



Meeting of the Board of Trustees

April 24, 2017

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).)(4 matters)
 - B. Public Employee Employment (Government Code Section 54957(b).)
 - 1. Chancellor Recruitment
 - 2. Public Employee Employment: Buyer
 - 3. Child Development Center Employees, Irvine Valley College
 - 4. PARS Supplemental Retirement Plan (SRP)
 - C. Public Employee Performance Evaluation (Government Code Section 54957(b).)
 - 1. Vice Chancellor Human Resources & Employer/Employee Relations
- 1.4 Conference with Legal Counsel (Government Code Section 54956.9)
 - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), and (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 T.J. Prendergast

2.3 Pledge of Allegiance

Led by Trustee Terri Whitt

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

4.0 DISCUSSION ITEMS

4.1 Saddleback College and Irvine Valley College: Comprehensive Support Services Strategies to Non-academic Barriers.

At the request of the Board of Trustees, representatives from Saddleback College and Irvine Valley College will present information on comprehensive support services for students in need.

4.2 Saddleback College and Irvine Valley College: Strong Workforce Program

Representatives from Saddleback College and Irvine Valley College will share highlights of their Strong Workforce program.

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 March 27, 2017.
- 5.2 **Resolutions:**
1. Johnathan Forde, Student Trustee
2. Classified Employee Week
3. Basil Smith, Professor of the Year, Saddleback College
4. Tracey Magrann, Associate Professor of the Year, Saddleback College
5. Susan Hecht, Emeritus Professor of the Year, Saddleback College
6. Michael Cassens, Professor of the Year, Irvine Valley College
7. Rick Schank, Associate Professor of the Year, Irvine Valley College
8. Judith Shields, Professor of the Year, Irvine Valley College
- 5.3 **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 2017-2018 academic year, pursuant to Title 5, Section 53200 et seq.
- 5.4 **Irvine Valley College: Community Education, Summer 2017**
Approve Summer 2017 Community Education courses, presenters and compensation.
- 5.5 **SOCCCD: Irvine Valley College, Laser Technology Equipment, Award of Bid No. 335, Agilent Technologies, Inc.**
Award Bid No. 335, for Irvine Valley College, Laser Technology Equipment to Agilent Technologies, Inc. for a total amount of \$125,598.73.
- 5.6 **Saddleback College and Irvine Valley College: Speakers**
Approve general fund honoraria for speakers for events and/or classes at Saddleback College and Irvine Valley College.
- 5.7 **Saddleback College: Revised Courses for the 2017-18 Academic Year**
Approve proposed curriculum changes for the 2017-18 academic year at Saddleback College
- 5.8 **SOCCCD: Saddleback College, Consultant Services Agreement for Alternative Fuel Program Services, San Diego Community College District**
Accept this consultant services agreement of \$135,916 from the San Diego Community College District to develop training programs to support Alternative and Renewable Fuel and Vehicle Technology from March 24, 2017 to February 28, 2018.
- 5.9 **SOCCCD: Budget Amendment: Adopt Resolution No. 17-11 to Amend FY 2016-2017 Adopted Budget**
Adopt Resolution No. 17-11 to amend the FY 2016-2017 Adopted Budget.

- 5.10 **SOCCCD: Transfer of Budget Appropriations**
Ratify the Transfer of Budget Appropriations.
- 5.11 **SOCCCD: March 2017 Change Orders/ Amendments**
Ratify the change orders and amendments as listed.
- 5.12 **SOCCCD: Purchase Orders and Checks**
Ratify the purchase orders and checks as listed.
- 5.13 **SOCCCD: March - 2017 Contracts**
Ratify contracts as listed.

6.0 GENERAL ACTION ITEMS

- 6.1 **SOCCCD: Irvine Valley College Health Center - Concessions Project, Architectural Services, IBI Group**
Approve the IBI Group agreement for architectural services for the Irvine Valley College Health Center - Concessions project, in the amount of \$365,467.
- 6.2 **SOCCCD: Saddleback College and Irvine Valley College 2017-2018 Student Health Fee Increase**
Permit the colleges to implement a student health fee increase of \$1 from \$19 to \$20 per semester and from \$16 to \$17 per summer session or intersession of at least four weeks for the 2017-18 academic year.
- 6.3 **SOCCCD: Award of Bid No. 346D, District Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP), Ware Disposal, Inc.**
Approve a five year agreement between South Orange County Community College District and Ware Disposal, Inc. for District Waste Removal Services for Saddleback College, Irvine Valley College and ATEP or an estimated annual cost of \$60,000 with a total contract amount of \$300,000.
- 6.4 **SOCCCD: Award of Bid No. 347D, District Hazardous Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP), North State Environmental, Inc.**
Approve a five year agreement between South Orange County Community College District and North State Environmental, Inc. for District Hazardous Waste Removal Services for Saddleback College, Irvine Valley College, and ATEP for an estimated annual cost of \$120,000 with a total contract amount of \$600,000.
- 6.5 **SOCCCD: Modular Wall Systems, University of California Contract, DIRT Environmental Solutions, Inc.**
Approve contracting with DIRT Environmental Solutions, Inc. for the purchase of modular wall systems, pursuant to the University of California Agreement #UCOP-113, for the term of the agreement which ends June 30, 2018. Annual expenditures for the term under this agreement will not exceed \$500,000.

- 6.6 **SOCCCD: Board Policy Revision: BP-4003 Nepotism, BP-4420 Enrollment Fee Reimbursement for Eligible Employees, BP-5403 Associated Students Elections, BP-5600 Associate Degree Requirements, BP-6100 Curriculum, BP-6110 Articulation of Courses and Programs**
Accept board policies for review and study.
- 6.7 **SOCCCD: Academic Personnel Actions – Regular Items**
Ratify New Personnel Appointments, Additional Compensation: General Fund, Additional Compensation: Categorical/Non-General Fund, Authorization to Establish an Academic Administrative Position, Reorganization, Resignation/Retirement/Conclusion of Employment.
- 6.8 **SOCCCD: Classified Personnel Actions – Regular Items**
Ratify New Personnel Appointments, Authorization to Establish and Announce a Classified Position, Reorganization, Change of Status, Out of Class Assignments, Resignation/Retirement/Conclusion of Employment, Volunteers .
- 6.9 **SOCCCD: Adopt Resolution No. 17-12 Classified Employee/Position Layoff** Adopt a resolution to approve the reduction/discontinuance of classified service positions.

7.0 REPORTS

- 7.1 **Saddleback College and Irvine Valley College: Professors of the Year**
Saddleback College and Irvine Valley College Professors of the Year
- 7.2 **Saddleback College and Irvine Valley College: Speakers**
A listing of speakers for events and/or classes at Saddleback College and Irvine Valley College
- 7.3 **SOCCCD: Staff response to public comments from the previous board meeting.**
Nothing to report.
- 7.4 **SOCCCD: Basic Aid Report**
Report on projected receipts and approved projects.
- 7.5 **SOCCCD: Facilities Plan Status Report**
Status of current construction projects.
- 7.6 **SOCCCD: Monthly Financial Status Report**
Report for the period ending March 31, 2017.
- 7.7 **SOCCCD: Quarterly Financial Status Report**
Report for period ending March 31, 2017.
- 7.8 **SOCCCD: Retiree (OPEB) Trust Fund**

Report for the period ending March 31, 2017.

7.9 SOCCCD: Pension Stabilization Trust Fund
Report for the period ending March 31, 2017.

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.

Chancellor and College Presidents written reports are included for information.

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: Saddleback College and Irvine Valley College: Non-Academic Barriers Directly Impacting Students' Success, Retention and Graduation Rates

ACTION: Discussion

BACKGROUND

On January 11, 2017 Trustee Whitt requested a report regarding the strategies both colleges have developed for comprehensive support services, both on-campus and with community partners to help students experiencing some level of housing and food insecurities. Some of our students also suffer from mental illnesses, drug and alcohol abuse, suicidal ideation, homelessness, clothing insecurities, and other health and wellness issues.

Both colleges have worked to implement programs to combat the many insecurities, but do not have nearly enough resources to eradicate the negative and destructive impact these issues have on our students' abilities to be successful in achieving their academic goals.

STATUS

At the Board's request, representatives from Saddleback College and Irvine Valley College will share highlights of the programs and services they have implemented, as detailed in Exhibits A and B, which are attached.



SADDLEBACK COLLEGE

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

Request for Report: Non-Academic Barriers Directly Impacting Students' Success, Retention and Graduation Rates

Overview

Not only in California, but across our nation we are seeing more and more headlines and images of college students who are suffering from the destructive impact that stress, mental illness, drug and alcohol abuse, suicide ideation, food and clothing insecurities, homelessness, and other health and wellness issues have on student success – these non-academic barriers directly impact student success. While our college mission is education, we cannot deny that the lack of services directly impacts college students' success and academic performance as well as their ability to develop socially as productive members of society. This presentation will show what we currently have in place, what we are doing to address the needs, and what we are presenting as opportunities to enhance services in order to meet the growing needs of our students.

According to the American College Health Association 2013 survey of 17,271 California Community College students:

- 22% felt hopeless and overwhelmed
- 18.3% had periods of overwhelming anxiety
- 9.1% seriously considered suicide
- 2.5% attempted suicide

31.9% of community college students reported binge drinking reported (5 or more drinks in a row) in the last 2 weeks compared with their non-college peers at 23.7%. Intoxication (having been drunk) 38.4 % of community college students and 24.9% of non-college peers in the last month.

California Legislation

Currently within our state there are several legislative bills addressing the needs of our college students as leaders become more aware of the non-academic struggles our students are facing which directly affect their academic success.

AB 1995 - Community colleges: homeless students: access to shower facilities. This bill requires two-year campuses with shower facilities to make them available to their homeless college students.



AB 1747 - Food assistance: higher education students. This bill requires that California higher education institutions apply to participate in local food assistance programs. It also establishes funding accounts for college food pantries as part of the state's Emergency Food Assistance Program.

AB 801 -Postsecondary education: Success for Homeless Youth in Higher Education Act. This bill would require to designate a staff member to serve as a Homeless and Foster Student Liaison and to inform current and prospective students of the institution about

Saddleback Programs and Support

Saddleback College utilized the ACHA/NCHA data as the framework for building programs to embrace our students and help fill the gaps in their needs.

- Alcohol, Tobacco and Drug Abuse Education and Prevention
- Suicide Prevention
- Food and Clothing Insecurities
- Homelessness
- Mental Health Initiatives
- Emergency Funds
- Family Pact – Family Planning
- Local Education Agency (LEA) – Medi-Cal Funding
- Domestic Violence
- Vaccination Assistance Funding
- Health Education

Alcohol, Tobacco and Drugs

College students make up one of the largest groups of drug abusers nationwide. Young people (ages 18 to 24) are already at a heightened risk of addiction. According to ACHA those who are enrolled in a full-time college are twice more likely to abuse drugs and alcohol than those who don't attend college. Generally, starting college produces some natural social anxiety for many students. The temptation to drink is strong because college students overwhelmingly find that alcohol makes socializing easier. Not all college students immediately start binge drinking and doing drugs, but routinely drinking to have more fun leads many students toward addiction. In 2012, the ACHA/NCHA survey provided valuable data on behaviors and needs of our students. From this data we began our Drug and Alcohol Prevention Intervention program and now have a weekly AA meeting on campus. All programs and services were developed to meet the needs of our students.

