy (I)	50% Net	\$198
	Bit Scouts: Coding For Kids, Jr.	3/1 - 12/31	Code Campus Academy (I)	50% Net	\$198
	Bit Scouts: Coding for Kids, Jr: Computer Art Edition	3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Computer Games Edition	3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Storytelling and Animation Edition	3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
	Bit Scouts: Coding for Kids, Jr: Workshop Edition	3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
	Bit Scouts: Coding For Kids: Augmented Reality Edition	3/1 - 12/31	Code Campus Academy (I)	50% Net	\$198
	Bit Scouts: Coding For Kids: Building Your Own Role-Playing Games	1/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
	Bit Scouts: Coding For Kids: Software Development Immersive	3/1 - 12/31	Code Campus Academy (I)	50% Net	\$198
	Bit Scouts: Coding For Kids: Web Development Immersive	3/1 - 12/31	Code Campus Academy (I)	50% Net	\$198

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South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
Bit Scouts: Coding for Kids: Animation Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Coding for Kids: Arcade Games Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Coding for Kids: Build Your Own Apps Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Coding for Kids: Create Role Playing Games (RPG)		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Coding I		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Disney Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Harry Potter Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Intro to Artificial Intelligence		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Nintendo Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Nintendo Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Pixar Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Pokemon Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Python Development		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Star Wars Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Unity Game Development		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Video Game Edition		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
Bit Scouts: Web Development		3/1 - 12/31	Code Campus Academy (I)	60% Net	\$136
BrainStorm		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	Varies
Brainstorm: Code Academy: 3D Game Design		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
Brainstorm: CODE ACADEMY: App and Game Design		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: CODE ACADEMY: Game Development And Design		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
BrainStorm: CODE ACADEMY: Scratch		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$90
BrainStorm: CODE ACADEMY: Scratch		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: Filmmaking		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Game Development & Minecraft Programming		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Game Development & Minecraft Programming		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$90
Brainstorm: GAMEMAKER: 3D Game Design		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$105
Brainstorm: GAMEMAKER: 3D Game Design		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Go Think!		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: LEGO® Engineering & Robotics		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: LEGO® Engineering: Evolution of Engineering		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
BrainStorm: LEGO® Engineering: Jedi Academy		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: LEGO® Engineering: Jedi's And Superheros		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
BrainStorm: LEGO® Engineering: Medieval & Modern Machine		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: LEGO® Engineering: Medieval Machines		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: LEGO® Robotics		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: LEGO® Robotics: BattleBots		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: MakerStudio: 3D Printing		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Minecraft University		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
Brainstorm: Minecraft University: Programming And Modding		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
BrainStorm: Minecraft University: Dinocraft		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Minecraft University: Minecraft Modding		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Minecraft University: Python Modding		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: Minecraft University: Python Temple		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: Minecraft University: Revolutions		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Minecraft University: Robotics		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
Brainstorm: Minecraft University: Robotics And Redstones		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$225
BrainStorm: Young Einsteins: Rocketry		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: Young Einsteins: STEM Lab		3/1 - 12/31	Brainstorm LEGO® Academy (I)	60% Net	\$120
BrainStorm: Young Einsteins: STEM Lab		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$210
BrainStorm: Minecraft University: Java Modding		3/1 - 12/31	Brainstorm LEGO® Academy (I)	50% Net	\$90
Bricks 4 Kids: Spectacular Sports		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$180
Bricks 4 Kidz: Amazing Animals		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Amazing Animals with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Amazing LEGO® Animals		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Amusement Park Rides		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Amusement Park Rides With LEGO® Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Construction Craze with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Energy LEGO Models		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Forces Of Nature With LEGO® Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Gadgets & Gizmos with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Interesting Inventions		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Interesting Inventions With LEGO® Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Laws of Motion with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Minecraft with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Mining And Crafting		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Mining And Crafting 2 With LEGO® Bricks.		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Motorized Air, Land, And Sea LEGO® Vehicles		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Remote Control Models with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Space Adventures		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
Bricks 4 Kidz: Space Adventures with LEGO Bricks		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120

(E) Employee

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South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Bricks 4 Kidz: Spectacular LEGO® Sports	3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$120
	Calling All Detectives: Solve the Mystery of Felix, the Missing Millionaire	3/1 - 12/31	Carrie Gray	60% Net	\$120
	Camp Invention	3/1 - 12/31	Excel Education Programs (I)	85% Net	\$295
	Capture The Flag	3/1 - 12/31	Chris Elliott (E)	30% Net	\$120
	Capture The Flag	3/1 - 12/31	Robert Johnson (E)	30% Net	\$120
	Capture The Flag   Masters Of The Field	3/1 - 12/31	Academic Chess (I)	60% Net	\$112
	Capture The Flag  Master Of The Field	3/1 - 12/31	Academic Chess (I)	60% Net	\$112
	Care4Yoga	3/1 - 12/31	Care4Yoga (I)	60% Net	\$120
	Catch A Wave Into First Grade	3/1 - 12/31	Carrie Gray (E)	60% Net	\$180
	Catch A Wave Into Second Grade	3/1 - 12/31	Carrie Gray (E)	60% Net	\$150
	Cheerleading Skills Clinics	3/1 - 12/31	College For Kids Staff (E)	Varies	\$65
	Chess Club	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Chess Day Camp	3/1 - 12/31	Academic Chess (I)	50% Net	\$139
	Chess Day Camp	3/1 - 12/31	Academic Chess (I)	60% Net	\$139
	Children's Musical Theater	3/1 - 12/31	Holly Telford (E)	60% Net	\$120
	Collage: Connect, Collect, Create	3/1 - 12/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Color Sticks For Young Artists	3/1 - 12/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Cooking With Mr. Elliot And Mr. Short	3/1 - 12/31	Chris Elliott (E)	30% Net	\$85
	Cooking With Mr. Elliot And Mr. Short	3/1 - 12/31	Curtis Short (E)	30% Net	\$85
	Creating With Clay	3/1 - 12/31	Art Just Create It (I)	60% Net	\$108
	Creating With Clay - Clay Class For Kids	3/1 - 12/31	Art Just Create It (I)	60% Net	\$120
	Creative Writing For Kids	3/1 - 12/31	John Uhlman (E)	\$29/hr+	\$99
	Creature Animation Flix	3/1 - 12/31	Incrediflix (I)	PP	\$135
	CSI: Introduction To Forensic Anthropology	3/1 - 12/31	Renee Garcia (E)	50% Net	\$110
	Cursive Writing	3/1 - 12/31	TBA	50% Net	\$120
	Cursive Writing and Reading	3/1 - 12/31	Gabriella M. Bell (I)	50% Net	\$120
	Cut And Dissect - Level A	3/1 - 12/31	Shaun Burke (E)	\$29/hr+	\$100
	Cut And Dissect - Level B	3/1 - 12/31	Shaun Burke (E)	\$29/hr+	\$110
	Dana Hills Softball Summer Camp	3/1 - 12/31	Brandon Cosenza (E)	60% Net	\$126
	Dare To Draw Anything!	3/1 - 12/31	Jan Wood-Harris (E)	\$29/hr+	\$98
	Daydreamers Academy: DayDreamers Music Production Madness	3/1 - 12/31	The Daydreamers Academy (I)	50% Net	\$175
	Daydreamers Academy: My Books' Come To Life	3/1 - 12/31	The Daydreamers Academy (I)	50% Net	\$175
	Daydreamers Academy: Create Your Own Fairytale/Super Hero Movie	3/1 - 12/31	The Daydreamers Academy (I)	60% Net	\$136
	Daydreamers Academy: Jelly Time Music Workshop	3/1 - 12/31	The Daydreamers Academy (I)	60% Net	\$136
	Daydreamers Academy: Movie Magic	3/1 - 12/31	The Daydreamers Academy (I)	60% Net	\$136
	Debate Workshop	3/1 - 12/31	Ron Grishaber (E)	60% Net	\$130
	Developmental Reading For Kids	3/1 - 12/31	Carrie Gray	50% Net	\$99
	Developmental Reading For Teens	3/1 - 12/31	John Uhlman (E)	\$29/hr+	\$99
	DKI Acting Academy	3/1 - 12/31	Drama Kids International (I)	60% Net	\$136
	Drama Kids	3/1 - 12/31	Drama Kids International (I)	60% Net	\$136
	Drop-In Aftercare	3/1 - 12/31	College For Kids Staff (E)	Varies	\$10
	Early Morning Art	3/1 - 12/31	Art Just Create It (I)	60% Net	\$98
	Eco Arts	3/1 - 12/31	Lorien Eck (E)	60% Net	\$95
	Engineering With LEGO®: Crazy Contraptions	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering with LEGO®: Race Cars 201	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering With LEGO®: Robo Olympics	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	Engineering With LEGO®: Super Structures	3/1 - 12/31	Brain Builders (I)	60% Net	\$120
	English Composition For Teens	3/1 - 12/31	Tony Garcia (E)	50% Net	\$125
	Exploring STEM Using Educational Robotics	3/1 - 12/31	Mathobotix (I)	70% Gross	\$580
	Fairy Tale Feast	3/1 - 12/31	Ann Berger (E)	60% Net	\$180
	Filmmaking Flix	3/1 - 12/31	Incrediflix (I)	PP	\$155
	First Grade Head Start	3/1 - 12/31	Chris Saalberg (E)	60% Net	\$135
	First Grade Prep   Spanish	3/1 - 12/31	Norma Hernandez (E)	60% Net	\$125
	Fit Kids	3/1 - 12/31	Fit Kids America(I)	60% Net	\$180
	Fit Kids	3/1 - 12/31	Fit Kids America(I)	50% Net	\$180
	Fit Kids: Basketball	1/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Cheerleading	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Dodgeball	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Field Games	3/1 - 12/31	Fit Kids America(I)	50% Net	\$180
	Fit Kids: Flag Football	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Hip Hop	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Kindergarten Sports	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Lacrosse	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	Fit Kids: Soccer	3/1 - 12/31	Fit Kids America(I)	60% Net	\$112
	Fit Kids: Tennis	3/1 - 12/31	Fit Kids America (I)	60% Net	\$120
	Fourth Grade Common Core Prep Camp	3/1 - 12/31	Lisa Kopcxynski (E)	60% Net	\$140
	Fun In The Sun	3/1 - 12/31	Dawn Trumbo (E)	30% Net	\$180
	Fun In The Sun	3/1 - 12/31	Kristi Martin (E)	30% Net	\$180
	Fun In The Sun	3/1 - 12/31	Toddler Time (E)	60% Net	\$100
	Fun With Cartooning	3/1 - 12/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Future Millionaires And Junior Entrepreneurs	3/1 - 12/31	Joshua Ballard (I)	50% Net	\$175
	Games Galore	3/1 - 12/31	Carrie Gray (E)	60% Net	\$96
	Games Galore	3/1 - 12/31	Heather Carlsen (E)	30%Net	\$104

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South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Games Galore	3/1 - 12/31	Tanya Bonetti (E)	30%Net	\$104
	Geometry For Teens	3/1 - 12/31	Shelley Beckley (E)	\$29/hr+	\$99
	Getting Excited For Kindergarten	3/1 - 12/31	Brooks Keith (E)	30% Net	\$160
	Getting Excited For Kindergarten	3/1 - 12/31	Nancy Conover (E)	30% Net	\$160
	Golf Skills Clinics Advanced	3/1 - 12/31	SCPGA (I)	50% Net	\$125
	Golf Skills Clinics Beginners	3/1 - 12/31	SCPGA (I)	50% Net	\$125
	Green Screen Animation Flix	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Handwriting Heroes	3/1 - 12/31	Carrie Gray (E)	60% Net	\$112
	Hip Hop Dance Camp	3/1 - 12/31	Fit Kids America (I)	60% Net	\$112
	ID Tech	3/1 - 12/31	ID Tech(I)	PP	Varies
	I-ESTEAM 3.14	3/1 - 12/31	Mathobotix (I)	70% Gross	\$480
	Imagination Flix	3/1 - 12/31	Incrediflix (I)	PP	\$175
	Imagination in Creativity: Art In Spanish	3/1 - 12/31	Wendy Mendoza (E)	60% Net	\$180
	Incrediflix	3/1 - 12/31	Incrediflix (I)	PP	\$185
	Incrediflix: Animation Flix	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Incrediflix: Lego Flix	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Incrediflix: Minecraft Flix	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Incrediflix: Star Wars Live Action	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Incrediflix: Star Wars Stop Motion Flix	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Incrediflix: Stop Motion Tricks And Effects	3/1 - 12/31	Incrediflix (I)	PP	\$155
	Incrediflix: GoPro Flix	3/1 - 12/31	Incrediflix (I)	60% Net	\$140
	Incrediflix: Stop Motion Experience	3/1 - 12/31	Incrediflix (I)	60% Net	\$125
	Institute Of Reading Development	3/1 - 12/31	Inst. Of Reading Development (I)	PP	Varies
	Interactive Writing Workshop	3/1 - 12/31	Nancy D'Aleo-Russey (E)	\$29/hr+	\$99
	Irish Dance	3/1 - 12/31	Liz Lightner (E )	60% Net	\$96
	Jewelry Designing For Kids	3/1 - 12/31	Shani Zreik(I)	50% Net	\$250
	Jump Start Fifth Grade	3/1 - 12/31	Ann Berger (E)	60% Net	\$180
	Jump Start First Grade	3/1 - 12/31	Diane Weckerle (E)	60% Net	\$180
	Jump Start First Grade	3/1 - 12/31	Kim Downing (E)	60% Net	\$180
	Jump Start First Grade	3/1 - 12/31	Terri Adams (E)	60% Net	\$180
	Jump Start First Grade	3/1 - 12/31	Avonnette Bruce (I)	60% Net	\$180
	Jump Start Kindergarten	3/1 - 12/31	Amy Clarke (E)	30% Net	\$125
	Jump Start Kindergarten	3/1 - 12/31	Kylie Schofield ( E)	30% Net	\$125
	Jump Start Kindergarten	3/1 - 12/31	Avonnette Bruce (I)	60% Net	\$125
	Jump Start Second Grade	3/1 - 12/31	Christy Grudynski (E)	60% Net	\$150
	Jump Start Third Grade	3/1 - 12/31	Christy Grudynski (E)	60% Net	\$150
	Jumstart Into Kindergarten	3/1 - 12/31	Maggie Fisher ( E)	60% Net	\$150
	Junior Gauchos Fun Club	3/1 - 12/31	College For Kids Staff (E)	Varies	\$80
	Junior Jazzercise	3/1 - 12/31	Nora Grabar (E)	60% Net	\$120
	Keyboarding	3/1 - 12/31	Heather Carlsen (E)	\$29/hr+	\$90
	Keyboarding	3/1 - 12/31	Tanya Bonetti (E)	\$29/hr+	\$90
	Keyboarding On Personal Computers	3/1 - 12/31	Joyce Quade (E)	50% Net	\$126
	Keyboarding With Ultrakey	3/1 - 12/31	Heather Carlsen (E)	30% Net	\$120
	Keyboarding With Ultrakey	3/1 - 12/31	Heather Carlsen (E)	60% Net	\$90
	Keyboarding With Ultrakey	3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$120
	Keyboarding With Ultrakey	3/1 - 12/31	Tanya Bonetti (E)	60% Net	\$90
	kidshipop.com	3/1 - 12/31	kidshipop.com	50% Net	\$146
	Kindergarten Is Cool At Vista Del Mar	3/1 - 12/31	Amy Abbott (E)	30% Net	\$180
	Kindergarten Is Cool At Vista Del Mar	3/1 - 12/31	Barbara Stamen (E)	30% Net	\$180
	Kindergarten Kickoff	3/1 - 12/31	Avonette Bruce (E)	60% Net	\$125
	Landscapes: Whimsical To Abstract Art	3/1 - 12/31	Jan Wood-Harris (E)	\$29/hr+	\$98
	Learning Olympics	3/1 - 12/31	Natalie Schild (E)	60% Net	\$155
	Learning To Dig	3/1 - 12/31	Renee Garcia (E)	50% Net	\$110
	Lets Create!	3/1 - 12/31	Lorien Eck ( E)	60% Net	\$95
	Let's Spell It Right!	3/1 - 12/31	Christy Nelson (E)	50% Net	\$63
	Lets Type	3/1 - 12/31	Amy Clarke (E)	60% Net	\$125
	Lil' Chef School	3/1 - 12/31	Lil' Chef School (I)	50% Net	\$180
	Lil' Chef School	3/1 - 12/31	Lil' Chef School (I)	60% Net	\$180
	Lions Club	3/1 - 12/31	Andrika Bowen (E)	30% Net	\$192
	Lions Club	3/1 - 12/31	Deanna Bleidistel (E)	30% Net	\$192
	Living History	3/1 - 12/31	John Uhlman (E)	\$29/hr+	\$99
	Mad Science Chemistry Lab	3/1 - 12/31	Mad Science (I)	60% Net	\$215
	Mad Science Inventor's Workshop: Eureka!	3/1 - 12/31	Mad Science (I)	60% Net	\$120
	Mad Science: Crazy Chemworks	3/1 - 12/31	Mad Science (I)	60% Net	\$120
	Mad Science: Exploration Science	3/1 - 12/31	Mad Science (I)	60% Net	\$120
	Mad Science: Molecule Mania	3/1 - 12/31	Mad Science (I)	60% Net	\$120
	Mad Science: NASA	3/1 - 12/31	Mad Science (I)	60% Net	\$120
	Mad Science: Physics Lab	3/1 - 12/31	Mad Science (I)	60% Net	\$215
	Mad Science: Robotics Lab	3/1 - 12/31	Mad Science (I)	60% Net	\$215
	Mad Science: Rocketry	3/1 - 12/31	Mad Science (I)	50% Net	\$215
	Mad Science: Science in Action	3/1 - 12/31	Mad Science (I)	60% Net	\$120
	Mad Science: Secret Agent Lab	3/1 - 12/31	Mad Science (I)	60% Net	\$215
	Mad Science: STEMulating Science	3/1 - 12/31	Mad Science (I)	60% Net	\$120

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South Orange County Community College District  
SADDLEBACK COLLEGE

EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
MainStage Kids		3/1 - 12/31	TBA	\$25/hr	\$395
Mako Milers		3/1 - 12/31	Amy Abbott (E)	30% Net	\$120
Mako Milers		3/1 - 12/31	Barbara Stamen (E)	30% Net	\$120
Mako Milers Running Club		3/1 - 12/31	Amy Abbott (E)	30% Net	\$120
Mako Milers Running Club		3/1 - 12/31	Barbara Stamen (E)	30% Net	\$120
Mandarin Immersion Summer Camp		3/1 - 12/31	Nicole Loh (E)	60% Net	\$180
Manners Made Fun		3/1 - 12/31	Laura Little (E)	50% Net	\$100
Masters Of The Field		3/1 - 12/31	Academic Chess (I)	60% Net	\$112
Math		3/1 - 12/31	TBD	50% Net	\$89
Math		3/1 - 12/31	TBD	50% Net	\$99
Math		3/1 - 12/31	TBD	\$29/hr+	\$99
Math 6/7		3/1 - 12/31	Michael Hale (E)	60% Net	\$180
Math Tutoring By Experienced Math Teachers		3/1 - 12/31	wikiTHINK (I)	Varies	\$269
Math Tutoring By Experienced Math Teachers		3/1 - 12/31	wikiTHINK (I)	Varies	\$269
Mathobotix		3/1 - 12/31	Mathobotix (I)	70% Gross	\$259
Mathobotix STEM Robotics Summer Camp		3/1 - 12/31	Mathobotix (I)	70% Gross	\$259
Memory Power And Study Skills		3/1 - 12/31	Christy Nelson (E)	50% Net	\$120
Middle School Boot Camp		3/1 - 12/31	Deanna Bleidstel (E )	30% Net	\$120
Middle School Boot Camp		3/1 - 12/31	Stephanie Avera (E )	30% Net	\$120
Middle School Math Prep		3/1 - 12/31	Michael Hale (E)	60% Net	\$160
Mindstorm Robotics		3/1 - 12/31	Bricks 4 Kidz (I)	60% Net	\$185
Mini-Kindergarten		3/1 - 12/31	Lori Walker (E)	60% Net	\$325
Modeling And Style		3/1 - 12/31	Tara Meyer (E)	\$29/hr+	\$120
Mommy/Daddy And Me Preschool!		3/1 - 12/31	Kris McCartney (E)	60% Net	\$250
Mommy/Daddy And Me Preschool!		3/1 - 12/31	Patti Peviani (E)	60% Net	\$250
Mommy/Daddy And Me Preschool!		3/1 - 12/31	Wendy Marcot (E)	60% Net	\$250
Monologue & Scene Study For The Young Actor		3/1 - 12/31	Brett King( E )	60% Net	\$140
Multi-Sport Camp		3/1 - 12/31	Nick Schofield ( E)	60% Net	\$120
Musical Theater		3/1 - 12/31	Heather Carlsen (E)	30% Net	\$180
Musical Theater		3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$180
My Fun House		3/1 - 12/31	Linda Montgomery ( E)	60% Net	\$120
Natural A's		3/1 - 12/31	Curtis Adney (E)	50% Net	\$49
Natural A's: Parent/Adult Registration		3/1 - 12/31	Curtis Adney (E)	50% Net	\$49
Needle Art Series		3/1 - 12/31	Naomi Sutton (E)	\$29/hr	Varies
Ocean Animals		3/1 - 12/31	TBA	\$29/hr+	\$98
Parent And Me: Adventure Through China		3/1 - 12/31	Pandarin Academy (I)	50% Net	\$130
Pen And Ink Art Magic		3/1 - 12/31	Nancy Larragoiti (E)	\$29/hr+	\$98
Photography		3/1 - 12/31	Laura Hoffman (I)	50% Net	Varies
Playtime In Spanish		3/1 - 12/31	April Sonenberg (E)	60% Net	\$120
Playtime In Spanish		3/1 - 12/31	April Sonenberg (E)	60% Net	\$90
Pre-Algebra		3/1 - 12/31	Daryl Johannsen (E)	\$29/hr+	\$99
Pre-Geometry		3/1 - 12/31	Daryl Johannsen (E)	\$29/hr+	\$120
Private Swim Lessons		3/1 - 12/31	Pete Cosmakos, LLC (I)	60% Net	\$180
Public Speaking Basics		3/1 - 12/31	Ron Grishaber (E)	60% Net	\$130
Reading Fun With Jr Great Books and More		3/1 - 12/31	Lori Walker (E)	60% Net	\$110
SC Authors Workshop		3/1 - 12/31	Kim Hanley ( E)	30% Net	\$150
SC Authors Workshop		3/1 - 12/31	Nicole Davis ( E)	30% Net	\$150
SC Authors Workshop: Linking Middle School to High School Writing		3/1 - 12/31	Kim Hanley ( E)	30% Net	\$150
SC Authors Workshop: Linking Middle School to High School Writing		3/1 - 12/31	Nicole Davis ( E)	30% Net	\$150
SCPGA Golf And S.T.E.A.M. Summer Camp		3/1 - 12/31	SCPGA (I)	60% Net	\$179
Second Grade Common Core Camp		3/1 - 12/31	Christy Grudynski (E)	60% Net	\$180
Second Grade Common Core Camp		3/1 - 12/31	Kim Downing (E)	60% Net	\$180
Second Grade Head Start		3/1 - 12/31	Valerie Robbins (E)	60% Net	\$135
Self-Publishing Online Digital Photo Books For Youth		3/1 - 12/31	Randeleigh Harris (E)	50% Net	\$92
Semi-Private Swim Lessons		3/1 - 12/31	Pete Cosmakos, LLC (I)	60% Net	\$105
Sewing Classes		3/1 - 12/31	Laurie Murphy Klein (E)	50% Net	\$100
So You Want To Be A Teacher?		3/1 - 12/31	Lori Walker (E)	60% Net	\$125
Soccer Skills Clinics		3/1 - 12/31	BJ McNicol (E)	50% Net	\$126
Softball Clinics		3/1 - 12/31	Nicholas Trani (E)	50% Net	\$120
Spanish For Children		3/1 - 12/31	Conversa (I)	50% Net	\$145
Spanish For Children: Levels 1 and 2		3/1 - 12/31	Conversa (I)	60% Net	\$120
Spanish For Preschoolers		3/1 - 12/31	Conversa (I)	50% Net	\$145
Spring Art		3/1 - 12/31	Heather Carlsen (E)	30% Net	\$104
Spring Art		3/1 - 12/31	Tanya Bonetti (E)	30% Net	\$104
Strategic Kids: Strategic Magic		3/1 - 12/31	Strategic Kids (I)	60% Net	\$112
Study Insects In Spanish		3/1 - 12/31	Veronica Noguez (E)	60% Net	\$180
Study Strategies For Teens		3/1 - 12/31	Jason Turney (E)	\$29/hr+	\$56
Successful Study Strategies For Kids		3/1 - 12/31	Jason Turney (E)	\$29/hr+	\$56
Summer Art Experience In Spanish		3/1 - 12/31	Nicole Thompson (E)	60% Net	\$180
Summer Arts and Crafts		3/1 - 12/31	Ann Berger (E)	60% Net	\$100
Summer Experience		3/1 - 12/31	Renee Zapas (E)	Per Day	\$165
Summer Experience		3/1 - 12/31	Thomas Fish (E)	Per Day	\$150
Super Chefs		3/1 - 12/31	Super Readers (I)	60% Net	\$130

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EXHIBIT A  
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COMMUNITY EDUCATION NON-CREDIT PROGRAM- Summer and Additional Spring 2017

PROGRAM	ACTIVITY TITLE	DATES	PRESENTER	HONORARIA	FEE
	Superhero Filmmaking Flix	3/1 - 12/31	Incrediflix (I)	PP	\$185
	Tee It Up With TGA/SCPGA	3/1 - 12/31	SCPGA (I)	60% Net	\$136
	Tennis	3/1 - 12/31	Orange County Com. Tennis Assoc.	60% Net	\$120
	Tennis Skills Clinics	3/1 - 12/31	Nick Trani (E)	50% Net	\$149
	The Photography Club	3/1 - 12/31	Excel Education Programs (I)	50% Net	Varies
	The Power Of Exploring Art	3/1 - 12/31	Nancy Larragoiti (E)	\$29/hr+	\$46
	The Wonderful World Of Writing	3/1 - 12/31	Cindy Billy (E)	30% Net	\$235
	The Wonderful World Of Writing	3/1 - 12/31	Danielle Ridill (E)	30% Net	\$235
	Theatre Fun With Improvisation	3/1 - 12/31	Tara Meyer (E)	\$29/hr+	\$120
	Third Grade Common Core Camp	3/1 - 12/31	Christy Grudynski (E)	60% Net	\$180
	Third Grade Head Start	3/1 - 12/31	Julie Hansen (E)	60% Net	\$135
	Toddler Time	3/1 - 12/31	Dawn Trumbo (E)	30% Net	\$250
	Toddler Time	3/1 - 12/31	Kristi Martin (E)	30% Net	\$250
	UCI Writing Project	3/1 - 12/31	UCI Summer Youth Programs (I)	85% Gross	\$690
	Volleyball	3/1 - 12/31	TBA	50% Net	\$180
	Wagon Wheel Kindergarten Corral	3/1 - 12/31	Rita Beninga (E)	60% Net	\$115
	Water Polo Skills Clinics	3/1 - 12/31	Pete Cosmakos, LLC (I)	50% Net	\$126
	Weight Training	1/1 - 12/31	Judd Binley (E)	60% Net	\$198
	Writing for Academic Success	3/1 - 12/31	Chris Jones (E)	60% Net	\$150
	Young Artists And Authors Studio	3/1 - 12/31	Carrie Gray (E)	60% Net	\$180
	Young Artist's Workshop	3/1 - 12/31	Nancy Larragoiti (E)	\$29/hr+	\$98
	Young Illustrators	3/1 - 12/31	TBA	\$29/hr+	\$98
	Young Rembrandts	3/1 - 12/31	Young Rembrandts (I)	60% Net	\$180
	Young Rembrandts Cartooning	3/1 - 12/31	Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts Draw Amazing Things	3/1 - 12/31	Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts Spring Cartooning	3/1 - 12/31	Young Rembrandts (I)	60% Net	\$120
	Young Rembrandts Winter Drawing	3/1 - 12/31	Young Rembrandts (I)	60% Net	\$120
	Youth Aquatics	3/1 - 12/31	Pete Cosmakos, LLC (I)	50% Net+	\$75

<i>South Orange County Community College District</i>				
<i>IRVINE VALLEY COLLEGE</i>				
<i>COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2017</i>				
<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>INSTRUCTOR</i></b>	<b><i>HONORARIA</i></b>	<b><i>FEE</i></b>
Aquatic Fitness	5/30/17-8/11/17	Barbara Stockler	70% gross	\$20
Art Courses	5/30/17-8/11/17	Annette Hernandez	70% gross	\$45
Art Courses	5/30/17-8/11/17	Donna Hanna-Chase	70% gross	\$30
Art Courses	5/30/17-8/11/17	Pam Schader	70% gross	\$38
Art Courses	5/30/17-8/11/17	Sheri Cohen	70% gross	\$45
Art Courses	5/30/17-8/11/17	Teresa Fernald	70% gross	\$60
Band Rehearsal/Performance	5/30/17-8/11/17	Ed Peterson	70% gross	\$30
Band Rehearsal/Performance	5/30/17-8/11/17	Peter Fournier	70% gross	\$30
Beginning Conversational Tagalog	5/30/17-8/11/17	Lucy Jo. R. Hermann	50% gross	\$100
Bird Watching in California	5/30/17-8/11/17	Dallin Saurey	50% gross	\$20-\$60
Business Management	5/30/17-8/11/17	Gene Konstant	50% gross	\$39-\$159
Buying & Selling on Ebay	5/30/17-8/11/17	Benjamin Schramm	50% gross	\$20
Choral Music	5/30/17-8/11/17	Cecilia Kim	70% gross	\$20
College Funding	5/30/17-8/11/17	Charles Rowan	50% gross	\$25
Comercial Real Estate Investments	5/30/17-8/11/17	Robert Kehiayan	50% gross	\$59
Computer Courses	5/30/17-8/11/17	Benjamin Schramm	50% gross	\$15
Computer Courses	5/30/17-8/11/17	Vazi Okhandiar	60% gross	\$250-\$599
Country Line Dancing	5/30/17-8/11/17	Ida Stuart	70% gross	\$20
Creative Writing	5/30/17-8/11/17	Jeffrey Briar	70% gross	\$45
Creative Writing	5/30/17-8/11/17	Kathryn Kramer	50% gross	\$30
Dance Courses	5/30/17-8/11/17	Diana Krivosheya	50% gross	\$60
Dance Courses	5/30/17-8/11/17	Dorothy Bregozzo	70% gross	\$30
Dance Courses	5/30/17-8/11/17	Marge Forehan	70% gross	\$30
E-Bay Courses	5/30/17-8/11/17	Carolyn Jacinto	50% gross	\$95-\$225
Educational Courses for Kids	5/30/17-8/11/17	Amanda Click	50% gross	\$110-\$120
Film Genres	5/30/17-8/11/17	Kathryn Kramer	70% gross	\$20-\$30
Film Genres	5/30/17-8/11/17	Mark Sevi	50% gross	\$20
Film Genres II	5/30/17-8/11/17	Kathryn Kramer	50% gross	\$20
Film Studies	5/30/17-8/11/17	Dov Simens	50% gross	\$395
Financial Management for Women	5/30/17-8/11/17	James Peters	50% gross	\$59
Financial Management Workshop	5/30/17-8/11/17	Charla Sue Riley	50% gross	\$49
Fitness Courses	5/30/17-8/11/17	Becki Rigali	70% gross	\$15-\$25
Fitness Courses	5/30/17-8/11/17	Beejay Janiga	70% gross	\$25
Fitness Courses	5/30/17-8/11/17	Carrie Henderson	70% gross	\$25-\$29
Fitness Courses	5/30/17-8/11/17	EJ Baldonado	70% gross	\$15-\$40

\*per person, \*\*per session

<b><i>COURSE TITLE</i></b>	<b><i>DATES</i></b>	<b><i>INSTRUCTOR</i></b>	<b><i>HONORARIA</i></b>	<b><i>FEE</i></b>
Fitness Courses	5/30/17-8/11/17	Eugenia Lane	70% gross	\$15-\$25
Fitness Courses	5/30/17-8/11/17	Jackie Ovadia	70% gross	\$20
Fitness Courses	5/30/17-8/11/17	Jada Robitaille	70% gross	\$25-\$30
Fitness Courses	5/30/17-8/11/17	Jeffrey Briar	70% gross	\$20
Fitness Courses	5/30/17-8/11/17	Joanna Schoon	70% gross	\$30-\$70
Fitness Courses	5/30/17-8/11/17	Judith Shields	70% gross	\$30
Fitness Courses	5/30/17-8/11/17	Kathryn Burns	70% gross	\$25
Fitness Courses	5/30/17-8/11/17	Lesley Lowe	70% gross	\$20
Fitness Courses	5/30/17-8/11/17	Lisa Messenger	70% gross	\$15-\$25
Fitness Courses	5/30/17-8/11/17	Mikki Michele	70% gross	\$36-\$60
Fitness Courses	5/30/17-8/11/17	Renee Fiore-Burton	70% gross	\$25-\$29
Fitness Courses	5/30/17-8/11/17	Sebastian Caramagno	70% gross	\$25
Free Publicity in Newspapers	5/30/17-8/11/17	Robert Gluckson	50% gross	\$40
Guided Autobiography	5/30/17-8/11/17	Robert Phelps	50% gross	\$30
Ham Radio	5/30/17-8/11/17	Robert Maller	50% gross	\$60
Health & Safety Awareness	5/30/17-8/11/17	Hannah Kim	50% gross	\$20
Health Insurance Management	5/30/17-8/11/17	Ferial Maghami	50% gross	\$20-\$80
High School & Tournament Tennis	5/30/17-8/11/17	Di Lin	50% gross	\$55
Import Export Now	5/30/17-8/11/17	John Spiers	50% gross	\$95
Internet/Web Certificate Courses	5/30/17-8/11/17	Bill Cunningham	50% gross	\$225
Internet/Web Certificate Courses	5/30/17-8/11/17	Fabian Toth	50% gross	\$225
Internet/Web Certificate Courses	5/30/17-8/11/17	Rich Talmo	IVC receives \$29-300*pp	\$49-\$4,500
Introduction to SQL	5/30/17-8/11/17	Vazi Okhandiar	60% gross	\$399
Introduction to Stock Options	5/30/17-8/11/17	Sanjeev(Sam) Bhai	50% gross	\$250
Lean Practitioner	5/30/17-8/11/17	Greg Pettit	50% gross	\$400
Life College	5/30/17-8/11/17	Joyce Arntson	50% gross	\$200-\$600
Makeup and Skincare	5/30/17-8/11/17	Michelle Jackson	50% gross	\$65
Modern Quilting	5/30/17-8/11/17	Sandra Johnson	50% gross	\$50
Music Courses	5/30/17-8/11/17	Louise Jacobs	70% gross	\$20-\$25
Music Courses	5/30/17-8/11/17	William Nicholls	70% gross	\$35
Myths of Wealth Management	5/30/17-8/11/17	James Peters	50% gross	\$59
Navigating the Global Economy	5/30/17-8/11/17	Myung Han	50% gross	\$60
Nike Summer Camp	5/30/17-8/11/17	Ross Duncan	50% gross	\$180 - \$320
Notary and Loan Specialist Classes	5/30/17-8/11/17	Thomas Peavyhouse	50% gross	\$70
Personal Enrichment Courses	5/30/17-8/11/17	John Pak	50% gross	\$20-\$39
Personal Enrichment Courses	5/30/17-8/11/17	LeeAnne Krusemark	50% gross	\$20-\$99
Personal Enrichment Courses	5/30/17-8/11/17	Leslee Newman	50% gross	\$45
Personal Enrichment Courses	5/30/17-8/11/17	Richard Katz	50% gross	\$45
Piano Courses	5/30/17-8/11/17	Carol Lippert	70% gross	\$30
Retirement Planning Courses	5/30/17-8/11/17	Andrew Gordon	IVC receives \$20 *pp, \$5 spouse	\$49-\$54

\*per person, \*\*per session

[illegible]

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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**BACKGROUND**

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

**STATUS**

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

**RECOMMENDATION**

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



**SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT**

**SADDLEBACK COLLEGE**

<b><i>Presentation Date</i></b>	<b><i>Faculty Member Course Title/Activity</i></b>	<b><i>Speaker Name</i></b>	<b><i>Topic</i></b>	<b><i>General Fund Honorarium/Travel</i></b>
2/10/17	BSI Event – Completing College Conference: Online Education & Learning Resources	Dr. Vincent Tinto	Student Success, BSI Event	\$6,700/BSI Grant
2/10/17	BSI Event – Completing College Conference: Online Education & Learning Resources	Dr. Deborah Harrington	Student Success, BSI Event	\$2,000/BSI Grant
2/14/17	Allison Camelot/ WGSAC Sociology	Jillian Hernandez	Incarnations of Fakery: The Race, Gender, and Sexuality Politics of Nicki Minaj's Rococo Aesthetics	\$500 out of WGSAC and Sociology Dept.. Funds
2/28/17	Amira Wegenek/ PSYCH 1	Katelyn Cemeka	Transfer to CSUF & Jobs in Statistics	\$200
3/29/17	Anthropology Colloquium	Angela Jenks	Anthropology, Race, and Healthcare	\$500
4/17/17	WGSAC Speaker's Series	Dr. Michael Messner	"Some Men: Allies in Violence Against Women"	\$500

**IRVINE VALLEY COLLEGE**

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Office Supplies Contract, Award of Bid 344D, Office Depot, Inc.

**ACTION:** Approval

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### **BACKGROUND**

In 1992 the District replaced the warehousing stock of office supplies with an online system with an outside vendor that guarantees next day delivery. The online system reduces inventory, waste, and allows for better price comparisons. The current five year contract for office supplies expires on March 27, 2017 and there is a need to establish a new contract.

### **STATUS**

On December 5 and December 12, 2016, Bid No. 344D was advertised and sent to seven vendors for a three-year contract for office supplies, with an option to renew for two more years. Vendors were asked to bid on specific items that will be under contract (core items) and to offer a discount from catalog prices of non-contract items to be purchased. Spending patterns from the previous year show that approximately 33% of the purchases are for contract (core items) and 67% are for non-contract items. Two vendors responded (EXHIBIT A) to the invitation for bids. The bids were opened on January 13, 2017 and staff evaluated the bids and determined that Office Depot, Inc. submitted the only responsive bid.

The agreement is available for review in Facilities Planning and Purchasing.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees award Bid No. 344D, to Office Depot, Inc., for a three-year contract for office supplies, beginning March 27, 2017, with an option to renew for two more years.

**BID 344D**  
**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**BID 344D OFFICE SUPPLIES CONTRACT**

**February 27, 2017**

<b>VENDOR</b>	<b>2016 CONTRACT ITEM SPEND (2)</b>	<b>2017 CONTRACT ITEM BID</b>	<b>2016 NON-CONTRACT ITEM SPEND (2)</b>	<b>2017 NON-CONTRACT DISCOUNT</b>
Office Depot, Inc. (1) Signal Hill, CA	143,377.00	96,443.00	290,623.00	60% off office supplies & paper 30% off toner 20% off all other
Staples, Inc. Business Advantage Framington, MA		Bid Rejected (3)		
Discount Computer Supplies Los Angeles, CA		Interest/ No Bid Response		
School Specialty, Inc. Greenville, WI		Interest/No Bid Response		
Garza Industries, Inc. Orange, CA		Interest/No Bid Response		

- (1) Recommend award  
(2) Figures based on \$434,000 annual spend for 2016  
(3) Provided a national, not State of California contract, rejected by legal

**TO:** Board of Trustees

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

**RE:** SOCCCD: Design-Build Consultant Services Pool

**ACTION:** Approval

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### **BACKGROUND**

District Services employs design-build consultants at various times for capital improvement projects, to assist staff with developing complex Request for Proposals (RFP), and aligning selection criteria and construction processes with both established district standards and state requirements. Additionally, staff is incorporating lessons learned into all contract documents to ensure continuous improvement of best practices. The district selects professional services on demonstrated competence and professional qualifications necessary for satisfactory performance.

### **STATUS**

On December 15 and December 22, 2016, SOCCCD ran newspaper advertisements for consideration of a Design-build Consultant Services Pool and also requested proposals on two specific projects. Additional marketing efforts included placing a copy of the Request for Qualifications and Proposals (RFQ & P) on the district's website.

On January 18, 2017, four 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 creation of a Design-Build Consultant Services pool. Three firms are recommended for the pool as follows:

- Alternate Delivery Solutions, LLC, Laguna Niguel, CA, Robert J. Hartung.
- RG Group, San Diego, CA, Rebekah Gladson
- Umstot Project and Facilities Solutions, LLC, La Mesa, CA, David Umstot

When the district contemplates future design-build 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 Interim Chancellor recommends that the Board of Trustees approve the three design-build firms (EXHIBIT A) for the SOCCCD Design-build Consultant Services Pool, for no greater than a five year period.

**BID NO. 345D**

**Proposals for Design-Build Consultant Services Pool  
South Orange County Community College District  
February 27, 2017**

<b><u>COMPANY NAME</u></b>	<b><u>CITY</u></b>	<b><u>SUBMITTER'S NAME</u></b>
<b>*Alternate Delivery Solutions, LLC</b>	<b>Laguna Niguel, CA</b>	<b>Robert J. Hartung</b>
<b>Kitchell</b>	<b>Tustin, CA</b>	<b>Russel A. Fox</b>
<b>* RG Group</b>	<b>San Diego, CA</b>	<b>Rebekah Gladson</b>
<b>*Umstot Project and Facilities Solutions, LLC</b>	<b>La Mesa, CA</b>	<b>David Umstot</b>

**\*Firms recommended for the Pool**

**TO:** Board of Trustees

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

**RE:** SOCCCD: Agreement for Independent Auditing Services, Vicenti, Lloyd & Stutzman, LLP

**ACTION:** Approval

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### **BACKGROUND**

Title 5, California Code of Regulations, Section 59102 requires community college districts to contract, no later than May 1, for an independent audit of all funds of the district. Christy White Associates has performed audit services for the District for the past four years (original contract was 3 years with a 1 year extension); their contract expires on June 30, 2017. It is considered best practice to change audit firms on a regular basis.

### **STATUS**

A request for proposal for audit services was advertised on November 4 and 11, 2016, and distributed to eleven CPA firms who currently audit community college districts. The District received six proposals. The proposals were reviewed and three firms were selected to bid (EXHIBIT A). A committee of district and college staff interviewed these firms. The results of the interviews were reviewed by the Acting Vice Chancellor of Business Services and Interim Chancellor, and presented to the District Audit Committee for consideration. It was determined that the audit firm of Vicenti, Lloyd & Stutzman LLP was the best qualified firm and should be selected to perform professional audit services at a fee as described in the professional services agreement (EXHIBIT B).

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the professional services agreement with Vicenti, Lloyd & Stutzman LLP to perform the District's financial audit for the term of June 30, 2017 to June 30, 2019 for an amount not to exceed \$398,400 and an optional two (2) one-year renewals. Other audit services will be mutually agreed upon and billed at the rates described in the agreement scope of work.

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

BID NO. 341D

INDEPENDENT AUDITING SERVICES FOR DISTRICT FINANCIAL AUDIT  
FOR FISCAL YEARS ENDING JUNE 30, 2017, 2018, AND 2019

Vendor Name	Contact Name
Crowe Horwath LLP	Jeffrey A. Jensen, CPA
Vavrinek, Trine, Day & Co LLP	Brandon L. Harrison, CPA
* Vicenti, Lloyd & Stutzman LLP	Renee S. Graves, CPA CGFM

\* RECOMMENDED AWARD



**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
**INDEPENDENT CONTRACTOR / PROFESSIONAL SERVICES AGREEMENT**  
**Auditing Services for Fiscal Years ending June 30, 2017, 2018, 2019**

**Vicenti, Lloyd & Stutzman LLP**

**March 1, 2017 - June 30, 2020**

This Independent Contractor / Professional Services Agreement ("Agreement") is between South Orange County Community College District ("District"), a California community college district and political subdivision of the State of California, and **Vicenti, Lloyd & Stutzman LLP** ("Contractor"), a **Certified Public Accounting and Consulting firm**. District and Contractor are also referred to collectively as the "Parties" and individually as "Party."

WHEREAS, District is authorized by Section 53060 (see Appendix 14) of the California Government Code to contract with and employ any persons for the furnishing of special services and advice in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required; and

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Contractor is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

NOW, THEREFORE, in consideration of these mutual promises, the Parties agree as follows:

1. Scope of Service. Contractor's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of his/her profession. Services to be provided by Contractor ("Work"): **Independent audit services for the South Orange County Community College District (District), the Irvine Valley College Foundation, the Saddleback College Foundation, the Advanced Technology and Education Park Foundation, the Foundation for the South Orange County Community College District, and the South Orange County Facilities Corporation for Fiscal Years ending June 30, 2017, 2018, and 2019 as detailed in EXHIBIT A.**

2. Term. This Agreement shall commence on **March 1, 2017, and shall continue in full force and effect thereafter until and including June 30, 2020, with two (2) additional one (1) year options upon mutual written agreement unless earlier terminated in accordance with Section 12, Termination ("Term").**

3. Payment.

A. Amount of Compensation. District agrees to pay Contractor, as full consideration and compensation for Contractor's performance of the Work under this Agreement, a total amount not to exceed: **Year 1 - One Hundred Thirty-one Thousand Four Hundred Dollars (\$131,400); Year 2 - One Hundred Thirty-two Thousand Eight Hundred Dollars (\$132,800); Year 3 - One Hundred Thirty-four Thousand Two Hundred Dollars (\$134,200); Optional Year 4 - One Hundred Thirty-seven Thousand Four Hundred Dollars (\$137,400); Optional Year 5 - One Hundred Forty Thousand Five Hundred Dollars (\$140,500)** ("Contract Amount").

B. For Reimbursement of Expenses. Unless otherwise agreed upon by District in writing or specifically provided in this Agreement, Contractor shall assume and pay, at Contractor's sole expense, all costs and expenses incurred by Contractor in performing the Work under this Agreement ("Expenses").