Mental Health Services

Our students have the opportunity to receive individual, group, couple or family therapy by Doctorate level intern therapists. All therapy services are overseen by our licensed clinical psychologists. We work collaboratively through partnerships within our community for students with higher level psychological needs; in addition our students have the ability to meet directly with our Clinical Psychologists through a referral

program. Furthermore, we offer a battery of psychological testing including personality, depression, anxiety screening, and ADHD testing all for free for our students.

- Individual Treatment
- Group Treatment
- Support and Community Referrals
- Couple/Family Therapy
- Crisis Intervention
- Community Outreach
- Psychological Testing

Again with the support of our administration Saddleback has taken a significant step forward to provide mental health services to meet the increasing needs we are seeing not only locally but across our nation. In spring 2016 we were able to hire our first full-time licensed clinical psychologist and one part-time licensed clinical psychologist. We are also an APICC member and part of the Southern California Internship Consortium. Our intern training programs included 6 doctorate level interns in varying levels in their practicum including pre and post doctorate interns.

Food and Clothing Insecurities

According to the report published by Sara Goldrich-Rab, Hungry to Learn: Addressing Food & Housing Insecurity among Undergraduates in December 2015 a survey of more than 4,000 undergraduates at 10 community colleges across the nation, showed half of all community college students are struggling with food and/or housing insecurity. Fully 20 percent are hungry and 13 percent are homeless. Additionally, this year California State University released sobering results finding the 1 in 4 of its 470,000 students on 23 campuses encountered food insecurity and 1 in 10 faced unstable housing situations.

These numbers are startling and indicate the need for a multi-pronged, comprehensive set of institutional, state, and local policies to alleviate the barriers presented by poverty, to improve educational success.

Saddleback College has taken a step forward by creating a partnership with Helping Hand World Wide offering free nutritious groceries bi-weekly to students and the community, additionally we have brought Cal-Fresh on campus to sign up students who are eligible and this fall opened a new and gently used clothing store through the student health center. In the last four years we have served almost 10,000 students and community members with fresh groceries.

Foundation Emergency Funds

The Student Health Center has worked in collaboration with our Foundation to establish an Emergency Fund. Donors have the ability donate to these funds for our students. These funds are used on various items such as:

- Transportation Costs
Domestic violence, illness, bus passes
- Hotel
Up to three nights
- Food
- Clothing
- Books
- Toiletries

Medi-Cal Funding Programs

Community Colleges throughout the state of California are struggling to fund the health and mental health services that are required to assist student success academically. College Student Health Centers are experiencing an increase in the number of students impacted by stress, mental illness, drug and alcohol abuse, suicide tendencies, food and clothing insecurities, homelessness, and other health and wellness ailments.

SB 276 was signed by the Governor October 8, 2015. This allows for the same LEA Medi-Cal billing option for Community Colleges that K-12 school districts have had for 23 years. Saddleback College is proud to announce we are the first college not only in California but in the nation to become a Medi-Cal provider for our currently enrolled eligible Medi-Cal students.

Challenges for our College

As the greater needs present themselves we need to assess every one of our students for economic security so we can meet their basic needs. Target these needs for support as a form of college readiness. The Health Services need to continue to identify all available resources both mental and physical, and provide them to students who need them. The Health Services need to utilize increases in health fees when approved through the State Chancellors office to help augment the growing needs and costs of services. Additionally, we need to address the need for food with food pantries, SNAP and work-study to meet work requirements. Partner effectively with the right agencies to provide support. Lastly and most importantly, we need to address the need and funding for housing via campus housing options, emergency housing, and partnering with housing authorities.



Summary of Current Services And Future Plans:

Health and Wellness Center

The Health and Wellness Center (HWC) services are available to currently enrolled students who have paid the health fee. The HWC is dedicated to the well-being of Irvine Valley College (IVC) students. Staff consists of medical physicians, registered nurses, mental health providers, and support staff. The HWC provides basic treatment for acute illness and injuries. A referral system is in place for those medical and surgical problems that are beyond the scope of the HWC.

Mental Health:

On-site mental health services are available to students on a short-term basis by a licensed Marriage Family Therapist (MFT). In the 2015-16 academic year, 1,169 students received mental health services at IVC. For mental health issues that require more in-depth treatment, the HWC provides referrals to appropriate outside agencies. IVC's referral base is comprised of local providers known for their expertise in mental health care.

Each semester mental health staff conduct 2-3 educational workshops on suicide education and intervention for faculty, classified staff, and managers. This educational program explains how to respond in a crisis situation and encourages all employees to intervene and assist students in crisis.

Health Services:

IVC offers Family Pact services for eligible students. The state program provides free services for sexually transmitted infections (STIs), health examinations, HIV screening, cervical cancer screening and FDA approved contraceptive methods and supplies. Diagnosis is conducted by our medical physicians with labs and prescriptions provided in-house. This is a communicable disease prevention program that has assisted over 71 IVC students in the last year. The goal is to provide students with education, provide prevention methods of self-care, and to make students aware of diseases that could affect them for the rest of their lives. We outreach to and educate all students to understand prevention and protection methods against STIs and pregnancy.

Housing:

Students facing housing insecurities are referred to 2-1-1 services or the local Social Services agency. The HWC has created a housing resource list that has been verified to be current and assists the students in finding housing and locating a shelter for the night if needed.

Veterans Resource Center

Food:

The Veterans Resource Center (VRC) offers services for homeless students and those students who experience food insecurities. A small scale food bank is located in the VRC, initiated in 2014 for veteran students who were homeless and going without food. Food bags are available with one week's worth of non-perishable food, a menu created by a certified registered dietician, ensuring healthy and nutritious meals, and a list of local pantries that distribute food boxes and hot meals. Eligible students assisted in applying for CalFresh, a federally mandated, state-supervised, and county-operated government entitlement program that provides monthly food benefits to assist low-income households in purchasing the food they need to maintain adequate nutritional levels. Recently, The Assistance League of Irvine offered a \$20,000 donation to expand the food bank accessibility to any IVC student experiencing food insecurity.

Partnerships:

The IVC Veterans Resource Center is a product of collaboration with the community. Through a partnership with the Volunteers of America, eligible veteran students can receive assistance with locating housing, down payments, and monthly utilities. The VRC works with students to ensure they are receiving the services they qualify for.

Partnerships with Working Wardrobes and other on-site collaborating partners, such as Orange County One-Stop Employment services, banks, VA healthcare enrollment and others, come to our campus to offer veterans employment and outside income opportunities.

School of Guidance & Counseling

Academic Counseling:

Counselors provide students with academic counseling. They assist students in understanding options, selecting a major, as well as identifying and referring to community and campus resources that will assist students in attaining their academic goal such as scholarships, financial aid, tutoring, etc.

Personal Counseling:

Counselors provide personal counseling services to assist students with relationship problems, interpersonal communication, self-awareness, stress management, and behavioral challenges. They provide campus and off-campus referrals to community agencies for mental health, housing, and food banks.

Special Population Counseling Services:

Veterans Counseling Services for Veterans and active duty military are designed to assist them in the transition to civilian and academic life.

Disabled Students Programs and Services (DSPS) counselors provide support services, counseling and approve academic accommodations that will enable a disabled student to fully participate in the academic environment. Accommodations may include test proctoring, note taking services, priority registration, alternate media, sign language interpreters, and extended tutoring.

Extended Opportunity Program and Services (EOPS) provides further support services to eligible low income, educationally disadvantaged students. Services include financial assistance, textbook loans, academic, personal, and career counseling. In addition, the program also coordinates: 2-1-1 Orange County monthly visits to assist students in applying for CalFresh; annual Community Resource Fair (partnership with Families Forward and the City of Irvine); hosts organizations that provide a variety of services to low-income individuals and provides holiday food and gift assistance through the Adopt-A-Family event.

Cooperative Agencies Resources for Education (CARE) supports single parents by offering child care and transportation assistance, textbooks, supplies, grants, and counseling.

California Work Opportunities and Responsibility for Kids (CalWORKs) is a partnership with Orange County Social Services Agency. Services include work-study, child care, transportation help, and specialized counseling.

Guardian Scholars Program counselor assists self-identified Foster Youth students with many academic challenges they may experience. Services include priority registration, assistance with applying for financial aid and scholarships, and resources to address food and housing insecurities.

Re-Entry Program is dedicated to helping students 25 years of age and older succeed in college. The services include academic, personal and career counseling in addition to campus and off-campus referrals. The counselor coordinates specialized workshops and networking opportunities for this non-traditional student population.

Future Plans for Services and Resources

- Expand the food bank to a larger space with adequate shelving and staffing that is accessible and inviting to all students in need.
- Expand community partnerships to integrate services available for re-entry, disabled, foster youth, and veteran students.
- Hire a full-time psychologist to assist with the growing student population that would benefit from expanded crisis counseling services. In addition, expand counseling services to our working adults and evening students.
- Hire two full-time counselors: one for Re-Entry and the other for the Foster Youth student population. These counselors would serve as the primary liaison for these high risk student populations.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College and Irvine Valley College: Strong Workforce Program

ACTION: Discussion

BACKGROUND

In accordance with the California Community College Board of Governors approval of the Strong Workforce Program, the Chancellor's Office allocated \$200M to expand the quality and quantity of career technical education and workforce development courses, programs, credentials, degrees and certificates. Below are the guiding principles for participation in the Strong Workforce Program:

- Providing career pathways that prepare underemployed students for employment with livable wages
- Meeting increased demand for a middle skills workforce with industry-valued credentials
- Collaboration between public institutions, labor organizations, sector leaders, and economic development entities

STATUS

Attached please find a copy of a joint PowerPoint presentation (Exhibit A) that outlines the funding allocation model; college and regional priorities; planning assumptions; and the performance matrices for the Strong Workforce Program.



Strong Workforce Program



CALIFORNIA COMMUNITY COLLEGES

Doing What MATTERS™

FOR JOBS AND THE ECONOMY



Use of \$200M Strong Workforce Program Funds

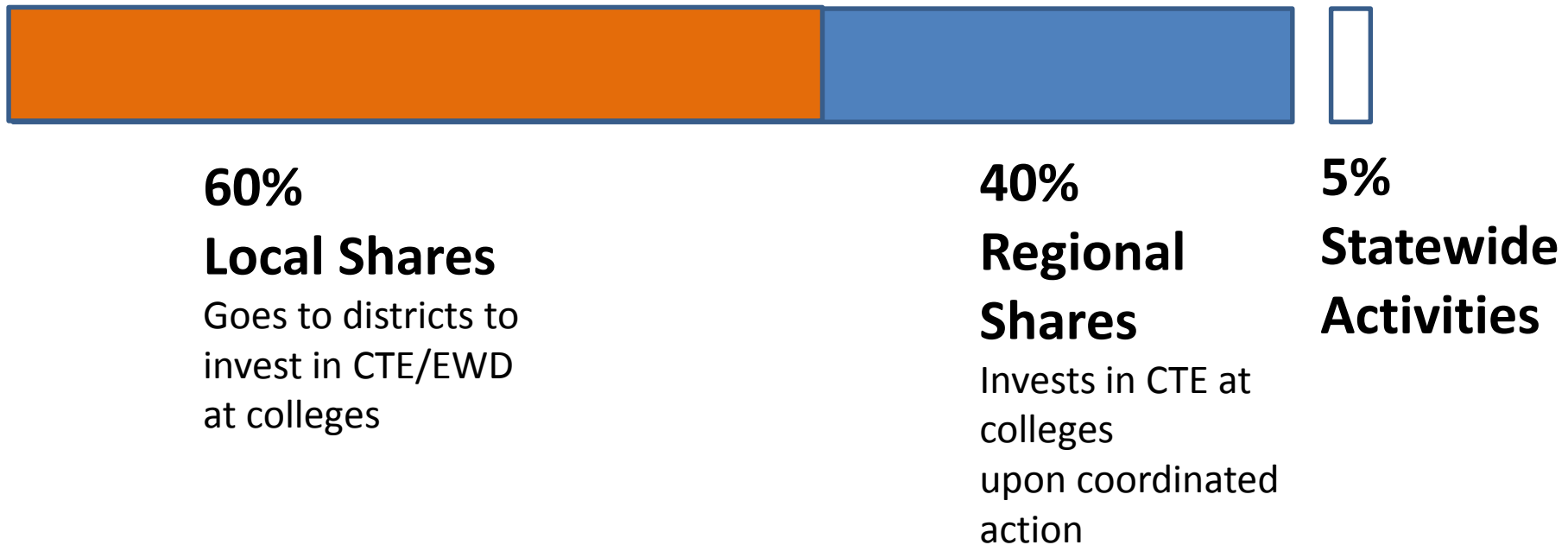
- Increase quantity of CTE
 - Improve quality of CTE
- Courses, programs, pathways, credentials (licensure), certificates, degrees

Requirement: labor market demand!



Flow of Funds Background

- \$200 million statewide





Background

Funding Flow

	SOCCCD	Orange County CCD's
Local	\$2,486,197	\$11,111,175 (4 districts)
Regional		\$7,407,450 (Orange County portion of LAOCRC)



Local vs. Regional Planning

- Colleges determined local funding priorities
- Joint Regional Planning between key stakeholder work groups

– i.e. LAOCRC and WIOA



Submit 3-Year Projections: Select from Multiple Measures

INCREASE QUANTITY

- CTE enrollment

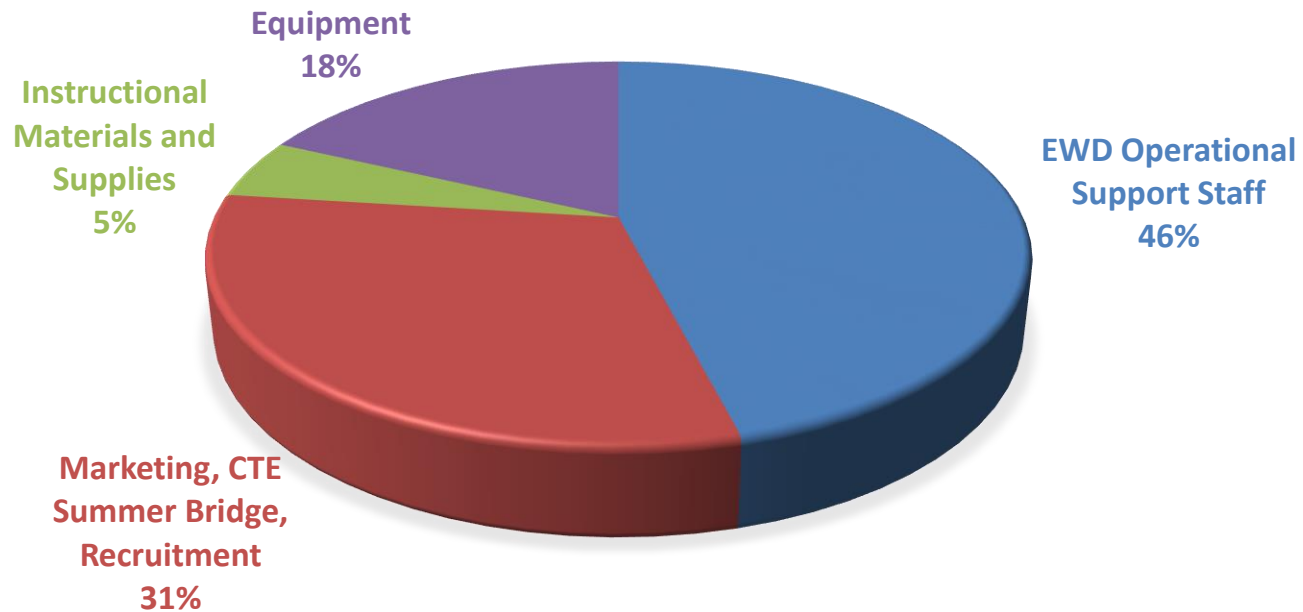
IMPROVE QUALITY

- Skills gains
- Completion
- Transfer
- Employment rates
- Employment in field of study
- Earnings
- Median change in earnings
- Proportion of students who attained living wages



Local SWP - IVC

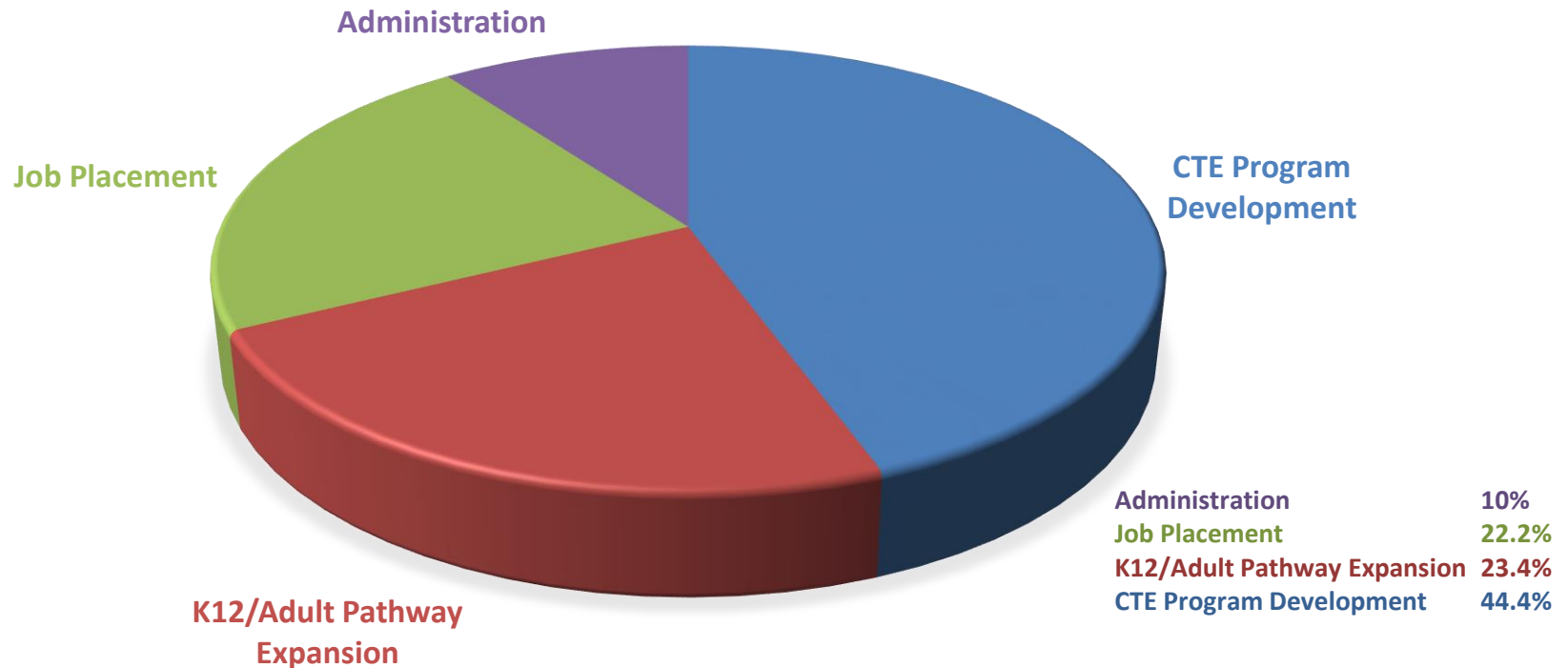
ACTUAL ALLOCATION





Local SWP - Saddleback

ACTUAL ALLOCATION





Regional SWP IVC Leadership

- Biotechnology Consortia (\$282,078)
- Vertical Ambassador: Biotechnology (\$200,000)
- Energy Sector – (\$500,000)
- Engineering Drone/Robotics/Automation (\$500,000)



Regional SWP

Saddleback Leadership

- CTE Marketing and Branding (\$2,000,000)
- Regional Automotive Collaborative (\$400,000)
- Regional CTE Professional Development (\$200,000)
- Vertical Sector Leadership: Healthcare (\$250,000)



Performance Metrics and Year 2

	<u>2016-17</u>	<u>2017-18+</u>
1. Unemployment rate	1/3	1/3
2. Proportion of CTE FTEs	1/3	1/3
3. Projected job openings	1/3	1/6
4. Successful workforce outcomes*	0	1/6

* Launchboard has already been updated for WIOA alignment.



Questions?

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Minutes of the Board of Trustees Meeting

ACTION: Approval

Minutes from:

March 27, 2017 Regular Meeting of the Board of Trustees (Exhibit A)

are submitted to the Board for review and approval.

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

**MINUTES OF THE BOARD OF TRUSTEES' MEETING
March 27, 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
Kim McCord, Acting Vice Chancellor, Business Services
Robert Bramucci, Vice Chancellor, Technology and Learning Services
David Bugay, Vice Chancellor, Human Resources
Tod Burnett, President Saddleback College
Glenn Roquemore, President Irvine Valley College

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).) (3 matters)

- A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(4 matters)
- B. Public Employee Employment (Government Code Section 54957(b).)(1 matter)
 - a. Chancellor's Recruitment
- C. Public Employee Performance Evaluation: Interim Chancellor
- D. Public Employee Performance Evaluation (Government Code Section 54957(b).)
 - a. Academic Administrators, Saddleback College (2)
 - b. Academic Administrators, Irvine Valley College (2)
 - c. Academic Administrator, District Services (1)

1.4 Conference with Labor Negotiators (Government Code Section 54957.6)

- A. Police Officers Association
Agency Designated Negotiator: David P. Bugay, Ph.D.
- B. California School Employees Association (CSEA)
Agency Designated Negotiator: David P. Bugay, Ph.D.