C. Method and Schedule of Payment. District shall pay to Contractor the Contract Amount pursuant to invoice from Contractor in accordance with this Agreement.

i. Invoice. Contractor shall submit to District detailed billing information regarding the Work provided for the billing period, not more than once per month, and, **if applicable, District-authorized Expenses** incurred during the billing period. All **District-authorized Expenses** shall be documented **with original receipts** and shall be **pre-approved in writing by District**, unless such expenses are specifically authorized by this Agreement. Invoices shall include the invoice date, date(s) of service(s), District's Purchase Order number, and Contractor's Taxpayer Identification Number. Invoices shall be paid on a "net 30-day basis" for Work satisfactorily rendered (as determined by the District) pursuant to this Agreement. An invoice cannot be paid unless this Agreement has been signed by Contractor and has been properly executed by District, and Contractor has submitted a completed Vendor Form/Substitute Form W-9 to District's Contract and Procurement Services Department.



4. California State Tax Withholding for Nonresidents of California. It is mutually understood that if Contractor is a Nonresident of California, which may include California Nonresidents, corporations, limited liability companies, non-profits, and partnerships that do not have a permanent place of business in the State of California, the District is obligated to abide by California Franchise Tax Board (FTB) withholding requirements. The District is required to withhold from all payments or distributions of California source income made to a Nonresident when payments or distributions are greater than One Thousand Five Hundred Dollars (\$1,500) for the calendar year unless the District receives authorization for a waiver or a reduced withholding rate from the Franchise Tax Board. As of January 1, 2008, the standard withholding amount for all payments to Nonresident California Contractors is Seven Percent (7%). District will deduct the amount ordered by the State of California from the payment hereunder and will pay such amount directly to the Contractor's California State Income Tax Account, settlement of which must be made by Contractor directly with the State of California through Withholding Coordinator, Franchise Tax Board, PO Box 651, Sacramento, California, 95812-0651; telephone (916) 845-6262. Completion and submission of the appropriate form shall be the obligation of the Nonresident Contractor and Contractor shall defend, indemnify and hold harmless the District against any loss, expense, or liability arising out of Contractor's acts or omissions with respect to this nonresident requirement. Contractor shall provide all necessary documentation and information to help District comply with all tax requirements related to California nonresidents.

5. Trademark/Logo Use. Contractor must obtain written approval from District's Public and Government Affairs, Public Information Office ("PIO") to use the District's name and/or logos in any advertisements, promotions, press releases or other media. In the event such permission is extended, PIO will furnish Contractor with camera-ready artwork for such use. District, at its sole discretion, may limit or otherwise place conditions on Contractor's use of District's name, and/or logos in which case such limitations shall be incorporated into this Agreement. Contractor shall not revise, change, or otherwise alter any material related to District's name and/or logo without written consent from District.

6. Independent Contractor. Contractor, in the performance of this Agreement, shall be and act as an independent contractor and not an employee of District. Contractor, understands and agrees that he/she and all of his/her employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Contractor assumes the full responsibility his/her acts and/or liabilities including those of his/her employees or agents as they relate to the Work to be provided under this Agreement. Contractor shall assume full responsibility for withholding and payment of all: federal, state, local and applicable income taxes; workers' compensation; contributions, including but not limited to, unemployment insurance and social security with respect to Contractor and Contractor's employees. Contractor should be aware the IRS regulations require District to report total income exceeding six hundred dollars (\$600) under this and any additional Agreements in any given year. The District will not withhold taxes, unemployment insurance or social security for Contractor or Contractor's employees or independent subcontractors. Contractor agrees to indemnify and hold District harmless from and against any and all liability arising from any failure or alleged failure of Contractor to withhold or pay any applicable tax, unemployment insurance or social security when due or any failure or alleged failure to comply with any applicable regulation applicable to Contractor's employees.

7. Use of Subcontractors. Contractor must obtain District's prior written approval to use any subcontractors while performing any portion of this Agreement and such approval may be conditioned on approval of the subcontract between Contractor and subcontractor. Such approval must include approval of the proposed subcontractor and the terms of compensation. District retains the right to obtain copies of subcontractor insurance coverage at any time. Nothing in this Section shall be interpreted as creating a contractual relationship between District and any approved subcontractor. Notwithstanding District's approval of any subcontractor's contract, Contractor shall remain solely responsible for any harm, damage, or claim arising from any subcontractor's acts or omissions as set forth in Section 13.

8. Public Retirement System Retirees. Contractor must disclose to District if Contractor has retired from the California State Teachers' Retirement System ("CalSTRS") or the California Public Employees' Retirement System ("CalPERS"). Pursuant to California Education Code Section 24214 and 24214.5, there are postretirement limitations on earnings if Contractor has retired from CalSTRS and hours worked limitations if Contractor has retired from CalPERS. If Contractor has retired from either CalSTRS or CalPERS, Contractor should be aware that the District is required to report all payments under this and any additional Agreements in any given year (July 1 – June 30).

CalSTRS or CalPERS: \_\_\_\_\_ Agency Retired From: \_\_\_\_\_ Retirement Date: \_\_\_\_\_

9. Materials and Expenses. Contractor shall furnish, at his/her own expense, all labor, materials, equipment, supplies and other items necessary to complete the Work to be provided pursuant to this Agreement. District shall not be liable to Contractor for any costs or expenses paid or incurred by Contractor in performing Work for District.

10. Policies & Procedures and Rules & Regulations. Contractor will comply with District's policies, procedures, rules and regulations and applicable laws.

11. Originality of Services.

a. Matters Produced Under this Agreement. Contractor understands and agrees that all matters produced under this

Agreement shall become the property of District and cannot be used without District's express written permission. District shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the District. Contractor consents to use of Contractor's name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

- b. Contractor Use of Other Copyright/Trademark/Patent Materials. Contractor is responsible for arranging and paying for all rights and copyrights necessary and for all costs arising from the use of any material covered by copyright, patent, trademark or franchise. Contractor agrees to indemnify, defend and hold harmless the District from any claims or costs, including legal fees, which might arise from questionable use of any such material. The District reserves the right to require verification.

12. Termination. Either Party may, at any time, with or without cause, terminate this Agreement by providing at least thirty (30) days written notice to the other Party prior to the requested termination date. In such case, District shall compensate Contractor only for Work satisfactorily rendered to the date of termination. If District terminates for cause, it shall be entitled to compensation from Contractor for all costs associated with addressing and rectifying Contractor's noncompliance with this Agreement. Written notice by District shall be sufficient to stop further performance of Work by Contractor. In such case, notice shall be deemed given when received by the Contractor or no later than three (3) days after the day of mailing, whichever is sooner.

13. Indemnification. Contractor agrees to defend, hold harmless and indemnify District, its parent, affiliates, subsidiaries, authorized representatives, directors, officers, agents and employees against any and all liability for any judgments, awards, expenses, fines, penalties, attorneys' fees, costs, or other claims for damages in connection with any suit, complaint, charge, proceeding or action of any kind alleging a violation of any statutory or regulatory provision or otherwise arising out of the negligent act or willful misconduct by Contractor, of its duties and responsibilities under this Agreement, unless such performance or nonperformance occurred at the direction of or was caused by District. This hold harmless and indemnification includes but is not limited to compensatory damages, punitive damages, regulatory fines and penalties, and extra-contractual liability and shall survive the termination of this Agreement.

14. Insurance. Contractor agrees to maintain, in full force and effect, at Contractor's expense, the following insurance coverages from an admitted carrier in the State of California with a Best Rating of A-VII or higher: (i) Commercial General Liability insurance, with limits of not less than One Million Dollars (\$1,000,000) per occurrence including bodily injury (including, but not limited to, injuries sustained as a result of an offense directly or indirectly related to Contractor employee or Contractor third-party representative including assault or abuse, sexual or otherwise), broad form property damage and blanket contractual liability, written on an "occurrence" form; (ii) Professional Liability Insurance with limits of not less than One Million Dollars (\$1,000,000); (iii) Employer's Liability with limits of not less than One Million Dollars (\$1,000,000) per occurrence; (iv) Workers' Compensation insurance as required by statutory insurance requirement of the State of California; (v) Automobile Liability covering all owned, non-owned and hired vehicles with combined single limit for bodily injury and/or property damage of not less than One Million Dollars (\$1,000,000); and (vi) Cyber Liability insurance with limits of not less than Five Hundred Thousand Dollars (\$500,000) for each occurrence and an annual aggregate of One Million Dollars (\$1,000,000) covering claims involving privacy violations, damage to or destruction of electronic information, information theft, any release of private information, alteration of electronic information, extortion and network security, and coverage needs to include remediation costs for expenses incurred relating to notification expenses, call centers, Information Technology forensics, and Public Relations support following an incident or breach.

Contractor agrees to name District, District's Board of Trustees, its officers, agents, and employees as Additional Insured under its policy(ies). Contractor shall deliver Certificate(s) of Insurance and Additional Insured Endorsement(s) evidencing the required coverages to the District, which shall be subject to the District's approval for adequacy of protection. The Certificate(s) of Insurance shall provide thirty (30) days prior written notice of cancellation. All certificates must be faxed or emailed, followed by a hard-copy in the mail to District, Attn: Risk Management Services, 28000 Marguerite Parkway, Mission Viejo, CA 92692-3635, before Work is to commence.

15. Transportation. Contractor hereby acknowledges and understands that it is his/her responsibility to arrange for transportation to provide all Work necessary and/or required by this Agreement and is solely responsible for all associated costs. The District is in no way responsible for, nor does District assume any liability for, any injury or loss which may result from Contractor's transportation for which the Contractor shall indemnify the District in accordance with Section 13 above.

16. Assignment. The obligations of the Contractor pursuant to this Agreement shall not be assigned by the Contractor without the express, written approval of the District.

17. Compliance with Applicable Laws. The Work completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Contractor agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Contractor, Contractor's business, equipment and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations ("Rules"). If District disapproves of any service provided by Contractor, or if Contractor fails to comply with any applicable Rule, Contractor shall address the issue immediately at no additional cost to District.

18. Permits/Licenses. Contractor and all Contractor's employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of Work pursuant to this Agreement.

19. Prevailing Wage. Contractor certifies that Contractor is aware of Labor Code Section 1771, prevailing wages paid on Public Works projects greater than \$1,000, and Contractor will comply with said requirement.
20. Professional Practices. All Work provided pursuant to this Agreement shall be provide in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professionals in similar fields and circumstances in accordance with sound professional practices.
21. Confidentiality. Subject to any state or federal laws requiring disclosure (e.g., the California Public Records Act), the Parties agree, during the term of this Agreement and for five (5) years after termination or expiration of Agreement, to hold each other's proprietary or confidential information in strict confidence, except for any information protected under confidentiality laws which shall be held in such confidence in perpetuity. Parties agree not to provide each other's proprietary or confidential information in any form to any third party or to use each other's proprietary or confidential information for any purpose other than the implementation of, and as specified in, this Agreement. Each Party agrees to take all reasonable steps to ensure that proprietary or confidential information of either Party is not disclosed or distributed by its employees, agents or consultants in violation of the provisions of this Agreement.
22. Employment with Public Agency. Contractor, if an employee of another public agency, agrees that Contractor will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which Work is actually being performed pursuant to this Agreement.
23. Entire Agreement/Amendment. The Agreement documents consist of this Agreement, any exhibits attached to or referenced herein, and all amendments and/or modifications issued in writing, duly approved by District's Board of Trustees, and executed by the Parties after the release of this Agreement. Conflicting provisions hereof, if any, shall prevail in the following descending order of precedence: (a) provisions set forth in this Agreement, (b) provisions set forth in any referenced attachments or exhibits to this Agreement attached or incorporated herein by reference.
24. Non-Discrimination. Contractor agrees not to engage in unlawful discrimination in the employment of persons, or in the acceptance, assignment, treatment, evaluation or compensation of students who participate in programs sponsored or arranged by District, on the basis of race, color, religion, nationality, national origin, ancestry, sex, gender, gender identity, gender expression, ethnicity, age, medical condition, mental or physical disability, marital status, sexual orientation or Vietnam-era veteran status.
25. Non-Waiver. The failure of District or Contractor to seek redress for violation of, or to insist upon, the strict performance of any term or condition of this Agreement, shall not be deemed a waiver by that Party of such term or condition, or prevent a subsequent similar act from again constituting a violation of such term or condition.
26. Notice. All notices or demands to be given under this Agreement by either Party to the other Party shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by certified or registered mail, return receipt requested, with postage prepaid. Service shall be considered given when received, if personally served, or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either Party may be changed by written notice given in accordance with the notice provisions of this Section. At the date of this Agreement:
- District: South Orange County Community College District  
Attn: Dr. Debra Fitzsimons - Vice Chancellor, Business Services  
28000 Marguerite Parkway  
Mission Viejo, CA 92692-3635  
Phone: (949) 582-4680  
E-mail: dfitzsimons@socccd.edu
- Contractor: **Vicenti, Lloyd & Stutzman LLP**  
**Attn: Renée S. Graves**  
**2210 E. Route 66**  
**Glendora, CA 91740**  
**Phone: 626.857.7300 Extension 260**  
**Email: RGraves@vicenticpas.com**
- A Party may change its/his/her designated representative and/or address for the purpose of receiving notices and communications under this Agreement by notifying the other Party of the change in writing and in the manner described in this Section.
27. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.
28. Exhibits. All exhibits referenced herein and attached hereto shall be deemed incorporated into and made a part of this Agreement by each reference as though fully set forth in each instance in the text hereof.
29. Interpretation. In interpreting this Agreement, it shall be deemed to have been prepared by the Parties jointly, and no

ambiguity shall be resolved against District on the premise that it or its attorneys were responsible for drafting this Agreement or any provision hereof. The captions or heading set forth in this Agreement are for convenience only and in no way define, limit, or describe the scope or intent of any Sections or other provisions of this Agreement. Any reference in this Agreement to a Section, unless specified otherwise, shall be a reference to a Section of this Agreement.

30. Conflict of Interest. Contractor hereby represents, warrants and covenants that (i) at the time of execution of this Agreement, Contractor has no interest and shall not acquire any interest in the future, whether direct or indirect, which would conflict in any manner or degree with the performance of Work under this Agreement; (ii) Contractor has no business or financial interests which are in conflict with Contractor's obligations to District under this Agreement; and (iii) Contractor shall not employ in the performance of Work under this Agreement any person or entity having any such interests.

31. Governing Law. The terms and conditions of this Agreement shall be governed by the laws of the State of California with venue in Orange, California.

32. Authority to Execute. The individual(s) executing this Agreement on behalf of the Contractor is/are duly and fully authorized to execute this Agreement on behalf of Contractor and to bind the Contractor to each and every term, condition and covenant of this Agreement.

33. Approval by District's Board of Trustees. Pursuant to Education Code Section 81655, this Agreement is not valid and does not constitute an enforceable obligation against District unless and until District's Board of Trustees has approved or ratified this Agreement as evidenced by a motion duly passed and adopted by the Board of Trustees.

34. Time is of the Essence. Time is of the essence with respect to all provisions of this Agreement.

35. Accessibility of Information Technology. Contractor hereby warrants that the Work to be provided under this Agreement complies with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C §794d), and its implementing regulations set forth at Title 36, Code of Federal Regulations, Part 1194. Contractor agrees to promptly respond to and resolve any complaint regarding accessibility of its products brought to its attention. Contractor further agrees to indemnify and hold harmless the South Orange County Community College District, the Chancellor's Office of the California Community Colleges and any California community college using the Contractor's products from any claim arising out of its failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this Agreement.

36. Certification Regarding Debarment, Suspension or Other Ineligibility. (applicable to all agreements funded in part or whole with federal funds).

- a. By executing this contractual instrument, Contractor agrees to comply with applicable federal suspension and debarment regulations, including, but not limited to, regulations implementing Executive Order 12549 (29 C.F.R. Part 98) (see Appendix 15).
- b. By executing this contractual instrument, Contractor certifies to the best of its knowledge and belief that it and its principals:
  - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - 2) Have not, within a three-year period preceding the execution of this contractual instrument, been convicted of, or had a civil judgment rendered against them, for: (a) Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) or private transaction or contract; (b) Violation of Federal or State antitrust statutes; (c) Commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice; or (d) Commission of any other offense indicating a lack of business integrity or business honesty that seriously and directly affects Contractor's present responsibility;
  - 3) Are not presently indicted for, or otherwise criminally or civilly charged by any government entity (Federal, State or Local), with commission of any of the offenses enumerated in b.2) above, of this certification;
  - 4) Have not, within a three-year period preceding the execution of this contractual instrument, had one or more public transaction (Federal, State or Local) terminated for cause or default;
  - 5) Shall not, except as otherwise provided under applicable federal regulations, knowingly enter into any lower tier covered transaction with a person who is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded by any federal department or agency from participation in such transaction; and
  - 6) Include in all lower tier covered transactions, and all solicitations for covered transactions, provisions substantially similar to those set forth herein.

[SIGNATURES NEXT PAGE]

IN WITNESS WHEREOF, Parties hereby agree.

CONTRACTOR

SOUTH ORANGE COUNTY COMMUNITY COLLEGE  
DISTRICT

BY: \_\_\_\_\_

Signature of Authorized Representative

Print  
Name

Print  
Title

Date

BY: \_\_\_\_\_

Signature of Authorized Representative

Print  
Name

Print  
Title

Date

District's Board of Trustee's  
Approval/Ratification Date : \_\_\_\_\_

District Initiating Department

District Contact Name

District Contact Phone Number

Funding Source (G/L Account)

**Fiscal Services**

**Yvonne O'Tousa**

**949-582-4647**

**010 91102 672000 SP5707**

Professional Service  
Agreement Exhibit A

## SCOPE OF WORK

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The fees assume no significant changes will occur in accounting principles, auditing standards, compliance requirements or District operations. If unforeseen circumstances should change the size or scope of the audit, we will contact the District and discuss our estimate of additional costs. If additional time is necessary, we will notify you and bill at our normal billing rates.

The fee is dependent on all items requested at the pre-audit meeting being completed in a mutually agreed upon format. An audit planning document will be provided to the District's audit coordinator. The fees include assistance with the preparation of financial statements in accordance with generally accepted governmental accounting principles, including GASB Statements No. 34 and No. 35, *Basic Financial Statements – and Management's Discussion and Analysis for State and Local Governments* and *Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities – an amendment of GASB Statement No. 34*.

The audit will be conducted in accordance with Generally Accepted Auditing Standards and Government Auditing Standards issued by the Comptroller General of the United States of America, Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*, applicable Governmental Accounting Standards Board (GASB) statements and the *Contracted District Audit Manual*, published by the California Community Colleges Chancellor's Office.

The fees are inclusive of all District funds and current governmental accounting standards.

Hourly Rates	2016-17	2017-18	2018-19	2019-20	2020-21
Partner	\$ 265	\$ 265	\$ 270	\$ 275	\$ 275
Senior Manager	220	220	225	230	230
Manager	190	190	195	200	200
Consultant	190	190	195	200	200
Supervisor	135	135	140	145	145
Senior Auditor	135	135	140	145	145
Assistant Auditor	105	105	110	115	115
Clerical	45	45	47	50	50

## SCOPE OF WORK

Such hourly rates shall include all costs and expenses of performing audit services including all reports and bound and unbound copies of the final Audit Report for the District, Foundations, Facilities Corporation and GASB 43 & 45 Trust including copies to be filed with the appropriate agencies at an Annual Maximum Fee as proffered below.

<b>MAXIMUM FEES</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>	<b>2019-2020</b>	<b>2020-2021</b>
1) Annual Cost of District Audit including Data Collection Form					
a. Cost	\$ 106,800	\$ 108,000	\$ 109,200	\$ 111,400	\$ 113,900
b. Anticipated Hours	980	980	980	980	980
2) Foundation Audits and Tax Return					
-Foundation for the District					
a. Cost	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,200	\$ 3,300
b. Anticipated Hours	30	30	30	30	30
-Irvine Valley Foundation					
a. Cost	\$ 6,000	\$ 6,100	\$ 6,200	\$ 6,300	\$ 6,400
b. Anticipated Hours	60	60	60	60	60
-Saddleback College Foundation					
a. Cost	\$ 9,000	\$ 9,100	\$ 9,200	\$ 9,300	\$ 9,400
b. Anticipated Hours	90	90	90	90	90
-ATEP Foundation					
a. Cost	2,400	2,400	2,400	2,600	2,700
b. Anticipated Hours	25	25	25	25	25
3) South Orange County Community Facilities Corp					
a. Cost	\$ 1,800	\$ 1,800	\$ 1,800	\$ 2,000	\$ 2,100
b. Anticipated Hours	20	20	20	20	20
4) GASB 43 & 45 Trust Program Audit					
a. Cost	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,600	\$ 2,700
b. Anticipated Hours	25	25	25	25	25

It is understood and agreed that the Maximum Annual Fee is the maximum allowed to perform audit services and is subject to a corresponding reduction in the event that the actual cost of the audit services proves to be less. The "Hourly Rates", which include a reasonable profit and constitute the basis upon which the Maximum has been determined, are fixed and set forth for each applicable audit year as shown above.

## SCOPE OF WORK

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### *INTERNAL AUDIT SERVICES*

The cost for services outside the scope of the audit, such as internal audit services, will be mutually agreed upon between the District and Vicenti and billed at standard hourly rates.

<u>PERSONNEL CLASSIFICATION</u>	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>
Partner	\$ 265	\$ 265	\$ 270
Senior Manager	220	220	225
Manager	190	190	195
Consultant	190	190	195
Supervisor	135	135	140
Senior Auditor	135	135	140
Assistant Auditor	105	105	110
Clerical	45	45	47



## SCOPE OF WORK

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### *AUDIT WORK PLAN – All inclusive of the District, Foundations, Facilities Corporation, GASB 43 & 45 Trust, and Uniform Grant Guidance (UGG)*

<b><u>Time Frame</u></b>	<b><u>Engagement Activity</u></b>	<b><u>Estimated Hours</u></b>
<b>Throughout</b>	<p><b><i>Quality Control Review &amp; Meetings with Management</i></b></p> <p>Quality control procedures occur throughout the audit process and are designed to assure audit quality, adherence to professional standard, identify audit issues as they arise, and to keep management informed during each phase of the audit. Various meetings will be scheduled throughout to discuss audit or related matters. The Partner and Senior Manager will review the working papers of key audit area and will monitor progress to ensure deadlines are met. A separate partner independent of the engagement will conduct a final quality control review.</p>	<b>70</b>
<b>February</b>	<p><b><i>Entrance Conference</i></b></p> <p>Initial briefing and meeting with management designed to develop a reasonably comprehensive understanding of each entity and its operating environment. We will discuss year end and interim work to be performed. We will also consider any prior audit issues experienced by each entity. A preliminary listing of items to be prepared by management will be delivered, based upon this activity.</p>	<b>15</b>
<b>February - March</b>	<p><b><i>Internal Control Consideration, Documentation, and Risk Assessment</i></b></p> <p>We are required to consider each entity's internal control in planning and performing the audit in accordance with generally accepted audit standards and UGG. We will inquire of District and foundation personnel regarding the overall internal control structure; specifically, controls over cash receipts, cash disbursements, maintenance and operations, segregation of duties, and physical safeguards to determine the extent of internal control reliance in planning the audit.</p> <p>We will use a variety of methods to gain and document our understanding of your internal structure. These methods will include a review of your internal policy and procedure manuals, questionnaires, and development of narratives based on interview with various staff members and/or walk-throughs of transactions. In addition, to gain an understanding of the District's computer based information system, we employ powerful audit software to prepare, organize, review, and share working papers during the engagement.</p>	<b>110</b>

## SCOPE OF WORK

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### *AUDIT WORK PLAN – All inclusive of the District, Foundations, Facilities Corporation, GASB 43 & 45 Trust, and Uniform Grant Guidance (UGG) (continued)*

<b><u>Time Frame</u></b>	<b><u>Engagement Activity</u></b>	<b><u>Estimated Hours</u></b>
	<p><b><i>Internal Control Consideration, Documentation, and Risk Assessment (continued)</i></b></p> <p>Through the use of an integrated trial balance database, we will download data from your financial applications. We may utilize data extraction software such as ACL, to perform data analytics that are more meticulous than traditional auditing methods. We will make every effort to take advantage of your systems to make the audit as efficient and effective as possible. Jessie Wang, Manager, will lead the effort in reviewing the District's Information Systems.</p>	
<b>April - June</b>	<p><b><i>Preliminary Analytical Review</i></b></p> <p>Analytical review procedures are applied to help the audit team plan the nature, timing and extent of other auditing procedures. These procedures also enhance our understanding of the transactions and events that occurred since the last audit date and identify areas that may represent specific risk relevant to the audit. Exact analytical procedures to be performed depend on the volatility of account balances and the ability to develop meaningful expectations. Some analytical procedures we expect to perform are revenue potential calculations, ratio analysis, expenses per FTE, comparison to budget, etc.</p>	<b>20</b>
<b>April - June</b>	<p><b><i>Audit Risk Assessment and Planning, and UGG Risk Analysis and Planning</i></b></p> <p>The audit team will consider audit risk, together with materiality, to determine the nature, timing, and extent of audit procedures and the evaluation of those procedures. We will prepare an updated listing of items to be prepared by management as a result of this activity.</p> <p>We will also design the audit to provide reasonable assurance that the financial statements are free of material misstatements resulting from violations of laws and regulations that have a direct and material effect on the financial statements.</p>	<b>30</b>

## SCOPE OF WORK

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### *AUDIT WORK PLAN – All inclusive of the District, Foundations, Facilities Corporation, GASB 43 & 45 Trust, and Uniform Grant Guidance (UGG) (continued)*

<u>Time Frame</u>	<u>Engagement Activity</u>	<u>Estimated Hours</u>
	<p><i><b>Audit Risk Assessment and Planning, and UGG Risk Analysis and Planning (continued)</b></i></p> <p>We will review board minutes, agreements, contracts and other correspondence to determine the laws and regulations subject to audit testing. We will also interview management regarding laws and regulations as management is ultimately responsible for identifying government programs and understanding and complying with the compliance requirements. If deemed necessary, we will communicate with legal counsel or government officials to gain an understanding of the laws and regulations that have a direct and material effect on the financial statements.</p>	
<b>Throughout</b>	<p><i><b>Consideration of Fraud</b></i></p> <p>Auditing Standards require procedures that the audit team will use to plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether caused by error or fraud.</p>	<b>30</b>
<b>September</b>	<p><i><b>Account Balance &amp; Compliance Testing</b></i></p> <p>The audit team will test specific accounts and compliance requirements as they relate to the financial statements and UGG. We will use appropriate methods of sample selections in our audit work. We will also download each entity's final trial balances and integrate evidential matter into our workpapers.</p> <p>Audit sampling technics for purposes of testing compliance will depend on the results of our risk assessment and planning procedures. We utilize both statistical and non-statistical sampling based on our judgement, the level of reliability required and our need to quantify sampling risks.</p>	<b>805</b>
<b>September - October</b>	<p><i><b>Data Analysis &amp; Final Analytical Review</b></i></p> <p>These procedures are designed to help the audit team assess the conclusions reached during the course of the audit and to evaluate the overall financial statement presentation.</p>	<b>30</b>

## SCOPE OF WORK

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***AUDIT WORK PLAN – All inclusive of the District, Foundations, Facilities Corporation, GASB 43 & 45 Trust, and Uniform Grant Guidance (UGG) (continued)***

<b><u>Time Frame</u></b>	<b><u>Engagement Activity</u></b>	<b><u>Estimated Hours</u></b>
<b>November</b>	<b><i>Report Generation &amp; Audit Exit Meeting</i></b> We will prepare the comprehensive financial statements and a draft management letter, if applicable. We will then initiate a field exit with management to discuss remaining audit issues related to the draft financial statements and management letter.	<b><i>60</i></b>
<b>November</b>	<b><i>Report Finalization &amp; Presentation and Preparation of Informational Returns and Data Collection Form</i></b> We will finalize the audited financial statements and required reports, including the informational returns and data collection form. A presentation to the District Governing Board will be made.	<b><i>60</i></b>
<b>Total Estimated Engagement Time Requirements</b>		<b><u>1,230</u></b>

The engagement services for the District are to be performed for fiscal years ending June 30, 2017, 2018 and 2019 with the potential for an extension of two additional years. It is our understanding that this engagement includes the following services:

- A. Audit of the District's basic financial statements, including three college foundations.
- B. Audit of the District's Facilities Corporation.
- C. Financial and Compliance Audit of the District's GASB 43 & 45 Trust Program.
- D. Preparation of annual tax returns for the three college foundations.
- E. Preparation of the accompanying notes to financial statements listed above.
- F. Preparation of the Data Collection Form.
- G. Provide assistance in preparing year end adjustments needed for GASB 34/35 reporting.
- H. Attend scheduled meetings and conduct an exit conference with District and foundation staff.
- I. Consult and advise the District as to changes and improvements to achieve best practices.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Retiree OPEB Trust Actuary Report and Recommended Funding

**ACTION:** Approval

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### **BACKGROUND**

GASB requires an actuarial valuation for retiree benefits to be performed every 2 years, but SOCCCD has been doing them annually. In February, 2016, the District consultant, Nyhart Company, completed the 2016 actuarial study for retiree benefits. The Actuarial Accrued Liability (AAL) was \$85.6 million and the plan assets were valued at \$89.4 million. This resulted in a net actuarial accrued asset of \$3.8 million.

### **STATUS**

In January, 2017, Nyhart Company completed the 2017 actuarial for retiree benefits. The AAL is \$102.7 million and the value of the plan assets is \$103.0 million resulting in a net actuarial accrued asset of \$0.3 million.

The normal cost to fund the current year accrual for active employees is calculated at \$4.6 million. This amount will be allocated from Basic Aid funds for FY 2017-2018 and deposited into the trust to offset the current year retiree benefit costs. An executive summary and full report are provided in EXHIBIT A.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees accept Nyhart Company's 2017 actuarial report and allocate \$4.6 million to fund the normal cost for FY 2017-2018.

January 23, 2017

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

Re: South Orange County CCD Retiree Health Actuarial Valuation

Dear Ms. McCord:

We are presenting our report of the January 1, 2017 actuarial valuation conducted on behalf of the South Orange County Community College District (SOCCCD) for its retiree health program.

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

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

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

Sincerely,  
NYHART

A handwritten signature in black ink, appearing to read "Marilyn K. Jones", with a long, sweeping horizontal stroke extending to the right.

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

MKJ:rl

Enclosure



**South Orange County Community  
College District  
GASB Actuarial Valuation  
Retiree Health Program  
As of January 1, 2017**

January 2017

Prepared By:

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

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

*An Alliance Benefit Group Licensee*

**South Orange County Community College District**  
**GASB Actuarial Valuation**  
**Retiree Health Program**  
**As of January 1, 2017**

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## **SECTION I. EXECUTIVE SUMMARY**

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### **Background**

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

SOCCCD currently provides a contribution towards health benefits to approximately 313 retirees. In addition, there are approximately 938 active employees earning service credit for eligibility for future retiree health benefits. Eligibility for a contribution towards retiree health benefits and duration of coverage (to age 65 or lifetime) varies by employee group. In general, SOCCCD provides a contribution for 100% of the cost of health coverage to eligible retirees. Section IV of the report details the plan provisions that were included in the valuation and the current premium costs for coverage.

### **Results of the Retiree Health Valuation**

We have determined that the amount of the actuarial liability for SOCCCD's retiree health plan, as of January 1, 2017, is \$142,340,868. This represents the present value of all contributions or benefits projected to be paid by SOCCCD for current and future retirees. If SOCCCD were to place this amount in a fund earning interest at the rate of 6% per year, and all other actuarial assumptions were met, the fund would have enough to pay all expected benefits. This includes benefits for the current retirees as well as the current active employees expected to retire in the future. The valuation does not consider employees not yet hired as of the valuation date.

If the amount of the actuarial liability is apportioned into past service, current service and future service components; the past service component (actuarial accrued liability) is \$102,669,780, the current service component (normal cost or current year accrual) is \$4,478,180 and the future service component (not yet accrued liability) is \$35,192,908.

### **Annual Required Contribution (ARC)**

Under GASB 45, SOCCCD is required to expense for its retiree benefits using accrual accounting. The accrual expense or annual required contribution under GASB terminology is generally accrued over the working career of employees. The annual required contribution for SOCCCD's current fiscal year is \$4,594,742 or 5.2% of pay. This amount is comprised of the present value of benefits accruing in the fiscal year (normal cost) plus a 30-year amortization (on a level-percentage of pay basis) of the unfunded actuarial accrued liability (surplus) at January 1, 2017. Thus, it represents a means to expense the plan's liabilities in an orderly manner. The additional net OPEB obligation/(asset) at the end of the fiscal year will reflect any actual retiree health contributions or premiums and any GASB eligible pre-funding amounts made by SOCCCD during the period. The estimated District contributions for retiree benefits for the current fiscal year are \$4,409,467.

### Changes from Prior Valuation

The valuation reflects updated premium, plan and census information as well as updates to the initial medical trend rates and lowering the discount rate from 7% to 6%. A reconciliation of the change in the actuarial liability (AL) from the prior valuation is provided in the following table:

<b>January 1, 2016 Valuation @7%</b>	<b>\$111.5 Million</b>
Estimated increase due to passage of time (interest on the 1/1/2016 AL less estimated benefit payments paid from 1/1/2016 to 12/31/2016)	3.8 Million
Decrease due to healthcare cost less than assumed (pre-65 healthcare costs coming in approximately 4% and post 65 healthcare costs coming in approximately 1% less than assumed)	( 2.0 Million)
Increase due to new entrants (not included in prior valuation)	3.4 Million
Increase due to demographic experience different than assumed (includes retirement, termination and mortality)	2.9 Million
Increase due to increasing the initial medical trend rate from 6% to 6.5%	2.5 Million
Increase due to lowering the discount rate from 7% to 6%	<u>20.2 Million</u>
<b>January 1, 2017 Valuation @6%</b>	<b>\$142.3 Million</b>

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

<b>January 1, 2016 Valuation @7%</b>	<b>\$85.6 Million</b>
Estimated increase due to passage of time (interest on the 1/1/2016 AAL less estimated benefit payments paid from 1/1/2016 to 12/31/2016 plus normal cost accrual for 1/1/2016 to 12/31/2016)	5.7 Million
Decrease due to healthcare cost less than assumed (pre-65 healthcare costs coming in approximately 4% and post 65 healthcare costs coming in approximately 1% less than assumed)	( 1.4 Million)
Increase due to new entrants (not included in prior valuation)	0.0 Million
Increase due to demographic experience different than assumed (includes retirement, termination and mortality)	0.4 Million
Increase due to increasing the initial medical trend rate from 6% to 6.5%	1.8 Million
Increase due to lowering the discount rate from 7% to 6%	<u>10.6 Million</u>
<b>January 1, 2017 Valuation @6%</b>	<b>\$102.7 Million</b>

### Funding

SOCCCD has established a GASB eligible trust to pre-fund for its retiree health benefits. Based on the December asset statement provided by the District, the market value of assets in the trust is equal to \$96,106,489 as of December 31, 2016. The actuarial value of assets is equal to \$102,983,367 at December 31, 2016 which equals the market value of assets at December 31, 2016 plus a contribution receivable reported by the District equal to \$6,876,878. The unfunded actuarial accrued liability/(surplus) at December 31, 2016 is (\$313,587). The funded ratio of the plan is 100%.

The SOCCCD investment policy and current asset allocation supports a 6% long term rate of return on plan assets after expenses so the results of the valuation were based on a 6% discount rate. The impact of using alternative discount rates of 6.5% and 5.5% is provided in Section II-H of the report.

### Actuarial Basis

The actuarial valuation is based on the assumptions and methods outlined in Section VI of the report. To the extent that a single or a combination of assumptions is not met, the future liability may fluctuate significantly from its current measurement. As an example, the healthcare cost increase anticipates that the rate of increase in medical cost will be at moderate levels and decline over several years. Increases higher than assumed would bring larger liabilities and expensing requirements. A 1% increase in the healthcare trend rate for each future year would result in an increase of 39% in the annual required contribution.

Another key assumption used in the valuation is the discount (interest) rate which is based on the expected rate of return of plan assets. The valuation is based on a discount rate of 6%. A 1% decrease in the discount rate would increase the annual required contribution by 35%. A 1% increase in the discount rate would decrease the annual required contribution by 31%.

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

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

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

## **SECTION II. FINANCIAL RESULTS**

### **A. Valuation Results as of January 1, 2017**

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

	<u>Admin With Board Mbrs</u>	<u>Faculty</u>	<u>Classified</u>	<u>Classified Leadership</u>	<u>POA</u>	<u>Total</u>
<b>1. Actuarial Liability (AL)</b>						
Actives	\$5,717,144	\$66,699,817	\$12,713,962	\$12,452,778	\$292,296	\$ 97,875,997
Retirees	<u>3,818,211</u>	<u>31,045,438</u>	<u>470,816</u>	<u>9,130,406</u>	<u>0</u>	<u>44,464,871</u>
Total AL	\$9,535,355	\$97,745,255	\$13,184,778	\$21,583,184	\$292,296	\$142,340,868
Post-65 AL						\$107,782,670
<b>2. Actuarial Accrued Liability (AAL)</b>						
Actives	\$3,015,007	\$39,155,465	\$ 7,769,799	\$ 8,096,150	\$168,488	\$ 58,204,909
Retirees	<u>3,818,211</u>	<u>31,045,438</u>	<u>470,816</u>	<u>9,130,406</u>	<u>0</u>	<u>44,464,871</u>
Total AAL	\$6,833,218	\$70,200,903	\$ 8,240,615	\$17,226,556	\$168,488	\$102,669,780
Post-65 AAL						\$ 82,200,948
<b>3. Normal Cost</b>						
Post-65 NC	\$ 302,804	\$ 2,970,676	\$ 616,723	\$ 571,405	\$ 16,572	\$ 4,478,180
						\$ 2,937,065
No. of Actives*	40	404	404	83	7	938
Average Age	53.1	50.6	47.2	54.8	49.3	49.6
Average Service	7.4	11.4	10.1	11.0	7.4	10.6
Est. Payroll	\$7,427,000	\$41,379,000	\$27,979,000	\$10,784,000	\$471,000	\$ 88,040,000
No. of Retirees	29	213	19	52	0	313
Average Age	76.2	74.5	63.2	72.1	NA	73.6
Average Age @Retirement	63.5	62.8	60.7	59.9	NA	62.3

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

### **B. Development of Actuarial Value of Assets**

SOCCCD reported a market value of assets equal to \$96,106,489 as of December 31, 2016. The actuarial value of assets is equal to \$102,983,367 at December 31, 2016 which equals the market value of assets at December 31, 2016 plus a contribution receivable equal to \$6,876,878.

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

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

1. Actuarial Accrued Liability (AAL)	\$102,669,780
2. Actuarial Value of Assets	( 102,983,367)
3. Unfunded AAL/(Surplus)	(\$ 313,587)

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

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

1. Unfunded AAL/(Surplus)	(\$ 313,587)
2. Amortization Factor	19.81467
3. Amortization of Unfunded AAL/(Surplus)	(\$ 15,826)

E. Annual Required Contribution (ARC)

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

1. Normal Cost at End of Fiscal Year	\$ 4,610,568
2. Amortization Component	( 15,826)
3. Annual Required Contribution (ARC)	\$ 4,594,742
4. Estimated Payroll	\$88,040,000
5. ARC as Percentage of Payroll	5.2%

F. Required Supplementary Information (Funding Progress @December 31, 2016)

The table below presents a sample disclosure of the funding progress as of December 31, 2016.

1. Actuarial Accrued Liability (AAL)	\$102,669,780
2. Actuarial Valuation of Assets	( 102,983,367)
3. Unfunded AAL/(Surplus)	(\$ 313,587)
4. Funded Ratio	100.3%
5. Current Payroll	\$ 88,040,000
6. Unfunded AAL/(Surplus) as Percentage of Current Payroll	(0.4%)

G. Sensitivity Analysis:

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

	Percentage (%) Increase/ (Decrease)	Dollar (\$) Increase/ (Decrease)
- Actuarial Liability	18%	\$26,026,396
- Actuarial Accrued Liability (AAL)	12%	\$12,612,339
- Unfunded AAL/(Surplus)	NA	\$12,612,339
- Annual Required Contribution	35%	\$ 1,621,804

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

- Actuarial Liability	(14%)	(\$20,233,588)
- Actuarial Accrued Liability (AAL)	(10%)	(\$10,599,831)
- Unfunded AAL/(Surplus)	NA	(\$10,599,831)
- Annual Required Contribution	(31%)	(\$ 1,436,471)

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

- Actuarial Liability	18%	\$25,399,758
- Actuarial Accrued Liability (AAL)	14%	\$14,566,934
- Unfunded AAL/(Surplus)	NA	\$14,566,934
- Annual Required Contribution	39%	\$ 1,804,644

H. Results - Alternative Discount Rates

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

	Discount Rate	
<u>Liabilities</u>	<u>6.5%</u>	<u>5.5%</u>
1. Actuarial Liability (AL)		
Actives	\$ 88,964,594	\$108,084,871
Retirees	<u>42,645,012</u>	<u>46,424,799</u>
Total AL	\$131,609,606	\$154,509,670
2. Actuarial Accrued Liability (AAL)		
Actives	\$ 54,499,697	\$ 62,271,462
Retirees	<u>42,645,012</u>	<u>46,424,799</u>
Total AAL	\$ 97,144,709	\$108,696,261
3. Actuarial Value of Assets	<u>( 102,983,367)</u>	<u>( 102,983,367)</u>
4. Unfunded AAL (UAAL)	(\$ 5,838,658)	\$ 5,712,894
5. Amortization Factor	18.66519	21.07612
6. Amortization of UAAL	(\$ 312,810)	\$ 271,060
<u>Annual Required Contribution</u>		
1. Normal Cost at End of Year	\$ 4,169,679	\$ 5,107,593
2. Amortization of UAAL at End of Year	<u>( 312,810)</u>	<u>271,060</u>
3. Annual Required Contribution (ARC)	\$ 3,858,869	\$ 5,378,653
4. Estimated Payroll	\$ 88,040,000	\$ 88,040,000
5. ARC as % of Payroll	4.4%	6.1%

### **SECTION III. PROJECTED CASH FLOWS**

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

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

Projected Employer Cash Flows – Representative Years

<u>Year Ending</u>	<u>Future Retirees</u>	<u>Retired Employees</u>	<u>District Total</u>
2017	\$ 653,428	\$ 3,756,039	\$ 4,409,467
2018	\$ 1,208,405	\$ 3,792,702	\$ 5,001,107
2019	\$ 1,865,186	\$ 3,802,085	\$ 5,667,271
2020	\$ 2,444,068	\$ 3,762,394	\$ 6,206,462
2021	\$ 2,941,458	\$ 3,743,335	\$ 6,684,793
2022	\$ 3,358,078	\$ 3,657,270	\$ 7,015,348
2023	\$ 3,894,252	\$ 3,610,837	\$ 7,505,089
2024	\$ 4,313,711	\$ 3,576,750	\$ 7,890,461
2025	\$ 4,661,250	\$ 3,543,531	\$ 8,204,781
2026	\$ 5,078,956	\$ 3,482,333	\$ 8,561,289
2027	\$ 5,825,445	\$ 3,422,085	\$ 9,247,530
2028	\$ 5,962,738	\$ 3,310,830	\$ 9,273,568
2029	\$ 6,208,704	\$ 3,229,521	\$ 9,438,225
2030	\$ 6,624,061	\$ 3,134,740	\$ 9,758,801
2031	\$ 7,148,895	\$ 3,026,144	\$ 10,175,039
2032	\$ 7,482,396	\$ 2,904,184	\$ 10,386,580
2033	\$ 7,900,037	\$ 2,769,046	\$ 10,669,083
2034	\$ 8,286,328	\$ 2,622,698	\$ 10,909,026
2035	\$ 8,737,281	\$ 2,466,700	\$ 11,203,981
2036	\$ 9,086,927	\$ 2,301,764	\$ 11,388,691
2037	\$ 9,482,507	\$ 2,130,627	\$ 11,613,134
2038	\$ 9,675,697	\$ 1,955,709	\$ 11,631,406
2039	\$ 10,243,377	\$ 1,779,178	\$ 12,022,555
2040	\$ 10,548,651	\$ 1,603,853	\$ 12,152,504
2041	\$ 10,839,603	\$ 1,432,704	\$ 12,272,307
2042	\$ 11,041,358	\$ 1,269,125	\$ 12,310,483
2043	\$ 11,315,158	\$ 1,115,040	\$ 12,430,198
2044	\$ 11,615,043	\$ 971,290	\$ 12,586,333
2045	\$ 11,540,014	\$ 839,629	\$ 12,379,643
2050	\$ 10,872,767	\$ 366,326	\$ 11,239,093
2055	\$ 9,369,436	\$ 131,102	\$ 9,500,538
2060	\$ 7,846,068	\$ 29,535	\$ 7,875,603
2065	\$ 6,021,058	\$ 1,004	\$ 6,022,062
2070	\$ 4,049,049	\$ -	\$ 4,049,049
2075	\$ 2,280,064	\$ -	\$ 2,280,064
2080	\$ 1,053,367	\$ -	\$ 1,053,367
2085	\$ 413,241	\$ -	\$ 413,241
2090	\$ 124,231	\$ -	\$ 124,231
2095	\$ 19,785	\$ -	\$ 19,785
2100	\$ 265	\$ -	\$ 265
All Years	\$434,028,308	\$83,090,757	\$517,119,065



## **SECTION IV. BENEFIT PLAN PROVISIONS**

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

### **Administrators**

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

### **Faculty Employees**

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

### **Classified Employees**

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

### **Classified Leadership Employees**

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

### **POA Employees**

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

### Board Members

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

### Premium Rates

SOCCCD participates in the Self-Insured Schools of California (SISC) health program. The tables below summarize the 2016/2017 premiums for the retiree health plans available through SISC. All premiums are monthly and are effective for the period from October 1, 2016 to September 30, 2017.

	Blue Shield HMO	Blue Shield PPO	Blue Shield COB/PPO Medicare	Blue Shield COB/PPO w/o Medicare	Blue Shield Companion Care Plan	Blue Shield Medicare Advantage
Retiree Only	\$1,482	\$1,775	\$ 907	\$1,907	\$419	\$223
Retiree Plus Spouse	\$1,482	\$1,775	\$1,814	\$3,814	NA	\$446
Retiree Plus Family	\$1,482	\$1,775	\$2,268	\$4,268	NA	NA

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

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

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

## SECTION V. VALUATION DATA

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

### Age Distribution of Eligible Retired Participants & Beneficiaries

	Admin	Faculty	Classified	Classified Leadership	POA	Board Members	All Retirees
<55	0	0	0	1	0	0	1
55-59	0	0	0	2	0	0	2
60-64	2	11	19	6	0	0	38
65-69	4	51	0	14	0	1	70
70-74	6	66	0	14	0	1	87
75-79	3	43	0	5	0	1	52
80-84	6	21	0	5	0	1	33
85+	<u>4</u>	<u>21</u>	<u>0</u>	<u>5</u>	<u>0</u>	<u>0</u>	<u>30</u>
Total:	25	213	19	52	0	4	313
Average Age:	76.4	74.5	63.2	72.1	NA	74.9	73.6
Average Retirement Age*:	64.5	62.8	60.7	59.9	NA	57.7	62.3

\* Based on those with reported retirement dates

### Age/Service Distribution of All Active Benefit Eligible Employees\*

Age	0-4	5-9	10-14	15-19	Service					Total
					20-24	25-29	30-34	35-39	40-44	
20-24	2									2
25-29	26	1								27
30-34	58	14	2							74
35-39	71	27	13	2						113
40-44	46	36	19	13	1					115
45-49	47	36	20	16	4	1				124
50-54	48	40	26	26	6	10	2			158
55-59	19	29	25	18	17	19	9	2		138
60-64	11	17	22	18	17	24	6	4		119
65-69	4	4	10	8	2	13	2	5		48
70+	<u>1</u>	<u>4</u>	<u>0</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>0</u>	<u>8</u>	<u>1</u>	<u>20</u>
Total:	333	208	137	102	51	68	19	19	1	938
Average Age:		49.6								
Average Service:		10.6								
Average Hire Age:		39.0								
Annual Payroll:	\$88,040,000									

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

Age/Service Distribution of All Eligible Administration Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	0									0
30-34	2									2
35-39	1									1
40-44	2	2	1							5
45-49	1	4	1							6
50-54	3	4	1	1						9
55-59	0	4	1	0	1					6
60-64	4	2	0	1	1	0				8
65-69	1	0	0	1	0	0	0			2
70+	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>1</u>
Total:	14	17	4	3	2	0	0	0	0	40
Average Age: 53.1										
Average Service: 7.4										
Average Hire Age: 45.7										
Annual Payroll: \$7,427,000										

Age/Service Distribution of Eligible Faculty Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	5									5
30-34	28	4								32
35-39	34	15	3							52
40-44	23	22	7	4						56
45-49	16	18	7	7	1					49
50-54	15	11	13	16	1	2				58
55-59	7	13	7	12	6	6	2			53
60-64	2	5	8	7	9	11	3	1		46
65-69	3	2	6	5	2	12	2	5	0	37
70+	<u>0</u>	<u>2</u>	<u>0</u>	<u>1</u>	<u>4</u>	<u>1</u>	<u>0</u>	<u>8</u>	<u>0</u>	<u>16</u>
Total:	133	92	51	52	23	32	7	14	0	404
Average Age: 50.6										
Average Service: 11.4										
Average Hire Age: 39.2										
Annual Payroll: \$41,379,000										

Age/Service Distribution of Eligible Classified Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	2									2
25-29	20	1								21
30-34	27	9	2							38
35-39	32	12	9	2						55
40-44	19	12	8	9	1					49
45-49	21	13	7	8	3					52
50-54	22	22	10	8	5	6	1			74
55-59	8	11	14	6	9	10	7	2		67
60-64	0	6	12	7	6	10	2	3		46
65-69	0	0	0	0	0	0	0	0	0	0
70+	0	0	0	0	0	0	0	0	0	0
Total:	151	86	62	40	24	26	10	5	0	404
Average Age: 47.2										
Average Service: 10.1										
Average Hire Age: 37.1										
Annual Payroll: \$27,979,000										

Age/Service Distribution of Eligible Classified Leadership Employees

Age	0-4	5-9	10-14	15-19	Service 20-24	25-29	30-34	35-39	40-44	Total
20-24	0									0
25-29	0									0
30-34	1	1								2
35-39	4	0	1							5
40-44	2	0	3							5
45-49	9	1	3	1	0	1				15
50-54	6	2	2	1	0	2	1			14
55-59	4	1	3	0	1	3	0			12
60-64	5	4	1	3	1	3	1	0		18
65-69	0	0	4	2	0	1	0	0		9
70+	1	1	0	0	0	0	0	0	1	3
Total:	32	12	17	7	2	10	2	0	1	83
Average Age: 54.8										
Average Service: 11.0										
Average Hire Age: 43.8										
Annual Payroll: \$10,784,000										

Age/Service Distribution of Eligible POA Employees

Age	Service									Total
	0-4	5-9	10-14	15-19	20-24	25-29	30-34	35-39	40-44	
20-24	0									0
25-29	1									1
30-34	0									0
35-39	0									0
40-44	0									0
45-49	0	0	2							2
50-54	2	1	0							3
55-59	0	0	0	0						0
60-64	0	0	1	0	0					1
65-69	0	0	0	0	0	0	0			0
70+	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Total:	3	1	3	0	0	0	0	0	0	7
Average Age: 49.3										
Average Service: 7.4										
Average Hire Age: 41.9										
Annual Payroll: \$471,000										

## **SECTION VI. ACTUARIAL ASSUMPTIONS AND METHODS**

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

Fiscal Year: July 1<sup>st</sup> to June 30<sup>th</sup>

Measurement Date: January 1, 2017 (For FYE June 30, 2017)

Expected Return on Assets: 6.0% per annum

*[The prior valuation used 7.0%]*

Discount Rate: 6.0% per annum.

*[The prior valuation used 7.0%]*

Inflation: 2.75% per annum

Salary Increase: 3% per annum, in aggregate

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

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

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

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

**Mortality Rates:**

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

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

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

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



Retirement Rates:

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

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

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

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

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

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

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

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

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

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

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

Age	Expected Per Capita Cost
50	\$ 9,344
55	\$10,825
60	\$13,134
64	\$15,383
65+	\$11,061

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

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

Year	Trend
2017/18	6.5%
2018/19	6.0%
2019/20	5.5%
2020/21	5.0%
2021/22	4.5%
2022/23+	4.0%

*[The prior valuation assumed 0.5% lower initial trend rates]*

**Dental & Vision Trend Rates:**

Year	Trend
2017/18+	4.0%

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

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

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

**Actuarial Value of Assets:** The actuarial value of assets is equal to the market value of assets as of the Measurement Date; reported value is \$96,106,489, plus a reported contribution receivable equal to \$6,876,878.

**GASB Amortization of UAAL:** The residual unfunded actuarial accrued liability after the District's prefunding is being amortized using an open 30 year amortization period.

## **SECTION VII. ACTUARIAL CERTIFICATION**

This report summarizes the GASB actuarial valuation for the South Orange County Community College District (the "District") as of January 1, 2017. To the best of our knowledge, the report presents a fair position of the funded status of the plan in accordance with GASB Statements No. 43 (Financial Reporting for Post-Employment Benefit Plans Other Than Pension Plans) and No. 45 (Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions). The valuation is also based upon our understanding of the plan provisions as summarized within the report.

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

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

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

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

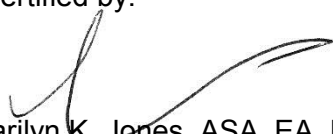
While some sensitivity analysis was provided in the report, we did not perform an analysis of the potential range of future measurements due to the limited scope of our engagement.

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

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

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

Certified by:



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

Date: January 23, 2017

**nyhart**  
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## ***SECTION VIII. DEFINITIONS***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**TO:** Board of Trustees

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

**RE:** SOCCCD: Student Out of State Travel

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

The student out-of-state travel items listed in EXHIBIT A have been reviewed by college faculty and administration, along with appropriate business services staff for adherence to all requisite activities and conditions associated with student travel. Faculty and staff advisors traveling with students are listed along with the college, trip dates, location, costs and funding source related to the travel. For course related travel, the course name and catalog number are included along with course credit values.

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

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the colleges' student out-of-state travel for the participants, dates, locations, courses and costs as listed in EXHIBIT A.

Item Submitted By: *Dr. Glenn R. Roquemore, President, Irvine Valley College*  
*Dr. Tod A. Burnett, President, Saddleback College*  
*C.M. Brahmbhatt, Acting Vice Chancellor, Business Services*



Out of State Student Travel  
February 27, 2017  
Board of Trustees Meeting

**Student Group Travel**

Description of Trip, Location	Trip Dates Inclusive, to/from	Group, Club	No. of students	No. of faculty	Cost Per Student	College Cost	Total Cost (student plus college)	Funding Source(s)	College
National Model United Nations – 2017 New York Conference. New York, NY	4/7/17 to 4/13/17 7 days	Irvine Valley College MUN/Political Science Club	24	2	\$1,491	\$0 General Fund	\$35,787.04	ASIVC Foundation Individual Contributions	IVC
Phi Theta Kappa International Convention Nashville, TN	4/5/17 to 4/9/17	Phi Theta Kappa Honor Society	10	2	\$1,477	\$0 General Fund	\$17,724	ASIVC	IVC
American College Dance Association Northwest Regional 2017 conference at University of Oregon (Eugene, OR)	3/27/17 - 4/2/17	Dance Department	4	1	\$0.00	\$7,300	\$7,300.00	ASG and Kinesiology & Athletics Division	Saddleback

**Student Course Travel** (Board approved curriculum)

Course Name and Catalog Number	Trip Dates Inclusive, to/from	Location of out of state travel	Course fee per student (if appropriate)	Enrollment Capacity	Number of Units for course	Total Cost (Course Fee plus number of units)	College
ARCH 200 Design in Arizona, Riverside and Palm Springs	3/18/17- 3/24/17 For Arizona portion of course only	Sedona, Arizona	0	20	1.5	\$69.00	Saddleback
FASH 218: New York Study Tour	6/5/17 – 6/10/17	New York City, New York	0	20	2	\$92.00	Saddleback

**TO:** Board of Trustees

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

**RE:** SOCCCD: Transfer of Budget Appropriations

**ACTION:** Ratification

---

### **BACKGROUND**

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

### **STATUS**

For the current reporting period ending January 31, 2017 and in accordance with Administrative Regulation 3101, the Transfer of Budget Appropriations are summarized on EXHIBIT A and presented for ratification.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees ratify the Transfer of Budget Appropriations as detailed in EXHIBIT A.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**TRANSFER OF BUDGET APPROPRIATIONS SUMMARY**

**For the period ended January 31, 2017**

**General Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
1000	Academic Salaries	\$226,165	
2000	Classified Salaries		\$183,604
3000	Fringe Benefits		\$42,040
4000	Books and Supplies	\$60,903	
5000	Other Operating Expenses & Services		\$71,078
6000	Capital Outlay	\$5,006	
7000	Other Outgo	\$4,648	
<b>Total Transfers - General Fund</b>		<b><u>\$296,722</u></b>	<b><u>\$296,722</u></b>

**Capital Outlay Fund**

<b><u>Account</u></b>	<b><u>Description</u></b>	<b><u>From</u></b>	<b><u>To</u></b>
6000	Capital Outlay		\$18,536,810
7000	Other Outgo	\$18,536,810	
<b>Total Transfers - Capital Outlay Fund</b>		<b><u>\$18,536,810</u></b>	<b><u>\$18,536,810</u></b>

<b>Total Transfers</b>	<b><u>\$18,833,532</u></b>	<b><u>\$18,833,532</u></b>
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**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No 17-03 to Amend  
FY 2016-2017 Adopted Budget

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

In order to properly account for the revenues and expenditures of these funds, it is necessary to amend the FY 2016-2017 Adopted Budget.

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

#### **General Fund**

Student Equity Plan at Irvine Valley College	\$8,721
Student Equity Plan at Saddleback College	\$23,775
Student Success & Support Program - Non-credit at Saddleback College	\$48,336
Student Success & Support Program - Credit at Saddleback College	\$671,439
2016/2017 Basic Skills at Saddleback College	\$173,882
Total Increase to the General Fund	<u>\$926,153</u>
<b>Total Budget Amendment</b>	<b><u>\$926,153</u></b>

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 17-03 to amend the FY 2016-2017 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

**RESOLUTION 17-03**

February 27, 2017

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$926,153 is assured to said District as an increase of the amounts required to finance the total proposed budget expenditures and transfers for fiscal year 2016-2017 from sources listed in Title 5 of the California Code of Regulations, Section 58308;

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

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

**General Fund**

<b><u>Account</u></b>	<b><u>Income Source</u></b>	<b><u>Amount</u></b>
8600	State Revenue	\$ 926,153
		<b><u>\$ 926,153</u></b>
<b><u>Account</u></b>	<b><u>Expenditure Description</u></b>	<b><u>Amount</u></b>
1000	Academic Salaries	\$ 519,918
2000	Classified Salaries	291,214
3000	Fringe Benefits	6,000
4000	Books and Supplies	300
5000	Other Operating Expenses and Services	8,721
6000	Capital Outlay	100,000
		<b><u>\$ 926,153</u></b>
	<b>Total Budget Amendment</b>	<b><u>\$ 926,153</u></b>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2016-2017

GENERAL FUND

**RESOLUTION 17-03**

February 27, 2017

STATE OF CALIFORNIA   )  
                                          )  
COUNTY OF ORANGE    )

I, Debra L. Fitzsimons, Acting Secretary to the Board of Trustees of South Orange County Community College District of Orange County, California, hereby certify that the Budget Amendment and foregoing Resolution in the amount of \$926,153 duly and regularly adopted by the said Board at a regular meeting thereof held on February 27, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 28th day of February 2017.

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Debra L. Fitzsimons  
Acting Secretary to the Board of Trustees

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: September 2016 – February 2017 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>Bernards</u> Saddleback College Fine Arts HVAC Upgrade and Interior Renovation Project – Construction Management Services Amendment No. 3 – To extend term of services through February 28, 2017. SOCCCD	\$28,872.00	366,029.00
B.	<u>Dougherty + Dougherty Architecture</u> Saddleback College – KSBR Radio Station Design, Engineering and Installation Services Project – Architectural Services Amendment No. 2 – For increased scope of services. SOCCCD	\$9,044.00	\$174,294.00
C.	<u>ELB US, Inc.</u> Irvine Valley College Liberal Arts Project – Construction Services Change Order No. 2 – For revisions to the general contractor's contract. SOCCCD	\$0	\$96,097.64
D.	<u>Bravo Sign and Design</u> Saddleback College Roof Numbering Project – Construction Services Change Order No. 1 – For unused contract allowance. SOCCCD	(\$1,135.00)	\$97,465.00

E.	<u>T and D Communications</u> Saddleback College Wireless Access Point Installation Project – Construction Services Change Order No. 1 – For unused contract allowance.  SOCCCD	(\$7,466.01)	\$99,990.99
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**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**AMENDMENT No. 3  
TO CONSTRUCTION MANAGEMENT SERVICES AGREEMENT  
FINE ARTS HVAC UPGRADE AND INTERIOR RENOVATION PROJECT  
SADDLEBACK COLLEGE  
Bernards**

**FEBRUARY 1, 2016 – JANUARY 30, 2017**

**January 25, 2016**

**THIS AMENDMENT** shall modify the original agreement dated February 1, 2016 by and between the South Orange County Community College District, hereinafter referred to as "DISTRICT", and Bernards, 2569 McCabe Way, Irvine, CA, 92692, hereinafter referred to as "CONSULTANT."

**WHEREAS**, Article 11.16 of the original agreement establishes that it may be amended in writing by mutual consent of both parties; and

**WHEREAS**, Article 4.2 establishes the term of service for nine months (October 31, 2016) and Amendment No. 2 extends these services to January 30, 2017

**WHEREAS**, Article 6.1 establishes the compensation to the CM as \$245,257 and Amendment No. 1 and No. 2 increased the contract value by \$59,840 and \$32,070 respectively for a new total of \$337,157; and

**WHEREAS**, there is a need to augment the duration of the project to allow for completion of change order negotiation and provide for schedule evaluation and hire a Senior Scheduler to review the General contractor's Final schedule; and

**WHEREAS**, the CONSULTANT has agreed to extend their services to February 28, 2017 in order to assist with the project completion for \$25,152 and hire a Senior Scheduler for \$3,720 with a new contract total equal to \$366,029; and

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

Revise Article 4.2 to extend the term of service to February 28, 2017, and revise Article 6.1 to include Amendment No. 1 and 2 increases as follows:

Original Contract Amount	\$245,247
Amendment No. 1	\$ 59,840
Amendment No. 2	\$ 32,070
<b>Amendment No. 3</b>	<b><u>\$ 28,872</u></b>
<b>Total Contract Amount:</b>	<b>\$366,029</b>


IN WITNESS HEREOF, the Parties have executed this Amendment No. 3 as of the date set forth.

"DISTRICT"

South Orange County Community College District

"CONSULTANT"

Bernards

By:   
Dr. Debra Fitzsimons  
Vice Chancellor, Business Services

Date: JAN 30 2017

By:   
Rick Fochtman  
Vice President

Date: 01/25/2017

**AMENDMENT No. 2  
TO THE ARCHITECTURAL SERVICES AGREEMENT FOR THE  
KSBR RADIO STATION DESIGN, ENGINEERING AND  
INSTALLATION SERVICES PROJECT  
AT SADDLEBACK COLLEGE**

**January 6, 2017**

**THIS AMENDMENT** shall modify the original agreement dated February 2, 2016 by and between the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, hereinafter referred to as "DISTRICT," and DOUGHERTY + DOUGHERTY ARCHITECTURE, 3194D, Airport Loop, Costa Mesa, CA 92626, hereinafter referred to as "ARCHITECT".

**WHEREAS**, Article 11.16 of the original agreement provides that the terms, rates, and provisions of said agreement may be amended by mutual consent of the parties by written modification only; and

**WHEREAS**, Article 2 of the original agreement provides for the scope of services; and

**WHEREAS**, Article 3 of the original agreement provides for additional architect services; and,

**WHEREAS**, Article 6 of the original agreement establishes the compensation for the Agreement at \$92,800 with a reimbursable allowance of \$5,000 for a total contract amount of \$97,800;

**WHEREAS**, Amendment 1 to the original agreement provided for additional services for integrated design of KSBR and Channel 39 in the amount of \$67,450;

**WHEREAS**, SADDLEBACK COLLEGE has requested that the DISTRICT approve the additional services request to provide for additional mechanical and acoustical evaluation and design for KSBR and Channel 39, in the amount of \$9,044.

NOW, THEREFORE, the parties agree as follows:


**1. TERM**

Original Contract Amount	\$97,800
Amendment 1	67,450
<b>Amendment 2</b>	<b><u>9,044</u></b>
<b>Total:</b>	<b>\$174,294</b>

The term of the agreement is increased by an additional \$9,044 bringing the total value of the agreement to \$174,294, under the same terms and conditions of the original agreement.

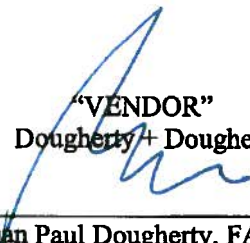
**IN WITNESS HEREOF**, the Parties have executed this Amendment as of the date set forth above.

**"DISTRICT"**  
South Orange County Community College District

By:   
Dr. Debra L. Fitzsimons  
Interim Chancellor

Date: JAN 20 2017

**"VENDOR"**  
Dougherty + Dougherty

By:   
Brian Paul Dougherty, FAIA  
Partner

Date: 1-11-17

IVC Liberal Arts Project  
 Bid No. 327  
 Board Change Order No. 2

September 26, 2016

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal. days)
327	AV	ELB US, Inc. 415 Boulder Court, Suite 100 Pleasanton, Ca. 94566		\$100,727	(4,629.74)	0	\$96,097.64	16
			<b>TOTAL</b>	<b>100,727</b>			<b>\$96,097.64</b>	<b>23</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
2	8/12/16	Completion date extended due to podium delay	District	Approved	\$0.00	7
					\$0	
					\$0	0
		TOTAL THIS CHANGE ORDER REQUEST			<b>\$0.00</b>	<b>7</b>

South Orange County Community College District  
Saddleback College Roof Numbering Project  
Bid No. 2049  
Board Change Order No. 1

February 9, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
2049	General Contractor	Bravo Sign and Design		\$98,600.00	\$0.00	-\$1,135.00	\$97,465.00	60
		520 South Central Park Avenue E, Anaheim, CA 92802	<b>TOTAL</b>	<b>98,600.00</b>			<b>97,465.00</b>	<b>60</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	2/27/2017	Unused contract allowance	By District	Approved	(\$1,135.00)	60
		TOTAL THIS CHANGE ORDER REQUEST			-\$1,135.00	60

South Orange County Community College District  
Saddleback College Wireless Access Point Installation Project  
Bid #2054  
Board Change Order No. 1

February 9, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
2054	General Contractor	T and D Communications		\$107,457.00	\$0.00	-\$7,466.01	\$99,990.99	0
		4145 Indus Way, Riverside, CA 92503	<b>TOTAL</b>	<b>107,457.00</b>			<b>99,990.99</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1	2/27/2017	Unused contract allowance	By District	Approved	(\$7,466.01)	0
		TOTAL THIS CHANGE ORDER REQUEST			-\$7,466.01	0

**TO:** Board of Trustees

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

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

**ACTION:** Approval

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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 \$5,000 and above amounting to \$726,140.08 and an additional 431 purchase orders below \$5,000 amounting to \$279,279.44 for a combined total of \$1,005,419.52 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 1,829 checks in the amount of \$19,732,969.75 as summarized and submitted for ratification by the Board of Trustees (EXHIBIT C).

**RECOMMENDATION**

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





# South Orange County Community College District

EXHIBIT A  
Page 1 of 1

## Purchase Order Ratification (Supplier)

January 5, 2017 through February 8, 2017

<b>PO</b>			
<b>Number</b>	<b>Supplier</b>	<b>Description</b>	<b>Amount</b>
P178591	Aardvark Clay and Supplies	SC Ceramics Supplies	5,685.80
P178565	Baileigh Industrial Inc.	Plasma Cutting Table for IVC Career Pathways	6,764.15
P178581	CDW Government LLC	Computers for Counselors and Testing for SC SSSP	81,475.16
P178517	CDW Government LLC	Firewall Refresh Project District IT	11,887.65
P178329	Craig Plumley Golf	SC Men's Golf Team Uniform Supplies	6,099.73
P178133	Dasher Technologies, Inc.	Moderization of computer labs at SC	46,915.20
P178294	Dick Blick Company	Print making materials	6,133.13
P178189	Fisher Scientific Company, LLC	Chemistry Chemicals IVC FY16-17	22,965.40
P178474	Fisher Scientific Company, LLC	Replacement equipment for SC Chemistry department	10,239.21
P178473	Hach Company	Spectrophotometers equipment for SC Biology	17,610.44
P178545	Irvine Valley College Bookstore	Textbooks for IVC ASEL program	6,898.50
P178283	Microsoft Store	Equipment for iUSE Grant SC	14,635.91
P178579	Mohawk Resources Ltd.	Equipment for Certification SC Auto Technology	108,435.87
P178345	National Office Furniture	Furniture for SC Veterans Center	13,519.70
P178652	Pasco Scientific	Classic Dynamics System for SC Physics	12,542.10
P178257	Pasco Scientific	Replacement Equipment for SC Biology	8,864.58
P178262	Projector Team	Hitachi Projectors for SC classrooms	52,932.19
P178261	S & B Foods	Catering for Professional Development at SC	5,000.00
P178326	Saddleback Bookstore	Books and periodicals for CTE programs at SC	55,000.00
P178336	Saddleback Bookstore	Fall 2016 SEP Book Voucher Program at SC	55,000.00
P178513	Saddleback Bookstore	Adult Education Resources at SC	23,634.00
P178439	Saddleback Golf Cars	SC Athletics Utility Cart	14,899.06
P178161	Sit on It c/o G/M Business Interiors	Chairs for SC Faculty Center	9,302.44
P178270	United Direct Marketing	Spring 2017 SC Community Education brochure	9,567.75
P178612	US Foods, Inc.	Culinary Supplies for SC	8,848.19
P178539	Video Insight, Inc.	Dell Servers for SC	24,797.53
P178191	VWR International, Inc.	Chemistry Chemicals IVC FY 16-17	6,486.39
P178422	Wells Fargo Banks Account Analysis	Bank Analysis Fees for FY 2016-2017	80,000.00
<b>Total Purchase Orders \$5,000 and above</b>			<b>726,140.08</b>
<b>431 Purchase Orders Under \$5,000</b>			<b>279,279.44</b>
<b>TOTAL PURCHASE ORDERS</b>			<b>1,005,419.52</b>



# South Orange County Community College District

EXHIBIT B  
Page 1 of 1

## Purchase Order Ratification (Amount)

January 5, 2017 through February 8, 2017

<b><u>PO</u></b>			
<b><u>Number</u></b>	<b><u>Supplier</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
P178579	Mohawk Resources Ltd.	Equipment for Certification SC Auto Technology	108,435.87
P178581	CDW Government LLC	Computers for Counselors and Testing for SC SSSP	81,475.16
P178422	Wells Fargo Banks Account Analysis	Bank Analysis Fees for FY 2016-2017	80,000.00
P178326	Saddleback Bookstore	Books and periodicals for CTE programs at SC	55,000.00
P178336	Saddleback Bookstore	Fall 2016 SEP Book Voucher Program at SC	55,000.00
P178262	Projector Team	Hitachi Projectors for SC classrooms	52,932.19
P178133	Dasher Technologies, Inc.	Moderization of computer labs at SC	46,915.20
P178539	Video Insight, Inc.	Dell Servers for SC	24,797.53
P178513	Saddleback Bookstore	Adult Education Resources at SC	23,634.00
P178189	Fisher Scientific Company, LLC	Chemistry Chemicals IVC FY16-17	22,965.40
P178473	Hach Company	Spectrophotometers equipment for SC Biology	17,610.44
P178439	Saddleback Golf Cars	SC Athletics Utility Cart	14,899.06
P178283	Microsoft Store	Equipment for iUSE Grant SC	14,635.91
P178345	National Office Furniture	Furniture for SC Veterans Center	13,519.70
P178652	Pasco Scientific	Classic Dynamics System for SC Physics	12,542.10
P178517	CDW Government LLC	Firewall Refresh Project District IT	11,887.65
P178474	Fisher Scientific Company, LLC	Replacement equipment for SC Chemistry department	10,239.21
P178270	United Direct Marketing	Spring 2017 SC Community Education brochure	9,567.75
P178161	Sit on It c/o G/M Business Interiors	Chairs for SC Faculty Center	9,302.44
P178257	Pasco Scientific	Replacement Equipment for SC Biology	8,864.58
P178612	US Foods, Inc.	Culinary Supplies for SC	8,848.19
P178545	Irvine Valley College Bookstore	Textbooks for IVC ASEL program	6,898.50
P178565	Baileigh Industrial Inc.	Plasma Cutting Table for IVC Career Pathways	6,764.15
P178191	VWR International, Inc.	Chemistry Chemicals IVC FY 16-17	6,486.39
P178294	Dick Blick Company	Print making materials	6,133.13
P178329	Craig Plumley Golf	SC Men's Golf Team Uniform Supplies	6,099.73
P178591	Aardvark Clay and Supplies	SC Ceramics Supplies	5,685.80
P178261	S & B Foods	Catering for Professional Development at SC	5,000.00
<b>Total Purchase Orders Over \$5,000 and above</b>			<b>726,140.08</b>
<b>431 Purchase Orders Under \$5,000</b>			<b>279,279.44</b>
<b>TOTAL PURCHASE ORDERS</b>			<b>1,005,419.52</b>



## South Orange County Community College District

EXHIBIT C

Page 1 of 1

### Check Ratification

January 5, 2017 through February 8, 2017

<b><u>Fund</u></b>	<b><u>Checks</u></b>	<b><u>Amount</u></b>
01 General Fund	1,535	14,971,514.38
07 IVC Community Education	5	18,931.11
09 SC Community Education	49	150,073.59
12 Child Development	18	102,815.73
40 Capital Outlay	123	3,453,645.61
68 Self Insurance	9	19,647.94
71 Retiree Benefit	3	870,633.89
95 SC Associated Student Government	25	97,439.92
96 IVC Associated Student Government	62	48,267.58
Total	1,829	19,732,969.75

**TO:** Board of Trustees

**FROM:** Debra Fitzsimons, Interim Chancellor

**RE:** SOCCCD: January 2017 Contracts

**ACTION:** Ratification

### **BACKGROUND**

On January 16, 2007, the board authorized the Chancellor/designee to approve individual business contracts up to a maximum limit of \$100,000, with the following exceptions: contracts involving bid limits, the Chancellor/designee shall be limited to less than \$15,000 for public works projects and \$88,300 for equipment, supplies and maintenance projects. During January 2017, 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>TYR, Inc.</u> Architectural Service Agreement (Amend #2)- No cost extension of services from 2/28/2017 to 5/30/2017 with total contract remaining at \$90,911.60. District Services	\$90,911.60
<u>El Camino Asphalt Paving Corp.</u> Construction Service Agreement- For repair and striping services of temporary parking lots from 11/15/2016 to 2/15/2017. Saddleback College	\$67,300.00
<u>Vicenti, Lloyd &amp; Stutzman, LLP</u> Professional Services Agreement- For financial investigative services. District Services	\$55,000.00
<u>Southwest Offset Printing</u> Independent Contractor Agreement- For printing services for Saddleback Community Education from 12/15/2016 to 12/15/2017. Saddleback College	\$53,000.00
<u>Mike Brown Grandstands, Inc.</u> Independent Contractor Agreement- For repair and maintenance service of stadium bleachers from 7/1/2016 to 6/30/2017. Saddleback College	\$38,000.00
<u>Sasaki Associates, Inc.</u> Independent Contractor Agreement- For facilitating funding development for Center for Innovation in Healthcare (CFIH) from 11/15/2016 to 6/30/2017. Saddleback College	\$34,250.00

Item Submitted By: *C.M. Brahmhatt, Acting Vice Chancellor, Business Services*

<u>BrightView Tree Care Services</u> Field Service Agreement- For tree pruning and removal services from 1/5/2017 to 4/5/2017. Saddleback College	\$23,397.00
<u>The Regents of the University of California</u> Affiliation Agreement- For providing training, registration and support services for Computing, Science, Technology, Engineering and Mathematics (C-STEM) Program from 1/1/2017 to 12/31/2017. Irvine Valley College	\$22,000.00
<u>Interstate Management Company LLC, dba Laguna Cliffs Marriot</u> Facility Use Agreement- For accommodations in Dana Point, CA for ACCJC visiting accreditation team from 2/26/2017 to 3/2/2017. Saddleback College	\$20,000.00
<u>UCLA Lake Arrowhead Conference Center</u> Facility Use Agreement (Amend #1)- For increased number of attendees participating in the Great Teachers' Seminar from 1/11/2017 to 1/13/2017 of \$4,000 for a revised contract total of \$19,040. Saddleback College	\$19,040.00
<u>CareerBuilder Government Solutions, LLC</u> Advertising Agreement- For job recommendation and professional job posting services from 1/12/2017 to 1/11/2018. District Services	\$18,000.00
<u>New Vision Construction</u> Field Service Agreement- For Student Services Center remodeling services from 1/5/2017 to 4/1/2017. Saddleback College	\$14,994.10
<u>Essence Entertainment</u> Independent Contractor Agreement- For contracting musicians for Spring 2017 concert season from 1/1/2017 to 6/30/2017. Irvine Valley College	\$14,000.00
<u>tBP/Architectural</u> Architectural Services Agreement- For architectural services for the CEC-7 Portable Building DSA Certification Project from 1/20/2017 to 9/20/2017. Irvine Valley College	\$14,000.00
<u>Certified Transportation Services</u> Independent Contractor/Professional Services Agreement- For transportation services on Preview Day on 3/7/2017. Irvine Valley College	\$13,604.23
<u>Good for Nothing</u> Educational Services Agreement- For community education classes in music, basic film making and creative writing for College for Kids from 1/11/2017 to 6/30/2017. Saddleback College	\$13,600.00

<u>Quezada Pro Landscape</u> Field Service Agreement- For tree and landscape services from 1/20/2017 to 6/30/2017. Irvine Valley College	\$13,000.00
<u>Straight Talk/Mental Health Counseling</u> Independent Contractor Agreement- For mental health counseling services for students from 3/1/2017 to 5/30/2017. Irvine Valley College	\$12,000.00
<u>New Vision Construction</u> Construction Services Agreement- For door replacement in Fine Arts building from 12/15/2016 to 3/15/2017. Saddleback College	\$11,570.91
<u>CollegeSource</u> Software Subscription Agreement- For subscription renewal of Transfer Evaluation System (TES), an interactive database of course data, used by the Counseling department from 2/1/2017 to 1/31/2018. Irvine Valley College	\$10,685.00
<u>C.E.M. Lab Corp.</u> Consultant Services Agreement- For geotechnical field monitoring and testing consultant services for Sciences building in Saddleback College from 1/13/2017 to 5/13/2017. District Services	\$10,000.00
<u>IBI Group</u> Architectural Services Agreement (Amend #1)- For additional electrical engineering services of \$3,600 for a revised contract total of \$8,460. Irvine Valley College	\$8,460.00
<u>USJournal.com,LLC</u> Independent Contractor Agreement- For providing online, multi-language advertising campaign to promote international student program from 1/1/2017 to 1/29/2018. Irvine Valley College	\$7,819.00
<u>eTeamSponsor, Inc.</u> Software License & Service Agreement- For fund raising software and services from 1/13/2017 to 8/30/2017. Saddleback College Foundation	\$6,995.00
<u>Pix4D</u> Software License Agreement- For license subscription of Pix4D Pro Educational Suite, a 3D photogrammetry software, used by engineering students from 1/10/2017 to 1/10/2018. Irvine Valley College	\$6,700.00
<u>Vincent Tinto</u> Independent Contractor Agreement- For Basic Skills Initiative (BSI) keynote speaker and workshop presenter on 2/10/2017. Saddleback College	\$6,700.00

<u>JM Justus Fence Co.</u> Construction Service Agreement- For fence installation services at Student Services Center from 12/15/2016 to 3/15/2017. Saddleback College	\$6,574.00
<u>Opus Inspections</u> Rental Agreement- For Smog Program equipment and software services from 1/20/2017 to 1/20/2018. Saddleback College	\$6,400.35
<u>BSN Sports LLC</u> Independent Contractor Agreement- For scoreboard calibration services for the basketball scoreboard console from 1/5/2017 to 6/30/2017. Irvine Valley College	\$6,300.00
<u>Thomson Reuters</u> Software Subscription Agreement- For subscription of Westlaw, an online legal research service, used by the Paralegal Program from 1/30/2017 to 1/30/2018. Irvine Valley College	\$6,243.24
<u>Dispeker Artists International</u> Professional Services Agreement- For providing guest artists, Anderson and Row, for one piano master class on 2/23/2017 and one performance on 2/24/2017. Irvine Valley College	\$6,000.00
<u>Floor Tech America</u> Field Services Agreement- For carpet installation in Disabled Student Programs & Services office from 1/15/2017 to 2/15/2017. Irvine Valley College	\$5,710.00
<u>Creative Image</u> Independent Contractor Agreement- For photography services for nursing students from 1/1/2017 to 6/30/2021. Saddleback College	\$5,670.00
<u>Sterling O.C. Enterprise LLC</u> Independent Contractor Agreement- For event set-up services for Foundation Awards Dinner from 3/10/2017 to 3/11/2017. Irvine Valley College	\$5,425.00
<u>Benjamin A. Licera</u> Independent Contractor Agreement- For photography and photograph post-processing services for IVC Dance department from 11/5/2016 to 6/30/2017. Irvine Valley College	\$5,000.00
<u>BSN Sports LLC.</u> Independent Contractor Agreement- For calibration services for the soccer scoreboard console from 1/5/2017 to 6/30/2017. Irvine Valley College	\$5,000.00

<u>BSN Sports LLC.</u> Independent Contractor Agreement- For calibration services for the baseball scoreboard console from 1/5/2017 to 6/30/2017. Irvine Valley College	\$5,000.00
<u>R2A Architecture</u> Field Service Agreement- For design services of sound system for the gym from 1/23/2017 to 6/30/2017. Saddleback College	\$4,975.00
<u>A&amp;R Electric</u> Field Service Agreement- For electrical load, recording equipment installation services as part of the Marquee Landscaping Project from 1/23/2017 to 3/1/2017. Saddleback College	\$4,800.00
<u>Brian Cummings</u> Independent Contractor Agreement- For photography services at Nurse Pinning Ceremonies from 12/1/2016 to 6/30/2021. Saddleback College	\$4,750.00
<u>T3 Motion</u> Independent Contractor Agreement (Amend #1)- For additional vehicle repair services for Campus Police department of \$310.72 for a revised contract total of \$4,610.72. Irvine Valley College	\$4,610.72
<u>UC Irvine, School of Medicine Willed Body Program</u> Independent Contractor Agreement- For providing a cadaver for Biology program from 1/9/2017 to 6/30/2017. Irvine Valley College	\$4,029.00
<u>Hoist Service Inc.</u> Independent Contractor Agreement- For auto equipment relocating services from 11/14/2016 to 3/13/2017. Saddleback College	\$4,000.00
<u>Walter Di Mantova</u> Independent Contractor Agreement- For professional consulting services for Strong Workforce Program from the California Community College Chancellor's Office from 12/21/2016 to 1/31/2017. Irvine Valley College	\$4,000.00
<u>Dirt Busters, Incorporated</u> Field Service Agreement- For building duct cleaning services at ATEP from 1/15/2017 to 2/15/2017. Irvine Valley College	\$3,935.00
<u>Swift Engineering</u> Educational Services Agreement- For delivering customized Geometric Dimension and Tolerance (GD&T) training to Swift Engineering employees from 1/10/2017 to 12/30/2017. Saddleback College	\$3,879.36 (Revenue)



<u>Caliber Signs and Imaging</u> Field Service Agreement- For wall sign installation services for building A100 from 1/15/2017 to 2/15/2017. Irvine Valley College	\$3,705.47
<u>Symantec Corporation</u> Software License & Subscription Agreement- For subscription of Symantec, a computer imaging software, used by the Technology Services department from 2/8/2017 to 2/7/2018. Irvine Valley College	\$3,640.00
<u>Community College League of California</u> Consulting Service Agreement (Amend #1)- No cost extension of services from 1/31/2017 to 3/31/2017 with total contract remaining at \$3,220. District Services	\$3,220.00
<u>Susan Longerbeam</u> Independent Contractor Agreement- For guest speaker to provide presentation on Student Equity during flex week from 1/3/2017 to 1/15/2017. Irvine Valley College	\$3,000.00
<u>Donald M. Hoover Co., Inc.</u> Field Service Agreement- For floor edging repair services for lecture hall located in Business/General Studies (BGS) building from 1/4/2017 to 4/3/2017. Saddleback College	\$2,725.00
<u>Netop</u> Software License and Support Agreement- For Vision Pro software subscription and support services, an instructor classroom supervision and management program, from 2/2/2017 to 2/2/2019. Saddleback College	\$2,619.00
<u>Waterloo Maple Inc.</u> Software License Agreement- For subscription of Maplesoft, a mathematical and analytical software, used by the Math department for instructional purpose from 1/30/2017 to 1/30/2018. Irvine Valley College	\$2,400.00
<u>H2 Environmental</u> Consultant Services Agreement- For environmental consultant services for Life Sciences Building from 1/30/2017 to 3/30/2017. Irvine Valley College	\$2,350.00
<u>American Security Group</u> Independent Contractor Agreement- For repairing blue poles, an emergency device for contacting the Police department in the event of an emergency, from 12/10/2016 to 6/30/2017. Irvine Valley College	\$2,000.00

<u>City of Irvine</u> Facility Use Agreement- For Associated Student Government Leadership Banquet in Lakeview Senior Center in Irvine, CA on 5/5/2017. Irvine Valley College-ASIVC	\$2,000.00
<u>Dr. Deborah Harrington</u> Independent Contractor Agreement-For Basic Skills Initiative (BSI) keynote speaker and workshop presenter on 2/10/2017. Saddleback College	\$2,000.00
<u>Gerald (Trey) Hannula, III</u> Independent Contractor Agreement- For game worker services at athletic events from 12/12/2016 to 5/31/2017. Saddleback College	\$2,000.00
<u>Mutual Propane</u> Field Service Agreement- For propane delivery services from 1/15/2017 to 6/30/2017. Irvine Valley College	\$2,000.00
<u>Biometrics4All, Inc.</u> Independent Contractor Agreement- For maintenance of LiveScan equipment from 7/1/2015 to 6/30/2017. Irvine Valley College	\$1,920.00
<u>Hilton Santa Cruz/Scotts Valley</u> Facility Use Agreement- For accommodations to participants attending the Common Assessment Initiative (CAI) Meeting in Cabrillo College on 2/23/2017. Saddleback College	\$1,900.00
<u>Data To Design</u> Professional Services Agreement (Amend #1)- For additional data publishing services for After-School Experience brochure of \$765 for a revised contract total of \$1,785. Saddleback College	\$1,785.00
<u>Archie's Ice Cream</u> Independent Contractor Agreement- For providing food in support of new student orientations during Senior Day 2017 on 3/16/2017. Saddleback College	\$1,630.00
<u>Hoist Service Inc.</u> Independent Contractor Agreement- For annual inspection services on ground lifts and alignment rotary in Technology & Applied Sciences Building from 1/16/2017 to 3/13/2017. Saddleback College	\$1,500.00
<u>Lucy Jo. R. Hermann</u> Educational Services Agreement- For community education classes in conventional Tagalog language for College for Kids from 1/17/2017 to 6/30/2018. Saddleback College	\$1,500.00

<u>Pacific Coast Entertainment</u> Independent Contractor Agreement- For stereo equipment installation services for gym in the Athletics department from 1/1/2017 to 6/30/2017. Irvine Valley College	\$1,400.00
<u>VFS Fire &amp; Security Services</u> Construction Service Agreement- For repair services of sprinkler system in Health Sciences Building from 1/5/2017 to 1/30/2017. Saddleback College	\$1,270.00
<u>Compendium Library Services</u> Software Subscription Agreement- For subscription of a library software used to track statistics at the reference desk from 2/25/2017 to 2/24/2018. Saddleback College	\$1,254.75
<u>H2 Environmental Consulting Services Inc.</u> Field Service Agreement- For air monitoring and project oversight services for Health Science Building from 12/19/2016 to 3/15/2017. Saddleback College	\$1,250.00
<u>The Data Warehousing Institute</u> Professional Services Agreement- For annual membership renewal of TDWI, a data management solution, from 1/1/2017 to 1/1/2018. District Services	\$1,200.00
<u>OC Auto Collision</u> Independent Contractor Agreement- For vehicle repair services for campus police from 1/4/2017 to 3/1/2017. Saddleback College	\$1,108.33
<u>GST</u> Independent Contractor Agreement- For projector removal and installation services from 1/9/2017 to 6/30/2017. Saddleback College	\$995.95
<u>Signature Celebrations</u> Independent Contractor Agreement- For providing balloon decoration services in support of new student orientations during Senior Day 2017 on 3/16/2017. Saddleback College	\$937.43
<u>H2 Environmental</u> Consultant Services Agreement- For environmental consulting services for Library from 1/30/2017 to 3/30/2017. Irvine Valley College	\$900.00
<u>On Call Event Rentals</u> Independent Contractor Agreement- For equipment rental services for Astounding Inventions Event on 1/26/2017. Irvine Valley College	\$807.98
<u>The Hills Hotel</u> Catering & Facility Use Agreement- For Chancellor's Executive Council Retreat Meeting in Laguna Hills, CA on 2/10/2017. District Services	\$800.00

Item Submitted By: C.M. Brahmhatt, Acting Vice Chancellor, Business Services

<u>Twenty Six Design</u> Software Subscription Agreement- For subscription of WCONLINE, a library software, used to schedule workshops for students from 2/4/2017 to 2/3/2018. Saddleback College	\$715.00
<u>Nick Fernandez</u> Independent Contractor Agreement- For providing DJ services for various campus events from 11/23/2016 to 6/30/2017. Irvine Valley College- ASIVC	\$600.00
<u>Ryder</u> Professional Services Agreement- For truck rental services to move musical instruments for 2016 MACCC Conference in San Diego, CA from 11/17/2016 to 11/21/2016. Irvine Valley College	\$534.73
<u>Angela Jenks</u> Independent Contractor Agreement- For guest lecturer to provide presentation on science, race and anthropology for Anthropology students on 3/29/2017. Saddleback College	\$500.00
<u>Jillian Hernadez</u> Independent Contractor Agreement- For guest lecturer to provide presentation on the topic of race, gender and sexuality for Women's Studies and History students on 2/14/2017. Saddleback College	\$500.00
<u>State of California-Doheny State Beach</u> Facility Use Agreement- For the use of volleyball courts at Doheny State Beach in Dana Point, CA for Spring 2017 semester from January 2017 to May 2017. Saddleback College	\$475.00
<u>Grafix Systems</u> Independent Contractor Agreement- For graphic installation services on campus police vehicle from 1/4/2017 to 2/28/2017. Saddleback College	\$461.68
<u>Miller Mechanical</u> Independent Contractor Agreement- For ice machine repair services in Life Sciences Building from 12/10/2016 to 1/10/2017. Irvine Valley College	\$417.04
<u>Kathryn Bausch</u> Independent Contractor Agreement- For providing stage management support for Spring 2017 Theatre Arts auditions from 1/23/2017 to 1/27/2017. Saddleback College	\$400.00
<u>FunGun Company</u> Professional Services Agreement- For providing t-shirt launcher rental equipment for various ASIVC Events in Spring 2017. Irvine Valley College-ASIVC	\$350.00

Item Submitted By: *C.M. Brahmbhatt, Acting Vice Chancellor, Business Services*

<u>Bruce Hall</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 3/17/2017. Saddleback College	\$300.00
<u>Lillian Barbeito</u> Independent Contractor Agreement- For guest artist to present one master dance class on 2/2/2017. Irvine Valley College	\$300.00
<u>PASCO</u> Software License Agreement- For subscription of PASCO SPARKvue Site License, a science learning application for engineering program, from 1/10/2017 to 1/10/2018. Irvine Valley College	\$299.00
<u>Scott Cokely</u> Independent Contractor Agreement- For production accompanists for Spring 2017 auditions used by the Department of Theatre Arts from 1/23/2017 to 2/1/2017. Saddleback College	\$240.00
<u>A1 International</u> Independent Contractor Agreement- For VHS recorder equipment repair services from 6/21/2016 to 6/30/2017. Irvine Valley College	\$200.00
<u>Andes Translation, LLC</u> Independent Contractor Agreement- For language translation services from 1/6/2017 to 6/30/2017. Irvine Valley College	\$200.00
<u>Creation Engine, Inc.</u> Software License Agreement- For subscription of SketchUP Pro, a 3D CAD tool, used by the Interior Design Technology Learning Assistance Lab from 1/30/2017 to 1/30/2018. Saddleback College	\$195.00
<u>Dr. Ahmed Soboh</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 3/10/2017. Saddleback College	\$100.00
<u>Betty Tom Chu</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 2/24/2017. Saddleback College	\$100.00
<u>Henryk Szostak</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 4/21/2017. Saddleback College	\$100.00

<u>Michelle Wulfestieg</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series on 4/28/2017. Saddleback College	\$100.00
<u>Bright Health Physicians of PIH</u> Clinical Training Affiliation Agreement (Amend #1)- To extend clinical training affiliation service for 2 years from 10/8/2016 to 10/8/2018 with total contract remaining at \$0. Saddleback College	\$0.00
<u>City of Laguna Hills</u> Facility Use Agreement- For off-campus facility use at the Laguna Hills Community Center & Sports Complex for Emeritus Program classes from 1/17/2017 to 5/25/2017. Saddleback College	\$0.00
<u>Community Orthopedics Medical Group</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for administrative and clinical medical assistant students. Saddleback College	\$0.00
<u>Hotel California by the Sea</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for students finishing a "Certificate of Achievement" in alcohol & drug studies, community-based correction, human services generalist and mental health worker. Saddleback College	\$0.00
<u>Mission Viejo High School</u> Facility Use Agreement- For scheduled football games in Mission Viejo High School Stadium in Mission Viejo, CA on 9/23/2017, 10/14/2017, 10/28/2017 and 11/4/2017. Saddleback College	\$0.00
<u>449 Recovery, Inc.</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for students finishing a "Certificate of Achievement" in alcohol & drug studies, community-based correction, human services generalist and mental health worker. Saddleback College	\$0.00
<u>South Coast Eye Care Center</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for administrative and clinical medical assistant students. Saddleback College	\$0.00
<u>Southern California Edison</u> Professional Services Agreement- For providing electric service for traffic signals and street lights at the intersection of Barranca Parkway and Laser Way. District Services	\$0.00

<u>St. Joseph Hospital of Orange</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for nursing students at this medical assistant office without an instructor. Saddleback College	\$0.00
<u>St. Joseph Hospital of Orange</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for nursing students at this medical assistant office with instructor. Saddleback College	\$0.00
<u>Turning Point Treatment Center</u> Clinical Training Affiliation Agreement- For providing clinical internship opportunities for students finishing a "Certificate of Achievement" in Alcohol & Drug Studies, Community-Based Correction, Human Services Generalist and Mental Health Worker. Saddleback College	\$0.00
<u>Visual Labs</u> Software Subscription Agreement- For 30-day trial of a body camera system, used by the Campus Police department from 2/6/2017 to 3/6/2017. Irvine Valley College	\$0.00
<u>Reef Crown Valley LLC</u> Amendment No. 1 to Lease Agreement – For the change of the property management team to Jones Lang LaSalle Americas, Inc. on the office lease for the Workday project. District Services	\$0.00

**TO:** Board of Trustees

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

**RE:** SOCCCD: OCSBA Marian Bergeson Award Nomination

**ACTION:** Approval

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### **BACKGROUND**

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

### **STATUS**

OCSBA is now seeking nominations for the Marian Bergeson Award for transmittal to the Orange County Department of Education. The deadline for submission is Wednesday, March 22, 2017. The award will be presented on Wednesday, May 3, 2017 at the OCSBA dinner meeting to be held at the Irvine Marriott Hotel.