1.5 Conference with Real Property Negotiators (GC Section 54956.8)

- A. Lease of Property by District: Portion of Advanced Technology Park (ATEP) site: China First Capital Group Limited, 15445 Lansdowne Road, Tustin; regarding price and terms of payment. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
- B. Lease of Property by District: Portion of Advanced Technology Park (ATEP) site: Pacific Medical Buildings, LLC, 15445 Lansdowne Road, Tustin; regarding price and terms of payment. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.

1.6 Conference with Legal Counsel (Government Code Section 54956.9)

- A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (3 potential cases)

RECONVENE OPEN SESSION: 6:30 P.M.

2.0 PROCEDURAL MATTERS

2.1 Actions Taken in Closed Session

2.2 Invocation
Led by Trustee Marcia Milchiker

2.3 Pledge of Allegiance
Led by Trustee T.J. Prendergast

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

One public comment was heard by the Board. The speaker thanked the district attendees who advocated for the Operation Veteran Resource Center Funding that took place in Sacramento on March 8, 2017.

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

1. Trustee Lang requested a report on existing board policies that call for administrative regulations for which such regulations have not yet been developed.

Request for Board Report

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

4.0 DISCUSSION ITEMS

- 4.1 Saddleback College and Irvine Valley College: Adult Education College representatives will present a brief overview of the Adult Education Block Grant.

Item 4.1

Exhibits A-B

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 Prendergast requested to remove item 5.1 and Trustee Wright requested to remove item 5.3 from the consent calendar for separate discussion and action.

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

- 5.1 SOCCCD: Board of Trustees Meeting Minutes
Approve minutes of Regular Meeting held on February 27, 2017.

Item 5.1

Exhibit A

Minutes from the February 27, 2017 meeting were amended and approved.

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

- 5.2 Saddleback College: New/Revised Programs for the 2017-2018 Academic Year; Revised Courses for the 2017-2018 Academic Year and Revised Courses for the 2018-2019 Academic Year
Approve proposed curriculum changes for the 2017-2018 and 2018-2019 academic years at Saddleback College.

[Item 5.2](#)

[Exhibits A-C](#)

- 5.3 [Saddleback College: Revision of 2017-2018 Instructional Material/Laboratory Fees in Advanced Technology and Applied Science and Fine Arts](#)
[Approve the Saddleback College revised Instructional Material Fees in Advanced Technology and Applied Science and Fine Arts courses for 2017-2018.](#)

[Item 5.3](#)

[Exhibit A](#)

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

- 5.4 SOCCCD: Saddleback College Sciences Building Project, Change Order No. 7, C.W. Driver
Approve Board Change Order No. 7 for the Saddleback College Sciences Building project and authorize staff to execute the corresponding change order with C.W. Driver to the construction agreement resulting in a decrease of \$185,726 for a revised final contract total of \$55,681,193.

[Item 5.4](#)

[Exhibit A](#)

- 5.5 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 5.5](#)

[Exhibit A](#)

- 5.6 Saddleback College and Irvine Valley College: Speakers

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

[Item 5.6](#)

[Exhibit A](#)

- 5.7 SOCCCD: Irvine Valley College Classroom B230 Renovation Project, Notice of Completion, A2Z Construct, Inc.
Authorize filing the Notice of Completion for the Irvine Valley College B230 Classroom Renovation project to A2Z Construct, Inc., for a final contract amount of \$120,092.03.

[Item 5.7](#)

[Exhibit A](#)

- 5.8 SOCCCD: Irvine Valley College Sand Volleyball Courts Expansion Project, Notice of Completion, STL Landscape, Inc.
Authorize filing the Notice of Completion for the Irvine Valley College Sand Volleyball Courts Expansion project to STL Landscape, Inc. for a final contract amount of \$260,000. It is also recommended that the Board authorize the release of retention 35 days after filing.

[Item 5.8](#)

[Exhibit A](#)

- 5.9 SOCCCD: ATEP Wayfinding Signage Design Consultant Services, M. Arthur Gensler Jr. & Associates, Inc.
Approve an agreement with M. Arthur Gensler Jr. & Associates, Inc. to provide Wayfinding Signage Design Consultant Services at ATEP, for a not to exceed amount of \$111,780.

[Item 5.9](#)

[Exhibits A-B](#)

- 5.10 SOCCCD: ATEP Site Utilities and Infrastructure Phase I Project, Change Order No. 2, Griffith Company
Approve Board Change Order No. 2 to the construction agreement 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 \$302,579, for a revised contract total of \$5,845,015.

[Item 5.10](#)

[Exhibit A](#)

- 5.11 SOCCCD: Work order for Software Development and Project Management Services, Neudesic, LLC
Approve the work order with Neudesic LLC, for an amount not to exceed \$485,472 for the term of March 28, 2017 through December 31, 2017.

[Item 5.11](#)

[Exhibit A](#)

- 5.12 SOCCCD: Budget Amendment: Adopt Resolution No. 17-07 to Amend FY 2016-2017 Adopted Budget
Adopt Resolution No. 17-07 to amend the FY 2016-2017 Adopted Budget.

[Item 5.12](#)

[Exhibit A](#)

- 5.13 SOCCCD: Transfer of Budget Appropriations
Ratify the Transfer of Budget Appropriations.

[Item 5.13](#)

[Exhibit A](#)

- 5.14 SOCCCD: February and March 2017 Change Orders/Amendments
Ratify the change orders and amendments as listed.

[Item 5.14](#)

Corrected agenda cover page was replaced and provided to the Board and public at the meeting.

[Exhibits A-E](#)

- 5.15 SOCCCD: Purchase Orders and Checks
Ratify the purchase orders and checks as listed.

[Item 5.15](#)

[Exhibits A-C](#)

- 5.16 SOCCCD: February 2017 Contracts

Ratify contracts as listed.

[Item 5.16](#)

[6.0 GENERAL ACTION ITEMS](#)

- [6.1 SOCCCD: CCCT Board of Directors Election 2017
Recommendation for SOCCCD board members to nominate nine
candidates to the CCCT Board of Directors.](#)

[Item 6.1](#)

[Exhibit A](#)

The SOCCCD Board of Trustees nominated three candidates for the CCCT Board of Directors. The names of the nominees are: Marisa Perez of Cerritos CCD, Andra Hoffman of Los Angeles CCD and Jim Moreno of Coast CCD.

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

- [6.2 SOCCCD: ATEP County of Orange Land Exchange Site, Enter into a
Grant of Easements Agreement with Irvine Ranch Water District
Conduct a public hearing on the proposed Grant of Easements
agreement with Irvine Ranch Water District at ATEP County of Orange
Land Exchange Site.](#)

[Item 6.2](#)

Trustee Jemal recessed the regular meeting of the Board to a Public Hearing in order to allow the district to enter into an easement with Irvine Ranch Water District for utility purposes for the County's Animal Care Facility. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

- [6.3 SOCCCD: ATEP Site Utilities and Infrastructure Phase I Project, Adopt
Resolution 17-09 and Enter into Grant of Easements Agreement with
Irvine Ranch Water District at ATEP County of Orange Land Exchange
Site
Adopt Resolution No. 17-09 to authorize entering into a Grant of
Easements agreement with Irvine Ranch Water District at ATEP County
of Orange Land Exchange Site.](#)

[Item 6.3](#)

[Exhibits A-C](#)

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

- 6.4 SOCCCD: ATEP Site Utilities and Infrastructure Phase 1 Project, Enter into a Grant of Easement Agreement with Southern California Edison
Conduct a public hearing on the proposed Grant of Easement agreement with Southern California Edison over portions of the Advanced Technology and Education Park property for utility purposes.

Item 6.4

Trustee Jemal recessed the regular meeting of the Board to a Public Hearing in order to allow the district to enter into an easement with Southern California Edison for utility purposes to locate pad mount equipment on the ATEP site that will service both the Orange County Animal Care Facility and provide future capacity for the ATEP site. Hearing no public comments, the Public Hearing was closed and the regular Board of Trustees meeting was reconvened.

- 6.5 SOCCCD: ATEP Site Utilities and Infrastructure Phase I Project, Adopt Resolution No.17-08 and Enter into a Grant of Easement Agreement with Southern California Edison
Adopt Resolution No. 17-08 to authorize entering into a Grant of Easement agreement with Southern California Edison over portions of the Advanced Technology and Education Park property for utility purposes.

Item 6.5

Exhibits A-B

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

- 6.6 Saddleback College: Study Abroad Program to Southeastern Brazil from June 26 to July 8, 2017
Approve the Saddleback College Study Abroad Program to Southeastern Brazil from June 26, 2017 to July 8, 2017 as summarized in Exhibit D, and authorizes the administration to execute the Educational Tour/Field Study Travel Contractor Agreement with Travel & Education for coordinating all travel agreements in Exhibit C.

Item 6.6

Exhibits A-E

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

- 6.7 SOCCCD: Irvine Valley College Barranca Entrance Project, Assignment of Easement Agreement, Amendment No. 1, The Irvine Company, LLC Approve Amendment No. 1 to the Assignment of Easement agreement with The Irvine Company, LLC, for the Irvine Valley College Barranca Entrance project, effective March 31, 2017.

Item 6.7

Exhibit A

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

- 6.8 SOCCCD: FY 2019-2020 Five Year Construction Plan Approve the District's order of priority for the FY 2019-2020 Five Year Construction Plan.

Item 6.8

Exhibit A

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

- 6.9 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting Authorize payment to Trustee Jay who was absent from the board meeting on February 27, 2017.

Item 6.9

Exhibit A

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

- 6.10 SOCCCD: Agreements for Specialized Real Estate Advisory Services for ATEP Site Development Project and General Real Estate Services, FTI Consulting, Inc. Approve the agreements for specialized real estate advisory services for general real estate matters and for ATEP Site Development Project related matters with FTI Consulting, Inc. on a time and materials basis, effective March 28, 2017 through March 27, 2021.

Item 6.10

[Exhibits A-B](#)

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

- [6.11](#) [SOCCCD: South Orange County Regional Consortium \(SOCRC\) AB 104 Adult Education Block Grant \(AEBG\), Tustin Unified School District Grant Subcontract Agreement FY 2016-2017](#)
[Approve the Adult Education Block Grant subcontractor agreement with the Tustin Unified School District to allocate the sum of \\$822,723 for the South Orange County Regional Consortium AB104 Adult Education Block Grant funding during FY 2016-2017.](#)

[Item 6.11](#)

[Exhibit A](#)

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

- [6.12](#) [SOCCCD: South Orange County Regional Consortium \(SOCRC\) AB 104 Adult Education Block Grant \(AEBG\), Irvine Unified School District Adult Education Block Grant Subcontract Agreement FY 2016-2017](#)
[Approve the Adult Education Block Grant subcontractor agreement with the Irvine Unified School District to allocate the sum of \\$300,000 for the South Orange County Regional Consortium AB104 Adult Education Block Grant funding during FY 2016-2017.](#)

[Item 6.12](#)

[Exhibit A](#)

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

- [6.13](#) [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 discussion and approval.](#)

[Item 6.13](#)

[Exhibits A-D](#)

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

- [6.14](#) [SOCCCD: Academic Personnel Actions – Regular Items](#)
[Ratify New Personnel Appointments, Additional Compensation: General](#)
[Fund, Additional Compensation: Categorical/Non-General Fund,](#)
[Academic Administrative Job Description Update.](#)

[Item 6.14](#)

[Exhibits A-B](#)

Exhibit B was replaced and provided to the Board and public at the meeting.