### **RECOMMENDATION**

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





Orange County School Boards Association  
2017 Marian Bergeson Award  
Nomination Form

EXHIBIT A  
Page 1 of 3



**Due: Wednesday, March 22, 2017**

**Submit the completed nomination form and attachments to:**

Orange County Department of Education  
c/o Rosalee Hormuth  
200 Kalmus Drive, P.O. Box 9050, Room A-1154  
Costa Mesa, CA 92628-9050  
or via email: [ocsba@ocde.us](mailto:ocsba@ocde.us)

Name of Nominee \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

School District \_\_\_\_\_

Length of Service as a Board Member \_\_\_\_\_

Name of Nominator (Individual or District) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

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

**Please explain in detail the nominee's contribution(s) and service to your local board, community, and public education through county, state, and national service. Clearly identify professional, compensated experience, whether volunteer or elected. Please attach a maximum of two pages, single-sided, and a two-paragraph description of nominee to be used for publicity purposes. Nominee's detailed information should provide substantiation for the nomination. In addition, you may include a single page resume. (The font needs to be 12 point and double-spaced.) Should the application exceed the above length it will not be considered; additionally no other supporting documentation will be considered.**

Criteria for the award are as follows:

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



EXHIBIT A  
Page 2 of 3

# Orange County School Boards Association

200 Kalmus Drive • Costa Mesa, CA 92628-9050 • (714) 966-4311 • [ocsba@ocde.us](mailto:ocsba@ocde.us)

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February 1, 2017

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

FROM: Rosemary Saylor, Chair, Marian Bergeson Award Committee

SUBJECT: **Marian Bergeson Award Nominations**

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

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

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

A nomination form and a list of past recipients are enclosed. The deadline for submission is **Wednesday, March 22, 2017**. The Marian Bergeson Award will be presented on Wednesday, May 3, 2017, at the OCSBA Annual Dinner meeting to be held at the Irvine Marriott Hotel. All nominations should be submitted to [ocsba@ocde.us](mailto:ocsba@ocde.us). If you have any questions, please contact Rosalee Hormuth at (714)708-4980.

Enclosures: Nomination Form and List of Past Recipients

cc: Superintendents and Chancellors

**Marian Bergeson Award****EXHIBIT A***Past Recipients*

Page 3 of 3

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

\*DECEASED

**TO:** Board of Trustees

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

**RE:** SOCCCD: ATEP Adopt Resolution No. 17-04, Declaration of Intention to Enter into an Agreement with Irvine Ranch Water District for Grant of Easements at ATEP County of Orange Land Exchange Site and to Conduct a Public Hearing

**ACTION:** Approval

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### **BACKGROUND**

The County of Orange has requested that the district grant two easements to Irvine Ranch Water District (IRWD) at ATEP for the County Animal Care Facility's utility purposes. Until such time as the land exchange with the county can be completed, the district is the owner of the land affected by the easements and the easements must be granted by the district.

California Education Code 81310 et seq. requires the Board to adopt a resolution (EXHIBIT A) declaring its intention to convey any real property belonging to the district and to conduct a public hearing prior to entering into the dedication or conveyance of any property.

### **STATUS**

Staff and legal counsel worked with the County of Orange and the Irvine Ranch Water District (IRWD) to develop the easement documents. The previously certified Final Environmental Impact Statement/Environmental Impact Report (FEIS/EIR) and County Exchange Agreement addendum serve as the required environmental documentation for the Project and its implementation, and satisfy all of the requirements and obligations of California Environmental Quality Act (CEQA). The IRWD's requested easements are described in EXHIBIT B & C.

Information on the proposed Grant of Easements agreement will be provided to the Board and made available to the public prior to the public hearing on March 27, 2017. At the conclusion of the public hearing, the Board of Trustees will be presented an agreement for approval.

No costs are associated with this Grant of Easements agreement.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 17-04 (EXHIBIT A), declaring SOCCCD's intention to enter into a Grant of Easements agreement with Irvine Ranch Water District at ATEP County of Orange Land Exchange and to conduct a public hearing on March 27, 2017.

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

Resolution No. 17-04

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
DECLARING  
ITS INTENT TO ENTER INTO IRWD GRANT OF EASEMENT  
AGREEMENT AND PUBLIC HEARING  
ON THESE AGREEMENTS  
ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP)

February 27, 2017

**WHEREAS**, Education Code sections 81310, et seq., authorizes the Board of Trustees of a community college district to dedicate real property for electric or telephone line improvements; and

**WHEREAS**, the district staff and district counsel have reviewed the terms set forth in the proposed Grant of Easement agreement by and between Irvine Ranch Water District (IRWD), the District and the Lessee to the property and determined the request to be acceptable; and

**NOW, THEREFORE**, the Board of Trustees of the South Orange County Community College District FINDS, DECLARES, RESOLVES and ORDERS as follows:

1. The Board of Trustees hereby declares its intention to enter into an agreement with Irvine Ranch Water District to provide a Grant of Easement.
2. NOTICE IS HEREBY GIVEN that March 27, 2017, at 6:30 p.m. at 28000 Marguerite Parkway, Mission Viejo, California in board room HS 145, is hereby fixed as the time and place that the Board of Trustees will conduct a public hearing to determine if the terms of the Grant of Easement agreement with Irvine Ranch Water District are acceptable to the District.

At the conclusion of the public hearing, the Board of Trustees will determine whether or not to enter into the proposed Grant of Easement agreement with Irvine Ranch Water District upon the terms and conditions set forth therein or upon such other terms as the Board may determine to be in the best interests of the District.

3. The secretary of the Board of Trustees is hereby authorized and directed to give notice of the adoption of this resolution by publication in the Orange County Register newspaper not less than fifteen (15) days prior to the date of the public hearing on this matter.

**PASSED AND ADOPTED**, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on February 27, 2017.

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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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Marcia Milchiker, Member

---

Barbara J. Jay, Member

---

Terri Whitt, Member

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Debra L. Fitzsimons, Interim Chancellor  
And Secretary to the Governing Board

Recording Requested by and  
Return to:

Ray Thatcher, District R/W Agent  
Irvine Ranch Water District  
15600 Sand Canyon Avenue  
P. O. Box 57000  
Irvine, California 92619-7000  
IRWD Doc. E\_\_\_\_\_

ASSESSOR'S PARCEL NO(S).:  
430-283-09, 21

FREE RECORDING REQUESTED:

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

Essential to Acquisition By  
Irvine Ranch Water District  
Government Code §6103

Exempt from Documentary Transfer Tax per  
Revenue and Taxation Code §11922

GRANT OF EASEMENT  
TO  
IRVINE RANCH WATER DISTRICT  
BY  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

("Owner" herein), hereby grants and conveys to IRVINE RANCH WATER DISTRICT, a California Water District organized under and existing pursuant to Section 34000 et seq. of the California Water Code, ("Grantee" herein), a perpetual, non-exclusive easement and right-of-way for water and sewer pipelines and access purposes. This easement shall include, but not by way of limitation, the right to construct, reconstruct, remove and replace, renew, inspect, maintain, repair, improve, enter upon, and otherwise use the hereinafter described property for these purposes, together with incidental appurtenances and connections, in, over, under, upon, along, through and across the real property located in the City of Tustin, County of Orange, State of California, as described in Exhibit "A" and depicted in Exhibit "B", which exhibits are attached hereto and made a part hereof (the "Easement Area"), as necessary in connection with the use, operation and maintenance of the facilities lying within the Easement Area. This easement shall also include the right to construct, reconstruct, remove and replace, renew, inspect, maintain, repair, improve, enter upon, and otherwise use parallel or any other facilities or appurtenances of the same general type and purpose as the originally installed facilities (collectively, the originally installed facilities and any such parallel or other facilities, and any replacements, renewals, repairs and improvements of any of the foregoing are collectively referred to as the "Facilities").

Subject to: Covenants, conditions, restrictions, easements, rights, rights-of-way and encumbrances of record or apparent.

A. Rights of Owner to Use Easement Area:

1. Rights of Use. Subject to the provisions of Paragraph A-2 below, it is understood and agreed that the easements and rights-of-way acquired herein are also acquired subject to the rights of the Owner to use the Easement Area for any purpose whatsoever to the extent that such use does not interfere with the Grantee's use of its easement. The Owner retains the rights which are not inconsistent with the easement. Such use by the Owner shall include, but not be limited to, the compatible use for streets, roadways, pipelines, fences or block walls, cuts, fills or other structures or other compatible improvements under, upon, over, and across the Easement Area.

Project	<u>OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)</u>
Title Company	<u>none</u>
Title Report No.	<u>vesting deed Inst. No. 2004000369376, O.R.</u>
Project Engineer	<u>Tait</u>

2. Concurrence of Grantee. Such use by the Owner of the Easement Area for landscaping purposes which do not involve the erection of structures or other improvements upon the Easement Area and which are consistent with the Grantee's use of the easement may be made without notification to or concurrence of Grantee except that no trees shall be planted in said Easement Area without the prior written consent of Grantee. Further, such use by the Owner of the Easement Area for roadway improvements, which do not result in cuts closer than three (3) feet above the top of Grantee's Facilities or fills greater than two (2) feet above the existing ground may be made without notification to or concurrence of Grantee. It is agreed, however, that no such use for any other purposes shall be made until plans for such proposed use by Owner have been reviewed with or submitted to Grantee, and Grantee has concurred that such proposed use will be consistent with Grantee's use of the Facilities. Grantee agrees that it shall not unreasonably withhold its concurrence.

B. Successors and Assigns:

This Grant of Easement shall be binding upon and inure to the benefit of the successors and assigns of Owner and Grantee.

C. Acceptance and Recordation:

Grantee agrees, by acceptance and recordation of this Grant of Easement from Owner, that the terms and conditions herein set forth shall be binding upon and inure to the benefit of Grantee.

IN WITNESS WHEREOF this Grant of Easement has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

"Owner"

COLLEGE DISTRICT

SOUTH ORANGE COUNTY COMMUNITY

By \_\_\_\_\_

Name Dr. Debra L. Fitzsimons

Title: Interim Chancellor

Project	<u>OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)</u>
Title Company	<u>none</u>
Title Report No.	<u>vesting deed Inst. No. 2004000369376, O.R.</u>
Project Engineer	<u>Tait</u>



ACKNOWLEDGEMENT

A notary public or other officer 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 \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_,  
a Notary Public in and for said State, personally appeared \_\_\_\_\_

\_\_\_\_\_ ,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the  
within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies),  
and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)  
acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true  
and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public in and for said State

(SEAL)

Project	OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)
Title Company	none
Title Report No.	vesting deed Inst. No. 2004000369376, O.R.
Project Engineer	Tait

IRVINE RANCH WATER DISTRICT

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by deed or grant dated \_\_\_\_\_  
from SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
to IRVINE RANCH WATER DISTRICT, a California Water District, is hereby accepted by the undersigned officer  
on behalf of the Board of Directors pursuant to authority conferred by Resolution 2014-40 of the Board of Directors,  
adopted on September 8, 2014, and the grantee consents to recordation thereof by its duly authorized officer.

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

IRVINE RANCH WATER DISTRICT

By: \_\_\_\_\_  
Leslie Bonkowski  
Secretary to Board of Directors

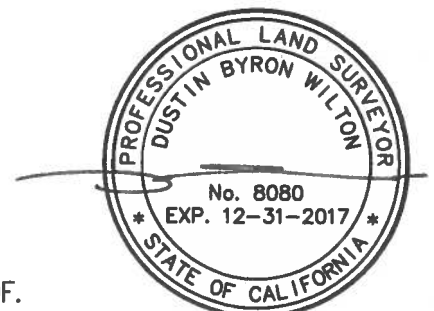
Project	<u>OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)</u>
Title Company	<u>none</u>
Title Report No.	<u>vesting deed Inst. No. 2004000369376, O.R.</u>
Project Engineer	<u>Tait</u>

EXHIBIT "A"  
LEGAL DESCRIPTION

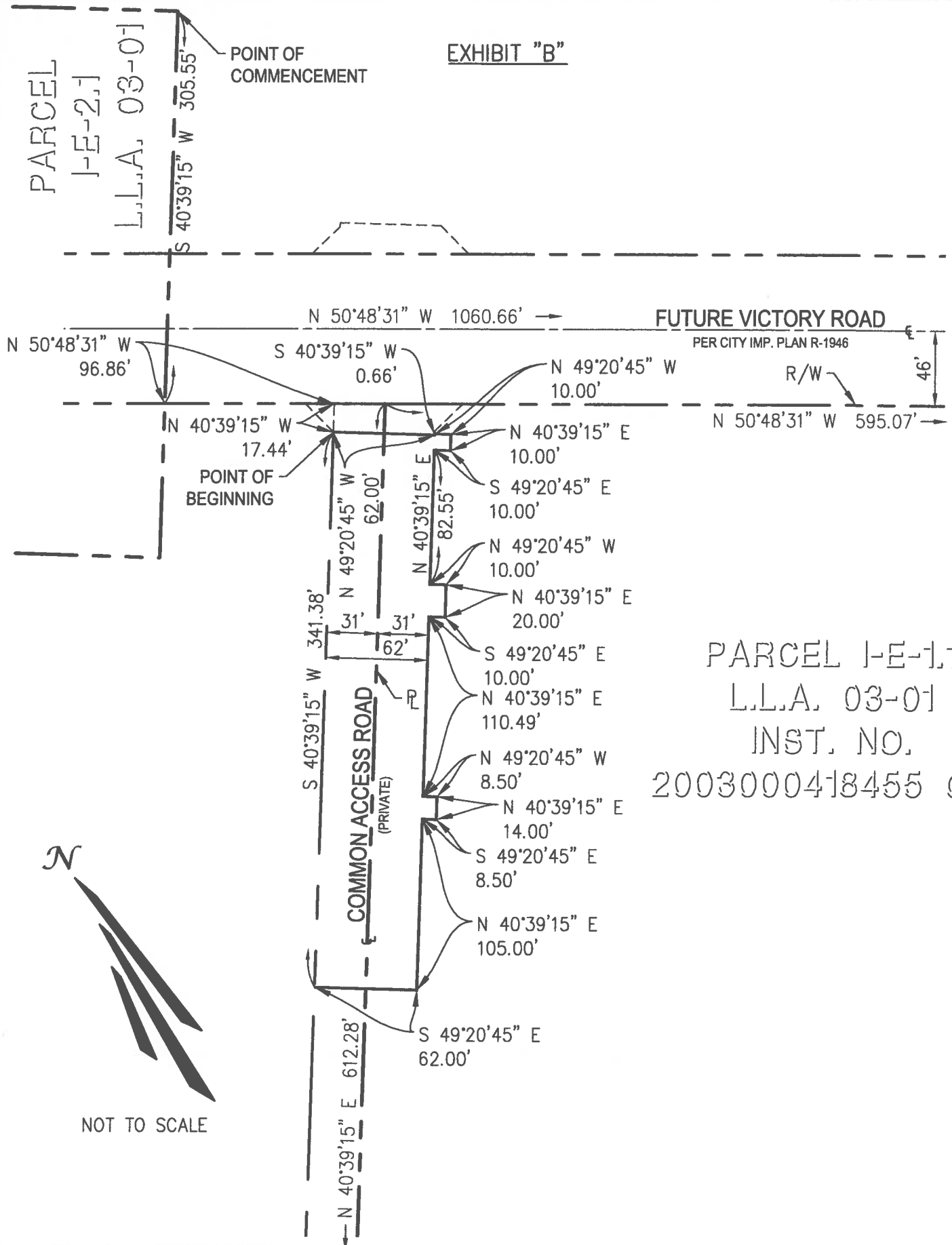
THAT PORTION OF PARCEL I-E-1.1, IN THE CITY OF TUSTIN, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS DESCRIBED IN LOT LINE ADJUSTMENT NO. LLA 03-01 RECORDED APRIL 15, 2003 AS INSTRUMENT NO. 2003000418455 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE MOST EASTERLY CORNER OF PARCEL I-E-2.1 OF SAID LOT LINE ADJUSTMENT;  
THENCE, SOUTH 40°39'15" WEST 305.55 FEET, ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL I-E-2.1;  
THENCE LEAVING SAID SOUTHEASTERLY LINE, NORTH 50°48'31" WEST 96.86 FEET;  
THENCE SOUTH 40°39'15" WEST 17.44 FEET, PARALLEL TO SAID SOUTHEASTERLY LINE, TO THE **POINT OF BEGINNING**;  
THENCE CONTINUING SOUTH 40°39'15" WEST 341.38 FEET;  
THENCE SOUTH 49°20'45" EAST 62.00 FEET;  
THENCE NORTH 40°39'15" EAST 105.00 FEET;  
THENCE SOUTH 49°20'45" EAST 8.50 FEET;  
THENCE NORTH 40°39'15" EAST 14.00 FEET;  
THENCE NORTH 49°20'45" WEST 8.50 FEET;  
THENCE NORTH 40°39'15" EAST 110.49 FEET;  
THENCE SOUTH 49°20'45" EAST 10.00 FEET;  
THENCE NORTH 40°39'15" EAST 20.00 FEET;  
THENCE NORTH 49°20'45" WEST 10.00 FEET;  
THENCE NORTH 40°39'15" EAST 82.55 FEET;  
THENCE SOUTH 49°20'45" EAST 10.00 FEET;  
THENCE NORTH 40°39'15" EAST 10.00 FEET;  
THENCE NORTH 49°20'45" WEST 10.00 FEET;  
THENCE SOUTH 40°39'15" WEST 0.66 FEET;  
NORTH 49°20'45" WEST 62.00 FEET TO THE **POINT OF BEGINNING**.  
CONTAINS APPROXIMATELY 21,585 SQUARE FEET OR 0.50 ACRES.

EXHIBIT "B" IS ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.



2-3-17



PARCEL 1-E-11  
L.L.A. 03-01  
INST. NO.  
2003000418455 O.R.

Recording Requested by and  
Return to:

Ray Thatcher, District R/W Agent  
Irvine Ranch Water District  
15600 Sand Canyon Avenue  
P. O. Box 57000  
Irvine, California 92619-7000  
IRWD Doc. E\_\_\_\_\_

ASSESSOR'S PARCEL NO(S).:  
430-283-09, 21

FREE RECORDING REQUESTED:

(SPACE ABOVE THIS LINE FOR RECORDER'S USE)

Essential to Acquisition By  
Irvine Ranch Water District  
Government Code §6103

Exempt from Documentary Transfer Tax per  
Revenue and Taxation Code §11922

GRANT OF EASEMENT  
TO  
IRVINE RANCH WATER DISTRICT  
BY  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

("Owner" herein), hereby grants and conveys to IRVINE RANCH WATER DISTRICT, a California Water District organized under and existing pursuant to Section 34000 et seq. of the California Water Code, ("Grantee" herein), a perpetual, non-exclusive easement and right-of-way for water and sewer pipelines and access purposes. This easement shall include, but not by way of limitation, the right to construct, reconstruct, remove and replace, renew, inspect, maintain, repair, improve, enter upon, and otherwise use the hereinafter described property for these purposes, together with incidental appurtenances and connections, in, over, under, upon, along, through and across the real property located in the City of Tustin, County of Orange, State of California, as described in Exhibit "A" and depicted in Exhibit "B", which exhibits are attached hereto and made a part hereof (the "Easement Area"), as necessary in connection with the use, operation and maintenance of the facilities lying within the Easement Area. This easement shall also include the right to construct, reconstruct, remove and replace, renew, inspect, maintain, repair, improve, enter upon, and otherwise use parallel or any other facilities or appurtenances of the same general type and purpose as the originally installed facilities (collectively, the originally installed facilities and any such parallel or other facilities, and any replacements, renewals, repairs and improvements of any of the foregoing are collectively referred to as the "Facilities").

Subject to: Covenants, conditions, restrictions, easements, rights, rights-of-way and encumbrances of record or apparent.

A. Rights of Owner to Use Easement Area:

1. Rights of Use. Subject to the provisions of Paragraph A-2 below, it is understood and agreed that the easements and rights-of-way acquired herein are also acquired subject to the rights of the Owner to use the Easement Area for any purpose whatsoever to the extent that such use does not interfere with the Grantee's use of its easement. The Owner retains the rights which are not inconsistent with the easement. Such use by the Owner shall include, but not be limited to, the compatible use for streets, roadways, pipelines, fences or block walls, cuts, fills or other structures or other compatible improvements under, upon, over, and across the Easement Area.

Project	<u>OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)</u>
Title Company	<u>none</u>
Title Report No.	<u>vesting deed Inst. No. 2004000369376, O.R.</u>
Project Engineer	<u>Tait</u>

2. Concurrence of Grantee. Such use by the Owner of the Easement Area for landscaping purposes which do not involve the erection of structures or other improvements upon the Easement Area and which are consistent with the Grantee's use of the easement may be made without notification to or concurrence of Grantee except that no trees shall be planted in said Easement Area without the prior written consent of Grantee. Further, such use by the Owner of the Easement Area for roadway improvements, which do not result in cuts closer than three (3) feet above the top of Grantee's Facilities or fills greater than two (2) feet above the existing ground may be made without notification to or concurrence of Grantee. It is agreed, however, that no such use for any other purposes shall be made until plans for such proposed use by Owner have been reviewed with or submitted to Grantee, and Grantee has concurred that such proposed use will be consistent with Grantee's use of the Facilities. Grantee agrees that it shall not unreasonably withhold its concurrence.

B. Successors and Assigns:

This Grant of Easement shall be binding upon and inure to the benefit of the successors and assigns of Owner and Grantee.

C. Acceptance and Recordation:

Grantee agrees, by acceptance and recordation of this Grant of Easement from Owner, that the terms and conditions herein set forth shall be binding upon and inure to the benefit of Grantee.

IN WITNESS WHEREOF this Grant of Easement has been executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

"Owner"

COLLEGE DISTRICT

SOUTH ORANGE COUNTY COMMUNITY

By \_\_\_\_\_

Name Dr. Debra L. Fitzsimons

Title: Interim Chancellor

Project	<u>OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)</u>
Title Company	<u>none</u>
Title Report No.	<u>vesting deed Inst. No. 2004000369376, O.R.</u>
Project Engineer	<u>Tait</u>

ACKNOWLEDGEMENT

A notary public or other officer 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 \_\_\_\_\_ )  
 )  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, 20\_\_\_\_, before me, \_\_\_\_\_,  
a Notary Public in and for said State, personally appeared \_\_\_\_\_

\_\_\_\_\_ ,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the  
within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies),  
and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s)  
acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true  
and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
Notary Public in and for said State

(SEAL)

Project	OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)
Title Company	none
Title Report No.	vesting deed Inst. No. 2004000369376, O.R.
Project Engineer	Tait

IRVINE RANCH WATER DISTRICT

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by deed or grant dated \_\_\_\_\_  
from SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
to IRVINE RANCH WATER DISTRICT, a California Water District, is hereby accepted by the undersigned officer  
on behalf of the Board of Directors pursuant to authority conferred by Resolution 2014-40 of the Board of Directors,  
adopted on September 8, 2014, and the grantee consents to recordation thereof by its duly authorized officer.

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

IRVINE RANCH WATER DISTRICT

By: \_\_\_\_\_  
Leslie Bonkowski  
Secretary to Board of Directors

Project	<u>OC Animal Care Facility, Pcl. 1-E-1.1, LLA No. LLA 03-01 (IRWD Code 6893)</u>
Title Company	<u>none</u>
Title Report No.	<u>vesting deed Inst. No. 2004000369376, O.R.</u>
Project Engineer	<u>Tait</u>



EXHIBIT "A"  
LEGAL DESCRIPTION

THAT PORTION OF PARCEL I-E-1.1, IN THE CITY OF TUSTIN, COUNTY OF ORANGE, STATE OF CALIFORNIA, AS DESCRIBED IN LOT LINE ADJUSTMENT NO. LLA 03-01 RECORDED APRIL 15, 2003 AS INSTRUMENT NO. 2003000418455 OF OFFICIAL RECORDS IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

**STRIP #1**

22.00 FEET WIDE, LYING 11.00 FEET ON EACH SIDE, THE CENTERLINE BEING DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE MOST EASTERLY CORNER OF PARCEL I-E-2.1 OF SAID LOT LINE ADJUSTMENT; THENCE, SOUTH 40°39'15" WEST 305.55 FEET, ALONG THE SOUTHEASTERLY LINE OF SAID PARCEL I-E-2.1; THENCE SOUTH 50°48'31" EAST 256.91 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A", SAID POINT ALSO BEING THE **POINT OF BEGINNING**; THENCE SOUTH 39°11'29" WEST 20.00 FEET TO THE TERMINATION OF SAID **STRIP #1**.

**STRIP #2**

20.00 FEET WIDE, BEING DESCRIBED AS FOLLOWS:

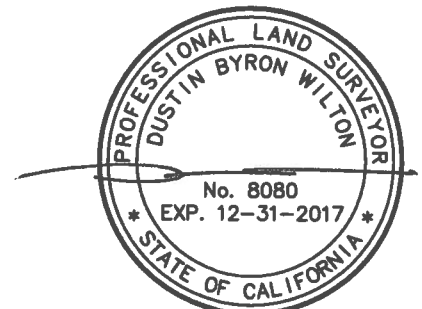
**COMMENCING** AT THE HEREINBEFORE MENTIONED POINT "A"; THENCE, SOUTH 50°48'31" EAST 257.25 FEET, TO A POINT HEREINAFTER REFERRED TO AS POINT "B", SAID POINT ALSO BEING THE **POINT OF BEGINNING**; THENCE SOUTH 50°48'31" EAST 20.00 FEET; THENCE SOUTH 39°11'29" WEST 20.71 FEET; THENCE NORTH 57°43'37" WEST 20.15 FEET; THENCE NORTH 39°11'29" EAST 23.14 FEET TO THE **POINT OF BEGINNING**.

**STRIP #3**

15.00 FEET WIDE, LYING 7.50 FEET ON EACH SIDE, THE CENTERLINE BEING DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE HEREINBEFORE MENTIONED POINT "B"; THENCE, SOUTH 50°48'31" EAST 48.94 FEET, TO THE **POINT OF BEGINNING**; THENCE SOUTH 39°11'29" WEST 12.30 FEET TO THE TERMINATION OF SAID **STRIP #3**.

EXHIBIT "B" IS ATTACHED HERETO AND BY REFERENCE MADE A PART HEREOF.



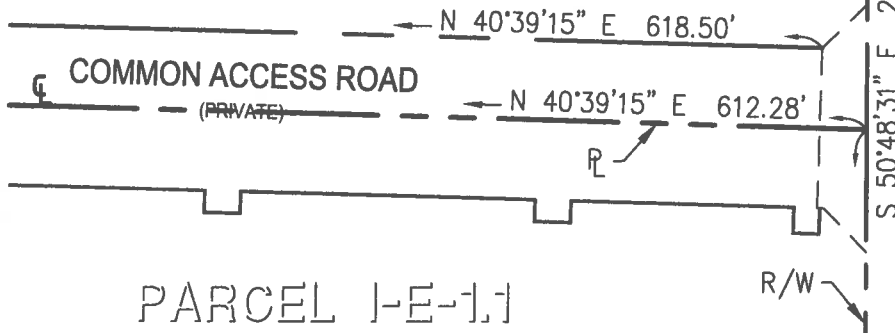
2-3-17

PARCEL  
I-E-2.1  
L.L.A. 03-01

EXHIBIT "B"

S 40°39'15" W 305.55'

POINT OF  
COMMENCEMENT



PARCEL I-E-1.1  
L.L.A. 03-01

INST. NO.

2003000418455 O.R.

**STRIP #1**  
S 39°11'29" W 20.00'

POINT "A" & POINT  
OF BEGINNING  
STRIP #1

FUTURE VICTORY ROAD  
PER CITY IMP. PLAN R-1946

**STRIP #2**

N 39°11'29" E 23.14'  
N 57°43'37" W 20.15'  
S 39°11'29" W 20.71'  
S 50°48'31" E 48.94'

POINT "B" & POINT  
OF BEGINNING  
STRIP #2

**STRIP #3**  
S 39°11'29" W 12.30'

POINT OF BEGINNING  
STRIP #3



NOT TO SCALE



**TO:** Board of Trustees

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

**RE:** SOCCCD: ATEP Adopt Resolution No. 17-05, Declaration of Intention to Enter into a Grant of Easement Agreement with Southern California Edison for the ATEP Site and to Conduct a Public Hearing

**ACTION:** Approval

---

### **BACKGROUND**

In May, 2016 the Board of Trustees entered into a land exchange with the County of Orange and in November 2016 approved a construction agreement for the ATEP Utilities Infrastructure Phase I project. In order to provide power to the Orange County Animal Care Facility and future capacity for the ATEP site, Southern California Edison (SCE) is requesting an easement to install Pad Mounted Equipment (PME) at the edge of the ATEP site along Victory Road.

California Education Code 81310 et seq. requires the Board to adopt a resolution (EXHIBIT A) declaring its intention to convey any real property belonging to the district and to conduct a public hearing prior to entering into the dedication or conveyance of any property.

### **STATUS**

Staff and legal counsel worked with SCE to develop the easement documents. SCE's requested easement is described in EXHIBIT B.

Information on the proposed Grant of Easement agreement will be provided to the Board and made available to the public prior to the public hearing on March 27, 2017. At the conclusion of the public hearing, the Board of Trustees will be presented an agreement for approval.

No costs are associated with this Grant of Easement agreement.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 17-05 (EXHIBIT A), declaring its intention to enter into a Grant of Easement agreement with Southern California Edison at the ATEP site and to conduct a public hearing on March 27, 2017.

Resolution No. 17-05

RESOLUTION OF THE BOARD OF TRUSTEES  
OF THE  
SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
DECLARING  
ITS INTENT TO ENTER INTO SCE GRANT OF EASEMENT  
AGREEMENT AND PUBLIC HEARING  
ON THESE AGREEMENTS  
ADVANCED TECHNOLOGY AND EDUCATION PARK (ATEP)

February 27, 2017

**WHEREAS**, Education Code sections 81310, et seq., authorizes the Board of Trustees of a community college district to dedicate real property for public utility construction, reconstruction, maintenance, and operations; and

**WHEREAS**, the district staff and district counsel have reviewed the terms set forth in the proposed Grant of Easement agreement by and between Southern California Edison (SCE), and the District and determined the request to be acceptable; and

**NOW, THEREFORE**, the Board of Trustees of the South Orange County Community College District FINDS, DECLARES, RESOLVES and ORDERS as follows:

1. The Board of Trustees hereby declares its intention to enter into an agreement with Southern California Edison to provide a Grant of Easement.
2. NOTICE IS HEREBY GIVEN that March 27, 2017, at 6:30 p.m. at 28000 Marguerite Parkway, Mission Viejo, California in board room HS 145, is hereby fixed as the time and place that the Board of Trustees will conduct a public hearing to determine if the terms of the Grant of Easement agreement with Southern California Edison are acceptable to the District.

At the conclusion of the public hearing, the Board of Trustees will determine whether or not to enter into the proposed Grant of Easement agreement with Southern California Edison upon the terms and conditions set forth therein or upon such other terms as the Board may determine to be in the best interests of the District.

3. The secretary of the Board of Trustees is hereby authorized and directed to give notice of the adoption of this resolution by publication in the Orange County Register newspaper not less than fifteen (15) days prior to the date of the public hearing on this matter.

**PASSED AND ADOPTED**, by the Board of Trustees of the South Orange County Community College District, Orange County, State of California, on February 27, 2017.

---

Timothy Jemal, President

---

James R. Wright, Vice President

---

David B. Lang, Clerk

---

T.J. Prendergast III, Member

---

Marcia Milchiker, Member

---

Barbara J. Jay, Member

---

Terri Whitt, Member

---

Debra L. Fitzsimons, Interim Chancellor  
And Secretary to the Governing Board

RECORDING REQUESTED BY

SOUTHERN CALIFORNIA  
**EDISON**

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO

SOUTHERN CALIFORNIA EDISON COMPANY

2 INNOVATION WAY, 2nd FLOOR  
POMONA, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.

**GRANT OF  
EASEMENT**

DOCUMENTARY TRANSFER TAX \$ <u>NONE</u> VALUE AND CONSIDERATION LESS THAN \$100.00)		DISTRICT Central OC	SERVICE ORDER TD1187813	SERIAL NO.	MAP SIZE
SCE Company SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME		FIM 40-16D-6 APN 430-283-21	APPROVED: REAL PROPERTIES DEPARTMENT	BY SLS/BT	DATE 01/30/2017

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence, data and/or communications (eg. through fiber optic cable), in, on, over, under, across and along that certain real property in the County of Orange, State of California, described as follows:

FOR LEGAL DESCRIPTION, SEE EXHIBITS "A" AND "B", BOTH ATTACHED HERETO AND MADE A PART HEREOF.

Grantor further grants, bargains, sells and conveys unto the Grantee the right of assignment, in whole or in part, to others, without limitation, and the right to apportion or divide in whatever manner Grantee deems desirable, any one or more, or all, of the easements and rights, including but not limited to all rights of access and ingress and egress granted to the Grantee by this Grant of Easement.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**GRANTOR**

SOUTH ORANGE COUNTY COMMUNITY  
COLLEGE DISTRICT

\_\_\_\_\_  
Signature

Dr. Debra L. Fitzsimons

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

Interim Chancellor

\_\_\_\_\_  
Title

A Notary Public or other officer 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 \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared

\_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)

EXHIBIT "A"

TWO STRIPS OF LAND LYING WITHIN PARCEL I-E-1.1, IN THE CITY OF TUSTIN, COUNTY OF ORANGE, STATE OF CALIFORNIA, OF LOT LINE ADJUSTMENT NO. 03-01, RECORDED ON APRIL 15, 2003 AS DOCUMENT NO. 2003000418455, OF OFFICIAL RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

STRIP #1 (5.00 FEET WIDE)

THE SOUTHWESTERLY LINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

**COMMENCING** AT THE NORTHEASTERLY TERMINUS OF THAT CERTAIN COURSE IN THE NORTHWESTERLY BOUNDARY OF SAID PARCEL I-E-1.1, SHOWN AS "SOUTH 40°39'15" WEST 493.45 FEET" ON SAID LOT LINE ADJUSTMENT NO. 03-01; THENCE ALONG SAID CERTAIN COURSE, SOUTH 40°39'15" WEST 213.55 FEET; THENCE LEAVING SAID CERTAIN COURSE, SOUTH 50°48'15" EAST 321.19 FEET TO THE **TRUE POINT OF BEGINNING**; THENCE CONTINUING SOUTH 50°48'31" EAST 25.00 FEET TO A POINT HEREINAFTER REFERRED TO AS POINT "A"; THENCE CONTINUING SOUTH 50°48'31" EAST 25.00 FEET TO A POINT OF ENDING.

STRIP #2 (18.50 FEET WIDE)

THE CENTERLINE OF SAID STRIP IS DESCRIBED AS FOLLOWS:

**BEGINNING** AT SAID POINT "A"; THENCE NORTH 39°11'29" EAST 16.00 FEET TO A POINT OF ENDING.

EXCEPTING THEREFROM THAT PORTION INCLUDED WITHIN STRIP #1 DESCRIBED HEREINABOVE.

FOR SKETCH TO ACCOMPANY LEGAL DESCRIPTION, SEE EXHIBIT "B" ATTACHED HERETO AND MADE A PART HEREOF.

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.



SCALE: 1"=60'



PARCEL  
I-E-2.1

POC  
STRIP #1

213.55'  
493.45'

LOT LINE ADJUSTMENT  
NO. 03-01  
REC. 04/15/2003  
DOC. # 2003000418455, O.R.  
ORANGE COUNTY

PARCEL  
I-E-1.1

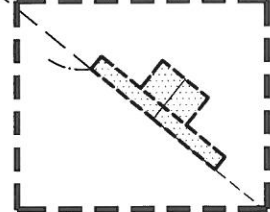
92.03'  
S40°39'15"W

S50°48'31"E

VICTORY ROAD  
(BELL AVENUE)

321.19'

SEE DETAIL A



92'

TPOB  
STRIP #1

STRIP #1  
5' WIDE

STRIP #2  
18.5' WIDE

321.19'  
S50°48'31"E

PT. "A"

N39°11'29"E  
16.00'

25.00'

25.00'

DETAIL A  
NOT TO SCALE

## EXHIBIT "B"

LEGEND	
	DENOTES SCE EASEMENT AREA
POC = POINT OF COMMENCEMENT	
TPOB = TRUE POINT OF BEGINNING	

**TO:** Board of Trustees

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

**RE:** SOCCCD: ATEP Site Utilities and Infrastructure Phase I Project,  
Change Order No. 1, Griffith Company

**ACTION:** Approval

---

### **BACKGROUND**

On October 24, 2016, the Board of Trustees approved a \$5,353,750 construction agreement with Griffith Company for the ATEP Site Utilities and Infrastructure Phase I project.

### **STATUS**

The required modifications contained in Change Order Request No. 1 are described in EXHIBIT A. Approval of Change Order No. 1 will result in an increase of \$188,686 for a revised contract total of \$5,542,436 and the contract completion date will not change.

Basic aid funds are available in the approved project budget of \$9,475,000.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve Board Change Order No. 1 (EXHIBIT A) for the ATEP Site Utilities and Infrastructure Phase I project and authorize staff to execute the corresponding change order with Griffith Company, resulting in an increase of \$188,686, for a revised contract amount of \$5,542,436.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
ATEP Site Utilities and Infrastructure Phase 1 Project  
Board Change Order No. 1

February 27, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 1 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
20	General Contractor	Griffith Company		\$5,353,750.00	\$0.00	\$188,686.00	\$5,542,436.00	0
		20401 SW Birch Street Newport Beach, CA 92660	<b>TOTAL</b>	<b>5,353,750.00</b>			<b>5,542,436.00</b>	<b>0</b>

COR No.	Date	Description	Requested	Status	Amount	Time Extension
1		Provide concrete in lieu of asphalt for the pedestrian Paseo / Emergency Vehicle route.	by District	reviewed	\$188,686.00	0
		<b>TOTAL THIS CHANGE ORDER REQUEST</b>			<b>\$188,686.00</b>	<b>0</b>

**TO:** Board of Trustees

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

**RE:** SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts

**ACTION:** Approval

---

### **BACKGROUND**

On October 26, 2015, the Board of Trustees authorized a list of positions with authority sign documents and contracts in accordance with Section 81655, 81656 and 85232 of the Education Code, Public Contract Code Section 20651 and Board Policy 2100. The Orange County Department of Education requires a current updated list of authorized signatures.

### **STATUS**

EXHIBITS A and B details all authorized designees by position to execute documents and contracts including a brief description of those items.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve EXHIBIT A authorizing individuals occupying the positions listed on EXHIBIT B to be approved to execute document and contracts as listed.

## AUTHORIZATION OF SIGNATURES

South Orange County Community College District

February 27, 2017

I, Deborah Fitzsimons, Secretary of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular/special meeting thereof, held on the 27th day of February, 2017 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Orders for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This resolution further states that the authorization is subject to the following provisions:

NAME TYPED	SPECIMEN SIGNATURE	AUTHORIZATION TO SIGN						Change Orders and Amendments
		Payroll Documents	Vendor Payment Orders	Purchase Orders	Other Contracts	Employee Contracts	Travel Reimbursements	
Debra L. Fitzsimons		X	X	X	X	X	X	X
David P. Bugay						X	X	
Kimberly R. McCord		X	X	X	X		X	X
Robert S. Bramucci							X	
Brandye D'Lena					X		X	X
Rosa Aguilar		X						
Jon Aasted			X	X	X		X	X

Pursuant to provisions of Education Code sections 85230-34

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2 \_\_\_\_.

Secretary \_\_\_\_\_  
Debra L. Fitzsimons

South Orange County Community College District  
BOARD OF TRUSTEE'S DESIGNEES TO  
EXECUTE DOCUMENTS AND CONTRACTS

POSITION

Chancellor	Application for Funds and Grants, Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment /Changes of Status, Purchase Orders, Travel Authorization/Reimbursements and Payroll Documents
Vice Chancellor, Business Services	Application for Funds and Grants, Advertise for Bids, Checks, Check Registers, Claim Settlements, Construction Contracts/Change Orders, General Contracts, Contracts for Supplies and Services within Bid Limits, Purchase Orders, Travel Authorization/ Reimbursements, and Payroll Documents
Vice Chancellor, Human Resources	Employment Contracts, Collective Bargaining Agreements, Employment Claim Settlements, Notices of Employment/ Change of Status, Travel Reimbursements
Vice Chancellor, Technology & Learning Resources	Application for Funds and Grants, Travel Reimbursements
Executive Director of Fiscal Services/Comptroller	Checks, Claim Settlements, General Contracts, Construction Contracts /Construction Change Orders to \$50,000 in aggregate/project, Purchase Orders, Payroll Documents Check Registers and Travel Reimbursements
Executive Director, Facilities Planning	Advertise for Bids, Construction Contracts/Construction Change Orders to \$50,000 in aggregate/ project, and Travel Reimbursements
Executive Director, Business Services	Advertise for Bids, General Contracts to \$50,000, Contracts for Supplies and Services within Bid Limits, Construction Contracts/Construction Change Orders to \$50,000 in aggregate/ project, Purchase Orders and Travel Reimbursements
Payroll and Benefits Manager	Payroll Documents
College and District Classified Management Staff and Academic Administrative Staff	Travel Reimbursements

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-3950 Unmanned Aircraft Systems, BP-4101.1 Faculty Salary Classification Changes and Initial Classification Placement, BP-4203 Sick Leave for Educational Administrators and Classified Management Personnel, BP-5515 Transfer Center, BP-5520 Shower Facilities for Homeless Students, BP-4119 Academic Ranking

**ACTION:** Discussion and Approval

---

### **BACKGROUND**

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

### **STATUS**

Six board policies are 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 policies were presented to the Chancellor's Council on January 12, 2017 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

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

# BOARD POLICY

3950

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

BUSINESS

## UNMANNED AIRCRAFT SYSTEMS

The operation of unmanned aircraft systems (UAS), including drones, shall be limited to instructional use only. UAS are regulated by the Federal Aviation Administration (FAA) and relevant state law.

The District will establish an administrative regulation to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy. In addition, the FAA may fine the District and individuals who violate the law. The District shall establish policies and procedures to ensure that students and staff comply with FAA requirements, state law, and any other locally applicable laws or regulations regarding unmanned aircraft systems.

### References:

Code of Federal Regulations, Title 14, Parts 1, 21, 36, 45, 47, 48, 61, 91, & 107

U.S. Code 49 U.S.C Section 44704

Public Law 112-95, Title III, Subtitle B – Unmanned Aircraft Systems

FAA Modernization and Reform Act of 2012



**BOARD POLICY****4101.1**SOUTH ORANGE COUNT  
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

**FACULTY SALARY CLASSIFICATION CHANGES AND  
INITIAL CLASSIFICATION PLACEMENT**

Units of credit accumulated by academic personnel as a result of approved graduate study may be used for 1) initial salary class placement; and 2) transferring from one salary class to another. Such credit must be upper division or graduate courses taken at an accredited college or university. (See No. 2.a. and b. below.)