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

- [6.15](#) [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, Change of Status, Classified Bilingual](#)
[Stipend, Additional Compensation, Leave of Absence,](#)
[Resignation/Retirement/Conclusion of Employment, Volunteers.](#)

[Item 6.15](#)

[Exhibit A](#)

Item C.1. of Exhibit A, page 4 of 7 was pulled from agenda item 6.15.

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

- [6.16](#) [SOCCCD: SOCCCD Police Officers Association Master Agreement](#)
[Ratify the tentative agreement between the District and the SOCCCD](#)
[Police Officers Association for the period July 1, 2015 through June 30,](#)
[2018.](#)

[Item 6.16](#)

[Exhibits A-B](#)

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

7.0 REPORTS

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

Item 7.1

Exhibit A

- 7.2 SOCCCD: Staff response to public comments from the previous board meeting.
Nothing to report.

Item 7.2

- 7.3 SOCCCD: Basic Aid Report
Report on projected receipts and approved projects.

Item 7.3

Exhibit A

- 7.4 SOCCCD: Facilities Plan Status Report
Status of current construction projects.

Item 7.4

Exhibits A-B

- 7.5 SOCCCD: Monthly Financial Status Report
Report for the period ending February 28, 2017.

Item 7.5

Exhibit A

- 7.6 SOCCCD: Retiree (OPEB) Trust Fund
Report for the period ending February 28, 2017.

Item 7.6

Exhibit A

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


- 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 Board adjourned the regular board meeting at 8:35 p.m. and recessed into closed session for the continuation of closed session business.

At the completion of closed session, the Board reconvened in open session and had no action items to report from closed session. The meeting was adjourned at 9:28 p.m.


Debra L. Fitzsimons, Secretary

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Resolutions

ACTION: Approval

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

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

1. Johnathan Forde, Student Trustee
2. Classified Employee Week
3. Basil Smith, Professor of the Year, Saddleback College
4. Tracey Magrann, Associate Professor of the Year, Saddleback College
5. Susan Hecht, Emeritus Professor of the Year, Saddleback College
6. Michael Cassens, Professor of the Year, Irvine Valley College
7. Rick Schank, Associate Professor of the Year, Irvine Valley College
8. Judith Shields, Professor of the Year, Irvine Valley College

Item Submitted by: *Dr. Debra L. Fitzsimons, Interim Chancellor and Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents*

RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Johnathan Forde *Student Trustee*

*W*hereas, Johnathan Forde served as the elected Student Member of the South Orange County Community College District Board of Trustees for the 2016-2017 Academic Year; and

*W*hereas, Johnathan Forde actively represented more than 42,000 students each semester from Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; and

*W*hereas, Johnathan Forde took a keen interest in training and networking with both college student governments; advocated for student equity; and sought leadership positions including State Student Trustee President; and

*W*hereas, Johnathan Forde provided an active and meaningful conduit for all students, meeting regularly with the Board of Trustees, the Chancellor, College Presidents, and Saddleback College and Irvine Valley College student governments, ensuring that the student voice be considered and recognized as an integral part of District governance; and

*W*hereas, Johnathan Forde was prepared for board meetings with input from the student governments and strived to ask thoughtful questions on behalf of the student bodies; therefore,

*B*e it resolved that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby commend and congratulate Johnathan Forde for his outstanding service as Student Trustee for the 2016-2017 Academic Year and wish him well in his educational and career endeavors.

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

May 21ST to 27TH *2017 Classified School Employee Week*

- W* **hereas**, Classified School Employees provide valuable skills, services, and support to students, faculty, administrators, and staff of the South Orange County Community College District; and
- W* **hereas**, Classified School Employees contribute significantly to the establishment and promotion of a positive and supportive instructional and learning environment to facilitate student success; and
- W* **hereas**, Classified School Employees play an important and vital role in providing for the health, welfare and safety of the South Orange County Community College District students and staff; and
- W* **hereas**, Classified School Employees strive for excellence in all areas relative to the educational community and serve as a valued resource and guide for students of Saddleback College, Irvine Valley College and the Advanced Technology & Education Park; therefore,
- B* **e it resolved** that the Board of Trustees and Chancellor of the South Orange County Community College District do hereby recognize, honor and appreciate the many contributions of the Classified Employees to quality education in California and in our District and declare the week of May 21–27, 2017 as Classified School Employee Week.

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Dr. Basil Smith

Saddleback College Professor of the Year

- W*hereas, Dr. Basil Smith is well-known for his gift of instilling inspiration and curiosity in his students through his passionate lectures on philosophy; and
- W*hereas, the compassion Dr. Smith has for his students is evident in the way he prepares for classes; and
- W*hereas, Dr. Smith's enthusiasm and love for teaching is apparent to his students and has allowed them to gain a greater appreciation for the subject matter he teaches; and
- W*hereas, students are entertained and challenged by Dr. Smith's lively lectures; and
- W*hereas, Dr. Smith's students appreciate his ability to spread his positive attitude to everyone in his classroom; therefore

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

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Dr. Tracey Magrann *Saddleback College Associate Professor of the Year*

*W*hereas, Dr. Tracey Magrann is passionate and tireless in providing her students with a quality learning experience; and

*W*hereas, Dr. Tracey Magrann students call her a caring, professional, and encouraging instructor; and

*W*hereas, Dr. Tracey Magrann has the utmost care for her students and has a sincere desire to not only see each student succeed, but to excel; and

*W*hereas, Dr. Tracey Magrann has the ability to teach in a manner that makes difficult concepts easier to grasp allowing her students to gain a great deal of knowledge throughout her courses; and

*W*hereas, Dr. Tracey Magrann is praised for her responsiveness to student emails and other requests for assistance from her students; therefore

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

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Susan Hecht

*Saddleback College Emeritus Institute
Associate Faculty of the Year*

W **hereas**, Susan Hecht is very encouraging towards introverted students and promotes a warm and friendly atmosphere in the classroom; and

W **hereas**, Susan Hecht has a wealth of knowledge regarding the class subject matter which makes going to class a pleasure for her students; and

W **hereas**, Susan Hecht's enthusiasm and love for teaching is apparent to her students and has allowed them to gain a greater appreciation for the subject matter she teaches; and

W **hereas**, Susan Hecht is skilled in communicating the subject matter to her students in a clear and enthusiastic matter, and helping her students explore new topics; and

W **hereas**, Susan Hecht exposes her students to new material and engages them by asking thought-provoking questions; therefore

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

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Michael Cassens

Irvine Valley College Professor of the Year

*W*hereas, colleagues and students agree that Michael Cassens is a role model, and whether it's using pop culture to explain concepts in his psychology classes or supporting students in presenting their research, his dedication has not gone unnoticed; and

*W*hereas, he fills his lectures with real-world applications and useful anecdotes to make the material more relatable; a student said it is not uncommon to see him walking across campus surrounded by students, eager to continue conversations from class or office hours; and

*W*hereas, Michael joined the Irvine Valley College faculty in 2008; has served as a co-advisor to Psi Beta, the psychology honors society, since 2006; and served as faculty advisor for the LGBTQ Alliance, Travel Club, Improv Club, and Asian Social Club; and

*W*hereas, for the last year he has served as the acting director of the IVC Honors Program, and for two years as the program coordinator for Multidisciplinary Undergraduate Research and chair of the Task Force on Undergraduate Research; and

*W*hereas, all who nominated him said he is someone students can turn to for academic, social and personal support, including one student who credits him for turning their life around when they were in an abusive relationship and facing a relapse into drug abuse; therefore,

B **e it resolved** that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Michael Cassens as the Irvine Valley College Outstanding Professor of the Year.

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Rick Schank

Irvine Valley College Part-Time Professor of the Year

*W*hereas, Rick Schank “is always smiling and treating all students well,” a student wrote in nominating him, and that he is the best teacher they have ever had; that he is encouraging, organized and knowledgeable about graphic design; and

*W*hereas, Rick received his MFA in photography from California State University, Fullerton and his BFA in communication design from Kutztown State University in Kutztown, Pennsylvania; his higher education career has spanned over four decades teaching such subjects as creative photography, digital media, and corporate identification and trademarks; and

*W*hereas, in addition to teaching at Orange County institutions such as CSUF and Chapman University, he has taught within the South Orange County Community College District off and on since 1995; and

*W*hereas, Rick has worked in the marketing communications industry for 30 years and managed large production departments, providing every type of creative service to internal and external clients, including as Director for Marketing Communications at the College of Continuing and Professional Education at California State University, Long Beach; and

*W*hereas, he also runs his own design company, which has served a variety of clients including schools; he is able to blend these many interests and is as passionate about teaching and learning as he is about design; therefore,

*B*e it resolved that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Rick Schank as the Irvine Valley College Outstanding Part-Time Professor of the Year.

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



RESOLUTION

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
APRIL 24, 2017

Judith Shields

Irvine Valley College

2017 Emeritus Professor of the Year

W **hereas**, for the last 10 years, Judith Shields has brought dedication, encouragement, patience and enthusiasm to her Tai Chi and Dayan “Wild Goose” Qigong classes in the Emeritus Institute at Irvine Valley College; and

W **hereas**, in 1993, Judith began her journey of studying the essential strategies of Tai Chi, which focuses on the connection between physical and mental health through smooth and relaxed movements of the body, and combines this knowledge with 40 years spent as a registered nurse, some of which was spent volunteering in a charitable hospital in India; and

W **hereas**, she keeps current by attending teacher training each year at the Wen Wu School of Martial Arts in El Cerrito, Calif., which she originally completed in 2005; and

W **hereas**, Judith’s compassion and non-judgmental teaching style are what draw students to her classes at offsite locations such as the Laguna Beach Community/Senior Center, Monterey Park, the Rancho Senior Center, Mission Hospital, and Irvine Hoag Cancer Center; and

W **hereas**, her students look forward to the tea ceremony at the end of each semester where she explains the health benefits of each tea; therefore,

B **e it resolved**, that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend and congratulate Judith Shields as the Irvine Valley College Emeritus Professor of the Year.

Timothy Jemal, President

James R. Wright, Vice President

David B. Lang, Clerk

Barbara J. Jay, Member

Marcia Milchiker, Member

T.J. Prendergast, Member

Terri Whitt, Member

Johnathan Forde, Student Member

Debra L. Fitzsimons, Interim Chancellor



TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

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

ACTION: Approval

BACKGROUND

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

STATUS

Irvine Valley College proposes additions, revisions, and deletions to the curriculum of the College. Exhibit A includes new, revised, and deleted courses, and programs that are recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Irvine Valley College for the 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 PROGRAMS
ACADEMIC YEAR 2017-2018

Current
Anthropology Associate in Arts Degree Program

Students majoring in anthropology will focus on the nature and implications of human behavior and interactions through the integration of the four major sub-disciplines of Anthropology. Knowledge and use of the scientific method will allow students to explain evolutionary theory in light of the human fossil record, analyze the relationship between modern humans and non-human primates, and objectively evaluate non-western customs and beliefs. Students considering careers in social work, international affairs, teaching, politics, public health, and journalism will find the anthropology major appropriate. Students intending to specialize in anthropology on the professional level almost always attend graduate school, since employment in the field usually requires an advanced degree.

Program Student Learning Outcomes

Upon completion of the anthropology program, students will be able to:

- Describe how the sub-disciplines of Physical anthropology, Cultural Anthropology, Archeology, and Linguistics (the four-field approach) are integrated and provide a theoretical basis for understanding human behavior past and present.
- Explain evolutionary theory and have an understanding of the fossil record of human evolution as well as the relationship between non-human and human primates.
- Apply the concepts of cultural relativism, a holistic approach, and ethnocentrism to critically evaluate traditional non-Western customs and beliefs as well as cultural change.
- Identify and explain current archeological fieldwork techniques and the importance of the scientific methods in anthropology.
- Describe the relationship between language and culture and how anthropological linguist conducts fieldwork.

Course ID	Title	Units
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Complete the following courses:

ANTH 1	Introduction to Physical Anthropology	3
	OR	
ANTH 1H	Introduction to Physical Anthropology Honors	3
ANTH 2	Cultural Anthropology	3
	OR	
ANTH 2H	Cultural Anthropology Honors	3
ANTH 3	Culture and Language	3
ANTH 9	Introduction to Archeology	3

Complete ~~three courses~~ from the following:

ANTH 4	Native American Cultures	3
ANTH 7	Native Cultures of Southern California	3
ANTH 13	Magic, Witchcraft and Religion	3
BIO 30	California Wildlife and Wild Places	3
HIST 10	The West and the World Through the Renaissance	3
PSYC 1	Introduction to Psychology	3
	OR	
PSYC 1H	Introduction to Psychology Honors	3
SOC 1	Introduction to Sociology	3
	OR	
SOC 1H	Introduction to Sociology Honors	3

Total Units Required	21
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Revised
Anthropology Associate in Arts Degree Program

Students majoring in Anthropology will focus on the nature and implications of human behavior and interactions through the integration of the four major sub-disciplines of Anthropology. Knowledge and use of the scientific method will allow students to explain evolutionary theory in light of the human fossil record, analyze the relationship between modern humans and non-human primates, and objectively evaluate non-western customs and beliefs. The major is ideal for those who intend a career obliging a high degree of such interaction, particularly of a bi-cultural or multicultural form. Students considering careers in social work, international affairs, teaching, politics, public health, and journalism will find the Anthropology major appropriate. Students intending to specialize in Anthropology on the professional level almost always attend graduate school, since employment in the field usually requires an advanced degree.

Program Student Learning Outcomes

Upon completion of the AA in Anthropology, students will be able to:

- Describe how the sub-disciplines of Physical anthropology, Cultural Anthropology, Archeology, and Linguistics (the four-field approach) are integrated and provide a theoretical basis for understanding human behavior past and present.
- Explain evolutionary theory and have an understanding of the fossil record of human evolution as well as the relationship between non-human and human primates.
- Apply the concepts of cultural relativism, a holistic approach, and ethnocentrism to critically evaluate traditional non-Western customs and beliefs as well as cultural change.
- Identify and explain current archeological fieldwork techniques and the importance of the scientific methods in anthropology.
- Describe the relationship between language and culture and how anthropological linguist conducts fieldwork.

Course ID	Title	Units
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Complete the following courses:

ANTH 1	Introduction to Physical Anthropology	3
	OR	
ANTH 1H	Introduction to Physical Anthropology Honors	3
ANTH 2	Cultural Anthropology	3
	OR	
ANTH 2H	Cultural Anthropology Honors	3
ANTH 3	Culture and Language	3
ANTH 9	Introduction to Archeology	3

Complete 9-10 units from the following:

<u>ANTH 1L</u>	<u>Physical Anthropology Lab</u>	<u>1</u>
ANTH 4	Native American Cultures	3
ANTH 7	Native Cultures of Southern California	3
ANTH 13	Magic, Witchcraft and Religion	3
PSYC 1	Introduction to Psychology	3
	OR	
PSYC 1H	Introduction to Psychology Honors	3
SOC 1	Introduction to Sociology	3
	OR	
SOC 1H	Introduction to Sociology Honors	3

Total Units Required	<u>21-22</u>
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IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Current
Associate in Arts in English for Transfer Degree

Program Student Learning Outcomes

Upon completion of the Associate in Arts in English for Transfer (AA-T in English), students will be able to:

Literature:

- Interpret literature critically and imaginatively, and respond in writing that is clear, exact, and expressive.
- Demonstrate through both speaking and writing how literature might embody and generate meaning, reflect and create culture, and engage the human imagination.
- Analyze the major types of literary expression as well as recurrent conventions, concerns, and values central to literature and to the understanding of literary texts and contexts.
- Possess knowledge of literary materials reflecting diversity in genre, historical period, and cultural expression.
- ~~Possess knowledge of foundational classical and modern texts; major literary periods and traditions; major genres and literary forms;~~ and non-canonical texts, including those of marginalized peoples and emergent cultures whose literature has traditionally been ignored.

Writing:

- Demonstrate proficiency in essential, course-appropriate skills in reading, research, critical and creative problem solving, speaking, and writing in order to produce, within a literary genre, original work that demonstrates an understanding of both the writing process and the stylistic craft choices of the genre.

LIT 32	Introduction to Poetry	3
LIT 33	Introduction to Drama	3
LIT 40	Introduction to the Hebrew Bible (Old Testament)	3
LIT 41	Introduction to the New Testament	3
LIT 43	Introduction to Shakespeare	3
LIT 46	Intercultural Literature	3
LIT 48	Film and Literature	3
LIT 110	Popular Literature	3

Total Units Required **22**

See next page

Course ID	Title	Units
Complete the following courses:		
WR 2	College Writing 2: Critical Thinking/Writing	4
	OR	
WR 2H	College Writing 2: Critical Thinking/Writing Honors	4
LIT 1	Introduction to Literature	3

~~Complete 6 units from the following courses:~~

LIT 20	Survey of British Literature to 1776	3
LIT 21	British Literature from Blake to the Present	3
LIT 22	American Literature to Twain	3
LIT 23	American Literature: Twain to the Present	3

~~Complete 6 units from the following courses (any course not used above):~~

LIT 20	Survey of British Literature to 1776	3
LIT 21	British Literature from Blake to the Present	3
LIT 22	American Literature to Twain	3
LIT 23	American Literature: Twain to the Present	3
LIT 33	Introduction to Drama	3
LIT 46	Intercultural Literature	3
WR 10	Introduction to Creative Writing	3
WR 11	Writing Short Fiction	3
WR 13	Writing Poetry	3

~~Complete 6 units from the following courses (any course not used above):~~

LIT 7	Survey of Children's Literature	3
LIT 20	Survey of British Literature to 1776	3
LIT 21	British Literature from Blake to the Present	3
LIT 22	American Literature to Twain	3
LIT 23	American Literature: Twain to the Present	3
LIT 24	Contemporary Literature	3

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Revised
Associate in Arts in English for Transfer Degree

The curriculum emphasizes the integration of reading and writing throughout its courses reflecting the faculty's belief that the study of language includes the study of culture. English students examine a broad range of topics within composition, creative writing and literature.

Upon completion of the Associate in Arts in English for Transfer (AA-T in English) students will be able to read, write, and think critically in producing essays and original work that demonstrates the craft of a given genre. Additionally, students will be able to interpret literary texts within their contexts, reflecting diversity in genre, historical period, and cultural expression.

The proposed Associate in Arts in English for Transfer (AA-T) is designed to assist students in the seamless transferring to a CSU and complete a Bachelor Degree in English.

Program Student Learning Outcomes

Upon completion of the Associate in Arts in English for Transfer (AA-T in English), students will be able to:

Literature:

- Interpret literature critically and imaginatively, and respond in writing that is clear, exact, and expressive.
- Demonstrate through both speaking and writing how literature might embody and generate meaning, reflect and create culture, and engage the human imagination.
- Analyze the major types of literary expression as well as recurrent conventions, concerns, and values central to literature and to the understanding of literary texts and contexts.
- Possess knowledge of literary materials reflecting diversity in genre, historical period, cultural expression and non-canonical texts, including those of marginalized peoples and emergent cultures whose literature has traditionally been ignored.

Writing:

- Demonstrate proficiency in essential, course-appropriate skills in reading, research, critical and creative problem solving, speaking, and writing in order to produce, within a literary genre, original work that demonstrates an understanding of both the writing process and the stylistic craft choices of the genre.

List C: Select one (3 units):

Any course from List A or B not already used, or the following:

LIT 7	Survey of Children's Literature	3
Lit 24	Contemporary Literature	3
<u>LIT 30</u>	<u>Introduction to the Novel</u>	<u>3</u>
<u>LIT 31</u>	<u>Introduction to Short Fiction</u>	<u>3</u>
LIT 32	Introduction to Poetry	3
LIT 40	Introduction to the Hebrew Bible (Old Testament)	3
LIT 41	Introduction to the New Testament	3
LIT 43	Introduction to Shakespeare	3
<u>LIT 45</u>	<u>Women in Literature</u>	<u>3</u>
LIT 48	Film and Literature	3
LIT 49	Popular Literature	3

Tot Total Units Required 19

Course ID	Title	Units
<u>Required Core:</u>		
WR 2	College Writing 2: Critical Thinking/Writing	4
	OR	
WR 2H	College Writing 2: Critical Thinking/Writing Honors	4
LIT 1	Introduction to Literature	3

List A: Select two (6 units):

LIT 20	Survey of British Literature to 1776	3
LIT 21	British Literature from Blake to the Present	3
LIT 22	American Literature to Twain	3
LIT 23	American Literature: Twain to the Present	3

List B: Select one (3 units):

Any course from LIST A not already used, or the following:

LIT 33	Introduction to Drama	3
LIT 46	Intercultural Literature	3
WR 10	Introduction to Creative Writing	3
WR 11	Writing Short Fiction	3
WR 13	Writing Poetry	3

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Current
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 principle of exercise science that apply to fitness evaluation, exercise recommendation, and application of appropriate exercise methods

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<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
NUT 1	Principles of Nutrition	3
Total Units Required		18

Recommended electives: KNES 85, 86, 100, 101, ~~102~~

Revised
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 principle of exercise science that apply to fitness evaluation, exercise recommendation, and application of appropriate exercise methods

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<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
<u>NUT 2</u>	<u>Sport Nutrition</u>	<u>3</u>
Total Units Required		18

Recommended electives: KNES 85, 86, 100, 101

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Current
Geology Associate in Arts Degree Program

The course requirements for a major in geology are intended to provide a solid foundation for a variety of student needs. Students pursuing the major may meet transfer requirements for a four-year college or university; or they may complete an Associate in Arts degree in geology.