Methods and regulations determining initial classification placement and for changing an employee's salary classification shall be as follows:

1. Official verification of coursework taken shall be completed and/or degree conferred by August 1<sup>st</sup> for the fall semester and 1<sup>st</sup> business day of the spring calendar year in January for the spring semester. All transcripts documenting the coursework taken for a change of column must be submitted to Human Resources.
2. Courses taken shall be those approved by the conferring institution for graduate credit. Further all courses shall be within the faculty member's primary assignment. Exceptions to this are as noted below.
  - a. Lower division courses and upper division courses which do not count toward graduate credit must be approved by the Vice President of Instruction/ Vice President of Student Services prior to enrollment in order to be accepted for salary credit. It is the employee's responsibility to secure such approvals prior to enrolling in the course. No more than nine (9) of the units used for a change of salary class may be lower division units under any circumstances.
  - b. Course work taken outside the faculty member's primary assignment must be approved by the Vice President of Instruction/Vice President of Student Services prior to enrolling in the course.
3. All transcripts that show evidence of course work taken toward a change of salary class must be on file with the Office of Human Resources no later than ~~October 15~~ August 1st for column advancement for the Fall semester and January 3rd for column advancement for the Spring semester of the academic year in which the salary classification is to become effective.
4. A grade of "C" or higher must be earned in all course work accepted for salary classification credit. A pass/fail course must be noted as "pass," and a credit/non-credit course must be noted as "credit" on the transcript.

*Reference:**SOC CCD Academic Master Agreement*

Adopted: 2-25-74	Revised: 4-10-89
Revised: 2-24-75	Technical Update: 4-26-99
Revised: 7-11-77	Revised: 12-16-13
Revised: 6-10-85	Revised:

# BOARD POLICY

4203

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~PERSONNEL~~HUMAN RESOURCES

## SICK LEAVE FOR EDUCATIONAL ADMINISTRATORS AND CLASSIFIED MANAGEMENT PERSONNEL

Employees who are not members of a collective bargaining unit shall be entitled to a leave of absence for personal illness or injury with full salary at the rate of one (1) day for each month served. Credit for a leave of absence need not be accrued prior to the taking of such leave by the employee. The leave of absence may be taken at any time during the year. However, a new Educational Administrator/ Classified Management employee of the district shall not be eligible to take more than six (6) days or the proportionate amount to which the employee may be entitled ~~under Education Code Section 88191~~ until the first day of the calendar month after the completion of six (6) months of service with the district. Sick leave that is not used during any fiscal year shall be allowed to accumulate from year to year.

### *Reference:*

*Calif. Ed. Code, Section 88191, 88207- 4(b)*

Adopted: 9-29-69  
Revised: 7-10-73  
Revised: 4-10-89

Technical Update: 4-26-99  
Revised: 12-06-10

# BOARD POLICY

# 5515

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## TRANSFER CENTER

The South Orange County Community College District incorporates as part of its mission the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are ~~a special responsibility~~ a population for which special focus and support should be given.

Each College President in consultation with the College Vice President for Student Services shall assure that a transfer center plan is implemented that identifies appropriate target student populations, including students with disproportionate impact, is designed to increase the transfer applications of underrepresented students, and complies with laws and regulations.

### *Reference:*

*Title 5, Section ~~51027~~56000 et seq.;*

*Education Code Section 66720-66744*

# BOARD POLICY

5520

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## SHOWER FACILITIES FOR HOMELESS STUDENTS

The Chancellor shall ensure procedures are established that are necessary to make on-campus shower facilities available to any homeless student who is currently enrolled in coursework, is current with enrollment fees, and is in good standing with the district.

### References:

Education Code Section 76011

# BOARD POLICY

4119

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

~~PERSONNEL~~ HUMAN RESOURCES

## ACADEMIC RANKING

- A. Academic rank or title is not related to the amount of an academic employee's salary; therefore, salary will not be considered in the proposed plan for designating academic rank.
- B. The Plan (Designation of Rank)
  - 1. Full-time academic employees who do not wish academic rank may retain the title of instructor or lecturer.
  - 2. The title lecturer will designate those academic employees who wish the title or who are not otherwise designated. Normally these employees will be part-time employees or those employees not teaching on a regular ten-month (10) contract. Provisions for designating academic rank to part-time faculty are available (see paragraph 6 of this policy).
  - 3. Assistant Professor. Any academic employee hired as a probationary, regular, or full-time instructor shall be designated as assistant professor.
  - 4. Associate Professor. Any academic employee who is a regular, full-time faculty member who has been granted tenure by the district shall be designated as an associate professor.
  - 5. Professor. Any academic employee who is a regular, full-time faculty member who has served the district for six (6) years and has qualified for a sabbatical leave shall be designated as professor.
  - 6. Any academic employee who has taught at least six (6) units each semester for three (3) consecutive years in the district or six (6) hours each week each semester for three (3) consecutive years in the district shall be designated as assistant professor.
- C. General Criteria
  - 1. A full-time faculty member is any full-time academic employee of the district, including, but not limited to counselors, coordinators, and librarians.
  - 2. Academic rank will be designated in one of the college's instructional units. (Example: Professor of History)
  - 3. A faculty member holding an academic rank shall have it listed in the catalog.

D. Implementation

1. All full-time and part-time faculty members currently employed by the district shall be given the appropriate credit for their previous years of service with the district.
2. If a full-time faculty member with academic rank at another college or university is employed by the district, the rank previously held will be honored in accordance with district policy.
3. Upon retirement, faculty members shall be granted the highest rank they held, followed by the word emeritus; upon retirement, administrators shall also retain their official title following by the word emeritus.

Adopted: 5-14-79  
Revised: 1-28-80  
Revised: 4-10-89  
Revised: 5-11-92  
Technical Update: 4-26-99  
Reviewed: 3-28-11

**TO:** Board of Trustees

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

**RE:** SOCCCD: Board Policy Revision: BP-4004 Public Notice, BP-5506 Accommodations for Students with Disabilities, BP-5520 Accreditation, BP- 6132 Selection of Library Materials

**ACTION:** Review and Study

---

### **BACKGROUND**

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

### **STATUS**

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

Legal counsel has been involved throughout the review process. The proposed policies were presented to the Chancellor's Council on February 16, 2017 for review and recommendation to the Chancellor.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees accept for review and study the board policies as shown in EXHIBIT A-D.

# BOARD POLICY

# 4004

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

PERSONNEL HUMAN RESOURCES

## PUBLIC NOTICE - COLLECTIVE BARGAINING

Pursuant to the Government Code and Chapter 3, Public Notice Proceedings, the Board of Trustees hereby adopts the following procedure to insure that the public receive effective notice regarding collective bargaining proposals:

1. Exclusive representatives and the Board shall present their respective initial collective bargaining proposals at public meetings of the Board and both the Board's and exclusive representatives' initial proposals shall thereafter be public records. Copies shall be kept on file and available to the public at the circulation desk of each college library and in the Office of Human Resources.
2. The public will be provided the opportunity to respond to the initial proposals at the next regularly scheduled Board meetings or special meeting dealing with this subject. Negotiations between the District and exclusive representatives shall not commence until the public has had the opportunity to respond to the initial proposals. After inviting public response, the Board shall adopt its initial proposal and negotiations may thereafter commence.
3. If new subjects not set forth in either of the respective initial proposals are raised during bargaining, any proposal regarding such subject shall become a public record within twenty-four (24) hours and available in the library of each college and the Office of Human Resources, as above. The Board shall make public the formal vote, if any, of each member voting on such new proposals within twenty-four (24) hours.

### *Reference:*

*Government Code, Chapter 3, Section ~~3547~~3540 et seq.*

Adopted: 2-14-89  
Revised: 4-10-89  
Revised: 4-26-99

Revised: 1-20-04  
Reviewed: 3-28-11

Page 1 of 1



# BOARD POLICY

# 5506

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

The colleges of the South Orange County Community College District shall make reasonable accommodations for qualified students with disabilities (Title 5, Calif. Code of Regulations). Students with disabilities have the right to receive reasonable academic adjustments to create an educational environment where they have equal access to instruction without fundamentally altering any course, educational program, or degree. The procedure by which students with verified disabilities may request academic adjustments shall be published annually by the colleges. The colleges shall employ reasonable means to inform all students, faculty, and staff about the support services available to qualified students with disabilities.

### *Reference:*

~~*Applicable law includes the following: P.L. 101-336 (July 26, 1990), as amended by P.L. 110-325 (September 25, 2008); Rehabilitation Act of 1973, Section 504 [34 C.F.R.s 104.3 (j) (l) and (k) and 104.44(a) and Co) (1) (ii)]; Family Education Rights and Privacy Act of 1974; Title 5, California Code of Regulations, Sections 56000-56030; and California Education Code, Sections 67310-67312, 70901, and 84850.*~~

[Education Code Sections 67310, 84850](#)

[Title 5 Sections 56000 et seq.](#)

# BOARD POLICY

5520

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

STUDENTS

## ACCREDITATION

The College Presidents shall ensure the College complies with the accreditation process and standards of the Accrediting Commission of Community and Junior Colleges and of other District programs that seek special accreditation.

The Chancellor shall keep the Board of Trustees informed of approved accrediting organizations and the status of accreditations.

The Chancellor shall ensure that the District and the Board of Trustees are involved in any accreditation process in which the District and the Board of Trustees' participation is required.

The Chancellor shall provide the Board of Trustees with the accreditation reports, and any actions taken or to be taken in response to recommendations in an accreditation report.

### *Reference:*

*Accreditation Eligibility Requirement 21 Integrity in Relations with the Accrediting Commission, -Standard IV.B.1.i I.C. 12.21.C.13  
Title, Section 51016*

Adopted: 10-26-09

Revised: 7-30-12

Revised: 8-25-14

# BOARD POLICY

6132

SOUTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

## SELECTION OF LIBRARY MATERIALS

The Libraries are an integral component of the colleges and their instructional programs. The libraries provide informational and research support for campus-wide curriculum. The Board of Trustees charges the library faculty with the responsibility for developing the libraries' collections. This includes the selection of appropriate library materials and the continued evaluation and maintenance of the collections. To this end, Library faculty and staff work in concert with instructional faculty to select material that is comprehensive, accurate, diverse, current and highly accessible through the best use of acquisition, cataloging and processing techniques.

### *Reference:*

*Education Code, Section 78100*

[Civil Code Section 1798.90](#)

[Accreditation Standard II,B](#)

Adopted: 9-29-69  
Revised: 7-17-89  
Revised: 12-10-90  
Technical Update: 4-26-99

Revised: 1-31-06  
Revised: 2-28-11  
Revised:

Page 1 of 1

**TO:** Board of Trustees

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

**RE:** SOCCCD: Academic Personnel Actions – Regular Items

**ACTION:** Ratification

---

**BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

**STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

Those academic personnel actions shown in Exhibits A are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibit.

**RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify the academic personnel actions as shown in Exhibits A.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**

**ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS**

**A. NEW PERSONNEL APPOINTMENTS**

1. **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>
Cho, Byunghoon	FMA/Computer Arts	Art/IVC	2	08/21/17
Cotman, Cheryl	MFA/Integrated Media	Art/IVC	2	01/17/17
Gnall, Stacy	PhD/Literature	English/IVC	5	01/17/17
Jackson, Penn (Ross)	MFA/Drama	Theatre Arts/IVC	2	01/17/17
<sup>1</sup> Stephens, Carmen	MA/Counseling	Counseling/IVC	5	01/17/17

**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.

Agresti, Lauren	BFA/Photography	Dance/IVC	1	01/17/17
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Equivalency is based on over 1,000 hours of yoga and meditation training and teaching experience. Ms. Agresti has been teaching group classes and private clients in Orange County since 2008. In Spring 20017, after 800 hours of training and instruction in the field of yoga therapy, she will be eligible to be certified as a Yoga Therapist with the prestigious International Association of Yoga Therapists (IAYT). Ms. Agresti has an earned Bachelor of Fine Arts degree in Photography.

Anand, Preetha	PhD/Bioscience	Chemistry/SC	5	01/17/17
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Equivalency is based on Dr. Anand's education and research experience in Chemistry and areas related to Chemistry. Dr. Anand's experience includes two years teaching Chemistry at St. Xavier's College and at Government College for Women in India between 2000 and 2001. Dr. Anand earned a PhD in Biosciences and Biomedical Engineering at Indian Institute of Technology, Bombay, India. Furthermore, she has extensive research experience and numerous publications in areas of Biology and Bio-Chemistry.

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<sup>1</sup> Current Part-Time Counselor in DSPS at Irvine Valley College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

1. **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>
Henderson, Geoffrey	MS/Education	Human Services/SC	2	01/17/17

Equivalency is based on an earned Master of Science degree in Education, doctoral classes in Organizational Leadership, and extensive experience with Human Services related interventional programs. His experience includes service as Director of Special Projects (education) for a large California health group; Administrative Manager with OC Sheriff's Department for Educational Re-entry Programs; and ten years of experience with Human Services Leader Phoenix House as Vice President in charge of education and grants.

Jorrisch, Joel	MBA/Management	Accounting/IVC	2	01/17/17
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Equivalency is based on Mr. Jorrisch possessing a Bachelor of Arts in Psychology from the University of Michigan; a Master in Business Administration from George Washington University with a major in Management Planning and Control; and a CPA license, which he has had for over thirty years. He has also worked as a Tax Accountant and Tax Supervisor for established firms over that same time span.

Kehoe, Kelly	BA/International Studies	Communication/IVC	1	03/27/17
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Equivalency is based on an earned Bachelor's Degree in International Studies from the University of California, Irvine and graduate work towards a Master's Degree in Communications from California State University, Long Beach. Prior to attending UCI, Kelly was an IVC champion debater and has served as a volunteer assistant for the IVC debate coaches, as well as a judge for the squad for the past three years.

**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>
Helms, Toni	Accompanist, Found. Award Dinner	500.00	01/17/17-03/11/17
Moran, Linda	Choreography, Found. Award Dinner	500.00	01/17/17-03/11/17
Pestolesi, Thomas	Co-Chair, Kines./Health/Athletics	2,654.00	01/10/17-06/26/17
Williamson, Jehann	Choreography, Found. Award Dinner	1,000.00	01/17/17-03/11/17
<b>Total for Month: General Fund/IVC</b>		<b>4,654.00</b>	
<b>2016-2017 IVC FISCAL YEAR TOTAL TO DATE</b>		<b>\$432,191.88</b>	

**B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued**

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</u>	
		<u>Amount (\$)</u>	<u>Effective Date</u>
<sup>2</sup> Bennett, Michael	Chair, Special Services	1,658.75	01/13/17-05/22/17
Camelot, Allison	Online Education Plan	799.20	08/22/16-12/16/16
Cubbage, April	Co-Coordinator, Distant Education	3,981.00	01/17/17-05/26/17
Freshwater, Linda	Online Educator Program	599.40	01/17/17-02/28/17
Garcia, Renee	Coordinator, Great Teacher Seminar	650.00	08/22/16-12/18/16
Gee, Caroline	Online Education Plan	799.20	08/22/16-12/16/16
Ghanbarpour, C.	Online Education Plan	799.20	08/22/16-12/16/16
Ghanbarpour, C.	Online Education Plan	599.40	01/17/17-05/25/17
Hedgecock, Jennifer	Supplemental Chair Duties	119.88	08/22/16-12/18/16
HoidaMulholland, B	Online Educator Program	599.40	01/17/17-02/28/17
Hunt, Matt	Supplemental Chair Duties	359.64	08/22/16-12/18/16
Lebauer, Roni	Supplemental Chair Duties	479.52	08/22/16-12/18/16
Major, Nicole	Open Educational Resource	1,000.00	01/17/17-05/25/17
Myhren, Brett	Online Educator Program	599.40	01/17/17-02/28/17
Ochi, Shellie	Supplemental Chair Duties	119.88	08/22/16-12/18/16
Pakula, Jennifer	Online Education Plan	799.20	08/22/16-12/16/16
Pakula, Jennifer	Online Educator Program	599.40	01/17/17-02/28/17
Pakula, Jennifer	Open Educational Resource	1,000.00	01/17/17-05/25/17
Pakula, Jennifer	Co-Chair, Economics	663.50	01/13/17-05/22/17
Ruud, Amanda	Editor, Accreditation Style	5,896.00	08/22/16-12/19/16
Stephens, Blake	Coordinator, Great Teachers Seminar	350.00	01/11/17-01/13/17
Vogel, Erica	Pilot Faculty LMS Feedback	100.00	01/17/17-05/25/17
Wadley, Johnson	Pilot Faculty LMS Feedback	100.00	01/17/17-05/25/17
Woodward, Ken	Co-Chair, Economics	663.50	01/13/17-05/22/17
Zimmerman, Ray	Supplemental Chair Duties	119.88	08/22/16-12/18/16
<b>Total for Month: General Fund/SC</b>		<b>23,455.35</b>	
<b>2016-2017 SC FISCAL YEAR TOTAL TO DATE</b>		<b>\$595,840.67</b>	

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

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>Amount (\$)</u>	<u>Effective Date</u>
Alvarado, Giancarlos	Faculty Professional Development	500.00	01/17/17-05/26/17
Andre, Joy	Faculty Professional Development	500.00	01/17/17-05/26/17
Bennett, Mike	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Bird, Chrissy	Faculty Professional Development	500.00	01/17/17-05/26/17
Black, Janine	Faculty Professional Development	500.00	01/17/17-05/26/17

<sup>2</sup> Location correction to Saddleback College. Was placed under Irvine Valley College, General Fund section, on the January 23, 2017, Board Agenda.

**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>Amount (\$)</u>	<u>Effective Date</u>
Bogusiewica, Kelly	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Boustani, Laki	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Bowman, Don	CTE Articulation Workshop	159.84	04/01/17-04/30/17
Breslin, Ann Marie	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Bumbesti, Mircea	Faculty Professional Development	500.00	01/17/17-05/26/17
Busick, Elizabeth	Faculty Professional Development	500.00	01/17/17-05/26/17
Cervantes, Rebecca	Faculty Professional Development	500.00	01/17/17-05/26/17
Clafflin, Christopher	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Cox, Barbara	CTE Articulation workshops	159.84	04/01/17-04/30/17
Cunningham, Tara	Faculty Professional Development	500.00	01/17/17-05/26/17
Cuthbertsn, Denis	Faculty Professional Development	500.00	01/17/17-05/26/17
Duffy, Michelle	Coordinator, Teach/Learn Instit./BSI	179.82	12/01/16-12/08/16
Duffy, Michelle	Coordinator, Teach/Learn Instit./BSI	179.82	01/17/17-05/17/17
Duffy, Michelle	Co-Chair, BSI	3,891.00	01/17/17-05/17/17
Even, Ryan	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Evancoe, Gene	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Fitz-Maurice, Teri	BSI, Adult ESL/BSI	3,196.80	01/17/17-05/17/17
Fox, Lindsay	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Farnsworth, Robert	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Futami, Kimberly	Faculty Professional Development	500.00	01/17/17-05/26/17
Gabdrakhmanova, F.	Coordinator, Interior Dsgn Project	1,598.40	10/03/16-12/09/16
Gleason, Linda	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Goodman, Richard	FKCE Program Trainer (3 hr class)	119.88	03/01/17-03/31/17
Goodman, Richard	FKCE Program Trainer (6 hr class)	239.76	03/01/17-03/31/17
Gordon, Sara	Faculty Professional Development	500.00	01/17/17-05/26/17
Goulding, Carrie	English Workshop/BSI	599.40	01/13/17-05/17/17
Gross, Cindy	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Haight, Laura	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Hardick, Randy	Guest Lecture Series Speaker	100.00	01/27/17-01/27/17
Hayter, Catherine	Coordinator, Teach/Learn Instit./BSI	179.82	12/01/16-12/08/16
Hayter, Catherine	Coordinator, Teach/Learn Instit./BSI	179.82	01/17/17-05/17/17
Hayter, Catherine	Coord., Teach/Dvlp Writing/BSI	599.40	01/17/17-05/17/17
Hoolihan, Lori	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Hinman, Gretchen	Faculty Professional Development	500.00	01/17/17-05/26/17
Hong, Song	Faculty Professional Development	500.00	01/17/17-05/26/17
Ibbotson, Jill	Faculty Professional Development	500.00	01/17/17-05/26/17
Inlow, Lisa	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Inman-Olinger, Alex	Faculty Professional Development	500.00	01/17/17-05/26/17
Johnson, Elaine	M-PAC Pgrm Outreach Liaison	959.04	01/17/17-05/25/17
King, Emily	English Workshop/BSI	199.80	01/13/17-01/13/17
Knapp, Rebecca	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Konishi, Hiro	CTE Articulation Workshops	159.84	04/01/17-04/30/17



**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>Amount (\$)</u>	<u>Effective Date</u>
Lawson, Anne	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Lee, Ken	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Lewis, Dawn	Coord., PLC HS Visits/BSI	2,985.01	01/17/17-05/17/17
Lively, Brian	Faculty Professional Development	500.00	01/17/17-05/26/17
Long, Erin	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Lundquist, Irene	Faculty Professional Development	500.00	01/17/17-05/26/17
Lu, Jianhua	Faculty Professional Development	500.00	01/17/17-05/26/17
Lunetto, Kathleen	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Luque, Jonathan	Math CAI Work Group	359.64	09/23/16-11/18/16
Major, Nicole	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Mamoon, Safiah	Director, IDRC Grant Project	1,238.76	01/01/17-02/28/17
May, Carol	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
McFann, Kent	CTE Articulation Workshops	159.84	04/01/17-04/30/17
McMurtrey, Megan	English Workshop/BSI	199.80	01/13/17-01/13/17
McPherson, Teryn	Holiday Big Band Jazz Concert	160.00	12/10/16-12/10/16
McReynolds, Brad	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Meyer, Clifford	Short Certificate Development	720.00	01/15/17-01/31/17
Meyer, Clifford	TIA Certification	1,280.00	03/21/17-03/24/17
Meyer, Clifford	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Myhren, Brett	Facilitator, Week of Workshops	400.00	08/16/16-08/19/16
Nelson, Candy	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Nin, Orlantha	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Nin, Orlantha	TPP-STEM/CTE Grant Director	3,107.21	01/17/17-05/17/17
Ochi, Shellie	English Workshop/BSI	199.80	01/13/17-01/13/17
Paquette, Chris	English Workshop/BSI	199.80	01/13/17-01/13/17
Perez, Larry	Week of Workshops Coordination	1,198.80	01/04/17-01/13/17
Pfeiler, Donna	Faculty Professional Development	500.00	01/17/17-05/26/17
Quade, Joyce	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Quinlan, Emily	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Rachman, Jennifer	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Rangel, Efren	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Rios, Maria	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Robbins, Jared	English Workshop/BSI	199.80	01/13/17-01/13/17
Sadeghipour, Allia	English Workshop/BSI	199.80	01/13/17-01/13/17
Schermerhorn, B.	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Shaw, Katherine	Teaching & Learning Institute/BSI	79.92	10/21/16-10/21/16
Signo-Jackson, Janet	Faculty Professional Development	500.00	01/17/17-05/26/17
Silveira, Lisa	Math CAI Work Group	399.60	09/23/16-11/18/16
Silveira, Lisa	Common Assessment Initiative	3,980.02	01/17/17-05/25/17
Smith, Christina	TPP-STEM/CTE Grant Facilitator	772.43	01/17/17-05/17/17
Smith, Jeanne	Math CAI Work Group	399.60	09/23/16-11/18/16
Smith, Jeanne	Common Assessment Initiative	3,980.02	01/17/17-05/25/17
Smith, Kathryn	Faculty Professional Development	500.00	01/17/17-05/26/17

**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>Amount (\$)</u>	<u>Effective Date</u>
Sommerville, Nancy	Faculty Professional Development	500.00	01/17/17-05/26/17
Staley, Deborah	Faculty Professional Development	500.00	01/17/17-05/26/17
Stout, Ron	Holiday Big Band Jazz Concert	200.00	12/10/16-12/10/16
Stevenson, Glen	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Tamialis, Barbara	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Taylor, Karen	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Tomlinson, Kristen	Faculty Professional Development	500.00	01/17/17-05/26/17
Tran, Lisa	Extended Orientations	1,200.00	01/17/17-05/17/17
Tuominen-Lenny, K.	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Vogel, Jeff	Common Assessment Initiative	3,980.02	01/17/17-05/25/17
Voisard, Norbert	Faculty Professional Development	500.00	01/17/17-05/26/17
Welc, Martin	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Wetlesen, Sandra	Faculty Professional Development	500.00	01/17/17-05/26/17
White-Alcover, S.	Course Development IDRC Grant	1,598.40	01/01/17-02/28/17
Williams, Jake	English Workshop/BSI	599.40	01/13/17-05/17/17
Williams, Jake	Coordinator, PLC HS Visits/BSI	2,985.01	01/17/17-05/17/17
Williams, Kolin	Cranium Platform, Online Couns.	1,998.00	09/26/16-12/10/16
Zimmerman, Ray	SSSP Assessment Reader	319.68	08/15/16-12/18/16
<b>Total for Month: Categorical/Non-General Fund/SC</b>		<b>81,279.41</b>	
<b>2016-2017 FISCAL YEAR TOTAL TO DATE/SC</b>		<b>\$362,637.40</b>	

**D. AUTHORIZATION TO ELIMINATE AND REPLACE ACADEMIC POSITION AND/OR POSITION NUMBER**

1. GERMAN/ESL INSTRUCTOR, Pos #P0001462, Academic Faculty position, Division of Liberal Arts, Saddleback College, seeks authorization to eliminate this full-time position from its staff complement, effective January 12, 2017. This position is being replaced with ESL Instructor, Pos #P0010734. (Pos #P0001462 was approved by the Board of Trustees on May 9, 1988.)

**E. REDUCED WORKLOAD PROGRAM WITH STRS RETIREMENT**

1. <sup>3</sup>ISHII, FUMIKO, ID #4204, Japanese Instructor, Pos #P0002991, School of Liberal Arts, Irvine Valley College, has requested to participate in a reduction in teaching contract to 50% workload beginning the academic year 2017-18 in accordance with Article XXXI, Section 1, of the Academic Employee Master Agreement 2015-2018, effective date to participate in the CalSTRS Reduced Workload Program is August 14, 2017.

<sup>3</sup> Original request for reduction of workload to 71.67% was approved by the Board of Trustees on December 12, 2016. Ms. Ishii is now requesting that reduction to be 50%.

**TO:** Board of Trustees

**FROM:** Debra Fitzsimons, Interim Chancellor

**RE:** SOCCCD: Classified Personnel Actions – Regular Items

**ACTION:** Ratification

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### **BACKGROUND**

In accordance with Board Policy 2100, all SOCCCD employee actions must be ratified by the Board of Trustees.

### **STATUS**

Personnel are employed in the South Orange County Community College District for the purpose of meeting the needs of students.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees 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. AL JUBURI, NAWAR is to be employed as Construction Manager, Categorical, Pos. #P0004978, a classified manager, Department of Facilities Planning, District Services, Academic and Classified Administrator and Manager Salary Schedule Range 16, Step 8, 40 hours per week, 12 months per year, effective January 30, 2017. This position was approved by the Board of Trustees on March 31, 2014, with employment contingent upon funding by Major Capitol Improvement Projects-project specific.
  - b. AL-QUTAIFI, YAHYA is to be employed as Office Assistant, Pos. #P00010426, Department of Disabled Students Programs and Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 40 hours per week, 12 months per year, effective January 17, 2017. This position was approved by the Board of Trustees on October 24, 2015.
  - c. ANAYA, TANYA is to be employed as Office Assistant, Pos. #P0005014, Department of Disabled Students Programs and Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 40 hours per week, 12 months per year, effective January 17, 2017. This is a replacement for Nasser Khandan.
  - d. COPE, KATELYNN is to be employed as Financial Aid Specialist, Categorical, Pos. #P0005142, Department of Financial Aid, Saddleback College, Classified Bargaining Unit Salary Schedule Range 125, Step 1, 40 hours per week, 12 months per year, effective February 21, 2017. This is a replacement for Rene Blanco. Employment in this position is contingent upon funding by Board Financial Assistance Programs (BFAP).
  - e. NGUYEN, THU HA is to be employed as Senior Laboratory Technician, Mathematics, Sciences and Engineering, Pos. #P0001299, Department of Chemistry, Saddleback College, Classified Bargaining Unit Salary Schedule Range 130, Step 1, 40 hours per week, 12 months per year, effective January 30, 2017. This is a replacement for Sara Sperazza.
  - f. TORRES, GINA is to be employed as Dispatcher/Records, Pos. #P0005080, Department of Campus Safety and Security, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 119, Step 1, 40 hours per week, 12 months per year, effective January 30, 2017. This is a replacement for Adam Prokopin.
2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/</u> <u>Step</u>	<u>Start Date</u>
Aulakh, Jasvinder	Administrative Assistant/IVC	22.80	01/04/17-06/30/17
Burgett, Paul	Electrician/IVC	27.11	11/28/16-06/30/17
Burns, Jeffrey	Lab Tech, Automotive Tech/SC	23.38	12/19/16-06/30/17

**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>
Case, Pamela	Senior Counseling Office Asst./SC	21.71	01/03/17-06/30/17
Dao, Ngan	Office Assistant/SC	18.71	01/20/17-06/30/17
<sup>1</sup> England, Leah	Administrative Assistant/SC	22.80	01/05/17-06/30/17
Issak, Yussuf	Campus Security Officer/IVC	18.65	01/16/17-06/30/17
Kalantari, Mehrandokht	Costume/Makeup Designer/SC	29.93	01/15/17-06/30/17
Kostina, Ksenia	Program Assistant (Cat. Fund)/SC	21.18	01/03/17-06/30/17
<sup>2</sup> Ling, Maximilian	Library Assistant I/IVC	19.66	01/17/17-06/30/17
Morris, Robert	Greenhouse Assistant/SC	19.18	01/09/17-06/30/17
O'Hearn, Ellen	Senior Administrative Asst./IVC	26.45	01/30/17-06/30/17
Ponce, Marlene	Office Assistant/IVC	18.71	01/16/17-06/30/17
Rezai, Jafar	Custodian/IVC	18.71	01/09/17-06/30/17
Romero, Patricia	Senior Administrative Asst./IVC	26.45	12/15/16-06/30/17
Sanchez, Ricardo	Webmaster/SC	40.25	12/21/16-06/30/17
Slocum, Allan	Administrative Assistant/IVC	22.80	01/09/17-06/30/17
Smith, Susan	Financial Aid Specialist/SC	25.17	11/28/16-06/30/17
Velazquez Hernandez, H.	Groundskeeper/IVC	21.18	12/02/16-06/30/17
Vigueras, Carla	Sr. Lab Tech Performing Arts/IVC	28.48	01/06/17-06/30/17
Wilkey, Nancy	Police Officer/SC	26.69	01/05/17-06/30/17
Zimbalist, Jacqueline	Senior Administrative Asst./IVC	26.45	02/01/17-06/30/17

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **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>
Aguilar, Lorraine	Project Specialist/SC	14.00	01/19/17-06/30/17
Arce, Giovanni	Project Specialist/SC	15.00	01/23/17-06/30/17
Aulakh, Jasvinder	Project Specialist/IVC	23.00	12/02/16-01/03/17
Avila, Jacob	Project Specialist/SC	15.00	01/15/17-06/30/17
Awalt, Katrina	Project Specialist/IVC	15.00	12/15/16-06/30/17
Baker, Joshua	Project Specialist/SC	14.00	01/17/17-06/30/17
Borjon, Zoie	Outreach Aide/SC	14.00	01/04/17-06/30/17
Breceda, Larry	Project Specialist/IVC	55.00	12/15/16-06/30/17
Brophy, Caleb	Coaching Aide/SC	25.00	12/02/16-06/30/17
Brown, Rachelle	Project Specialist/SC	11.50	01/24/17-06/30/17
Dahiya, Gargi	Clerk/IVC	11.50	01/17/17-06/30/17
Delcamp, Kristin	Project Specialist/IVC	55.00	01/17/17-06/30/17
DeMuri, William	Project Specialist/DS	18.00	01/06/17-06/30/17

<sup>1</sup> Related to Darren England, Senior Matriculation Specialist, Counseling Services, Saddleback College.

<sup>2</sup> Related to Sophie Ling, Library Technician, Library Services, Irvine Valley, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS** - Continued

3. The following individuals are to be employed as **Short-Term (Temporary)** positions for the **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>
Dickson, Garilynn	Project Specialist/SC	15.00	01/20/17-06/30/17
Gines, Maria	Clerk/IVC	11.50	01/17/17-06/30/17
Goodrich, Peter	Project Specialist/IVC	55.00	12/15/16-06/30/17
Gregory, Matthew	TMD Aide/IVC	20.00	01/23/17-06/30/17
<sup>3</sup> Guy, Justine	Project Specialist/SC	12.00	01/23/17-06/30/17
Homayounian, Tissa	Project Specialist/SC	11.50	01/20/17-06/30/17
Jensen, Mitchell	Project Specialist/SC	11.50	11/15/16-06/30/17
Kohn, Denise	Project Specialist/IVC	55.00	12/15/16-06/30/17
Kostina, Ksenia	Project Specialist/SC	19.00	12/15/16-06/30/17
Kraus, Kristian	Project Specialist/SC	12.00	01/17/17-06/30/17
Luu, Minh	Project Specialist/IVC	13.00	11/15/16-06/30/17
Madi, Atefeh	TMD Aide/SC	11.50	12/15/16-06/30/17
Magdaleno, Jonathan	TMD Aide/SC	11.50	12/15/16-06/30/17
Martinez, Edmund	Campus Security Officer - ST/SC	12.00	01/17/17-06/30/17
Miller, Chase	Adapted Kinesiology Aide/SC	12.50	01/17/17-06/30/17
Mitchell, Michael	Campus Security Officer ST/SC	12.00	12/02/16-06/30/17
Moeller, Kyle	Project Specialist/SC	14.00	01/17/17-06/30/17
Ortlieb, Chad	Project Specialist/IVC	55.00	12/15/16-06/30/17
Ossia, Kamran	Project Specialist/SC	15.00	01/17/17-06/30/17
Oyen, Christian	Project Specialist/SC	15.00	01/15/17-06/30/17
Palmer, Cassi	Project Specialist/IVC	55.00	12/15/16-06/30/17
Pascual, Abigail	Project Specialist/SC	12.00	01/17/17-06/30/17
Peloquin, Cole	Project Specialist/SC	15.00	01/03/17-06/30/17
Perez, Megan	Project Specialist/SC	10.50	12/02/16-06/30/17
Pope, Amanda	Project Specialist/IVC	55.00	12/15/16-06/30/17
Quintero, Edward	Project Specialist/SC	15.00	01/17/17-06/30/17
Razo, Jorge	Project Specialist/SC	50.00	01/09/17-06/30/17
Renfro, Hedy	Project Specialist/SC	15.00	01/26/17-06/30/17
Rey, Adam	Project Specialist/SC	11.50	01/24/17-06/30/17
Roque, Pedro	Project Specialist/IVC	55.00	12/15/16-06/30/17
Saidi, Kian	Coaching Aide/SC	25.00	01/23/17-06/30/17
Sanchez, Juliana	Child Dev. Center Aide/SC	11.50	12/02/16-06/30/17
Savoy, Kalei	Project Specialist/SC	12.00	01/17/17-06/30/17
Shomph, Crystal	TMD Aide/IVC	20.00	11/15/16-06/30/17
Silver, Matthew	Project Specialist/IVC	55.00	12/15/16-06/30/17
Swanson, Sherrie	Project Specialist/DS	20.00	11/15/16-06/30/17
VandenBroek, Karen	Project Specialist/SC	12.00	01/17/17-06/30/17
Veneracion, Hana	Project Specialist/SC	11.50	01/17/17-06/30/17
Wondrash, Korri	Child Dev. Center Aide/SC	11.50	12/02/16-06/30/17
Wybaczynsky, Oleksandyr	Project Specialist/SC	15.00	12/02/16-06/30/17
Yazdanie, Haider	Clerk/IVC	11.50	01/30/17-06/30/17

<sup>3</sup> Related to Georgina Guy, Dean, Transfer Center, Career and Special Programs, Saddleback College.

**A. NEW PERSONNEL APPOINTMENTS - Continued**

4. The following individuals are to be employed as **Student Help (Temporary)**, Irvine Valley College and Saddleback College, on an if-and-as-needed-basis, for the **2016/2017** academic year.

<u>Name</u>	<u>Start/End Date</u>
Albright, Lindsay	12/15/16-06/30/17
Bailey, Karyn	12/15/16-06/30/17
Bigdeli, Mina	12/02/16-06/30/17
Chavez, Jonathan	12/15/16-06/30/17
Cherqaoui, Sara	12/02/16-06/30/17
Diaz, Tyler	01/15/17-06/30/17
Diniyarian, Farzaneh	12/01/16-06/30/17
Duran, Cindy	01/10/17-06/30/17
Estrada, Tanya	12/02/16-06/30/17
Fadaei Forghan, Amir	11/15/16-06/30/17
Foster, Deanna	01/24/17-06/30/17
Garcia, Dalia	12/15/16-06/30/17
Jones-Sailor, Armani	12/12/16-06/30/17
Joslyn, Brianna	12/01/16-06/30/17
Nikzad, Gita	01/03/17-06/30/17
Salgado, Adriana	11/30/16-06/30/17
Syed, Umayr	01/04/17-06/30/17
Tehrani, Sahar	12/01/16-06/30/17
Thompson, Jordan	12/15/16-06/30/17
Valencia Espino, Lisa	01/23/17-06/30/17
Yasseen, Khalid	01/15/17-06/30/17

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 **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>
Bahadur, Neeti	Clinical Skills Specialist/SC	30.00	01/17/17-06/30/17
Blofield, Alara	Tutor/IVC	11.50	01/06/17-06/30/17
Camacho, Andre	Interpreter III/IVC	25.00	01/24/17-06/30/17
Craig, Steven	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Damyar, Kimia	Tutor/SC	12.00	01/15/17-06/30/17
Davis, Nicole	Community Ed Presenter/SC	10.50	11/15/16-06/30/17
Dollar, Alan	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Dormaier, Ruth	Model/SC	25.00	11/15/16-06/30/17
Durazo, Daniel	Interpreter III/IVC	25.00	01/11/17-06/30/17
Gable, Ronald	Community Ed Presenter/IVC	11.50	01/03/17-06/30/17
Garcia, Jesus	Certified Test Proctor/IVC	11.50	01/17/17-06/30/17
Gong, Hongpu	Tutor/IVC	12.00	01/17/17-06/30/17
Grossman, Marc	Clinical Skills Specialist/SC	15.00	11/15/16-06/30/17
Guest, Noah	Certified Test Proctor/IVC	12.50	02/01/17-06/30/17
Hamilton, Nathan	Tutor/SC	12.00	12/16/16-06/30/17

**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 **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>
Hii, Doreen Yii Jie	Tutor/IVC	11.00	11/30/16-06/30/17
Ho, Pin-Shiuan	Tutor/IVC	12.00	01/17/17-06/30/17
Kadik, Anna	Tutor/SC	12.00	01/15/17-06/30/17
Klas, Allison	Tutor/IVC	13.00	12/02/16-06/30/17
Korepanova, Larisa	Tutor/IVC	12.00	01/17/17-06/30/17
Lapham, Jennifer	Certified Test Proctor/IVC	12.50	01/17/17-06/30/17
Liuo, Jonathon	Tutor/IVC	13.00	01/17/17-06/30/17
Lopez Mejia, Juliana	Tutor/IVC	11.50	01/28/17-06/30/17
Luxon, Ryan	Tutor/SC	12.00	01/15/17-06/30/17
Makino, Mark	Tutor/IVC	16.00	01/17/17-06/30/17
Maller, Robert	Community Ed Presenter/IVC	11.50	01/03/17-06/30/17
Martin, Douglas	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Murphy, William	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Ng, Alvin	Tutor/IVC	11.50	01/17/17-06/30/17
Nili, Adam	Clinical Skills Specialist/SC	30.00	01/17/17-06/30/17
Ortega, Beatrice	Tutor/IVC	11.50	12/15/16-06/30/17
Pettit, Gregory	Community Ed Presenter/IVC	11.50	01/03/17-06/30/17
Pines, Philip	Medical Professional/SC	70.00	01/09/17-06/30/17
Poston, Daniel	Model/SC	25.00	12/15/16-06/30/17
Rand, Sarah	Clinical Skills Specialist/SC	30.00	01/17/17-06/30/17
Scarpati, Casey	Tutor/SC	12.00	01/03/17-06/30/17
Skahill, Christopher	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Takemoto, Jack	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Tidrick, Brian	Firearms Trainer/IVC	70.00	12/15/16-06/30/17
Whitehead, Travis	Clinical Skills Specialist/SC	15.00	12/15/16-06/30/17
Widjaja, Joseph	Tutor/IVC	14.00	12/15/16-06/30/17

**B. AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS**

1. POLICE OFFICER, Pos. #P0004234, Classified Police Officers Association Salary Schedule Range II, Department of Campus Safety and Security, Irvine Valley College seeks authorization to eliminate this part-time, 16 hours per week, 12 months per year position from its staff complement, effective February 28, 2017. (Position approved by the Board of Trustees, February 22, 2010)
2. POLICE OFFICER, Pos. #P0004235, Classified Police Officers Association Salary Schedule Range II, Department of Campus Safety and Security, Irvine Valley College seeks authorization to eliminate this part-time, 24 hours per week, 12 months per year position from its staff complement, effective February 28, 2017. (Position approved by the Board of Trustees, February 22, 2010)



**C. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION**

1. DIRECTOR OF MARKETING AND COMMUNICATIONS - DISTRICT SERVICES, Pos. #P0010863, Academic and Classified Administrator and Manager Salary Schedule Range 16, Department of Public and Government Affairs, District Services, authorization granted by the Chancellor to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement effective January 25, 2017. (Exhibit B, Attachment 3)
2. POLICE OFFICER, Classified Police Officers Association Salary Schedule Range II, Department of Campus Safety and Security, Irvine Valley College seeks authorization to establish and announce this full-time, 40 hours per week, 12 months per year position to its staff complement effective February 28, 2017.

**D. REORGANIZATION**

1. DISTRICT SERVICES seeks authorization to eliminate and create the following Classified positions within their organization, as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - a. **ELIMINATE** EXECUTIVE DIRECTOR OF FACILITIES, PLANNING PURCHASING, AND MATERIALS MANAGEMENT, Pos. #P0004570, Office of the Vice Chancellor of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 23, full-time, 40 hours per week, 12 months per year; and **CREATE** EXECUTIVE DIRECTOR OF FACILITIES PLANNING, Office of Vice Chancellor of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 23, full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2017. (Pos. #P0007288 was approved by the Board of Trustees on May 21, 2012) (Exhibit B, Attachment 2)
    - i. **CHANGE** BRANDYE D'LENA, ID #015600, from Executive Director of Facilities, Planning Purchasing, and Materials Management, Pos. #P0004570, Office of Vice Chancellor of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 23, Step 8, 40 hours per week, 12 months per year; to Executive Director of Facilities Planning, Office of Vice Chancellor of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 23, Step 8, 40 hours per week, 12 months effective March 1, 2017. Employee's permanent hire date: July 9, 2007. (Reclassification title change only)
    - a. DISTRICT SERVICES seeks authorization to change the reporting structure for the management and staff within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Executive Director of Facilities, Planning Purchasing, and Materials Management, to begin reporting to the Executive Director of Facilities Planning.

**D. REORGANIZATION - Continued**

1. DISTRICT SERVICES seeks authorization to eliminate and create the following Classified positions within their organization, as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
  - b. **ELIMINATE** DIRECTOR OF PURCHASING, CONTRACTS AND MATERIALS MANAGEMENT, Pos. #P0007288, Department of Facilities, Planning, Purchasing, and Materials Management, Academic and Classified Administrator and Manager Salary Schedule Range 20, full-time, 40 hours per week, 12 months per year; and **CREATE** EXECUTIVE DIRECTOR OF BUSINESS SERVICES, Office of Vice Chancellor of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 23, full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2017. (Pos. #P0007288 was approved by the Board of Trustees on December 14, 2015) (Exhibit B, Attachment 1)
    - i. **PROMOTE** JON AASTED, ID #022191, from Director of Purchasing, Contracts and Materials Management, Pos. #P0007288, Department of Facilities, Planning, Purchasing, and Materials Management, Academic and Classified Administrator and Manager Salary Schedule Range 20, Step 5 at \$12,881.00 per month, 40 hours per week, 12 months per year; to Executive Director of Business Services, Office of Vice Chancellor of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 23, Step 3 at \$13,525.00 per month, 40 hours per week, 12 months per year, effective March 1, 2017. Employee hired on August 1, 2016, and will serve a one year probation in new classification, in accordance with Education Code and Board Policy 4090. (Reclassification cost variance in salary: \$644.00 per month)
      - a. DISTRICT SERVICES seeks authorization to change the reporting structure for the management and staff within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Director of Purchasing, Contracts and Materials Management, to begin reporting to the Executive Director of Business Services.
      - b. DISTRICT SERVICES seeks authorization to change the reporting structure for the following Classified position, Risk Manager, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021, from reporting to the Executive Director of Fiscal Services/Comptroller, to begin reporting to the Executive Director of Business Services.

**D. REORGANIZATION - Continued**

- c. **ELIMINATE** RISK MANAGER, Pos. #P0004599, Department of Fiscal Services, Academic and Classified Administrator and Manager Salary Schedule Range 12, full-time, 40 hours per week, 12 months per year; and **CREATE** RISK MANAGER, Department of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 15, full-time, 40 hours per week, 12 months per year position to its staff complement, effective March 1, 2017. (Pos. #P0004599 was approved by the Board of Trustees on May 21, 2012) (Exhibit B, Attachment 4)
- a. **PROMOTE** MAUREEN OLIVER, ID #020590, from Risk Manager, Pos. #P0004599, Department of Fiscal Services, Academic and Classified Administrator and Manager Salary Schedule Range 12, Step 6 at \$9,156.00 per month, 40 hours per week, 12 months per year; to Risk Manager, Department of Business Services, Academic and Classified Administrator and Manager Salary Schedule Range 15, Step 5 at \$10,094.00 per month, 40 hours per week, 12 months per year, effective March 1, 2017. Employee's permanent hire date: February 24, 2015. (Reclassification cost variance in salary: \$938.00 per month)

**E. CHANGE OF STATUS**

- 1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
  - a. BANDERAS, MISAEL, ID #012883, Central Services Specialist, Pos. #P0002714, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, Department of Central Services, District Services is to be employed as Lead Warehouse Worker, Pos. #P0003254, Classified Bargaining Unit Salary Schedule Range 126, Step 5, 40 hours per week, 12 months per year, Department of Central Services, District Services, effective December 1, 2016. This is a replacement for Paul Austin. Employee's permanent hire date: December 9, 2003.
  - b. BRUBAKER, REBECCA, ID #018687, Testing Specialist, Categorical, Pos. #P0004358, Classified Bargaining Unit Salary Schedule Range 121, Step 6, 40 hours per week, 12 months per year, School of Online and Extended Education, Irvine Valley College is to be employed as Senior Administrative Assistant, Pos. #P0004974, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year, School of Mathematics, Computer Sciences and Engineering, Irvine Valley College, effective February 1, 2017. This is a replacement for Erika Arendts. Employee's permanent hire date: May 1, 2012.
  - c. HANSON, CHRISTIAN, ID #017498, HVAC Technician, Pos. #P0003387, Classified Bargaining Unit Salary Schedule Range 128, Step 6, 40 hours per week, 12 months per year, Department of Physical Plant, Saddleback College, is to be employed as Senior HVAC Technician, Pos. #P0005126, Classified Bargaining Unit Salary Schedule Range 130, Step 6, 40 hours per week, 12 months per year, Department of Physical Plant, Saddleback College, effective February 1, 2017. This position was approved by the Board of Trustees on December 15, 2014. Employee's permanent hire date: May 3, 2010.