See next page

For those who intend to pursue upper-division or graduate study, introductory courses in the other sciences are recommended and are necessary in addition to the core courses required for the major. ~~Students should consult the transfer requirements of prospective institutions. Additional academic counseling is readily available from the program faculty and/or a college counselor.~~

Program Student Learning Outcomes

Upon completion of the anthropology programs, students will be able to:

- Identify the major rock-forming minerals, and classify the three types of rocks.
- Locate and identify the major lithospheric plates and plate boundaries.
- Evaluate earthquake and volcanic activity on global and local scales, and relate this activity to plate tectonic processes.
- Identify and discuss the major evolutionary changes that define the divisions of the geologic time scale.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<i>Complete the following courses:</i>		
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
GEOL 1	Physical Geology	4
	OR	
ERTH 20	Introduction to Earth Science	4
	OR	
MS 20	Introduction to Oceanography	4
MATH 3A	Analytic Geometry and Calculus I	5
MATH 3B	Analytic Geometry and Calculus II	5
<i>Complete two of the following courses:</i>		
PHYS 2A	Introduction to Physics	4
PHYS 2B	Introduction to Physics	4
	OR	
PHYS 4A	General Physics	4
PHYS 4B	General Physics	4
<i>Complete two of the following courses:</i>		
GEOL 140	Lab Research in Geological and Biological Sciences 1.5	
GEOL 170	Geology Field Studies: National Parks and Monuments	1
GEOL 181	Geology Field Studies: Coastal and Offshore Geology	1
GEOL 186	Geology Field Studies: Geology of California	1
Total Units Required		37 37.5

Recommended electives: GEOL 3, 23; ~~MGT 203 strongly recommended; a course in mechanical drafting (if not taken in high school);~~ ENGR 23

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Revised
Geology Associate in Arts Degree Program

Geology courses at Irvine Valley College provide academic instruction in basic geological concepts and theories, and provide a solid foundation for students' preparing for further academic study of the discipline.

Introductory courses range from survey courses in earth science, to field geology courses that explore California and our national parks and monuments, to the study of natural hazards. More specialized courses examine the physical and biological evolution of the planet Earth, and rocks and minerals found in its crust. The curriculum also includes a wide range of popular field courses within California and other areas in western North America.

The course requirements for a major in geology are intended to provide a solid foundation for a variety of student needs. Students pursuing the major may meet transfer requirements for a baccalaureate institution by completing the Associate in Arts in Geology. Students pursuing the major may meet transfer requirements for a four-year college or university; or they may complete an Associate in Arts degree in geology. For those who intend to pursue upper-division or graduate study, introductory courses in the other sciences are recommended and are necessary in addition to the core courses required for the major.

Career Options:

- City or County Geologist
- Engineering Geologist
- Environmental Geologist
- Exploration Geologist with an oil or mineral's company
- Geology teacher

Program Student Learning Outcomes

Upon completion of the anthropology programs, students will be able to:

- Identify the major rock-forming minerals, and classify the three types of rocks.
- Locate and identify the major lithospheric plates and plate boundaries.
- Evaluate earthquake and volcanic activity on global and local scales, and relate this activity to plate tectonic processes.
- Identify and discuss the major evolutionary changes that define the divisions of the geologic time scale.

Course ID	Title	Units
<i>Complete the following courses:</i>		
CHEM 1A	General Chemistry I	5
CHEM 1B	General Chemistry II	5
GEOL 1	Physical Geology	4
	OR	
ERTH 20	Introduction to Earth Science	4
	OR	
MS 20	Introduction to Oceanography	4
<u>GEOL 2</u>	<u>Historical Geology</u>	<u>4</u>
MATH 3A	Analytic Geometry and Calculus I	5
	OR	
MATH 3AH	Analytic Geometry and Calculus I Honors	5
MATH 3B	Analytic Geometry and Calculus II	5
	OR	
MATH 3BH	Analytic Geometry and Calculus II Honors	5

Complete two of the following courses:

PHYS 2A	Introduction to Physics	4
	<u>AND</u>	
PHYS 2B	Introduction to Physics	4

	OR	
PHYS 4A	General Physics	4
	<u>AND</u>	
PHYS 4B	General Physics	4
<i>Complete two of the following courses:</i>		
<u>GEOL 165</u>	<u>Geology Field Studies: Yosemite National Park</u>	<u>1</u>
<u>GEOL 169</u>	<u>Geology Field Studies: Zion National Park, Utah</u>	<u>1</u>
GEOL 170	Geology Field Studies: National Parks and Monuments	1
GEOL 181	Geology Field Studies: Coastal and Offshore Geology	1
GEOL 186	Geology Field Studies: Geology of California	1

Total Units Required **37**

Recommended electives: GEOL 3, 23; ENGR 23

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

New

Associate in Arts Degree in Global Studies for Transfer Program

Global Studies is an interdisciplinary program designed to enhance student knowledge and understanding of global processes and their implications for societies, markets, governments, cultures, and environments around the world. The program also introduces students to the study of global issues and perspectives while providing the methodological tools and techniques necessary to analyze them at multiple (local, regional, and international) levels. An understanding of the world's social, economic, political, cultural, and natural systems and their growing interdependence will not only enable students to think globally, but prepare them to live, work, and participate in an increasingly globalized world as well. The goal of the Global Studies Program at Irvine Valley College is to prepare students for further work in international studies and world affairs through the study of other cultures, social, economic, and political systems, world history and geography. The program is designed to encourage students to think beyond local perspectives and to think globally. Students will learn to relate their knowledge of a particular part of the world to the larger trends and issues that affect the international community as a whole. The Associate in Arts in Global Studies for Transfer is designed to prepare students for a seamless transfer into the CSU system to complete a baccalaureate degree in Global Studies.

Program Student Learning Outcomes

Upon completion of the AA-T in Global Studies, students will be able to:

- Support student success by creating a new program, curriculum, and courses that prepare students for academic transfer and/or degree completion in global/international studies.
- Support student success through an academic program that provides students with knowledge sensitive to the demands of an increasingly globalized work environment.
- Promote global awareness and diversity through interdisciplinary curriculum designed to expose students to global processes, issues, and perspectives.
- Encourage academic innovation by designing curriculum and courses that introduce students to broad and inclusive understanding of social science methods.
- Foster leadership and accountability through the continued development of the campus Model United Nations Program and study abroad opportunities.

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
<i>Complete the following core courses:</i>		
GLBL 1	Introduction to Global Studies	3
GLBL 2	Introduction to Global Issues	3

List A: Select five courses from at least four of the following areas (15-16 units)

Area 1: Culture and Society

ANTH 2	Cultural Anthropology	3
	OR	
ANTH 2H	Cultural Anthropology Honors	3
HIST 1	The History of World Civilizations to 1500	3
	OR	
HIST 1H	The History of World Civilizations to 1500 Honors	3
HIST 2	The History of World Civilizations Since 1500	3

Area 2: Geography

GEOG 1	Physical Geography	3
GEOG 1L	Physical Geography Laboratory	1
GEOG 2	Cultural Geography	3
GEOG 3	World Regional Geography	3
	OR	
GEOG 3H	World Regional Geography Honors	3

Area 3: Economics

ECON 1	Principles of Economics-Micro	3
	OR	
ECON 1H	Principles of Economics-Micro Honors	3
ECON 2	Principles of Economics-Macro	3
	OR	
ECON 2H	Principles of Economics-Macro Honors	3
ECON 10	Statistics for Business and Economics	3
	OR	
ECON 10H	Statistics for Business and Economics Honors	3
	OR	
MGT 10	Statistics for Business and Economics	3
	OR	
MGT 10H	Statistics for Business and Economics Honors	3

Area 4: Politics

PS 12	Comparative Politics	3
	OR	
PS 12H	Comparative Politics Honors	3
PS 14	International Relations	3
	OR	
PS 14H	International Relations Honors	3

Area 5: Humanities

CHI 3	Intermediate Chinese I	5
FR 3	Intermediate French	5
FR 4	Intermediate French	5
HUM 1	Introduction to Humanities	3
	OR	
HUM 1H	Introduction to Humanities Honors	3
HUM 27	World Religions	3
JA 3	Intermediate Japanese I	5
JA 4	Intermediate Japanese II	5
SPAN 3	Intermediate Spanish I	5
SPAN 4	Intermediate Spanish II	5

Total Units Required	21-22
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IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Current

Laser Technology: Optoelectronics
Certificate of Proficiency

An employee with skills in optoelectronics is capable of working in the fields of semiconductor electronics, where computer circuitry and chips are made. In addition, camera and sensor technology relies heavily on optoelectronic devices to detect light optical source technology markets use optoelectronic components in the making of laser diode and light-emitting diode (LED) sources.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ET 99	Digital Electronic Circuits	4
ET 102	Basic Electric Circuits	4
LET 205	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
Total Units Required		14

Revised

Laser Technology: Optoelectronics
Certificate of Proficiency

An employee with skills in optoelectronics is capable of working in the fields of semiconductor electronics, where computer circuitry and chips are made. In addition, camera and sensor technology relies heavily on optoelectronic devices to detect light optical source technology markets use optoelectronic components in the making of laser diode and light-emitting diode (LED) sources.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ET 99	Digital Electronic Circuits	4
ET <u>92</u>	Basic Electric Circuits	4
LET <u>25</u>	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
Total Units Required		14

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

Current

**Laser Technology: Precision Optics
Certificate of Proficiency**

Precision manufacturing is a multifaceted field that covers fields from material science to high-resolution measurement. Precision optics are found in nearly all modern devices. An employee with skills in precision optic manufacturing will be involved with the production and testing of high-quality camera lenses, telescope mirrors, optical fibers, lithography stepper lenses, optical displays and laser crystals.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
LET 205	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
LET 225	Quality Assurance for Precision Optics	4
LET 235	Optical Metrology and Interferometry	3
Total Units Required		13

Revised

**Laser Technology: Precision Optics
Certificate of Proficiency**

Precision manufacturing is a multifaceted field that covers fields from material science to high-resolution measurement. Precision optics are found in nearly all modern devices. An employee with skills in precision optic manufacturing will be involved with the production and testing of high-quality camera lenses, telescope mirrors, optical fibers, lithography stepper lenses, optical displays and laser crystals.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
LET <u>25</u>	Fundamentals of Light	3
LET 215	Fundamentals of Photonics	3
LET 225	Quality Assurance for Precision Optics	4
LET 235	Optical Metrology and Interferometry	3
Total Units Required		13

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

Current

**Live Entertainment Technician
Certificate of Proficiency**

The Certificate of Proficiency is for students looking to acquire the basic skills necessary to begin a career in the board-based field of live entertainment. Students learn the fundamentals of stage lighting, scenery construction, sound reinforcement, and rigging. In addition, students gain experience in rehearsal and performance procedures by participating in live productions at IVC's Performing Arts Center. The program includes placement in an internship with local live entertainment companies. Students completing this certificate can pursue work as an entertainment technician with employers such as regional theaters, theme parks, convention centers, concert producers, opera companies, dance companies, cruise ships and cirque troupes.