**E. CHANGE OF STATUS - Continued**

**1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)**

- d. MCCUE, JENNIFER, ID #014314, Director of Marketing and Communications, Pos. #P0004603, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 16, Step 7, 40 hours per week, 12 months per year, Office of the President, Saddleback College, is to be employed as Interim Director of Marketing and Communications, Pos. #P0010862, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 16, Step 7, 40 hours per week, 12 months per year, Department of Public and Government Affairs, District Services, effective February 21, 2017. This position was approved by the Chancellor on January 25, 2017.
- e. <sup>4</sup>MIAN, SARAH, ID #021936, Human Resources Assistant, Pos. #P0003669, Classified Bargaining Unit Salary Schedule Range 121, Step 3, 40 hours per week, 12 months per year, Department of Human Resources, District Services is to be employed as Human Resources Specialist, Pos. #P0003516, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, Department of Human Resources, District Services, effective January 3, 2017. This is a replacement for Maria Feoktistova. Employee hired on March 28, 2016, and will serve a one year probation in new classification, in accordance with Education Code.
- f. SMEAD, CHRISTIE, ID #021216, Administrative Assistant, Pos. #P0004784, Classified Bargaining Unit Salary Schedule Range 121, Step 2, 25 hours per week, 12 months per year, Division of Online Education and Learning Resources, Saddleback College was temporarily reassigned to Administrative Assistant, Pos. #P0010769, Classified Bargaining Unit Salary Schedule Range 121, Step 2, 40 hours per week, Division of Fine Arts and Media Technology, Saddleback College, effective January 16, 2017. This is a temporary replacement for Tracy McConnell.

**F. CLASSIFIED BILINGUAL STIPEND, ADDITIONAL COMPENSATION**

1. LLOYD, DIANA, ID #020357, Disabled Student Program Specialist, Pos. #P0005165, Classified Bargaining Unit Salary Schedule Range 123, Step 3, 40 hours per week, 12 months per year, Division of Transfer, Career and Special Programs and Services, Saddleback College, is to be granted additional compensation of 2% of the base salary, for verified bilingual ability used as a regular and routine component of assigned duties, as outlined in the C.S.E.A. contract, Article 8.1.1 “Bilingual Stipend”, effective February 1, 2017.

**G. OUT OF CLASS ASSIGNMENTS**

1. SADDLEBACK COLLEGE placed the following permanent Classified Bargaining Unit employee/s in a temporary, out of class assignment (Information Items - in accordance with Article 8.7.2 of the C.S.E.A Contract).

<u>Name</u>	<u>Temporary Assignment</u>	<u>Range/ Step</u>	<u>Hours</u>	<u>Effective Date</u>
Tina Maldini	Laboratory Technician, Horticulture	122/3	40	01/03/17

<sup>4</sup> Correction to position title from Senior Human Resources Specialist to Human Resources Specialist, submitted to the Board of Trustees on January 23, 2017.

**G. OUT OF CLASS ASSIGNMENTS** - Continued

2. 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>
Daniel Alba	Custodian	113/6	40	01/25/17
Zachary Guajardo	Admissions and Records Specialist I	116/5	40	01/16/17
John Oropallo	Building Maintenance Worker	124/6	40	01/23/17

**H. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT**

1. ESCAMILLA, DORIAN, ID #021219, Outreach Specialist, Pos. #P0004937, Outreach and Recruitment, Irvine Valley College, resignation effective February 3, 2017. Payment is authorized for any compensated time off. (Permanent Start date: January 4, 2016)

**I. VOLUNTEERS**

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Environment Studies, Advanced Technology and Applied Sciences, Saddleback College

Acosta, Johans	Aguilar, Anthony	Albert, Melanie
Aljawad, Dalia	Allen, Adrianna	Altstatt, Tessa
Ashcraft, Alexandra	Bailey, Kyle	Beeuwsaert, Bas
Belmont, Chad	Berkson, Brianna	Bernis, Brandon
Kelsey, Beyer	Bluestone, Sarah	Bollen, Jacob
Boren, Grace	Bright, Justin	Brooks, Hayley
Brooks, Tyler	Brouillette, Khrystl	Buck, David
Burnes, Brandon	Camarena, Christopher	Carman, Jack
Carr, Aubrey	Carter, Megan	Chapman, Madison
Chastain, Rachel	Chenlee, Joshua	Cherland, Logan
Choy, Zi Yang	Clark, Sara	Crandall, Brett
Crockett, Thomas	Cudby, Callum	Dalirifar, Chanel
Deschamps, Nicolina	Dinwoodie, Nicole	Do, Angie
Driscoll, Edward	Dudley, Emma	Dumas, Sorrel
Durante, Hunter	Dziecielska, Klaudia	Ely, Michael
Enrico, Alec	Enriquez, Elisa	Finley, Anthony
Fischer, Cole	Fisher-Hagar, Kiara	Flores, Elena
Ford, Jonathan	Forster, Robert	Franklin, Matthew
Fraser, Kayla	Freeman, Grace	Fuentes, Alexander
Gamboa, Timothy	Gammoh, Sami	Gandoumani, Anaheta
Garces, Ian	Garcia, Christopher	Garcia, Julia
Garcia, Mayra	Gaudreau, Justine	Gonzales, German
Greene, Kristopher	Hager, Micaela	Hanna, Anthony
Hanzlick, Brandon	Hasal, Nathaniel	Heuimian, Philip
Hewett, Logan	Hidalgo, Blake	Honeyman, Michelle
Hoopas, Samantha	Houshmand, Shaudee	Howard, Daniel
Huddleson, Taylor	Huff, Kai	Hughes, Alexander
Hughes, Rachel	Hull, Madison	Hyde, Delia

**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Environment Studies, Advanced Technology and Applied Sciences, Saddleback College

Hyde, Olivia	Iocizzo, Ava	Jackson, Heather
James, Paulina	James, Valerie	Johnson, Kendall
Kammann, Jaime	Khodaverian, Parvin	Kim, Nga
Kuwahara, Mitchell	Lam, Christine	Larrimore, Krysten
Lichty, Andrew	Marowitz, Matt	Martin, Daniel
McCallum, Nicholas	McDonald, Alex	McKenna, Emily
Melgren, Kevin	Mendiola, Briana	Menor, Bernard
Miller, Thalia	Mitchell, Marilyn	Molano, Meldrick
Moore, Hunter	Beetah, Mouzoon	Myat, Aung
Norman, Cody	Obial, April	Ormes, Jessica
Ortega, Lorin	Orville, Austin	Otanez, Caylin
Otto, Garrick	Palacios, Josh	Parker, Kellan
Pestana, Alessandro	Peruzzi, Michelle	Phillips, Christopher
Pimentel, Andrew	Pope, Blaine	Prentice, Sterling
Reedy, Kenny	Rezaei, Kayvon	Ricci, Jake
Rieck, Nathan	Rinderer, Jacob	Rios, Adalia
Robertson, Wyatt	Rodriquez, Katheryn	Roset, Mariah
Salis, Max	Samuelson, Taylor	Sanchez, Salvador
Santoyo, Karina	Schroeder, Brandon	Schulte, Brooke
Self, Madison	Shaw, Mason	Sims, Angela
Smith, Ryan	Spade, Melissa	Spierkel, Rhys
Stahl, Kristina	Stanley, Tristan	Steckbauer, Avery
Sterling, Grant	Stewart, Chandler	Sullivan, Megan
Sweet, Aaron	Sweet, Nathan	Terry, Christina
Terzic, Alyssa	Thais, Sarah	Thomas, Miranda
Touloujjar, Brandon	Tupper, Sarah	Vaccher, Robert
Vance, Ashley	Vargas, Britney	Vincent, Baylie
Volz, Matthew	Walters, Cameron	Wang, Bayan
Ward, Jon	Warner, Andrew	Williams, Harvey
Wills, Andrew	Wittwer, Annalecia	Wong, Nathan
Wood, Toni	Wysocki, David	Yocham, Hailey
Yocham, Marissa	Young, Justin	

Campus Safety and Security, Saddleback College

Kelly, Brianna

Fine Arts and Media Technology, Saddleback College

Anderson, Jordan	Bagdasarian, Nancy	Bastis, Pat
Beckett, Tod	Berkson, Sheaden	Daniel, Barbara
Dansura, Denise	Fiori, Kay	Greer, Brooks
Haudenschild, Rob	Larsen, Peter	Levinson, Erin
Levinson, Kathleen	Lilly, Jenaie	Love, Robert
Milliken, John	Mokler, Andrea	Mokler, Morgan
Nagy, Marie	Nelson, Paul	Patel, Varsha

**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Fine Arts and Media Technology, Saddleback College

Pellisier, Michele	Richford, Greg	Roberts, Chloe
Roberts, Michelle	Rouse, Mary	Russo, Amelia
Sheehan, Mike	Siu, Jessica	Siu Madysen
Siu, Wendy	Snyder, Olivia	Snyder, Rachel
Stephenson, Taylor	Vanderbosch, Carl	Vanderwarker, Paige
Voss, Paula	Williamson, Rick	Wright, William
Zuill, Danny		

Guidance and Counseling, Irvine Valley College

Mendoza, Fatima	Pollard, Erin
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Health Sciences and Human Services, Saddleback College

Bautista, Viviana

International Student Program, Saddleback College

Apgar, Don	Apgar, Sue	Bennett, Barbara
Brown, Ben	Chao, Paul	Gallentino, Diane
Gee, John	Gibson, Doug	Gladnoy, Barbara
Inshow, Claudia	Marcus, Florence	Pierre, Bob
Russell, Rosale	Soh, Francois	Somerset, Cristina
Tsao, Clara	Tseng, Joan	Whitton, Dick
Wilmes, Joe	Whitham, Barbara	

International Student Program, Irvine Valley College

Anderson, Janet	Apgar, Don	Apgar, Sue
Bennett, Barbara	Bradford, Rick	Carpenter, Carolyn
Cha, Georgia	Easlon, Charles	Gallentine, Diane
Gibson, Doug	Gladney, Barbara	Helmer, Sandy
Inshaw, Claudia	Jackson, Marian	Kellerman, Kathy
Lam, Pearl	Ling, Chung-Li	Lovelady, Tava Dianne
Loveland, Judy	Marcus, Florence	Massey, Bev
Pena, Joe	Seamster, Maggie	Solt, Francois
Somerset, Cristina	St.Pierre, Bob	Tseng, Joan
Wang, Melody	Wilmes, Joe	

Kinesiology and Athletics, Saddleback College

Abe, Robert	DePaolo, Karolyn	Moghaddam, Abe
Yanke, Kayla		

Kinesiology and Athletics, Irvine Valley College

Chan, Kinngai	O'Connor, Niamh
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Liberal Arts, Saddleback College

Accomando, John	Dodgen, Jane	Perry, Agnija
Rubio, Alfonso	Rubio, Maria	Stahl, Austin
Weatherman, Austin		

**I. VOLUNTEERS - Continued**

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Social and Behavioral Sciences, Saddleback College

Culbertson, Sarah

Dhindsa, Hartrisha

McClelland, Crystal

Silva, Edward

Stuart, David



**ATTACHMENT 1**

South Orange County Community College District

**EXECUTIVE DIRECTOR OF BUSINESS SERVICES – DISTRICT SERVICES** - (Business Services-Purchasing/Contract/Risk Management/Materials Management) – JC #691, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 23

**DEFINITION**

To plan, organize, coordinate and direct the District's centralized purchasing, contracting, risk management, material management, and related functions, including purchasing, contract administration, capital project equipment and procurement, District-wide procurement standards, Procurement Card program development and administration, contracting operations, property, liability, worker's compensation and other risk management programs relating to the District's self-insurance and conventional insurance coverage including claims' activity management, records management, mail and courier services, shipping and receiving, warehouse operations, central stores, fixed asset management, material safety data sheets, and surplus disposal program.

Working cooperatively with the Vice Chancellor of Business Services and ensure that areas of assignment are operating within appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of required reports; coordinate with other departments, vendors, consultants, and outside agencies in matters related to areas of assignment; supervise and evaluate the performance of assigned staff; and provide responsible and complex support to Vice Chancellor of Business Services; ensure that areas of assignment maintain strict ethical and legal practices; review related operating policies and procedures periodically and implement improvements.

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; and encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and an interest based approach to problem solving.

**SUPERVISION RECEIVED AND EXERCISED**

Receives Business direction from the Vice Chancellor of Business Services.

Exercises functional and technical supervision over the Purchasing Manager, Risk Manager, Central Services Manager, Contracts Specialist, consultants and other personnel as assigned.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Plan, develop, coordinate, organize, implement, direct and review comprehensive, legal and ethical programs and activities for the procurement, risk management, warehousing, materials handling and inventory control of District and college instructional and non-instructional supplies, equipment and the contracting and contract administration of professional services in coordination with assigned supervisor and college representatives; review, monitor and evaluate operations and activities and take corrective actions as necessary.

Review and approve all purchase orders, ensuring correct issuance and compliance with District standards and other legal requirements; and advise and make recommendations to the Vice Chancellor of Business Services regarding major procurements. In the absence of the Vice Chancellor of Business Services, assume purchasing responsibilities with full signature authority.

South Orange County Community College District  
Page 2 - Executive Director of Business Services

In a coordinated effort with the Facilities Planning department, administer the procurement of capital equipment and furnishing for all new construction and remodeling projects; and coordinate the development of cooperative purchasing.

Assure the accurate and timely development, solicitation, evaluation and negotiation of bids and proposals; comply with competitive bidding requirements; review final contract documents and final changes prior to bidding; coordinate advertising and bidding procedures for furniture, fixtures and equipment and multi-year contracts; facilitate Request for Proposal (RFP) processes from all District locations; develop and prepare bid specification documents for items requiring a formal bid; conduct pre-bid conferences; respond to bidder's request for information and develop addenda; solicit and analyze bids; determine bid selection processes; notify bid awardees; approve bid alternates; obtain the highest quality products and services available at competitive pricing; advise vendors regarding all areas of District purchasing and contracts process; negotiate District contracts with vendors when appropriate; and recommend bid awards to the Board of Trustees for approval.

Plan, organize and administer the logistical requirements and material management of a multi-campus district, including the surplus property and salvage materials through public sales, auctions, contracts, or donations; ensure develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery, asset inventory and overall material management of procured items, including regular interaction with U.S. Postal Service, various package delivery and overnight delivery systems.

Compile and analyze data related to program participation and evaluation; analyze funding required to continue or expand functions, programs and activities; ensure the timely and accurate preparation and submittal of annual budgets for assigned functions; monitor, review and administer Board-approved budgets for areas of assignment; prepare recommendations, justifications and cost estimates regarding budget requests; authorize and control expenditures, according to District policies and applicable regulations; review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary; and ensure that records are maintained and retained according to District and legal requirements.

Communicate and provide technical expertise, direction, guidance, advice and assistance to others regarding areas of assignment, such as automated purchasing, the contracting process and the fixed asset program, to coordinate assigned programs, operations and activities; respond to public records act requests for information in coordination with the District's Director of Public Affairs and Government Relations.

Confer with legal counsel for legal interpretations related to procurement, contracting, risk management, and material management and non-personnel administrative services as needed; ensure legal requirements for all purchase requisitions and purchase orders are met, including adherence to Diversity and EEO compliance policies and regulations; coordinate and review contracts for availability of funding and legality to assure maximum cost effectiveness and minimal legal liability.

Formulate administrative procedures related to risk management to ensure minimal legal and contractual liability to the District in all aspects of purchasing, contracting, risk management, and material management, through knowledge and interpretation of federal and State laws, legislative mandates, business law, Uniform Commercial Code, and the California Government Code, Public Contract Code, Labor Code and Education Code; review and recommend legislation which could benefit the District and its population.

South Orange County Community College District  
Page 3 - Executive Director of Business Services

Provide technical assistance in the areas of property and liability insurance, and workers' compensation, review, analyze, the various insurance claims relating to the District's conventional insurance coverage; work with insurance brokers/agents regarding acquisition, maintenance, and implementation of conventional insurance coverage; ensure compliance with all workers' compensation program requirements; analyze and coordinate all claims with the colleges and third party administrators; and develop and maintain financial details, related summaries and various status reports.

Coordinate the requirements of SB 198 (Injury Illness Prevention Program) with the District Human Resources Department; assist with the requirements of AB 75 (Recycling) with campus/department representatives; assist in the maintenance and/or development of new or revised operation procedures for new or modified programs and coverage's, legislative changes and District policies and regulations.

Analyze District procedures to ensure compliance with governing board policies, Education Code provisions, and other State, federal and miscellaneous regulations; coordinate closely with Human Resources ADA Director on matters related to workers compensation issues, employee back to work goals, and accommodations.

Maintain current knowledge of applicable State and federal laws, codes and regulations, labor contracts, District policies and procedures and other legal requirements; keep abreast of new, modified and/or updated scheduling technologies, construction materials, material testing requirements and protocols, and fair market pricing structures.

Analyze data and develop, initiate, implement, direct, monitor, review and evaluate administrative operating policies and procedures for multi-campus purchasing, contract administration and material management operations and activities, in accordance with applicable legal requirements, to optimize efficient and effective delivery of services and assure maximum cost effectiveness and value to the District; develop organizational structures and work processes that facilitate attainment of established program goals and objectives; and develop Annual Unit Review; assure the development and dissemination of "how to" information related to new or revised automated systems, requirements or regulations affecting assigned operations and services.

Attend, chair and/or make oral presentations to a variety of committees, taskforces, workgroups, search committees and meetings as necessary; provide expertise, guidance and assistance regarding assigned programs, operations, activities and services; represent the District at local, State, or national meetings as appropriate; represent the Vice Chancellor of Business Services at local and regional procurement meetings as assigned; and maintain liaison with appropriate government agencies and organizations.

Plan, coordinate, organize, schedule, direct, monitor and review the work assignments and activities of subordinates; train, guide, supervise and evaluate their performance, work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees as vacancies occur; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group; ensure compliance with established procedures and improve assigned operations to provide better service as needed.

Meet with subordinate managers, supervisors, and staff to discuss departmental issues and provide administrative direction and guidance; contribute to department meetings, agenda, content and training; research and resolve problems; analyze work effort, problems and issues, develop and implement processes for solutions; and evaluate work products and results of supervised consultants and contractors.

South Orange County Community College District  
Page 4 - Executive Director of Business Services

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:

A Bachelor's degree from an accredited college or university with major course work in business or public administration, purchasing or related field. A Master's Degree in a related field is desirable.

Experience:

At least four years of increasingly responsible professional experience directly related to purchasing, contract administration, public works contracts and material management, including at least three years in a management position, preferably in an educational or other public agency, including at least one year in a supervisory capacity. Required experience includes preparation of formal sealed bids and recent use of state-of-the-art computerized financial/accounting system. Coursework in legal studies or contract law is highly desirable.

LICENSES AND OTHER CERTIFICATION:

Valid California driver's license. National certification as a Certified Purchasing Manager (CPM) is desirable.

Knowledge of:

Americans with Disabilities Act and OSHA requirements.

Applicable sections of the California Education Code, Public Contract Code, Government Code, Uniform Commercial Code, Business and Professions Code and other applicable laws, codes and legislative mandates.

California multi-campus community college organization, operations and objectives.

California tax structures for goods and services.

Commodity markets and pricing methods.

Current information technology and systems, including implementation and maintenance of an automated purchasing and fixed assets management system, control applications, and contract management system.

Current international, national, and local business and economic conditions.

Modern office methods, practices, procedures and equipment.

Oral and written communication skills.

Principles and practices of management, including public cost accounting, budget preparation and administration, marketing, inventory control, cost benefit analysis, contract negotiations, dispute resolution, organization planning, business communication and report writing, storekeeping and warehousing.

Principles and practices of risk management activities such as risk identification / reduction, loss control, asset protection, employee safety, workers' compensation programs, etc.

Principles and practices of training, supervision and performance evaluation.

Quantity buying procedures and market pricing, trends and sources.

Proper storage, use, handling and disposal of toxic chemicals and other hazardous materials.

Sources for goods and services typically used in California community colleges.

State, county and District organization, operations, policies, procedures and objectives.

South Orange County Community College District  
Page 5 - Executive Director of Business Services

Knowledge of:

State-of-the-art theories, principles, practices, procedures, techniques, methods, and legal requirements of public procurement, contract administration, and material management, including emerging legal concepts pertaining to electronic commerce.

Technical aspects of field of specialty.

Trends of manufacturing and production.

Types of supplies, materials and equipment commonly used by the District.

Workers compensation law and requirements, safety loss control and risk management principles.

Ability to:

Analyze and monitor contractual agreements and insurance policy matters.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Analyze situations accurately and adopt an effective course of action.

Analyze, classify and rate risks, exposure and loss expectancies.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate commitment to a comprehensive, student-oriented environment that facilitates learning and student development.

Demonstrate commitment to the community college concept, including the open door philosophy and a diverse employee and student population.

Demonstrate dedication to keeping individuals informed, while seeking their opinions and providing a range of purchasing and contract services.

Demonstrate dedication to the improvement of the educational process.

Demonstrate interpersonal skills using tact, patience, and courtesy.

Demonstrate sensitivity to all facets of the community including the needs of various groups comprised within.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Evaluate quality and price of products and services to judge suitability and alternatives.

Exercise initiative and work independently with minimum administrative direction.

Exercise leadership to advance the District's mission.

Facilitate communication and understanding of perspectives among management, faculty, staff, students, and the community, within the framework of a multi-college district.

Interpret and respond to market prices and trends.

Interpret, apply and explain statutes, regulations, policies, legislative mandates and legal opinions.

Investigate and resolve complaints and accomplish conflict resolution.

Learn specialized software applications

Maintain records and prepare reports; administer workers' compensation, liability, and property claims.

Maintain the highest level of ethical behavior and ensure auditable compliance with all departmental operations.

Meet schedules and timelines.

Negotiate with vendors and contractors to obtain best prices and contracts.

Operate computer and applications software, including database management, spreadsheet, word processing and specialized software related to area of assignment.

Operate other modern office equipment, such as calculator, printer, copier and scanner.

South Orange County Community College District  
Page 6 - Executive Director of Business Services

Ability to:

Participate in the planning process while participating in the achievement of the goals and priorities of the District as a whole.

Participate in the process, development, and achievement of the District's vision, and communicate that to staff.

Plan, organize and administer a variety of diverse operations in a multi-site campus setting.

Prepare and maintain complex and comprehensive records, reports and recommendations.

Prepare and manage budgets for assigned programs.

Relate effectively to and work cooperatively with people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.

Select train, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Work cooperatively and responsively with all segments of the Colleges, District and community at large.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required of an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to other District and County locations to attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms; speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Evaluative Criteria: Education: \_\_%; Experience: \_\_%; Knowledge: \_\_%

Finalized by Marlys Grodt and Associate February 6, 2017

Approved by the Board of Trustees,

## ATTACHMENT 2

South Orange County Community College District

**EXECUTIVE DIRECTOR OF FACILITIES PLANNING** – JC #640, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 23

### DEFINITION

To plan, organize, coordinate, direct, administer and control a major group of District-wide facilities and planning and associated contracts programs, including the facilities planning, construction, operations, activities and staff of the District; lead in the development of the District's 5-Year Construction Plan, 20 year Facilities, Renovation, Scheduled Maintenance Plan and the Education and Facilities Master Plan (EFMP Long Range Plan) processes.

To direct the planning and administration of all new construction projects, including associated contracting and sustainable building concepts.

To ensure that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; ensure timely and accurate submission of required reports; coordinate with other departments, vendors, consultants, and outside agencies in matters related to facilities planning; supervise and evaluate the performance of managerial, professional, technical and support staff; and provide responsible and complex administrative support to the Vice Chancellor; ensure that the Facilities Planning department maintain strict ethical and legal practices, review procedures and policies periodically and implement improvements.

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; and encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Vice Chancellor of Business Services.

Exercises functional and technical supervision over the Director of Facilities, Director of Site Development, Construction Managers, consultants, contractors and other personnel as assigned.

### EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Forecast short-range and long-range district capital projects, anticipated costs and potential funding for the Vice Chancellor of Business Services, Chancellor, Board of Trustees, district management, and other interested parties.

Plan, develop, organize, coordinate, direct and evaluate the district-wide facilities planning, capital improvement, and construction programs, services, operations and activities; recommend project delivery method and serve as administrator of construction contracts; participate in the campus master planning process and facilitate master plan formulation to identify the districts' and colleges' anticipated needs; facilitate development of planning for college projects and priorities; and prepare revisions between five-year plan updates annually for recommendation of Board approval and submittal to the State Chancellor's office.

South Orange County Community College District  
Page 2 - Executive Director of Facilities Planning - District Services

Coordinate with the State Chancellor's Office in all matters related to capital outlay projects, scheduled maintenance, CEQA and hazardous materials programs to obtain state approval and funding; direct the timely and accurate preparation and submittal of a variety of statistical and narrative reports, proposals, recommendations and other materials, as needed or requested, including the district's annual space inventory to provide the state with supporting data to determine levels of maintenance and operations funding and eligibility for new capital outlay projects.

Serve as District-wide administrator of facilities improvement projects; plan, coordinate and oversee the selection of architects and other consultants, development of plans and specifications and for all facilities improvements, including coordination with district, college and representatives of local, county, state and federal agencies.

Prepare recommendations and justifications regarding facilities improvement budget requests and authorize expenditures according to district policies and applicable regulations.

Ensure the timely and accurate preparation, review and administration of facilities improvements.

Analyze and recommend policies, procedures, and funding required to continue programs; prepare and submit budget for assigned functions; review periodic budget reports to compare actuals against forecasts; provide explanations of variances as necessary.

Provide coordination, planning, development and implementation of comprehensive capital improvement contracts administration.

Review and initial approvals of all purchase orders and requisitions for maintenance work and facilities improvements to ensure that all purchase orders are correctly issued and to determine whether requisitions for construction work are subject to bid requirements.

Comply with competitive bidding requirements; obtain the highest quality products and services available at competitive pricing; coordinate advertising and bidding procedures for construction, scheduled maintenance, furniture, fixtures and equipment and multiyear contracts; prequalification of building contractors, develop and prepare bid specification documents; approve bid alternates and addenda; conduct pre-bid conference and facilitate requests for information; solicit and analyze bids; coordinate and review contracts for funding and legal requirements, review final construction contract documents and final plan changes prior to bidding; negotiate as appropriate with vendors, obtain contractors for recommendation of bid award, recommend awards to the board of trustees.

Assist in developing and administering project budgets, schedules, status reports and claims; create, process and monitor design and construction project purchase orders through close out; approve expenditures including change orders to ensure construction of new facilities in accordance to plans and specifications within the approved scope, budget and time frame; prepare all project related agenda items for recommendation of approval by Board of Trustees.

Procure service, issue contracts, manage and coordinate information for construction inspectors, soils engineer, material testing lab, hazardous materials consultant and other technical services consultants; represent the district in the administration of contracts; work with architects, inspectors, consultants and contractors to complete projects; obtain reports including surveys and soils tests required by architects and engineers.



South Orange County Community College District  
Page 3 - Executive Director of Facilities Planning - District Services

Monitor and evaluate project design and construction operations and activities and take corrective actions as necessary; evaluate work products and results of supervised consultants and contractors; assess problem projects for surety involvement, monitor and notify in a timely fashion when necessary; log and track preliminary and stop notices for review during payment; and coordinate and administer warranty related issues and solutions.

Coordinate installation of project utility company services including electrical, gas, potable and recycled water; coordinate keying and implementation of telecommunication requirements and equipment; assist with procurement and installation of furniture; obtain local agency approvals including any necessary operating permits; assist with move-in of new facility.

When required, provide specifications and space planning advice to departments and coordinate installation to obtain best prices and maintain consistency in design and quality, and to monitor compliance with ergonomic standards.

Administer closeout of project including punch list, submittals, training of maintenance and operations personnel, filing of Notice of Completion, and Division of the State Architect close out; and approval of final payment and release of retention monies.

Ensure that work related to facilities planning is performed in compliance with District policies as well as local, State and federal legal requirement and review and certify the accuracy of data concerning facilities improvements; interface with public agencies, such as State Chancellor's Office, the Division of the State Architect and other city and county representatives, including the fire marshal, health department and environmental agencies as required.

Ensure the timely and accurate processing and maintenance of records, reports and files related to facilities planning, purchasing and construction including drawing files (hard copy and electronic) of buildings, floor plans and campus site plans to maintain documentation of existing district and college facilities.

Respond to Union and contract compliance issues. Respond to public records act requests.

Maintain current knowledge and information regarding new or revised building codes, public contracting laws, Education Code, Public Contract Code, commercial codes, State agencies regulations, federal regulations, District policy, building and construction technologies, green technologies, energy standards, scheduling technologies, materials of construction, inspection requirements, material testing requirements and protocols, hazardous materials and remediation requirements, fair market pricing structures, labor compliance and other legal requirements.

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.

Review and recommend legislation that could benefit the District and its population/clientele; maintain liaison with appropriate government agencies and national organizations.

Develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

South Orange County Community College District  
Page 4 - Executive Director of Facilities Planning - District Services

Develop, implement, and coordinate the Diversity and EEO compliance policies and regulations pertaining to purchasing; ensure legal requirements for all purchase requisitions and purchase orders are met and authorize same for procurement and expenditures; meet with county counsel or outside attorneys regarding legal interpretations, as necessary.

Attend and chair District-wide committees, taskforces, procurement evaluation workgroups, search committees and meetings as required; represent the District at local, state, or national meetings; serve as District representative on related committees and commissions as appropriate; and represent the Vice Chancellor of Business Services at local and regional procurement and facilities planning meetings.

Meet with subordinate managers and supervisors to discuss departmental issues and provide administrative direction and guidance; train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group; ensure compliance with established procedures and improve assigned operations to provide better service as needed; contribute to department meetings, agenda, content and training.

Provide technical expertise, information, and assistance to the Vice Chancellor of Business Services regarding assigned functions and district planning; assist in the formulation and development of policies, procedures and programs; develop and administer goals, objectives, policies and priorities for areas of assignment.

Provide direction, guidance, and technical expertise to District and College management and staff on facilities, construction, associated contracts, and related matters; communicate with other facilities planning personnel, District and college personnel and others to coordinate program and activities; provide technical expertise, guidance and assistance concerning the facilities planning operations of the District; research and resolve problems; interview, visit, and advise vendors regarding all areas of District contracts process; supervise the maintenance of plans and specifications.

Ensure the timely and accurate preparation, monitoring, review and administration of annual budgets for areas of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations; maintain records and manage record retention, as policy requires.

Make oral presentations at various gatherings; conduct workshops to provide specialized information regarding the facilities planning and purchasing programs and services of the district; assure the development and dissemination of information related to new or revised automated systems, requirements or regulations affecting facilities planning and purchasing operations and services.

Perform related duties as assigned.

### QUALIFICATIONS

South Orange County Community College District  
Page 5 - Executive Director of Facilities Planning - District Services

EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Bachelor's degree from an accredited college or university with major course work in civil engineering or architecture and course work in public, business administration, law or other directly related field. Master's degree is desirable.

Experience:

At least five years increasingly responsible experience in the design and construction of facilities and three years of increasingly responsible experience in purchasing and materials management work, including at least four years in a supervisory or lead responsibility in either position. Experience with the planning and construction of educational facilities is desirable.

LICENSES AND OTHER CERTIFICATION:

Valid California driver's license.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations, including applicable sections of state education codes, public contract and commercial codes, IRS code, requirements of state architects, and California Code of Regulations.

Business, contract, environmental, and construction law.

Characteristics and use of various methods of graphic presentation and construction documentation cartography.

Computer systems and software applications related to area of assignment.

District and College organization, operations and objectives.

General characteristics and relative costs of various methods of construction, architectural features and building and room designs for all types of school uses.

Governmental contract and bid procedures.

Interpersonal skills including tact, patience and diplomacy.

Methods, practices and procedures of governmental contract and bid procedures.

Modern office practices, procedures, methods, and equipment.

Negotiating skills.

Oral and written communication skills.

Organizational and management practices as applied to analysis and evaluation of facilities planning programs, policies and operational needs.

Principles and practices of budget preparation and contract administration.

Principles and practices of planning and specification preparation.

Principles of architecture, building design and construction planning and practices, including methods and techniques of instruction, traffic flow, economy of maintenance, provision for growth, relationship of instruction and service provision of temporary facilities and adaptability to multi-functional usage.

Principles of cost benefit analysis and cost accounting.

Principles of management and supervision.

Program analysis and revenue forecasting including ability to administer multiple and complex budgets and project schedules.

Project management.

Technical aspects of purchasing, contracts, facilities planning, and construction management.

Technology related to construction management, project management, contracts

South Orange County Community College District  
Page 6 - Executive Director of Facilities Planning - District Services

Ability to:

Types of supplies, materials and equipment commonly used by the District.

Act independently and promptly to situations and events.

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Anticipate conditions, plan ahead, establish priorities, and meet complex schedules.

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 and administer departmental and capital outlay budgets.

Develop and administer policies and procedures for areas of assignment.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

Exercise initiative and work independently with minimum administrative direction.

Forecast current and future needs and costs affecting the District's facilities and furniture.

Interpret, apply and explain applicable District policies and procedures.

Interpret, apply and explain applicable local, State and federal laws and regulations.

Learn specialized software applications.

Negotiate with vendors and contractors to obtain best prices and contracts.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate modern office equipment such as computer, printer, calculator, copier and facsimile machine.

Oversee the creation and modification of a library of floor plans using CAD and Bluebeam for all District facilities.

Plan and organize work.

Plan, develop, organize, coordinate, direct, monitor, control and evaluate a wide variety of District-wide facilities planning functions and administrative services, operations, programs and activities for a public entity.

Plan, organize, coordinate, manage and expedite construction projects.

Plan, organize, direct and coordinate the activities of the Facilities Planning department in a manner conducive to full performance and high morale.

Prepare and administer departmental budgets and project budgets.

Prepare complex and comprehensive financial summaries, statements, reports and analyses.

Prepare oral and written reports and recommendations.

Provide support to the District's academic efforts through the planning, development and maintenance of facilities and provision of a variety of support services.

Read, interpret and interrelate technical drawings, plans and specifications.

Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.

Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand, interpret, and write complex bids and contract language.

Work cooperatively with District Information Technology to develop sound information and reporting systems and procedures related to area of assignment.

South Orange County Community College District  
Page 7 - Executive Director of Facilities Planning - District Services

#### WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

##### Work Environment

Standard office setting. Certain duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent monitors and inspects facilities and construction sites and is subject to uneven circulation paths, contact with others, frequent interruptions, noise from talking or office equipment and demanding legal issues and timelines. At least minimal environmental controls to assure health and comfort. Must use/wear safety equipment such as hard hat, boots, construction vest and eye protection on occasion while visiting warehouse and/or construction sites.

##### Physical Demands

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to inspect facilities, attends meetings and conducts work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, stoops, kneels or crouches to inspect construction sites; walks over uneven surfaces and through construction environments at various levels of completion; speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Evaluative Criteria: Education: \_\_%; Experience: \_\_%; Knowledge: \_\_%

Finalized by Marlys Grodt and Associate February 6, 2017

Approved by the Board of Trustees,

**ATTACHMENT 3**

South Orange County Community College District

**DIRECTOR OF MARKETING & COMMUNICATIONS – DISTRICT SERVICES – JC #658-F,  
Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule  
16**

**DEFINITION**

To serve as a member of the District management team; strategize, plan, organize and direct the public information, community relations, media, marketing, graphic and web design, publications, and other internal and external communication programs, services, operations and activities for the District's community colleges; create, write, produce, publish, and distribute a wide variety of materials; train, supervise and evaluate the performance of assigned personnel; provide for media coverage; plan, organize, and administer public relations activities; develop the District's marketing plan and related promotional materials; coordinate the production of various print and electronic publications, and, when necessary, coordinate with district public affairs, governmental relations and marketing efforts.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

**SUPERVISION RECEIVED AND EXERCISED**

Receive direction from the Executive Director of Public and Government Affairs.

Exercise functional and technical supervision over marketing, public information, graphics and web design, publications and other staff as assigned.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

Act as advisor to the Chancellor and District management team in matters concerning internal and external communications; provide leadership in the effective design, development, and implementation of District-wide communication strategies, including marketing, public relations, government and community relations, media relations and promotional plans and activities; develop and maintain the District's public relations and marketing plan; develop, coordinate, produce and disseminate District-wide marketing and recruitment materials that create and maintain a consistent, positive and dynamic public image.

Coordinate program activities with other college functions and programs; serve on campus and district committees, task forces and other work groups; provide advocacy and technical expertise concerning marketing and communications.

Plan and coordinate marketing research and data approaches to the District's enrollment management efforts.

Develop, implement, direct and evaluate the marketing, communication and public relations strategies established in the District's strategic plan and marketing plan; promote the District's mission, vision, and values through promoting the diverse academic and student services programs, activities and news to the District community.

South Orange County Community College District  
Page 2 - Director of Marketing & Communications – District Services

Evaluate and enhance the District's website, print publications, and cable television programs to maximize their interest and use; effectively use emerging technologies and cutting edge marketing tools.

Evaluate and supervise the development, distribution and use of new technologies and mediums for communication and marketing, such as social networking, websites and digital media content.

Remain current on industry trends related to e-marketing, search engine advertising, email, banners, landing pages, linking strategies, internet tracking tools, social networking sites and other emerging technologies and approaches.

Establish and maintain relationships with elected officials, community partners and other external groups within the community, including municipalities and non-profit organizations.

Oversee the District's public relations activities, including press releases, social networking, electronic marquees and website content, coordinate with College public information offices, coordinate public relations and marketing activities with radio station director and television station personnel.

Plan, initiate, manage and maintain effective relations with external organizations, including media such as newspapers, radio and television; collect information concerning the District, its program and events, and disseminate through mass communication media on a regular basis; serve as liaison between District staff and the media; maintain open lines of communication with the media, college staff, students, district and the general public; and serve as information resource for all groups.

Conduct formal and informal interviews to gather information for the preparation of written materials, such as press releases and newsletters; write, edit and produce speeches, press releases, flyers, articles, copy for brochures, class schedule and other publications.

Prepare various reports related to assignment as needed ensure maintenance and accessible storage/retrieval of a variety of records and files, including general community college system information/statistics and college publications, catalogs, promotional materials and news articles.

In conjunction with the Chancellor, Public Affairs Director, College Presidents and Chief of Police, develop and assess sensitive matters and emergency situations and execute timely external and internal communications utilizing the College's communications plans and communications strategies to ensure that accurate information is conveyed to all audiences; act as a liaison with the media when the Disaster Preparedness Plan is activated.

Photograph and/or supervise news photography of events; arrange for artwork and/or photography for publication; distribute photo to appropriate publications and sources; approve graphic designs for District print and electronic publications, including electronic signs, television stations and radio stations.

Work with the Copy Center and its assigned employees to ensure that the copying needs of the District are met in a timely and cost-effective manner.

Train, supervise and evaluate the performance of assigned staff; delegate, schedule, direct and review assignments and projects related to the development and production of publications, advertising, marketing, publicity and other public relations matters; evaluate work products and results; establish and monitor timelines and prioritize work; and recommend and implement personnel actions affecting assigned staff.

South Orange County Community College District  
Page 3 - Director of Marketing & Communications – District Services

Prepare and administer annual program budgets; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations.  
Use a networked personal computer and peripherals and desktop publishing, word processing, database, graphics, presentation, Internet and Web design software to enter, download and manipulate data to design, write, publish and distribute various assigned reports and newsletters.  
Plan, facilitate and direct special events and receptions when assigned.

Work with the Executive Director of Public and Government Affairs to coordinate work and avoid duplication of efforts.  
Perform other related duties as assigned.

### QUALIFICATIONS

#### EDUCATION AND EXPERIENCE GUIDELINES:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent of a Bachelor's degree from an accredited college or university with major course work in journalism, communications, public relations, marketing or related field. A Master's degree preferred.

#### Experience:

At least three years of increasingly responsible professional experience in the development and implementation of a public information, public relations, marketing or closely-related program, including at least one year in a supervisory or management capacity, preferably in a public education environment.

#### LICENSES AND CERTIFICATES:

A valid California driver's license.

#### Knowledge of:

Applicable local, state and federal laws, regulations and rules, including the state education code.  
Capabilities of computer applications, systems and hardware used in the field of public information and marketing.  
Capabilities of current web design, desktop publishing, word processing, spreadsheet, graphics, presentation, internet and database software programs,  
Community colleges and their function in higher education.  
Correct English usage, grammar, composition, vocabulary, spelling and punctuation.  
Critical issues and problems affective community colleges.  
Graphic and web design.  
Interpersonal skills including tact, patience and diplomacy.  
Journalistic styles, methods and techniques of interviewing, reporting, writing, editing, proofreading and production.  
Local newspaper, radio, television and other communications media resources.  
Media relations and organizational communication strategies.  
Missions, goals and policies of the District and its colleges.  
Objectives and interests of employee, student, and business/industry organizations and community groups impacting the district and its colleges.



South Orange County Community College District  
Page 4 - Director of Marketing & Communications – District Services

Knowledge of:

Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.  
Organization, functions and inter-relationships of various operating units of the District and its colleges.  
Principles and practices of budget preparation and administration.  
Principles and practices of public information, public relations and marketing.  
Principles and techniques of graphic design, standards and printing services.  
Principles of organization and management, including training and supervision.  
Principles, procedures, methods and techniques required to establish and maintain positive external and internal relations.  
Principles, processes, procedures, methods and techniques of preparing, producing and disseminating news and other information to all major communication media.  
Research, statistical, and forecasting methods and techniques.  
Special event planning and coordination.  
Techniques of writing, editing and mass-producing news and other information.

Ability to:

Anticipate conditions, plan ahead, establish priorities and meet schedules and timelines.  
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.  
Determine solutions and formulate recommendations.  
Develop and evaluate data.  
Develop and maintain internal communications programs to keep faculty and staff informed, using messaging across the college to include the marquee, the district's television station, college-wide emails, the president's on-line magazine and other communication vehicles.  
Develop, prepare and administer assigned budget.  
Develop, write and coordinate the production of college publications and promotional and marketing materials in an effective and appropriate manner.  
Direct staff and colleagues toward successful completion of program goals and objectives.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Establish and maintain effective and cooperative working relationships with others, including representatives of the media and community organizations.  
Evaluate the public relations value of information.  
Exercise initiative, discretion and critical judgment.  
Identify the characteristics of target audiences and determine the most effective communications techniques for reaching and motivating these groups.  
Interact with district personnel, students and the public in planning and conducting public relations activities.  
Learn the missions, goals and policies of the district, college and the president.  
Navigate political landscapes and build and maintain relationships with elected officials and community partners.  
Operate a computer and peripherals, using desktop publishing, word processing, database, graphics, presentation, Internet and Web design software.  
Operate a digital camera to set up, take, scan, download and edit digital and other photos for publication.  
Plan, develop, organize, coordinate, implement and evaluate a comprehensive community college public information, public relations and marketing program.

South Orange County Community College District  
Page 5 - Director of Marketing & Communications – District Services

Ability to:

Prepare effective reports, correspondence and presentations.  
Present information on a wide variety of subjects using the full array of written, oral and visual formats and techniques.  
Present informative and persuasive concepts effectively, verbally and in writing.  
React independently and promptly to situations and events.  
Recognize critical elements of problems.  
Relate effectively with people of varied academic, cultural and socio-economic background using tact, patience, diplomacy and courtesy.  
Research and prepare newsworthy articles.  
Research, compile and analyze data for special projects such as the annual report and annual accomplishments.  
Seek and achieve the understanding and support of individuals or groups with indifferent or opposing points of view.  
Serve as a spokesperson on behalf of the District.  
Set up and maintain web pages.  
Speak and write effectively.  
Train, motivate, develop, supervise, direct and evaluate the work of others.  
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Use a computer to edit and prepare articles for publication.  
Use modern office practices procedures and equipment.  
Write and edit speeches, articles, and other communications for the president and others as assigned.  
Write, edit and disseminate news releases, articles and other informational materials.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. Incumbents are subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding timelines. May travel to other areas of the campus and/or the community to attend meetings or events or conduct work during regular, weekend or evening hours. At least minimal environmental controls to assure health and comfort.

**Physical Demands**

Incumbents regularly sit for long periods, walk short distances on a regular basis, travel to various locations to attend meetings and conduct work, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 15 pounds.

Evaluative Criteria: Education: \_\_%; Experience: \_\_%; Knowledge: \_\_%

Finalized by Marlys Grodt and Associate September 4, 2016

Approved by the Chancellor, January 26, 2017; Ratified by the Board of Trustees,

February 27, 2017

**ATTACHMENT 4**

South Orange County Community College District

**RISK MANAGER – DISTRICT SERVICES** - JC #653, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 15

**DEFINITION**

To plan, organize, coordinate, manage, control and evaluate the functions, programs, services and activities assigned to the Risk Management section of District Business Services, including workers' compensation, property, and liability; ensure that programs are operating within the appropriate fiscal parameters and remain in compliance with District, local, State and/or federal requirements; report, investigate and coordinate all claims with the District's third party administrator; prepare and submit accurate reports, as required, according to established timelines; coordinate assigned activities at the District and college levels; and provide highly complex staff assistance to the Executive Director of Business Services.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Vice Chancellor of Business Services and immediate supervision and technical work direction from the Executive Director of Business Services.

Exercises direct supervision over District Workers Compensation and Safety Manager.

**EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Plan, develop, organize, coordinate, manage and evaluate the risk management programs, services, operations and activities of the District.

Serve as the District contact person with injured employee(s), hospital and clinic personnel, physicians, employee supervisors and District's third party administrator to obtain and provide information on the employee's status and District liability; answer inquiries regarding District insurance programs; act as liaison between student accident insurance carrier and students at Saddleback College, Irvine Valley College and ATEP.

Assist the Executive Director of Business Services in forecasting short-range and long-range District costs involved in risk management; assist in preparing multi-year projections analysis for the Vice Chancellor of Business Services, Board of Trustees, District management, and other interested parties.

Ensure that all risk management operations and activities of the District are performed according to legal requirements; ensure the timely and accurate processing of payments and depositing of receipts; and ensure the timely and accurate maintenance of all risk management records the District, both colleges and their ancillary organizations, including Associated Student Government (ASG) and Foundation.

Assist the Executive Director of Business Services with planning, developing and implementing risk management policies and controls; develop, implement and maintain appropriate methods and procedures to optimize efficient and effective delivery of services related to assigned functions; monitor and evaluate operations and activities and take corrective actions as necessary.

South Orange County Community College District  
Page 2 - Risk Manager

Serve on committees, task forces and other work groups as needed; provide technical expertise and guidance regarding areas of responsibility; research, analyze and resolve problems; find solutions and improve operations while keeping an open mind and complying with legal requirements and established procedures.

Assist District and College management and staff in developing, preparing, maintaining and reporting records related to risk management; maintain records and files on work related injury cases, liability and property claims; record all communication from physicians and attorneys regarding status of such claims.

Communicate with employees, insurance carriers, vendors, representatives of State and federal agencies, social service organizations and others to coordinate programs and activities.

Participate in the identification of hazards and any safety issues pertaining to all District sites and facilities to ensure success of the Injury and Illness Prevention Plan and to minimize insurance losses.

Appraise workstations for employees needing ergonomic assessment and reasonable accommodations in order to comply with the Americans with Disabilities Act; address and correct ergonomic issues to reduce continuous trauma claims and comply with the Early Return to Work Program.

Coordinate and appraise medical claims issues for employees and students; delegate issues to various medical insurance providers and consultants to achieve timely resolution of claims; initiate claims review with insurance carriers to discuss, plan and establish guidelines to settle claims or develop a plan of action to reach timely resolution of open claims.

Participate in mandatory settlement conferences, hearings, trials and depositions pertaining to workers compensation claims to encourage a fair settlement for all affected parties.

Instruct employees, students and the public on accident reporting and claims procedures; inform District employees about insurance coverage and solutions for insurance problems; coordinate and administer malpractice insurance for physicians working at college health centers.

Interpret, understand, apply and explain local, County, State and federal government laws and risk management practices and ensure legal compliance; inform, guide and monitor District and college staff, and vendors regarding legal compliance.

Receive and prepare reports of work related injury or illness; determine and authorize appropriate medical treatment; coordinate claims reporting and investigation with District third party administrator; prepare reports and maintain logs as required by the State of California and other governing agencies.

Train, guide, supervise, support and evaluate the performance of assigned personnel; delegate and review assignments and projects; evaluate work products and results; establish and monitor timelines and prioritize work; interview, select and recommend hiring of employees; recommend transfers, reassignment, termination and disciplinary action; motivate staff and resolve conflicts within the group.

Prepare, administer and monitor annual budgets for area of assignment; prepare recommendations and justifications regarding budget requests; authorize expenditures according to District policies and applicable regulations; and ensure that expenses do not exceed budgeted allocations.

South Orange County Community College District  
Page 3 - Risk Manager

Prepare insurance specifications for the purpose of obtaining premium fees and updates on an ongoing basis; and audit insurance premiums and costs to optimize coverage. Participate on SWACC claims and coverage committee as appropriate.

Assist in providing information and posting requirements for OSHA files for all sites in the District.

Coordinate the preparation and analysis of all insurance claims, student injury incidents, and assist in providing OSHA reports for the purpose of ensuring the timely and accurate presentation of the facts.

Assist in the recommendation of changes and updates to the emergency/crisis response plans for the purpose of providing efficient utilization of District financial resources and ensuring the safety of students, staff and the public.

Maintain current knowledge of changes, concepts, methods, requirements, regulations and policies for assigned programs, including computer programs and software enhancements.

Serve as chairperson of District-wide safety committee; make oral presentations at various gatherings; conduct workshops to provide specialized information regarding risk management; assure the development and dissemination of information related to new or revised automated systems, requirements or regulations affecting assigned areas of fiscal operations and services.

Perform other related duties as assigned.

## QUALIFICATIONS

### EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### Education:

Equivalent to a bachelor's degree from an accredited college or university with major course work in business or public administration or a closely related field with an emphasis on insurance, risk management or contract law.

Or an Associate of Arts degree with major course work in insurance, risk management or contract law and an additional two years of directly-related experience as a risk manager in a public agency.

#### Experience:

Five years of increasingly responsible professional risk management experience, including two years in a lead or supervisory capacity.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license. Certification as an Associate in Risk Management (ARM) is desirable.

#### Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations, including laws regulating public risk management and insurance operations.

Automated system capabilities and limitations, including mainframe and personal computers.

Interpersonal skills including tact, patience and diplomacy.

South Orange County Community College District  
Page 4 - Risk Manager

Knowledge of:

Modern office practices, procedures, methods, and equipment.  
Modern principles and practices of risk management, including loss control, safety and multi-lines claims handling.  
Oral and written communication skills, including correct English usage, spelling, grammar, punctuation and composition.  
Principles and practices of training, supervision and performance evaluation.  
Principles, procedures and practices of budget development and administration.  
Principles, procedures and technical aspects of workers' compensation, and liability claims administration.  
Program analysis and revenue forecasting.  
Terminology and practices of medical treatment.  
American with Disabilities Act.  
OSHA regulations and requirements.

Ability to:

Analyze and interpret records related to risk management.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Collect, compile and analyze data.  
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.  
Design and install new and improved record keeping systems for areas of assignment.  
Develop, implement and manage methods and procedures for areas of assignment.  
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.  
Establish and maintain cooperative and effective working relationships with those contacted in the course of work.  
Interpret, apply and explain applicable District policies and procedures.  
Interpret, apply and explain applicable local, State and federal laws, codes and regulations.  
Learn basic insurance bookkeeping practice and procedures.  
Learn the District organization, operations and policies.  
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.  
Operate modern office equipment such as computer, printer, calculator, copier and fax.  
Organize, coordinate, manage and implement comprehensive risk management programs and services, including insurance and safety.  
Participate in forecasting current and future loss control programs and services.  
Perform accurately under changing work priorities.  
Plan and organize work to meet schedules and timelines.  
Prepare and administer budgets for assigned program areas.  
Prepare complex and comprehensive financial or statistical data, summaries, statements, reports and analyses.  
Prepare oral and written reports and recommendations.  
Relate effectively to people of varied academic, cultural and socioeconomic background using tact, diplomacy and courtesy.  
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.  
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.  
Work independently with minimum direction.

South Orange County Community College District  
Page 5 - Risk Manager

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer terminal. Incumbents are subject to contact with administrators and other personnel, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort. Occasionally travels to employees' work locations or other locations to observe environment or attend meetings.

Physical Demands

Incumbents regularly sit or stand for long periods of time; walk short distances on a regular basis; travel to various locations to attend meetings and conduct work; use hands and fingers to operate an electronic keyboard or other office machines; bend at the waist; reach over head, above shoulders and diagonally 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, push, pull and carry and/or move objects weighing up to 25 pounds.

Evaluative Criteria: Education: \_\_%; Experience: \_\_%; Knowledge: \_\_%

Finalized by Marlys Grodt and Associate February 2, 2017

Approved by the Board of Trustees,

**TO:** Board of Trustees

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

**RE:** SOCCCD: Amendment to 2017-2018 Tenure-Track Faculty Hiring Authorization - Saddleback College

**ACTION:** Ratification

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### **BACKGROUND**

The hiring of qualified full-time faculty is a priority in advancing the missions of Irvine Valley College (IVC) and Saddleback College (SC). The Board approved the 2017-2018 full-time tenure-track faculty hiring authorization on October 24, 2016, with authorization for recruitment through academic year 2018-2019.

### **STATUS**

One of two full-time Health Information Technology (HIT) instructors resigned in late December 2016. A minimum of two full-time faculty are mandated for accreditation by the commission on Accreditation for Health Information and Information Management Education (CAHIIM). The HIT program is also accredited by American Health Information Management Association (AHIMA), which requires CAHIM accreditation.

In addition, Saddleback College's EOPS Coordinator was promoted to Dean, creating a vacancy.

The Saddleback College President has reviewed the faculty hiring needs for the college and has submitted to the Chancellor his recommendation to amend the hiring list for 2017-2018 to add one (1) Health Information Technology instructor to fill a vacancy in the Division of Health Sciences and Human Services; and to add one (1) EOPS Coordinator to fill a vacancy in the Division of Transfer, Career and Special Programs. Interim Chancellor Fitzsimons approves these amendments.

### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees ratify the amendment to the 2017-2018 full-time tenure-track faculty hiring authorization for Saddleback College to add one (1) Health Information Technology faculty position in the Division of Health Sciences and Human Services; and one (1) EOPS Coordinator position in the Division of Transfer, Career and Special Programs. Recruitment and selection of new faculty is contingent on funding and will proceed as recommended by the college president and approved by the Chancellor.



**TO:** Board of Trustees

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

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

**ACTION:** Ratification

---

### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next academic year.

### **STATUS**

The thirty-five (35) employees listed in Exhibit A have satisfactorily completed their first year as tenure-track faculty members and are recommended for and approved by Interim Chancellor Fitzsimons for a one-year contract renewal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify a second one-year contract for the full-time faculty members listed in Exhibit A.

South Orange County Community College District  
**Annual Report on First Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their first year as tenure-track employees and are recommended for a one-year contract renewal:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Sam Abbas	Chemistry Instructor	SC
Sang Choi	Mathematics Instructor	SC
Thomas Cullen	Chemistry Instructor	IVC
RJ Dolbin	Mathematics Instructor	IVC
Nancy Duong	Mathematics Instructor	SC
Catherine Famiglietti	Mathematics Instructor	IVC
Dalal Farsakh	Counselor	IVC
Mark Franco	Counselor (Basic Skills)	IVC
Eric Garcia	Counselor	IVC
Patricia Gleed	Paramedic Instructor	SC
Laura Haight	Art Instructor	SC
Angel Hernandez	Counseling	IVC
Bridget Hoida Mulholland	English Instructor	SC
Lori Hoolihan	Foods and Nutrition Instructor	SC
Elizabeth Jennison	Accounting Instructor	SC
Jeffrey Johnson	English Instructor	IVC
Emiko Kiyochi	Japanese Instructor	IVC
Jennifer La Curan	Dance Instructor	IVC
Emily Liu	English Instructor	IVC
Nicole Major	Sociology Instructor	SC
Vanessa Marquez	Learning Disabilities Spec./DSPS Counselor	IVC
Jane Medling	Accounting Instructor	SC
Nahid Meshkin	Nursing Instructor	SC
Massimo Mitolo	Electrical Technology Instructor	IVC
Bill Neesen	Speech and Forensics Instructor	IVC
Terence Nelson	VETS Coordinator/Counselor	SC
Pierre Nguyen	Biological Sciences Instructor	IVC
Tuan Nguyen	Counselor (STEM)	IVC
Jacqueline Novak	Nursing Instructor	SC
Jennifer Pakula	Economics Instructor	SC
John Richards	Environmental Studies Instructor	SC
Kat Shaw	Biological Sciences Instructor	SC
Brent Warner	English as a Second Language Instructor	IVC
Susan White-Alcover	Medical Assisting Instructor	SC
Desire Whitmore	Laser Technology Instructor	IVC

**TO:** Board of Trustees

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

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

**ACTION:** Ratification

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for the next two academic years.

### **STATUS**

The seventeen (17) employees listed in Exhibit A have satisfactorily completed their second year as tenure-track faculty members and are recommended for and approved by Interim Chancellor Fitzsimons for a two-year contract renewal.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify a contract for a term of two years, for each of the full-time faculty members listed on Exhibit A.

South Orange County Community College District  
**Annual Report on Second Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their second year as tenure-track employees and are recommended for a two-year contract renewal:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Rick Boone	Business/Real Estate	IVC
Henry Carnie	History	IVC
Hollis Casey	Counselor (Generalist)	SC
Sheryl Christensen	Counselor (Generalist)	SC
Evan Enright	Mathematics	SC
Adam Ghuloum	Economics	IVC
Michelle Gustafson	Counselor (Generalist)	SC
Kathleen Lunetto	Culinary Arts	SC
Jonathan Luque	Mathematics	SC
Julie McGirr	English as a Second Language	SC
Chau Aimee Tran	Counselor (Articulation & Generalist)	SC
Pete Murray	Humanities	SC
Timothy Posada	Journalism	SC
Michael Salviani	Computer Information Management	IVC
Deanna Scherger	English Composition	IVC
Lisa Tran	Counselor (Generalist)	SC
Justin Wright	Biology	IVC

**TO:** Board of Trustees

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

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

**ACTION:** Ratification

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under his or her first probationary contract for one year (Education Code Section 87608), under his or her second probationary contract for one year (Education Code Section 87608.5), and under his or her third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee prior to March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee.

### **STATUS**

Exhibit A lists those employees who have satisfactorily completed the four-year tenure process. These sixteen (16) full-time faculty members are recommended for and approved by Interim Chancellor Fitzsimons for tenure to be effective on the first day of service of their fifth year.

### **RECOMMENDATION**

The Chancellor recommends that the Board of Trustees ratify for tenure the full-time faculty members listed in Exhibit A, effective the first day of service of their fifth year.

South Orange County Community College District  
**Annual Report on Fourth Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed their fourth year as tenure-track employees and are recommended for tenure to be effective on the first day of service of their fifth year:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Jodi Caggiano	Nursing	SC
Scott Fredrickson	Business/Entrepreneurship	SC
Julianna French	Communications Studies/Forensics	IVC
Carrie Goulding	English Composition	SC
Edgar Haley	Mathematics	SC
Jason Hole	Mathematics	SC
Carolina Kussoy	Computer Information Management	IVC
Anne Lawson	Nursing	SC
Christina Loeffler	Anthropology	IVC
Serena McClaine	Nursing	SC
J. Ryan McKeachie	Chemistry	SC
Brett Myhren	English Composition	SC
Shawn O'Rourke	Speech/Forensics	SC
Erin O'Shea	Art (2D/Design/Drawing)	SC
Bruno Passarelli	Biology	SC
Lindsay Steinriede	Kinesiology	SC

**TO:** Board of Trustees

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

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

**ACTION:** Information

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### **BACKGROUND**

Tenure is regulated by Education Code Section 87600 et seq. A contract faculty member normally serves under three probationary contracts. An employee is employed under a first probationary contract for one year (Education Code Section 87608), under a second probationary contract for one year (Education Code Section 87608.5), and under a third probationary contract for two years (Education Code Section 87609). The Education Code requires the District, before March 15<sup>th</sup> of the year the contract ends, to take one of two actions. The District may notify the employee before March 15<sup>th</sup> that it will not enter into a contract for the following academic year(s); or, it may notify the employee that he or she will be employed as a regular employee for subsequent academic years.

### **STATUS**

For informational purposes, Exhibit A lists thirty (30) full-time employees who have satisfactorily completed the first year of a two-year contract as tenure-track faculty members. The two-year contract was previously approved by the Board of Trustees on February 22, 2016.

South Orange County Community College District  
**Annual Report on Third Year Probationary Faculty**

The following probationary faculty members have satisfactorily completed the first year of a two-year contract previously approved by the Board on February 22, 2016, completing a total of three years as tenure-track faculty members:

<b><u>Name</u></b>	<b><u>Discipline</u></b>	<b><u>College</u></b>
Ann Marie Breslin	Learning Disability Spec./DSPS Counselor	SC
Carlo Chan	Mathematics	IVC
Joshua Danufsky	Mathematics	IVC
Keith Donovan	Chemistry	IVC
Meredith Dorner	Biology	IVC
Keith Gamache	Sign Language	IVC
Christina Ghanbarpour	History	SC
Cindy Gross	Nursing	SC
Catherine Hayter	English Composition	SC
Kenn Huber	Mathematics	IVC
Rebecca Kaminsky	English (Basic Skills)	IVC
Justin Komine	Physics	IVC
Melissa Knoll	English (Basic Skills)	IVC
Celina Lee	Librarian (Instructional)	IVC
Amy McWhorter	Biology (Anatomy)	IVC
Benjamin Mis	Psychology	IVC
Zahra Noroozi	Engineering	IVC
Sean Osborn	Human Services	SC
Sean Pheasant	Chemistry	IVC
Brenda Plascencia-Carrizosa	Child Development	SC
Emily Quinlan	Business Law	SC
<sup>1</sup> Efren Rangel	Counseling (Generalist)	SC
Amanda Romero	Counselor (CTE)	IVC
John Russo	Entrepreneurship/Management	IVC
Brockton Schermerhorn	Real Estate	SC
Carolyn Seaman	Librarian (Instructional)	SC
Bennet Tchaikovsky	Accounting	IVC
Jacob Tracy	Mathematics	SC
Erica Vogel	Anthropology	SC
Jake Williams	English Composition	SC

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<sup>1</sup> Currently serving in a temporary reassignment as EOPS Counselor, Board Approved 7/20/2015.



**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Interim 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>
1/23/17 6:00pm	BGS 254	Jane Medling	Accounting Society Club Meeting	Greg Mays	Mergers & Acquisitions ,Private Equity Investing, Corporate Turn Arounds
2/22/17 7:30pm	Vil 30-1	Lem Chin	Arch 122/Architectural Practice	Horst Noppenberger	Modern House
3/15/17 7:30pm	Vil 30-1	Lem Chin	Arch 122/Architectural Practice	Rick Finkel and Sholkuta	Shopping Centers
4/12/17 7:30pm	Vil 30-1	Lem Chin	Arch 122/Architectural Practice	Clyde Han Ion Chiose	Commercial Design
4/26/17 7:30pm	Vil 30-1	Lem Chin	Arch 122/Architectural Practice	Catherine Herbst	Woodbury University
3/8/17 6:00pm	Vil 30-1	Lem Chin	Arch 136/Basic Architectural Design II	Serafim Maranan	Hi-Density Housing
3/29/17 6:00pm	Vil 30-1	Lem Chin	Arch 136/Basic Architectural Design II	Doug Pancakes	School Design
4/19/17 6:00pm	Vil 30-1	Lem Chin	Arch 136/Basic Architectural Design II	Karl Cameron	N.S.A. School
5/10/17 6:00pm	Vil 30-1	Lem Chin	Arch 136/Basic Architectural Design II	Jeannie Charbolla	Cal Poly Pomona Landscape Arch.

### 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>
2/13/17 11:00am	A204	Melanie Haeri	RD 74 Critical Reading	Jeremy Crossen	Inference, Critical Thinking in Detective Work
2/16/17 11:00am	A204	Melanie Haeri	RD 74 Critical Reading	Jeremy Crossen	Inference, Critical Thinking in Detective Work
3/6/17 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies & Ethics	Sheri Dando	Career as a Paralegal

4/17/17 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies & Ethics	Rosanne Brewitz	Career as a Paralegal
4/24/17 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies & Ethics	Dennis Nakata	Career as a Paralegal
5/8/17 7:00pm	BSTIC 116	Alicia Nicosia	Legal 201 Introduction to Paralegal Studies & Ethics	Maureen Barlow	Career as a Paralegal

**TO:** Board of Trustees

**FROM:** Debra L. Fitzsimons, Interim 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 January 31, 2017, total estimated Basic Aid receipts are \$686.8M and total approved projects are \$672.0M as shown in EXHIBIT A. The balance of \$14.8M 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.

Changes from the January, 2017 report include the transfer of \$940,943 remaining balance of seventeen projects to unallocated Basic Aid funds.

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 27, 2017**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2012 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>2015/16 Actual</i>	<i>Balance Remaining for 2016/17</i>
<b>CLOSED PROJECTS</b>							
SC 12KV Elec Distr Repair (2014)	175,893	-			70,189	81,120	24,584
SC Building Repairs - Library Remodel (2003)	7,620,500	3,152,482	(630,004)	4,864,713	225,059	4,270	3,980
SC Central Plant/CoGen Upgrade (2015)	743,544	-			12,503	731,041	-
SC Golf Driving Range Net Replacement (2005)	240,570	126,050	42,520			3,550	68,450
SC Health Sciences/DS Waterproofing (2013)	473,300	-		5,209	467,431	660	-
SOCCCD Data Backup and Disaster Recovery (2016)	782,479	-				782,479	-
SOCCCD District-wide Automatic Email Archive (2015)	156,932	-			80,752	67,527	8,653
SOCCCD District-wide Hardware Refresh (2014)	492,984	-		484,919	4,414	3,651	-
SOCCCD District-wide Parking Study (2016)	199,444	-				164,194	35,250
SOCCCD District-wide Server/Storage Maintenance (2015)	938,043	-			832,393	105,650	-
SOCCCD Enterprise Backup Solution (2014)	117,349	-		24,933		92,416	-
SOCCCD Facilities Software System (2013)	888,072	-	309,248	65,550	37,326	475,948	-
SOCCCD Lease/Leaseback Consultant (2013)	17,796	-	8,531	9,265		-	-
SOCCCD MySite Help System	7,243	-	420	5,946		878	-
SOCCCD MySite Message Customization (2014)	149,098	-			143,917	5,181	-
SOCCCD New Library System (2014)	94,894	-		21,909	62,088	10,897	-
SOCCCD Workday Big Data (2016)	170,000	-				-	170,000
<b>CLOSED PROJECTS TOTAL</b>	<b>220,997,064</b>	<b>205,105,424</b>	<b>1,499,450</b>	<b>9,143,250</b>	<b>2,354,029</b>	<b>2,583,994</b>	<b>310,917</b>
<b>CAPITAL PROJECTS</b>							
AEP Building Demolition (2007)	13,700,000	2,294,413	109,025	1,744,947	2,741,440	22,998	6,787,177
AEP First Building Phase 3A (2011)	26,300,000	-		761	336,973	1,985,988	23,976,278
AEP Operating Budget* (2006)	14,231,115	10,905,745	564,290	579,960	622,701	110,430	1,447,990
AEP Site Development (2013)	8,500,000	-	693,427	681,207	986,687	1,054,743	5,083,935
AEP Staffing, Equipment, Program Development (2007)	891,611	829,159	7,785	14,204	2,026	-	38,437
AEP Utilities/Infrastructure Phase I (2016)	9,475,000	-				547,695	8,927,305
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	2,218,447	3,509,553
IVC B200 Classroom Wing & Labs (2015)	400,000	-				4,257	395,743
IVC B400 Labs and Entrance Controls (2015)	410,000	-			1,600	4,333	404,067
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	240,974	25,074	67,052	38,525	92,072	2,386,303
IVC Fine Arts Building (2008) - State Delay, Future Project request	2,516,017	61,278					2,454,739
IVC Health Center/Concessions Building (2016)	5,738,000	-					5,670,867
IVC Life Sciences Project (2004)	2,490,000	153,475	693,544	2,416,169	(1,120,532)	14,207	333,138
IVC New Parking Lot (2013)	6,755,000	-				18,950	6,736,050
IVC Performing Arts Center Waterproofing (2013)	470,000	-				-	470,000
IVC Upgrade Exterior & Entries to B300 (2013)	680,000	-					680,000
SC Building Repairs - LRC Comm Arts Renovation (2013)	3,839,073	-	12,320	14,990	1,702,050	102,627	2,007,085
SC Building Repairs - ATAS Building (2003)	20,545,313	261,604	167,292	405,643	86,693	332,307	19,291,774
SC Building Repairs - ATAS Swing Space Renov (2013)	10,249,687	-	124,917	519,146	1,532,643	7,435,103	637,879
SC Data Center Project (2016)	1,000,000	-				-	1,000,000
SC Digital Security Access (2015)	650,000	-				650,000	-
SC Fine Arts HVAC, Interior Improvements, Outdoor Theater (2016)	-	-					-
SC Fine Arts HVAC Renovation (2013)	9,800,000	-	2,754	76,091	216,891	5,173,241	4,331,023
SC Fire Alarm System (2015)	500,000	-				-	500,000
SC LRC Defects (2015)	750,000	-				8,272	741,728
SC New Gateway Building (2013) (Match)	2,826,817	-				-	2,826,817

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 27, 2017**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/2012 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>Balance Remaining for 2016/17</b>
SC Sciences Building (M/S/E annex) (2003)	67,358,346	2,128,162	295,740	7,324,533	28,145,264	20,710,561	8,754,086
SC SME Building Renovation (2016)	750,000	-				-	750,000
SC Stadium and Site Improvements (2008)	39,525,000	218,441	1,464	107,278	145,814	347,766	38,704,237
SC PE 200 and 300 Interior Renovation (2014)	1,000,000	-				54,351	945,649
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	11,889	721,468
<b>CAPITAL PROJECTS TOTAL</b>	<b>270,668,984</b>	<b>17,121,402</b>	<b>3,316,677</b>	<b>14,911,189</b>	<b>41,191,360</b>	<b>40,967,370</b>	<b>153,160,985</b>

**SCHEDULED MAINTENANCE**

IVC Library Exterior (2013)	275,000	-		1,830	5,289		267,882
IVC Lighting & Walkways (2013)	795,055	-		332,278	170,531	6,750	285,496
IVC SM B100 Roof & HVAC (2015)	493,350	-				-	493,350
IVC Sports Facilities (2012)	342,600	-	702	43,312	30,565	29,488	238,533
SC Central Plant (2013)	750,000	-	61,780	23,875	109,072	440,085	115,188
SC HVAC PE 100 (2014)	800,000	-				-	800,000
SC PE200 Bleacher Repairs (2014)	725,000	-			2,841	88,099	634,060
SC PE Complex (2013)	500,000	-				-	500,000
<b>SCHEDULED MAINTENANCE PROJECTS TOTAL</b>	<b>4,681,005</b>	<b>-</b>	<b>62,482</b>	<b>401,295</b>	<b>318,298</b>	<b>564,421</b>	<b>3,334,509</b>

**IT PROJECTS**

Campus Desktop Refresh (2013)	4,249,334	-	648,198	843,987	1,913,336	306,537	537,276
Campus Desktop Refresh SC	978,750	-				974,410	4,340
Campus Desktop Refresh (2015)	1,500,000	-			-	1,398,967	101,033
SOCCCD Automate Electronic Transcript Receiving (2015)	453,600	-			35,906	109,832	307,862
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 Blackboard Plug-ins (2013)	150,000	-	2,000		15,400	30,950	101,650
SOCCCD Classroom Technology and Audio Visual Refresh (2016)	3,500,000	-			-	125,602	3,374,398
SOCCCD Class Schedule Upgrade & Recommendation (2015)	735,000	-				8,113	726,887
SOCCCD Degree Audit/MAP Upgrade (2013)	1,594,720	-	230,118	396,373	222,358	233,714	512,157
SOCCCD District IT Back Office Automation (2016)	210,000	-				69,488	140,512
SOCCCD District-wide Network Security (2015)	369,895	-			322,157	40,960	6,778
SOCCCD District-wide Network Security Firewall Refresh (2016)	820,000	-					820,000
SOCCCD End-of-Life Core Network/Tech Refresh (2013)	6,984,658	-	446,032	3,460,657	2,243,712	410,194	424,063
SOCCCD Enterprise Content Mgmt Expansion (2013)	150,000	-	31,386			7,500	111,114
SOCCCD Faculty and Staff Email Infrastructure Refresh (2016)	355,000	-					355,000
SOCCCD HR/Bus Svcs Integrated Software (2013)	14,177,000	16,131	150,433	1,971,236	5,586,580	3,506,054	2,946,565
SOCCCD Intl and Student Scholar Mgmt (2014)	54,500	-				-	54,500
SOCCCD IT Basic Aid Projects (2013) Unified Communications Sys	50,000	-	14,400				35,600
SOCCCD IT Basic Aid Projects (2013) IT Contingency	907,328	-	31,800	32,800		-	842,728
SOCCCD IT Projects SC/IVC/ATEP Instruct & Student Svc (2010)	8,744,770	7,317,901	888,629	136,099	11,747	131,573	258,821
SOCCCD Master Calendar Integration (2014)	300,000	-		58,500	677	-	240,823
SOCCCD Matriculation SEP System (2013)	100,000	-	332			99,668	-
SOCCCD MySite Security (2014)	302,000	-		47,280	164,662	67,732	22,326
SOCCCD New Student Print Solution (2016)	238,921	-				124,115	114,806
SOCCCD Online Tutoring, Sl, Office Hours, Appointments (2016)	201,000	-				5,199	195,801
SOCCCD Positive Attendance Hours (2016)	198,000	-				-	198,000
SOCCCD Predictive Analytics (2013)	250,000	-	54,052		62,515	68,615	64,818
SOCCCD Refresh MDF and IDF (2016)	1,000,000	-			-	195,340	804,660

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 27, 2017**

<b>Project Description</b>	<b>Approved Amount</b>	<b>1999/2012 Actual</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Actual</b>	<b>Balance Remaining for 2016/17</b>
SOCCCD Server and Storage Scheduled Maintenance (2016)	925,000	-			-	316,411	608,589
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)	8,140,800	-	1,047,013	1,720,024	1,379,858	1,544,979	2,448,926
SOCCCD Student Success Dashboard (2014)	550,000	-		52,324	382,882	107,632	7,162
SOCCCD Support Multiple Prerequisites (2015)	302,400	-			12,584	150,559	139,257
SOCCCD System Testing and Stability (2016)	377,000	-				46,465	330,535
SOCCCD Tableau for Data Visualization (2016)	270,000	-				192,434	77,566
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	7,649	699,899
SOCCCD Wireless Upgrade (2016)	1,907,990						1,907,990
SOCCCD Workday Student BPA Sessions (2016)	227,800	-				73,482	154,318
SOCCCD Workday Student Influencer Program (2016)	375,000	-				15,211	359,789
<b>IT PROJECTS TOTAL</b>	<b>63,818,716</b>	<b>7,334,032</b>	<b>3,848,035</b>	<b>9,123,431</b>	<b>12,384,825</b>	<b>9,394,975</b>	<b>21,733,418</b>

**OTHER ALLOCATIONS**

SOCCCD Design/Build Specialty Consultant (2013)	525,000	13,300	91,725		66,635	95,962	257,378
SOCCCD Dist Union Offices (2014)	162,750	-			29,115	3,742	129,893
SOCCCD District-wide ADA Physical Access Transition Plan (2016)	840,000	-				283,949	556,051
SOCCCD District-wide Mapping (2015)	400,000	-				-	400,000
SOCCCD District-wide Sustainability/Energy Planning (2016)	240,000	-				6,453	233,547
SOCCCD District-wide Tech Consultant for Capital Constr (2016)	460,000	-					460,000
SOCCCD DSA Inspec, Engineer, and PM Svcs (2014)	350,000	-		145,830		10,263	193,907
SOCCCD DSA Project Close Out (2013)	400,000	-	12,256	14,334	6,940	13,926	352,543
SOCCCD Educational Facilities Master Plan (2016)	500,000	-					500,000
SOCCCD FPP, IPP, 5 Year Plans (2013)	210,000	-		3,040	-	-	206,960
SOCCCD Insurance Deductibles (2014)	400,000	-		100,000	100,000	100,000	100,000
SOCCCD Legislative Advocacy Services - Basic Aid (2004 - present)	835,000	267,394	100,578	110,074	106,955	111,686	138,312
SOCCCD Legal Counsel Facility Related Issues (2013)	1,100,000	-	35,073	2,804	36,405	17,878	1,007,841
SOCCCD Pension Rate Stabilization Program (2016)	27,100,000	-				14,500,000	12,600,000
SOCCCD Pre-Planning and Investigation (2015)	255,000	-			3,343	29,087	222,570
SOCCCD Trustee Election/General Election Expense (2004 - present)	3,348,988	1,398,988	354,083	-	389,456	-	1,206,461
SOCCCD Retiree Benefits (2001 - present)	74,677,683	38,017,938	18,489,745	3,520,000	-	3,600,000	11,050,000
<b>OTHER ALLOCATIONS TOTAL</b>	<b>111,804,421</b>	<b>39,697,620</b>	<b>19,083,461</b>	<b>3,896,083</b>	<b>738,848</b>	<b>18,772,946</b>	<b>29,615,463</b>

<b>BASIC AID PROJECT TOTALS</b>	<b>671,970,190</b>	<b>269,258,478</b>	<b>27,810,105</b>	<b>37,475,247</b>	<b>56,987,360</b>	<b>72,283,706</b>	<b>208,155,293</b>
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Commitments	380,742,189	70,406,108	54,193,413	45,306,580	61,387,393	59,934,508
Cumulative Commitments	380,742,189	451,148,297	505,341,710	550,648,290	612,035,682	671,970,190
Receipts	433,256,612	46,888,399	43,788,270	51,659,425	52,672,948	58,510,948
Cumulative Receipts	433,256,612	480,145,011	523,933,281	575,592,706	628,265,654	686,776,602
Cumulative Expenses	269,258,478	297,068,584	334,543,831	391,531,191	463,814,898	671,970,190
Uncommitted Basic Aid Funds	163,998,134	183,076,427	189,389,450	184,061,515	164,450,756	14,806,412

**South Orange County Community College District  
Expenditure History for Approved Basic Aid Projects  
February 27, 2017**

<i>Project Description</i>	<i>Approved Amount</i>	<i>1999/2012 Actual</i>	<i>2012/13 Actual</i>	<i>2013/14 Actual</i>	<i>2014/15 Actual</i>	<i>2015/16 Actual</i>	<i>Balance Remaining for 2016/17</i>
<b>Change from January 2017 Report:</b>							
	<i>Approved Amount</i>						<i>Commitment Change</i>
SC 12KV Elec Distr Repair (2014)	(24,107)						(24,107)
SC Building Repairs - Library Remodel (2003)	(720)						(720)
SC Central Plant/CoGen Upgrade (2015)	(6,456)						(6,456)
SC Golf Driving Range Net Replacement (2005)	(59,430)					-	(59,430)
SC Health Sciences/DS Waterproofing (2013)	(565)						(565)
SOCCCD Data Backup and Disaster Recovery (2016)	(117,521)	-				-	(117,521)
SOCCCD District-wide Automatic Email Archive (2015)	(8,068)						(8,068)
SOCCCD District-wide Hardware Refresh (2014)	(12,016)						(12,016)
SOCCCD District-wide Parking Study (2016)	(556)						(556)
SOCCCD District-wide Server/Storage Maintenance (2015)	(11,957)						(11,957)
SOCCCD Enterprise Backup Solution (2014)	(32,651)						(32,651)
SOCCCD Facilities Software System (2013)	(240,928)						(240,928)
SOCCCD Lease/Leaseback Consultant (2013)	(407,203)						(407,203)
SOCCCD MySite Help System Prog 679900	(12,757)						(12,757)
SOCCCD MySite Message Customization (2014)	(902)						(902)
SOCCCD New Library System (2014)	(5,106)						(5,106)
SOCCCD Workday Big Data (2016)	-						-
<b>Total Change from January 2017 Report</b>	<b>(940,943)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(940,943)</b>



**TO:** Board of Trustees  
**FROM:** Debra L. Fitzsimons, Interim 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

February 27, 2017

### 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)	\$0
Basic Aid Allocation:	\$3,867,000	\$63,491,000	\$67,358,000

Status: Closed: DSA Close Out and Certification.

In Progress: First year warranty work. Minor corrections underway.

Recently Completed: Final payment application paid.

Focus: Continuing to address minor building issues.

## 2. STADIUM AND SITE IMPROVEMENT

Project Description: The existing stadium will be replaced with a new 8,000 seat multi-sport stadium with restrooms, team rooms, concession stand, ticket booth, storage, press box, scoreboard, synthetic turf and 9-lane running track. This project includes the southeast campus perimeter drainage control and campus storm water outfall on County of Orange property. The existing practice fields and thrower's park will be relocated to and replace the Golf Driving Range and expanded to include a soccer practice field.

Start Preliminary Plans	<b>March 2014</b>	Award Design/Build Contract	Aug 2016
Start Working Drawings	Sept 2016	Complete Construction	Jan 2019
Complete Working Drwngs	March 2017	Advertise for FF&E	N/A
DSA Final Approval	Sept 2017	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 3/24/08, 6/23/14, 6/22/15. Several previously budgeted projects are integrated into a single project budget: Upper Quad (2008 - \$1M) Loop Road (2008 - \$3,442,000), Storm Drain Repairs (2013 - \$1,500,000) and Storm Drain, Parking, Practice Fields (2014 - \$7,638,000). On June 23, 2014, the Board approved \$950,000 and on June 22, 2015 the Board approved additional funds of \$7,945,000 and \$17,050,000. The Board approved Saddleback College's use of RDA and Promenade income of \$22,705,000.

Project Budget:	Original \$14,530,000	Revision \$47,700,000	Total \$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$0	\$22,705,000	\$22,705,000

Status: *Design Development: 50% Complete.*

In Progress: *Continue through the design development process.*

Recently Completed: *Preliminary meeting with Division of the State Architect (DSA) regarding incremental submittal of project components. Workshop to focus on project schedule.*

Focus: RFPs for building enclosure and commissioning consultants for the project.

### **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 replace the first floor slab with a structural mat slab, upgrades the mechanical and electrical systems, replaces the exterior plaster and reinstalls mission roof tiles. The project includes instruction and support space renovation throughout including spaces for Architecture, Drafting, Environmental Studies, Electronics, Automotive, and Graphic Arts programs.

Start Preliminary Plans	<b>July 2005</b>	Award Construction Contract	<i>Pending</i>
Start Working Drawings	<b>Sept 2011</b>	Complete Construction	<i>Pending</i>
Complete Working Drawings	<b>Dec 2013</b>	Advertise for FF&E	<i>Pending</i>
DSA Final Approval	<i>Pending</i>	DSA Close Out	<i>Pending</i>

Budget Narrative: Budget reflects Board agenda action on 2/28/11, 8/27/2012, 10/25/2013, 6/23/2014, and 8/22/2016. 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 February 28, 2011, the Board approved \$6,799,055. On August 27, 2012, the Board approved \$5,977,945. On October 25, 2013, the Board approved reassignment of funds of \$8,523,000 for the Saddleback College Sciences Building. On June 23, 2014 the Board restored funding of \$8,523,000 and an additional \$2,702,000. On August 22, 2016, the Board approved an additional \$3,110,000 to fully fund the project.

	Original	Revision	Total
Project Budget:	\$ 8,755,055	\$ 11,789,945	\$20,545,000
District Funding Commitment:	\$ 8,755,055	\$ 11,789,945	\$20,545,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 1,956,000	\$18,589,000	\$20,545,000

Status: The Board of Trustees approved a project pause to consider alternate building approaches.

In Progress: On Hold.

Recently Completed: On hold for review on DSA submittal.

Focus Issue: Staff and division considering alternate building approach. Evaluating program, overall scope, budget and schedule to determine how best to meet project needs.

#### **4. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT**

Project Description: This project addresses the Fine Arts complex and replaces existing HVAC units and controls with new energy efficient systems, and 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	<i>Jan 2017</i>
Complete Working Drwngs	<b>Nov 2014</b>	Advertise for FF&E	<i>N/A</i>
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, 6/22/2015 and 6/27/2016. On May 21, 2012, the Board approved \$1,000,000. 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. On June 27, 2016, the Board approved \$2,100,000 necessary to fully fund project in advance of basic aid request cycle.

	Original	Revision	Total
Project Budget:	\$1,000,000	\$6,7000,000	\$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: 99% Complete.

In Progress: Final punch list. Obtain DSA approval for fire panel upgrade in order to accommodate fog machine use in productions.

Recently Completed: Installation of seismic bracing and thermal expansion loops at chilled water & hot water lines.

Focus: Resolve change orders. Close out & training.

## 5. 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, 6/23/2014 and 8/22/2016. On June 17, 2013, the Board approved \$1,545,115. On June 23, 2014, the Board approved a reduction of (\$655,115). On August 22, 2016, the Board approved \$1,936,817. 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	\$ (2,456,000)	\$40,402,000
District Funding Commitment:	\$12,814,000	\$ 7,118,000	\$19,932,000
Anticipated State Match:	\$30,053,000	\$ (9,583,000)	\$20,470,000
Basic Aid Allocation:	\$ 1,545,115	\$ 1,281,702	\$ 2,826,817
Unallocated Amount:			\$37,575,183

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in November's election.

In Progress: *There were 32 statewide community college projects identified in the first year funding release and 39 projects identified in the second year funding release. Typically if projects are not funded, they must be re-submitted in the following year and re-compete for funds. Because the Governor's decision to withhold the bond funding is unprecedented, the State Chancellor's office is recommending that the first two years of recommended projects hold their positions until funding is released with the caveat that the projects meet the capacity load ratio requirements. The third and final year of funding will resume the necessity to compete for funds.*

Recently Completed: *State Chancellor's office identified projects for second year funding. The list includes the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project. The Governor has released only five projects for bond release in the first year.*

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 funding rounds are projected to follow in two successive years. However, there is recent speculation that the Governor will not release the bonds as designed, rather by using a more gradual release of bond/ funds over a longer period of time.

## **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	<b>Dec 2003</b>	Award Construction Contract	<b>Jan 2006</b>
Start Working Drawings	<b>April 2004</b>	Complete Construction	<b>June 2007</b>
Complete Working Drwngs	<b>Dec 2004</b>	Advertise for FF&E	<b>Jan 2007</b>
DSA Final Approval	<b>Aug 2005</b>	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. Original Architectural firm is re-engaged to address pending items.

In Progress: One change order is in the review process, and must be closed to arrive at DSA close out. Structural Engineer reviewing the final change order issue.

Recently Completed: Resolved addenda and *six* change orders.

Focus: DSA Close-Out Consultant is engaged to work with the DSA to complete this effort. *Minor construction work is required to correct deficiencies identified during closeout.*

## **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: Combining of "First Year Discovery" project with a college project to elicit a better contractor response. Anticipated bid in March 2017 for a summer execution.

Recently Completed: Draft of combined package with college project.

Focus: Completion of "first year discovery" items. Final closeout of project budget.



### 3. BARRANCA ENTRANCE

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	<b>Feb 2010</b>	Award Construction Contract	<b>May 2016</b>
Start Working Drawings	<b>March 2011</b>	Complete Construction	Feb 2017
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: 85% Complete. 95% of submittals have been reviewed. Inspection coordination with the City of Irvine and Irvine Ranch Water District is continuing.

In Progress: Traffic signal pole foundation and power installation underway. Signal connection under Southern California Edison review resulting in one month delay in completion.

Recently Completed: *Traffic signal pole foundations and installation of underground signal wiring complete.*

Focus: Traffic signal power connection from Southern California Edison is critical. Coordination is continuing.

### 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>May 2012</b>	Award Construction Contract	<b>July 2014</b>
Start Working Drawings	<b>Jan 2013</b>	Complete Construction	<b>Aug 2016</b>
Complete Working Drawings	<b>Dec 2013</b>	Advertise for FF&E	<b>Feb 2016</b>
DSA Final Approval	<b>June 2014</b>	DSA Close Out	Pending

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: 100% complete. Substantial completion reached on July 29, 2016.

In Progress: Final Pay application review. *Contractor has been called upon to review and address access compliant issues identified during our ADA Transition Plan survey.*

Recently Completed: Punch list, warranty and M&O Manuals provided, final furniture install.

Focus: Final Pay application review.

## 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
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Budget Narrative: Budget reflects Board action on 6/23/2014 and 8/22/2016. On June 23, 2014, the Board approved 795,000. On August 22, 2016, the Board approved \$1,659,739. 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	\$ (578,000)	\$35,125,000
District Funding Commitment:	\$10,562,000	\$ 6,755,000	\$17,317,000
Anticipated State Match:	\$25,141,000	\$ (7,333,000)	\$17,808,000
Basic Aid Allocation:	\$795,000	\$1,659,739	\$ 2,454,739
Unallocated Amount:			\$32,670,261

Status: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in November's election.

In Progress: *There were 32 statewide community college projects identified in the first year funding release and 39 projects identified in the second year funding release. Typically if projects are not funded, they must be re-submitted in the following year and re-compete for funds. Because the Governor's decision to withhold the bond funding is unprecedented, the State Chancellor's office is recommending that the first two years of recommended projects hold their positions until funding is released with the caveat that the projects meet the capacity load ratio requirements. The third and final year of funding will resume the necessity to compete for funds.*

Recently Completed: *State Chancellor's office identified projects for second year funding. The list includes the Saddleback College Gateway project and the Irvine Valley College Fine Arts Complex project. The Governor has released only five projects for bond release in the first year.*

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 funding rounds are projected to follow in two successive years. However, there is recent speculation that the Governor will not release the bonds as designed, rather using a more gradual release of funds over a longer period of time.

## **6. PARKING LOT PHASE IA AND SOLAR SHADE PROJECT**

**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, 6/22/2015 and 8/22/2016. On June 23, 2014, the Board approved \$3,010,000. On June 22, 2015, the Board approved \$90,000. On August 22, 2016, the Board approved \$3,655,000.

	Original	Revision	Total
Project Budget:	\$3,010,000	\$3,745,000	\$6,755,000
District Funding Commitment:	\$3,010,000	\$3,745,000	\$6,755,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$3,010,000	\$ 3,745,000	\$6,755,000

**Status:** Programming and Planning phase: 80% complete. Integration of Solar Shade Structure scope.

**In Progress:** Development of Design-Build project criteria is continuing including an assessment of demand versus proposed solar capacity. *Selection of Design-Build consultant is underway.*

**Recently Completed:** Kickoff meeting with criteria architect and user group. Preliminary parking lot layout is complete.

**Focus:** Development of Design-build project criteria and Design-build RFQ & P documents.

## **7. HEALTH CENTER/CONCESSION PROJECT**

**Project Description:** This project is a new one story building of an estimated 2,553 assignable square feet (ASF), 3,730 gross square feet (GSF) dedicated to Health Center services, Sports Medicine, sports concession and toilet facilities. The Health Center will move from the existing Student Services building which will free space for renovation to meet the increased counseling requirements. The new Heath Center/ Concession building, located adjacent to athletics fields will consist of student support services, offices,

restrooms and concessions. Additionally, bleacher seating for 300 seats will be constructed at the baseball field.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	Pending	Advertise for Equipment	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 6/22/2015.

	Original	Revision	Total
Project Budget:	\$5,200,000	\$ 538,000	\$5,738,000
District Funding Commitment:	\$5,200,000	\$ 538,000	\$5,738,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 400,000	\$5,338,000	\$5,738,000

Status: Programming and Planning phase: 80% Complete.

In Progress: Prequalification of Design Build teams is underway. *Selection of Design-Build consultant is underway.*

Recently Completed: Request for Qualifications for Design Build teams issued.

Focus: Completion of Project Criteria and development of Design-build RFP documents.

## **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
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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, 6/22/15 and 8/22/2016. On February 28, 2011, \$12,500,000 was originally allocated to the Phase 3A project budget and transferred to the IVC ATEP First Building 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. On August 22, 2016, the Board approved the FF&E

budget of \$1,600,000. The College has elected to use Irvine Valley College RDA equaling \$1, 250,000.

	Original	Revision	Total
Project Budget:	\$23,000,000	\$ 3,300,000	\$26,300,000
District Funding Commitment:	\$23,000,000	\$ 3,300,000	\$26,300,000
Anticipated State Match:	\$0	\$0	
Basic Aid Allocation:	\$21,450,000	\$ 4,850,000	\$26,300,000
College Contribution:	\$0	\$ 1,250,000	\$ 1,250,000

Status: Construction phase: 15% complete.

In Progress: Under slab utility installation, *forming for building slabs and off-site fabrication of structural steel.*

Recently Completed: *Building foundations*

Focus: Final review of project Audio Visual and IT components and begin furniture selection process. Evaluation of rain impacts on project schedule.

### 3. ATEP – UTILITIES AND INFRASTRUCTURE

Project Description: This project is a utilities and infrastructure project required to support construction of the ATEP 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	Oct2016
Start Working Drawings	<b>Nov 2015</b>	Complete Construction	Dec2017
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. *On August 22, 2016, the Board of Trustees approved \$2,475,000.*

	Original	Revision	Total
Project Budget:	\$7,000,000	\$2,475,000	\$9,475,000
District Funding Commitment:	\$7,000,000	\$2,475,000	\$9,475,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$7,000,000	\$2,475,000	\$9,475,000

Status: Construction phase: 5% complete

In Progress: Demolition of old parking lot, safe-off of site lighting electrical, rough grading.

Recently Completed: Contractor mobilization to site.

Focus: *Evaluation of rain impacts on construction schedule.* Construction coordination between Infrastructure, IVC First Building and City of Tustin Victory Road contractors. Review contract impact relative to utility re-sizing by Irvine Ranch Water District (IRWD).

## **DISTRICT WIDE**

### **1. DISTRICTWIDE SUSTAINABILITY/ ENERGY PLAN**

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 *plan* 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. *The project is broken into two phases, the first to focus on development of building design and construction guidelines and the second to focus on campus organizational policies and procedures.* This information anticipates the upcoming Education and Facilities Master Plan process.

Kick Off	<i>Jan 2017</i>	Start <i>Plan</i> Development	<i>Feb 2017</i>
Start Research/Analysis	<i>Jan 2017</i>	Complete <i>Plan</i>	<i>May 2017</i>
Complete Research/Analysis	<i>Feb 2017</i>	Final <i>Plan</i>	<i>June 2017</i>

Budget Narrative: Budget reflects Board action on 6/22/2015. On August 22, 2016, the Board approved \$40,000.

	Original	Revision	Total
Project Budget:	\$200,000	\$40,000	\$240,000
District Funding Commitment:	\$200,000	\$40,000	\$240,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$200,000	\$40,000	\$240,000

Status: *Phase One kickoff.*

In Progress: Identification of college committees.

Recently Completed: Agreement awarded *at November Board meeting.*



Focus: Identification of college committee members and scheduling of Sustainability Plan development meetings.

## **2. 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. On June 27, 2016, the Board approved \$440,000.

	Original	Revision	Total
Project Budget:	\$400,000	\$440,000	\$840,000
District Funding Commitment:	\$400,000	\$440,000	\$840,000
Anticipated State Match:	\$	\$	\$
Basic Aid Allocation:	\$400,000	\$440,000	\$840,000

Status: ADA Transition Plan is complete.

In Progress: Finalizing training agendas from campus staff.

Recently Completed: ADA Transition Plan is complete.

Focus: Scheduling staff training to manage Transition Plan database, project planning and basics of accessible construction.

Project updates for active projects may be viewed at:  
<http://www.socccd.edu/businessservices/ProjectUpdates.html>.

#### Notes

- Schedule Table: Bold dates in the schedule table indicate actuals. Items that are not bold indicate anticipated dates.
- Budget Table:
  - When state matches are identified, the project budgets reflect the allocated state match as reported in FUSION for the latest planning year. (FUSION is the State Chancellor's Office database for Capital Outlay.)
  - The "Revisions" column for the State Match category includes changes due to escalation and changes that may have occurred to the state's percentage (i.e. going from an 80% match down to a 70% match and so on as the economy changes) from the original project approvals to current date. The "Revisions" column for the Basic Aid Allocation will show a total variation to date taking into account both increased and decreased basic aid allocations.
  - The Unassigned category identifies an underfunded budget.
- The Budget Narrative paragraph for each project discusses the history of change to all category amounts over the life of the project.

**TO:** Board of Trustees

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

**RE:** SOCCCD: Monthly Financial Status Report

**ACTION:** Information

---

**BACKGROUND**

Monthly General Fund financial reports (EXHIBIT A) are provided to the Board of Trustees to keep members regularly informed of current information and provide an alert to any significant changes in the projected year ending balance. These reports provide district-wide and college financial information.

**STATUS**

The reports display the adopted budget, revised budget and transactions through January 31, 2017 (EXHIBIT A). A review of current revenues and expenditures for FY 2016-2017 show they are in line with the budget.

**SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT**  
General Fund Income and Expenditure Summary  
As of January 31, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
BEGINNING FUND BALANCE:		\$ 59,340,815	59,340,815	59,340,815	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,232,583	4,896,745	910,735	18.60%
State Sources	8600-8699	46,456,156	50,329,790	30,260,815	60.13%
Local Sources	8800-8899	224,530,310	224,605,490	143,164,731	63.74%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		275,219,049	279,832,025	174,336,281	62.30%
INCOMING TRANSFERS	8980-8989	4,107,009	4,107,009	3,130,809	76.23%
<b>TOTAL SOURCES OF FUNDS</b>		<b>\$ 338,666,873</b>	<b>343,279,849</b>	<b>236,807,905</b>	<b>68.98%</b>
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 86,730,335	87,947,978	49,988,752	56.84%
Other Staff Salaries	2000-2999	54,253,223	55,184,537	25,692,328	46.56%
Employee Benefits	3000-3999	50,476,683	50,780,664	25,750,692	50.71%
Supplies & Materials	4000-4999	7,659,548	7,141,746	2,222,215	31.12%
Services & Other Operating	5000-5999	30,037,802	32,224,602	12,104,282	37.56%
Capital Outlay	6000-6999	16,595,642	16,802,994	3,533,967	21.03%
Payments to Students	7500-7699	1,046,089	1,707,550	1,095,705	64.17%
Total Expenditures		\$ 246,799,322	251,790,071	120,387,941	47.81%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 750,000	750,000	250,000	33.33%
Basic Aid Transfers Out	7300-7399	56,129,557	56,129,557	23,650,000	42.13%
Intra Fund Transfers Out	7400-7499	0	0	0	0.00%
Total Other Uses		56,879,557	56,879,557	23,900,000	42.02%
<b>TOTAL USES OF FUNDS</b>		<b>303,678,879</b>	<b>308,669,628</b>	<b>144,287,941</b>	<b>46.75%</b>
<b>ENDING FUND BALANCE</b>		<b>\$ 34,987,994</b>	<b>34,610,221</b>	<b>92,519,964</b>	
<b>RESERVES</b>					
Reserve for Unrealized Tax Collections (Basic Aid)		\$ 13,865,469	13,865,469		
Reserve for Economic Uncertainties		14,122,525	12,705,329		
College Reserves for Economic Uncertainties		7,000,000	8,039,423		
<b>TOTAL RESERVES</b>		<b>\$ 34,987,994</b>	<b>34,610,221</b>		

NOTE: As of January 31, 2016 actual revenues to date were **68.36%** and actual expenditures to date were **38.32%** of the revised budget to date.

**SADDLEBACK COLLEGE**

General Fund Income and Expenditure Summary  
As of January 31, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		\$ 15,808,203	15,808,203	15,808,203	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 100,636,449	100,636,449	63,346,018	62.95%
Restricted Budget Allocation		28,755,407	30,188,307	18,507,374	61.31%
Total Revenue		129,391,856	130,824,756	81,853,392	62.57%
INCOMING TRANSFERS	8980-8989	3,302,005	3,302,005	229,247	6.94%
<b>TOTAL SOURCES OF FUNDS</b>		<u>\$ 148,502,064</u>	<u>149,934,964</u>	<u>97,890,842</u>	65.29%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 54,263,994	55,256,249	29,973,260	54.24%
Other Staff Salaries	2000-2999	27,571,323	27,887,226	12,711,455	45.58%
Employee Benefits	3000-3999	28,347,162	28,469,808	14,374,493	50.49%
Supplies & Materials	4000-4999	5,434,219	4,685,761	1,325,412	28.29%
Services & Other Operating	5000-5999	13,670,310	14,295,583	5,622,519	39.33%
Capital Outlay	6000-6999	11,020,064	10,827,082	1,624,055	15.00%
Payments to Students	7500-7699	694,992	1,013,255	722,988	71.35%
Total Expenditures		\$ 141,002,064	142,434,964	66,354,182	46.59%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	\$ 500,000	500,000	250,000	50.00%
Other Transfers	7400-7499	0	0	0	
Total Other Uses		500,000	500,000	250,000	50.00%
<b>TOTAL USES OF FUNDS</b>		<u>141,502,064</u>	<u>142,934,964</u>	<u>66,604,182</u>	46.60%
<b>LOCATION OPERATING BALANCE</b>		<u>\$ 7,000,000</u>	<u>7,000,000</u>	<u>31,286,660</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>\$ 7,000,000</u>	<u>7,000,000</u>		

NOTE: As of January 31, 2016 actual revenues to date were **63.83%** and actual expenditures to date were **45.83%** of the revised budget to date.

**IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary  
As of January 31, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
<b>SOURCES OF FUNDS</b>					
LOCATION BEGINNING BALANCE		6,619,666	6,619,666	6,619,666	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 60,296,673	60,296,673	39,047,097	64.76%
Restricted Budget Allocation		15,087,393	18,218,916	11,486,491	63.05%
Total Revenue		75,384,066	78,515,589	50,533,588	64.36%
INCOMING TRANSFERS	8980-8989	610,004	610,004	147,054	24.11%
<b>TOTAL SOURCES OF FUNDS</b>		<u>82,613,736</u>	<u>85,745,259</u>	<u>57,300,308</u>	66.83%
<b>USES OF FUNDS</b>					
EXPENDITURES:					
Academic Salaries	1000-1999	30,666,733	30,892,121	19,378,336	62.73%
Other Staff Salaries	2000-2999	17,795,118	18,415,021	8,695,437	47.22%
Employee Benefits	3000-3999	17,446,749	17,628,517	9,371,910	53.16%
Supplies & Materials	4000-4999	2,107,824	2,332,151	833,145	35.72%
Services & Other Operating	5000-5999	7,572,826	9,091,721	3,332,292	36.65%
Capital Outlay	6000-6999	5,256,193	5,652,010	1,842,690	32.60%
Payments to Students	7500-7699	351,097	694,295	372,933	53.71%
Total Expenditures		81,196,540	84,705,836	43,826,743	51.74%
OTHER FINANCING SOURCES/(USES):					
Debt Service	7100-7199	0	0	0	
Transfers Out	7300-7399	0	0	0	
Other Transfers	7400-7499	0	0	0	
Total Other Uses		0	0	0	
<b>TOTAL USES OF FUNDS</b>		<u>81,196,540</u>	<u>84,705,836</u>	<u>43,826,743</u>	51.74%
<b>LOCATION OPERATING BALANCE</b>		<u>1,417,196</u>	<u>1,039,423</u>	<u>13,473,565</u>	
<b>RESERVES</b>					
Reserve for Economic Uncertainties		<u>1,417,196</u>	<u>1,039,423</u>		

NOTE: As of January 31, 2016 actual revenues to date were **64.15%** and actual expenditures to date were **47.95%** of the revised budget to date.

**TO:** Board of Trustees  
**FROM:** Debra L. Fitzsimons, Interim Chancellor  
**RE:** SOCCCD: Quarterly Investment Report  
**ACTION:** Information

---

**BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

**STATUS**

As of the quarter ending on December 31, 2016, our cash balances were \$295,383,028.92 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 0.81% compared to prior quarter of 0.74%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,237,916.17, and the LAIF investment pool is yielding an average of 0.68% compared to prior quarter of 0.60%.

Both pools are highly liquid, with overnight wire transfers available upon request.

**TO:** Board of Trustees  
**FROM:** Debra L. Fitzsimons, Interim Chancellor  
**RE:** SOCCCD: Pension Stabilization Trust Fund  
**ACTION:** Information

---

### **BACKGROUND**

In March, 2016 the SOCCCD Board of Trustees authorized the District to join the California Public Entity Pension Stabilization Trust to set aside funds to offset the cost increases related to the STRS and PERS retirement systems pension liabilities. The trust was established with the Benefit Trust Company and Morgan Stanley as the registered investment advisor.

### **STATUS**

This report is for the period ending December 31, 2016 (EXHIBIT A). The portfolio is entirely invested in fixed income mutual funds. The portfolio's performance for the quarter decreased 1.67%, ending with a fair market value of \$26,758,346. The annual contribution of \$12,600,000 was deposited during the quarter and \$407,038 was withdrawn and transferred to the colleges and district services to offset increased pension costs for the first quarter.



January 12, 2017

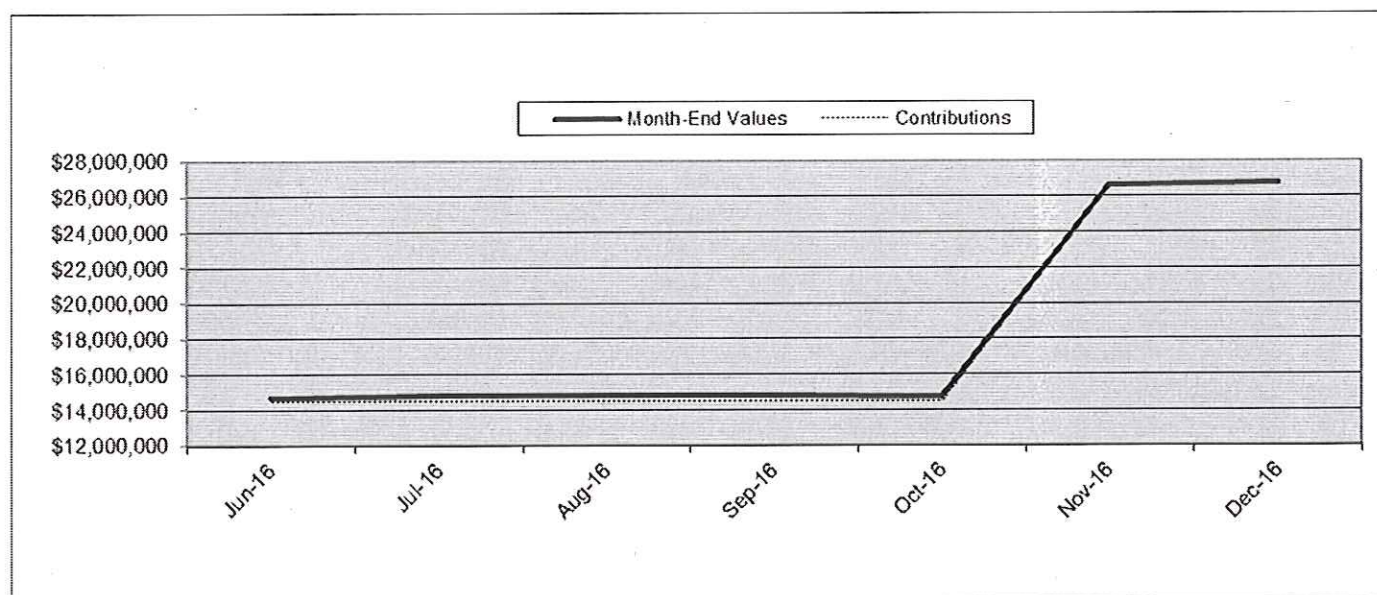
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Pension Stabilization Irrevocable Trust

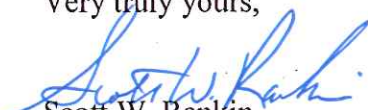
With a fair market value on December 31st of \$26,758,346.48 your portfolio's performance was down -1.67% for the quarter and down -0.50% on an annualized basis since the June 16, 2016 inception date net of program fees.

Your portfolio is invested entirely in fixed income mutual funds. It was designed to be invested over a short time frame. Deposits include the initial contribution of \$14,500,000 on June 16, 2016, and a follow-up contribution of \$12,600,000 on November 11, 2016. A withdrawal was taken on November 11, 2016 in the amount of \$407,038. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>4th Quarter 2016</u>	<u>Annualized Since Inception</u>
South Orange CCCD PST	-1.67%	-0.50% annualized return
Barclays Aggregate	-2.98%	-2.53% (Domestic Bonds)
Barclays Global	-7.07%	-6.32% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President

Month - Year	Contributions	Contribution Total	Withdrawals	Ending Value
June-16	14,500,000	14,500,000	-	14,633,971
September-16	-	14,500,000	-	14,814,905
December-16	12,600,000	27,100,000	407,038	26,758,346

**TO:** Board of Trustees

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

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

**ACTION:** Information

---

### **BACKGROUND**

In April 2008 the SOCCCD Board of Trustees authorized the establishment of an irrevocable trust to comply with GASB No. 43 (Financial Reporting for Postemployment Benefit Plans Other Than Pensions) and GASB No. 45 (Accounting and Financial Reporting by Employers for Postemployment Benefits other than Pensions). The trust was established with the Benefit Trust Company and is administered through the Futuris Public Entity Trust Program.

### **STATUS**

This report is for the periods ending November 30, 2016, December 31, 2016, and January 31, 2017 (EXHIBIT A).

For November, the portfolio was comprised of 49.2% Fixed Funds (Bonds) and 50.8% Common Stocks (Domestic and International). The portfolio's performance decreased 0.29%, ending with a fair market value of \$94,958,568, and an annualized return of 5.14%.

For December, the portfolio was comprised of 48.9% Fixed Funds (Bonds) and 51.1% Common Stocks (Domestic and International). The portfolio's performance increased 1.21%, ending with a fair market value of \$96,106,489, and an annualized return of 5.24%.

For January, the portfolio was comprised of 48.6% Fixed Funds (Bonds) and 51.4% Common Stocks (Domestic and International). The portfolio's performance increased 1.59%, ending with a fair market value of \$104,516,816, and an annualized return of 5.38% which is consistent with the market.



December 9, 2016

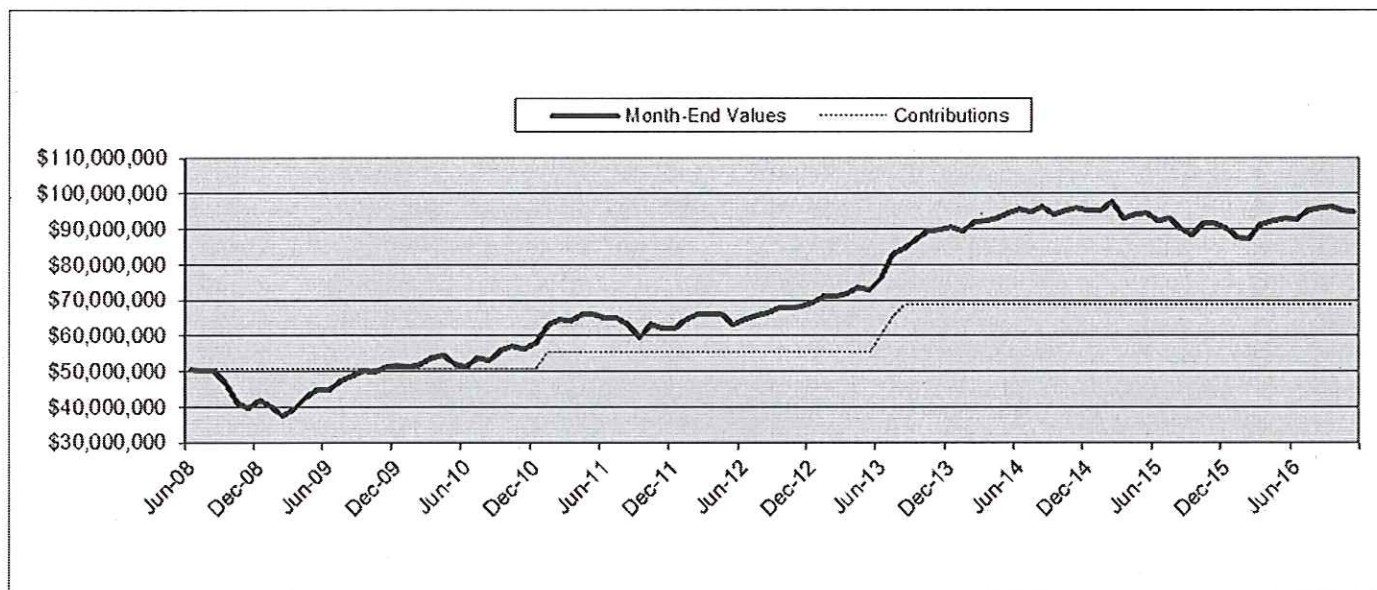
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

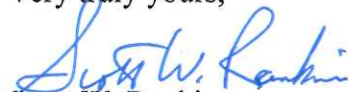
With a fair market value on November 30th of \$94,958,567.77 your portfolio's performance was down -0.29% for the month and up 5.14% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (50.8%) and fixed income funds (49.2%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>November 2016</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	-0.29%	5.11%	5.14% annualized return
S&P 500	3.70%	9.81%	9.00% (Domestic Stocks)
MSCI EAFE	-1.99%	-2.34%	0.61% (International stocks)
Barclays Aggregate	-2.37%	2.51%	4.20% (Domestic Bonds)
Barclays Global	-3.97%	2.55 %	2.43% (Global Bonds)



Very truly yours,

  
Scott W. Rankin  
Senior Vice President





January 12, 2017

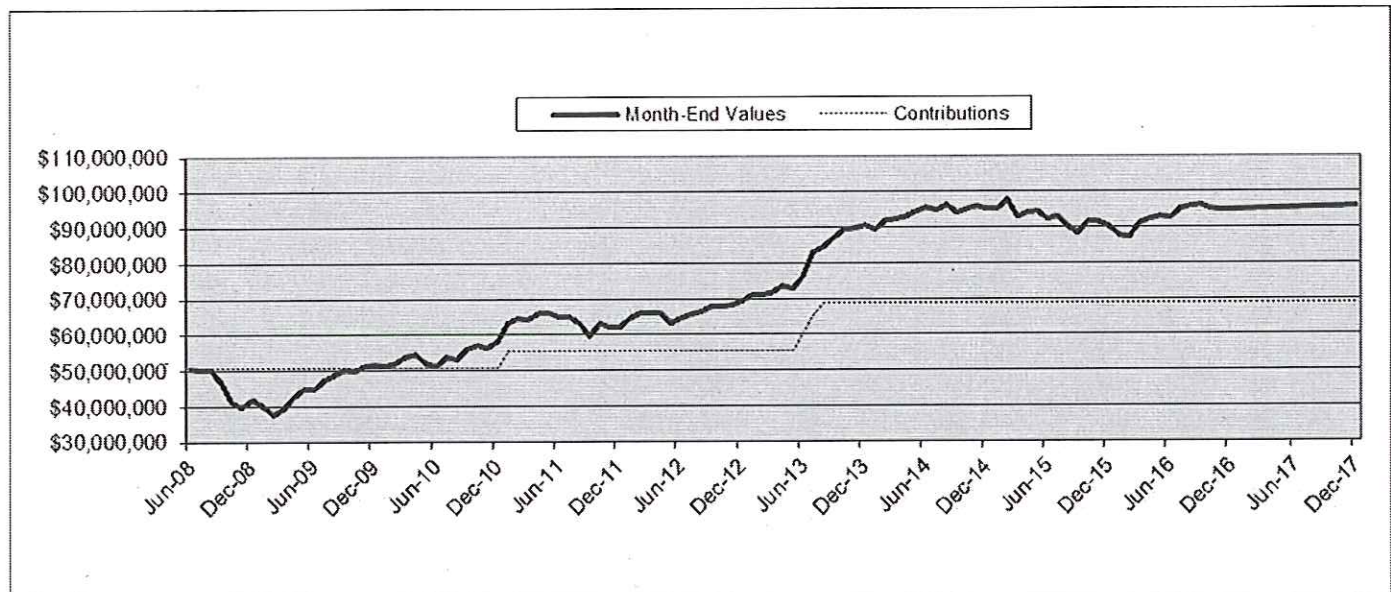
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

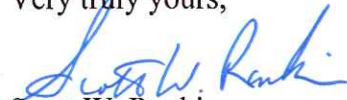
With a fair market value on December 31st of \$96,106,489.00 your portfolio's performance was up 1.21% for the month and up 5.24% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (51.1%) and fixed income funds (48.9%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013 for a total of \$68,799,723.76. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>December 2016</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.21%	6.38%	5.24% annualized return
S&P 500	1.98%	11.98%	9.16% (Domestic Stocks)
MSCI EAFE	3.42%	1.00%	1.00% (International stocks)
Barclays Aggregate	0.14%	2.66%	4.17% (Domestic Bonds)
Barclays Global	-0.46%	2.08%	2.35% (Global Bonds)



Very truly yours,

  
Scott W. Rankin  
Senior Vice President

February 8, 2017

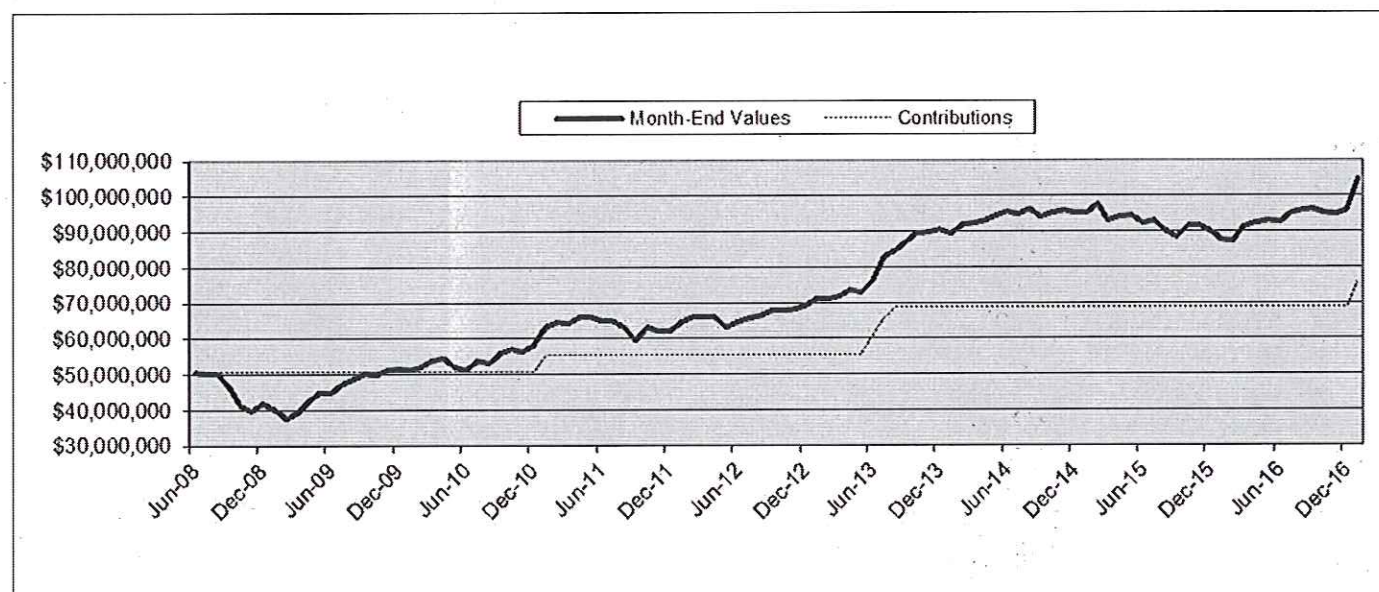
South Orange County Community College District  
28000 Marguerite Parkway  
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

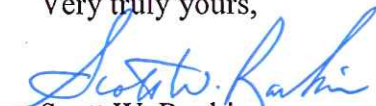
With a fair market value on January 31st of \$104,516,816.07 your portfolio's performance was up 1.59% for the month and up 5.38% on an annualized basis since the June 24<sup>th</sup>, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (51.4%) and fixed income funds (48.6%). It was designed to be invested over a long time frame. Deposits included the initial contribution of \$50,791,103 in June 2008, and additional contributions of \$4,618,708 on January 10, 2011, \$5,000,000 on June 17, 2013, \$5,000,000 on July 31, 2013 and \$3,389,912.76 on August 20, 2013, and \$6,876,877.96 on January 20, 2017 for a total of \$75,676,601.70. \$4,000,000 was withdrawn from the trust on March 19, 2015. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>January 2017</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	1.59%	1.59%	5.38% annualized return
S&P 500	1.90%	1.90%	9.30% (Domestic Stocks)
MSCI EAFE	2.90%	2.90%	1.33% (International stocks)
Barclays Aggregate	0.20%	0.20%	4.16% (Domestic Bonds)
Barclays Global	1.13%	1.13%	2.46% (Global Bonds)



Very truly yours,



Scott W. Rankin  
Senior Vice President



## Benefit Trust - Retiree (OPEB) Trust

Month - Year	Contributions	Contribution Balance	Month-End Investment Values
June-08	\$ 50,791,103	\$ 50,791,103	\$ 50,589,708
June-09	\$ -	\$ 50,791,103	\$ 44,706,214
June-10	\$ -	\$ 50,791,103	\$ 51,342,419
June-11	\$ 4,618,708	\$ 55,409,811	\$ 65,060,898
June-12	\$ -	\$ 55,409,811	\$ 64,788,984
June-13	\$ 5,000,000	\$ 60,409,811	\$ 76,038,439
June-14	\$ 8,389,913	\$ 68,799,724	\$ 95,689,395
July-14	\$ -	\$ 68,799,724	\$ 94,769,733
August-14	\$ -	\$ 68,799,724	\$ 96,479,698
September-14	\$ -	\$ 68,799,724	\$ 94,002,753
October-14	\$ -	\$ 68,799,724	\$ 95,339,341
November-14	\$ -	\$ 68,799,724	\$ 96,004,369
December-14	\$ -	\$ 68,799,724	\$ 95,241,531
January-15	\$ -	\$ 68,799,724	\$ 95,202,573
February-15	\$ -	\$ 68,799,724	\$ 97,642,721
March-15	\$ (4,000,000)	\$ 64,799,724	\$ 93,188,823
April-15	\$ -	\$ 64,799,724	\$ 94,125,319
May-15	\$ -	\$ 64,799,724	\$ 94,358,288
June-15	\$ -	\$ 64,799,724	\$ 92,222,506
July-15	\$ -	\$ 64,799,724	\$ 93,208,064
August-15	\$ -	\$ 64,799,724	\$ 90,108,927
September-15	\$ -	\$ 64,799,724	\$ 88,539,000
October-15	\$ -	\$ 64,799,724	\$ 91,671,410
November-15	\$ -	\$ 64,799,724	\$ 91,546,935
December-15	\$ -	\$ 64,799,724	\$ 90,246,709
January-16	\$ -	\$ 64,799,724	\$ 87,729,554
February-16	\$ -	\$ 64,799,724	\$ 87,194,244
March-16	\$ -	\$ 64,799,724	\$ 91,452,227
April-16	\$ -	\$ 64,799,724	\$ 92,330,964
May-16	\$ -	\$ 64,799,724	\$ 92,395,230
June-16	\$ -	\$ 64,799,724	\$ 92,851,363
July-16	\$ -	\$ 64,799,724	\$ 95,377,249
August-16	\$ -	\$ 64,799,724	\$ 95,929,958
September-16	\$ -	\$ 64,799,724	\$ 96,320,870
October-16	\$ -	\$ 64,799,724	\$ 95,230,338
November-16	\$ -	\$ 64,799,724	\$ 94,958,568
December-16	\$ -	\$ 64,799,724	\$ 96,106,489
January-17	\$ 6,876,878	\$ 71,676,602	\$ 104,516,816
	<b>\$ 71,676,602</b>		

**TO:** Board of Trustees

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

**RE:** SOCCCD: Pension Rates and Financial Impact to the District

**ACTION:** Information

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### **BACKGROUND**

As part of the adopted budget presentation on August 22, 2016, the Board of Trustees received information of the dramatic STRS and PERS pension rate increases anticipated through FY 2020-2021. The estimated annual increase for FY 2020-2021 over FY 2015-2016 was \$10.9 million.

### **STATUS**

In the last month, both pension systems lowered their assumed rates of return on their investment portfolios. STRS lowered its rate of return from 7.5% to 7.0%. The employer contribution rates that are already established in law through FY 2020-2021 will not change, ending at 19.1%. The rates beyond July 1, 2021 will increase marginally and cross 20% for a few years until the plan is fully funded in 2046.

PERS will lower its rate of return from 7.5% to 7.0% over the next 3 years. PERS sets the employer contribution rates each year after their actuarial report is complete. The estimated rates through FY 2020-2021 are expected to increase from 20.4% to 24.9%.

The negative financial impact of these changes to SOCCCD is reflected in EXHIBIT A, with a combined increase over the base year of FY 2015-2016 of \$13,051,012.



STRS & PERS Employer Rates

Previous Estimates

Fiscal Year	2015-2016 Actual	2016-2017 Estimated	2017-2018 Estimated	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	Annual Increase over 2015-2016
<b>STRS Annual Rate</b>	10.730%	12.580%	14.430%	16.280%	18.130%	19.100%	
<b>STRS Contribution</b>	7,181,247	8,671,975	10,245,683	11,559,232	12,872,781	13,561,507	6,380,260
Annual Increase		1,490,728	1,573,708	1,313,549	1,313,549	688,726	
<b>PERS Annual Rate</b>	11.847%	13.888%	16.600%	18.200%	19.900%	20.400%	
<b>PERS Contribution</b>	5,424,269	6,549,524	8,063,347	8,840,537	9,666,302	9,909,174	4,484,905
Annual Increase		1,125,255	1,513,823	777,190	825,764	242,872	
<b>Combined Annual Increase</b>		<b>2,615,983</b>	<b>3,087,531</b>	<b>2,090,739</b>	<b>2,139,314</b>	<b>931,598</b>	<b>10,865,165</b>

Revised Estimates

Fiscal Year	2015-2016 Actual	2016-2017 Estimated	2017-2018 Estimated	2018-2019 Estimated	2019-2020 Estimated	2020-2021 Estimated	Annual Increase over 2015-2016
<b>STRS Annual Rate</b>	10.730%	12.580%	14.430%	16.280%	18.130%	19.100%	
<b>STRS Contribution</b>	7,181,247	8,671,975	10,245,683	11,559,232	12,872,781	13,561,507	6,380,260
Annual Increase		1,490,728	1,573,708	1,313,549	1,313,549	688,726	
<b>PERS Annual Rate</b>	11.847%	13.888%	15.800%	18.700%	21.600%	24.900%	
<b>PERS Contribution</b>	5,424,269	6,549,524	7,674,752	9,083,409	10,492,066	12,095,021	6,670,752
Annual Increase		1,125,255	1,125,228	1,408,657	1,408,657	1,602,955	
<b>Combined Annual Increase</b>		<b>2,615,983</b>	<b>2,698,936</b>	<b>2,722,206</b>	<b>2,722,206</b>	<b>2,291,680</b>	<b>13,051,012</b>



# IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | [www.ivc.edu](http://www.ivc.edu)

**TO:** Debra L. Fitzsimons, EdD, Interim Chancellor, and Members of the Board of Trustees

**FROM:** Glenn R. Roquemore, PhD, President *GR*

**DATE:** February 16, 2017

**SUBJECT:** **President's Report for the February 27, 2017 Board of Trustees Meeting**

## **IVC Signs MOU with Chapman University**

On January 13, members of Irvine Valley College (IVC) and Chapman University met to sign a new Transfer Agreement Guarantee (TAG). Students studying biochemistry and molecular biology, biological sciences, chemistry, computer information systems, computer science, environmental science and policy, French, health sciences, Japanese, kinesiology, math, physics and computation sciences, psychology, software engineering, or Spanish will be considered for transfer to Chapman following the admission requirements set forth by the agreement. The idea for the TAG program came about after the Solar Decathlon in 2015. Chapman University's Dean, Crean College of Health and Behavioral Sciences Dr. Janeen Hill and Psychology Professor Dr. Fred Smoller worked with IVC's Dean for Math, Sciences and Engineering Lianna Zhao and President Roquemore to facilitate a path for IVC students to transfer to Chapman University.

## **IVC Psi Beta Research Teams to Present at the Honors Transfer Council of California**

IVC Psi Beta Psychology Honors Research club members have been accepted to present their research projects at the Honors Transfer Council of California (HTCC), to be held April 1 at the University of California, Irvine. Accepted project titles and topics include: Bilingual Reading Span; Drumming to a New Beat: The Effect of Neurological Music Therapy Treatment on People with Dementia; The Effects of Visual Disgust on Moral Judgments; The relationship between eye movement and an individual's interpretation of ambiguous stimuli with an emphasis on the effect of priming; The relationship between eye movement and an individual's interpretation of colored ambiguous stimuli versus black and white ambiguous stimuli; Listen to Yourself: The Correlation between Music Preferences, Personality, and Emotional States; Drawing the Line between Appreciation and Gratitude; Vagal Tone: the Parasympathetic and Psychophysiological Effect of Yogic Breathing; Enhancing Student Learning and Decreasing Test Anxiety through Practice Test Taking; Ego depletion, its primary determining forces, and other possible explanations for the accompanying decrease in cognitive functioning; False Memory, Hypnosis and Memory Recollection; Social Proof vs. Authority; Single-Channel N170 ERP Collection: An Efficient, Affordable Neuroimaging Method; and An Examination of the Relationship between the Frequency of Instagram Use and Self-esteem. Students in the IVC chapter compete each year to present their research at conferences throughout the state, as well as for national recognition and awards.

### **IVC Teams Compete in the CyberPatriot Regionals Competition**

On February 3, IVC hosted the CyberPatriot Regionals competition in which two IVC-hosted teams competed. CyberPatriot is part of the Southern California Cybersecurity Community College Consortium (SoCalCCCC), and is the association's flagship science, technology, engineering and mathematics (STEM) program dedicated to strengthening cyber security skills among American youth.

### **IEPI Pathways Training Workshops**

On January 26-27, Vice President for Student Services Linda Fontanilla, EdD led a team of 13 IVC representatives at the Institutional Effectiveness Partnership Initiative (IEPI) Pathways Training Workshops in Costa Mesa, CA. The workshops were designed for college leadership teams interested in learning about different strategies to implement a college pathways approach.

### **IVC Student Ambassadors Talent Show**

On February 6, the student ambassador program members hosted the "We are Amazing" Talent Show. Students, faculty, staff and administrators were invited to showcase their talents. Twenty-two performers in 17 acts participated in the talent show, including faculty members Edwin Tiongson, Steve Longacre and Greg Koppel. Vice Chancellor Bob Bramucci also participated. All proceeds from ticket and opportunity drawing sales benefited student scholarships. The ambassadors raised \$872. This is the third year that the student ambassadors have chosen to hold a talent show event for the campus community.

### **IVC Team Attends AACC Pathways Project Institute #4**

On February 2-4, a team of seven IVC representatives attended the American Association of Community Colleges (AACC) Pathways Institute #4: Ensuring Students Are Learning and Progressing Through the Pathway, in Tempe, Arizona. The IVC team included President Glenn Roquemore, PhD; Vice President for Instruction Chris McDonald, EdD; Vice President for Student Services Linda Fontanilla, EdD; Articulation Officer Tiffany Tran; English Professor Daniel DeRoulet, PhD; Business Sciences Professor Roopa Mathur, PhD; and Senior Research and Planning Analyst Lisa Wang. Chris McDonald and Lisa Wang served as facilitators and led the team through discussions to identify areas for opportunity to ensure students are learning and progressing through a pathway program. Review of data from IVC's 2016 Community College Engagement (CCSSE) and recent student and faculty focus groups informed these discussions.

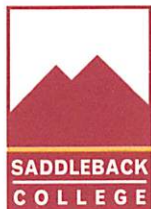
### **IVC Speech and Debate Starts the Semester with Strong Showing**

In January, the IVC Speech and Debate Team hosted the Irvine Valley College Winter Classic. Over 170 elementary, middle and high school students participated in the tournament, while IVC debate team members judged the debate rounds and provided feedback to the students. The Speech and Debate Team also competed in the Close to Coast Speech Tournament held at Orange Coast College, January 21-22. Team captain Skyler Meador and new team member Chanel Schultz-Arigo placed first in their events. On February 15, the IVC Speech and Debate Team captains and alumni hosted the Chinese National Debate Team. The teams debated the topic: *Open retaliation against Russia for cyber interference in the US Presidential election was justified.*

### **IVC 30<sup>th</sup> Annual Astounding Inventions**

On January 28, young inventors from kindergarten through eighth grade competed at the 30<sup>th</sup> Annual IVC "Astounding Inventions" competition, presented by Knobbe Martens Olson & Bear, LLP and the IVC Foundation, and supported by Cox Communications. The competition and exhibition featured a variety of science, technology, engineering, and math (STEM) activities, displays and demonstrations. More than 300 students presented inventions that they conceived and crafted on their own. The students competed for \$10,000 in cash prizes, certificates of achievement and ribbons from the IVC Foundation. The inventions were grouped by grade level and judged on their originality, usefulness, and a written description and illustration submitted by the student. Over sixty judges representing the scientific, education, civic and business communities determined the winners at the event. In addition, as part of its title sponsorship, Knobbe Martens selected two students' inventions from the event (one from Irvine Unified School District and one from Tustin Unified School District), based on the perceived patentability of the invention, and will offer to conduct a pro bono patent search and write a provisional patent application for the invention.





## 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  
Dr. Debra L. Fitzsimons, Interim Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for February 27, 2017 Board of Trustees Meeting

The Association of Community Colleges and Junior Colleges (ACCJC) visiting team will be at Saddleback College the week of February 27<sup>th</sup> to March 2<sup>nd</sup> and the following events are being held during the week:

Welcome Reception: Monday, February 27<sup>th</sup>, 8:15 to 9:00 am, SSC 212  
College-wide Forum: Monday, February 27<sup>th</sup>, 4:00 pm to 5:00 pm, SSC 212  
College-Wide Forum: Tuesday, February 28<sup>th</sup>, 1:30 pm to 2:30 pm, SSC 212  
Accreditation Team Exit Session: Thursday, March 2<sup>nd</sup>, 10:30 am to 11:00 am

The visiting team is comprised of peer faculty, staff, management, and trustees and comes to the campus to evaluate the college's accreditation status. We are fully committed to the accreditation process and welcome the opportunity to evaluate our progress since the last ACCJC team visit in 2010.

Thank you to our accreditation tri-chairs: Dr. Juan Avalos, Dr. Bob Cosgrove, and Craig Connor, and the dozens of employees who have dedicated considerable time to our accreditation self-study and the ACCJC team visit.

President Burnett held a president's chat on Tuesday, February 14<sup>th</sup>, where he answered questions and discussed the ACCJC team visit.

The classified staff luncheon was held on Friday, February 3<sup>rd</sup>. Thank you to Trustees Wright and Milchiker for joining us. The presentation focused on One Book One College, CTE Career Pathways, student mental health issues, accreditation, and more.

Nominations are being accepted for the faculty and staff Leadership and Innovation Awards. Nominations forms can be accessed at the president's website at <https://www.saddleback.edu/president/>.

### Office of Instruction

#### *Fine Arts and Media Technology*

On Friday, February 3<sup>rd</sup>, art, jazz, speech, dance students and faculty put on a spectacle of improvised performance, which was once called Happening/Unhappening and has now morphed into ThIs ThiNg. Joey Sellers' Jazz Studies Program commemorated Jazz Day on February 25<sup>th</sup> with a full day of jazz activities which included clinics with high school ensembles, a meet-the-artist session, and a master class leading to a concert by Saxophonist/Composer Walter Smith, III and the Saddleback Big Band in the

McKinney Theatre. On Sunday, February 26<sup>th</sup>, Keyboard Studies will present a piano recital with Pierce Kagari Emata in the McKinney Theatre. On February 27<sup>th</sup> through March 16<sup>th</sup>, the Art Gallery will present *Past and Present, a Faculty Art and Photo Exhibition* dedicated to three talented instructors (whose works were on display) and whom we have lost but not forgotten: Richard White, Tom Gaines, and Wayne Horvath. An artist's reception was held on Thursday, February 23<sup>rd</sup> and the gallery will also open on Saturday, March 11<sup>th</sup> from 10 am to 2 pm.

Report to the SOCCCD Board of Trustees for February 27, 2017  
Business Services Highlights – Acting Vice Chancellor C.M. Brahmbhatt

**KSBR/KCSN Collaboration for Broadcasting:**

A request for proposal (RFP) was prepared collaboratively by South Orange County Community College District (SOCCCD) and California State University, Northridge (CSUN) to obtain proposals for consulting services for a collaborative business plan for KCSN/KSBR Radio Station Collaboration, with CSUN acting as the bid agent. Following a collaborative bid review process, RFP No. 1630 bid was awarded to Public Media Company (PMC) in cooperation with Bolder Strategies (BSI) and will be referred to as the PMC Team.

The project process, scope of services and steps identified by the PMC Team are:

1. Overall Vision, Strategy and Goals for the Collaboration (i.e., testing and achieving consensus)
2. Operating Structure, Staffing & Management Plan, Governance Model (i.e., clarifying decision-making process and respective roles)
3. Programming Strategy Analysis, Recommendations and Audience Reach Potential
4. Business Plan (3-year revenue and expense projections and financial operating model)
5. Branding and Marketing Recommendations
6. Implementation Plan (i.e., phase-in steps and timeline)
7. Final Study Recommendations and Plans Presentation

The project agreement will be following the proposed timeline as follows:

- All participants met for an informational gathering kick-off meeting with the PCM Team on February 21, 2017.
- The PCM Team will begin to prepare a draft agreement, which will be discussed at another in person meeting held in late March.
- Another review of the nearly finalized draft agreement will be held at another in person meeting in the middle of April.
- A final report from the PCM Team will be presented in person to the KSBR/KCSN representatives in late May.

It is anticipated that a finalized agreement will be presented to the SOCCCD Board of Trustees for the June 26, 2017 board meeting