Complete the following courses:

Course ID	Title	Units
TA 41	Stage Lighting Design	3
TA 44	Stagecraft	3
TA 47	Sound Reinforcement for Live Entertainment	3
TA 168	Cooperative Work Experience: Live Entertainment	1

Complete one course from the following:

TA 142A	Scenic Production A	1
TA 142B	Scenic Production B	2
TA 142C	Scenic Production C	3

Complete one course from the following:

TA 141A	Theater Crew: Costume	1
TA 141B	Theater Crew: Lighting	1
TA 142G	Theater Crew: Audio/Video	1

Total Units Required **12-14**

Revised

**Live Entertainment Technician
Certificate of Proficiency**

The Certificate of Proficiency is for students looking to acquire the basic skills necessary to begin a career in the board-based field of live entertainment. Students learn the fundamentals of stage lighting, scenery construction, sound reinforcement, and rigging. In addition, students gain experience in rehearsal and performance procedures by participating in live productions at IVC's Performing Arts Center. The program includes placement in an internship with local live entertainment companies. Students completing this certificate can pursue work as an entertainment technician with employers such as regional theaters, theme parks, convention centers, concert producers, opera companies, dance companies, cruise ships and cirque troupes.

Complete the following courses:

Course ID	Title	Units
TA 41	Stage Lighting Design	3
TA 44	Stagecraft	3
TA 47	Sound Reinforcement for Live Entertainment	3
TA 168	Cooperative Work Experience: Live Entertainment	1

Complete one course from the following:

TA 142A	Scenic Production A	1
TA 142B	Scenic Production B	2
TA 142C	Scenic Production C	3

Complete one course from the following:

TA 141A	Theater Crew: Scenic	1
TA 141C	Theater Crew: Lighting	1
TA 142D	Theater Crew: Audio/Video	1

Total Units Required **12-14**

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

Current

**Museum Education and Visitor Services
Certificate of Proficiency**

This certificate of proficiency is intended to help prepare students to qualify for entry-level museum positions such as education assistant, outreach coordinator assistant, visitor assistant, docent, and museum teacher assistant. Courses examine the fundamentals of writing age-based museum curriculum, developing outreach programs and materials, evaluating the visitor experience, and implementing improvements.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ARTH 110	Introduction to Museums	3
ARTH 125	Visitor Services and Museum Educator	3
ART 130	Museum Technologies	1
Total Units Required		7

Revised

**Museum Education and Visitor Services
Certificate of Proficiency**

This certificate of proficiency is intended to help prepare students to qualify for entry-level museum positions such as education assistant, outreach coordinator assistant, visitor assistant, docent, and museum teacher assistant. Courses examine the fundamentals of communications, writing age-based museum curriculum, developing outreach programs and materials, evaluating the visitor experience, and implementing improvements.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
ARTH 110	Introduction to Museums	3
ARTH 125	Visitor Services and Museum Educator	3
<u>COMM 1</u>	<u>Communication Fundamentals</u>	<u>3</u>
OR		
<u>COMM 1H</u>	<u>Communication Fundamentals Honors</u>	<u>3</u>
Total Units Required		9

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

**Current
Psychology Associate in Arts Degree Program**

Students majoring in psychology at the lower-division level focus on understanding human personality and behavior, cognition, and emotions, as well as researching psychological issues of current concern. The critical insight that psychology requires makes this major especially appropriate for those considering careers in any of the helping professions, teaching, or behavioral research; or for those seeking a widely applicable liberal arts background.

See next page

Program Student Learning Outcomes

Upon completion of the anthropology programs, students will be able to:

- List and describe the national, regional, and local psychological organizations which serve as information resources and offer student memberships.
- State they were well-prepared to succeed in upper division coursework at their transfer university.
- Present a paper and/or a poster describing their psychological research study. A given presentation will take place in front of a classroom and/or at a local, regional, or national psychology conference and will conform to APA presentation guidelines.
- Identify the most appropriate statistical procedure, given different research scenarios.
- Demonstrate knowledge of proper content and formatting for an APA style manuscript.
- Use SPSS Statistical software to perform the basic descriptive and inferential statistical procedures taught in introductory statistical courses.
- Describe several occupations within the field of psychology and the academic pathways leading to those occupations.
- Demonstrate knowledge of psychology's different perspectives.
- Cite and interpret current research evidence for alternative positions regarding key psychological issues.

Course ID	Title	Units
<i>Complete the following courses:</i>		
PSYC 1	Introduction to Psychology	3
PSYC 2	Research Methods in Psychology	3
PSYC 10	Statistical Methods in the Behavioral Sciences	3
<i>Choose one course in each of the following categories:</i>		
CATEGORY A:		
PSYC 3	Physiological Psychology	3
PSYC 7	Developmental Psychology: Childhood and Adolescence	3
PSYC 106	Developmental Psychology: Lifespan	3
CATEGORY B:		
PSYC 13	Psychology of Reasoning and Problem Solving	3
PSCY 32	Psychology of Personality	3
PSYC 33	Psychology of Adjustment	3
PSYC 37	Abnormal Behavior	3
CATEGORY C:		
PSYC 5	Psychological Aspects of Human Sexuality	3
PSYC 20	Psychology of Gender	3
PSYC 30	Social Psychology	3
Total Units Required		18

Recommended electives: ANTH 2; BIO 5, 12; CHEM 1A; PHIL 1; PSYC ~~160~~; SOC 1

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Revised
Psychology Associate in Arts Degree Program

Curriculum: Psychology courses at Irvine Valley College provide academic instruction in basic psychology concepts, theories, terminology and research methods, and promote students' life skills, personal growth and interpersonal effectiveness.

Major: Students majoring in psychology at the lower-division level focus on understanding human personality and behavior, cognition, and emotions, as well as researching psychological issues of current concern. The critical insight that psychology requires makes this major especially appropriate for those considering careers in any of the helping professions, teaching, or behavioral research; or for those seeking a widely applicable liberal arts background.

Program Student Learning Outcomes

Upon completion of the anthropology programs, students will be able to:

- List and describe the national, regional, and local psychological organizations which serve as information resources and offer student memberships.
- State they were well-prepared to succeed in upper division coursework at their transfer university.
- Present a paper and/or a poster describing their psychological research study. A given presentation will take place in front of a classroom and/or at a local, regional, or national psychology conference and will conform to APA presentation guidelines.
- Identify the most appropriate statistical procedure, given different research scenarios.
- Demonstrate knowledge of proper content and formatting for an APA style manuscript.
- Use Statistical package for the Social Sciences (SPSS) Statistical software to perform the basic descriptive and inferential statistical procedures taught in introductory statistical courses.
- Describe several occupations within the field of psychology and the academic pathways leading to those occupations.
- Demonstrate knowledge of psychology's different perspectives.
- Cite and interpret current research evidence for alternative positions regarding key psychological issues.

Course ID	Title	Units
<i>Complete the following courses:</i>		
PSYC 1	Introduction to Psychology	3
	<u>OR</u>	
<u>PSYC 1H</u>	<u>Introduction to Psychology Honors</u>	<u>3</u>
PSYC 2	Research Methods in Psychology	3
<u>PSYC 10</u>	<u>Statistical Methods in the Behavioral Sciences</u>	<u>3</u>
	<u>OR</u>	
<u>PSYC 10H</u>	<u>Statistical Methods in the Behavioral Sciences</u>	
	<u>Honors</u>	<u>3</u>
	<u>OR</u>	
<u>ECON 10</u>	<u>Statistics for Business and Economics</u>	<u>3</u>
	<u>OR</u>	
<u>ECON 10H</u>	<u>Statistics for Business and Economics Honors</u>	<u>3</u>
	<u>OR</u>	
<u>MGT 10</u>	<u>Statistics for Business and Economics</u>	<u>3</u>
	<u>OR</u>	
<u>MGT 10H</u>	<u>Statistics for Business and Economics Honors</u>	<u>3</u>
	<u>OR</u>	
<u>MATH 10</u>	<u>Introduction to Statistics</u>	<u>3</u>

CATEGORY A: Complete 3-4 units from the following:

PSYC 3	Physiological Psychology	3
	<u>OR</u>	
<u>PSYC 3H</u>	<u>Physiological Psychology Honors</u>	<u>3</u>
	<u>AND</u>	
<u>PSYC 3L</u>	<u>Physiological Psychology Lab</u>	<u>3</u>
PSYC 6	Developmental Psychology: Lifespan	3
PSYC 7	Developmental Psychology: Childhood and Adolescence	3
	<u>OR</u>	
<u>HD 7</u>	<u>Developmental Psychology: Childhood and Adolescence</u>	<u>3</u>
<u>PSYC 11</u>	<u>Introduction to Language Acquisition</u>	<u>3</u>

CATEGORY B: Complete 3 units from the following:

PSYC 13	Psychology of Reasoning and Problem Solving	3
	<u>OR</u>	
<u>PSYC 13H</u>	<u>Psychology of Reasoning and Problem Solving Honors</u>	<u>3</u>
PSCY 32	Psychology of Personality	3
PSYC 33	Psychology of Adjustment	3
PSYC 37	Abnormal Behavior	3
	<u>OR</u>	
<u>PSYC 37H</u>	<u>Abnormal Behavior Honors</u>	<u>3</u>

CATEGORY C: Complete 2-3 units from the following:

PSYC 5	Psychological Aspects of Human Sexuality	3
	<u>OR</u>	
<u>PSYC 5H</u>	<u>Psychological Aspects of Human Sexuality Honors</u>	<u>3</u>
<u>PSYC 15A</u>	<u>Faculty Mentored Independent Research in Psychology A</u>	<u>2</u>
<u>PSYC 15B</u>	<u>Faculty Mentored Independent Research in Psychology B</u>	<u>2</u>
PSYC 20	Psychology of Gender	3
PSYC 30	Social Psychology	3
	<u>OR</u>	
<u>SOC 30</u>	<u>Social Psychology</u>	<u>3</u>

Total Units Required **18-20**

Recommended electives: ANTH 2 or 2H; BIO 5, 12; CHEM 1A; PHIL 1; PSYC 60; SOC 1 or 1H

IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018

Current
Real Estate

Associate of Science and Certificate of Achievement

Students who complete the core curriculum are equipped with not only immediately marketable skills but also the coursework necessary to sit for the California Real Estate Broker's Examination. ~~They~~ also earn transferable lower-division credit that may be applied toward a baccalaureate degree in business-related areas. In addition, individual courses in such areas as appraisal, property management, and real estate finance will provide students with entry-level skills in these areas. Courses are offered either online or during the evening to allow individuals with family and employment commitments the opportunity to study or a new or re-entry career.

See Next Page

PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of the real estate program, students will be able to

- ~~Explain how state and federal antidiscrimination laws impact real estate activities.~~
- ~~Identify the various ways of holding title to real property including any rights of survivorship.~~
- ~~Explain how agency relationships affect a real estate licensee's disclosure requirements.~~

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 172	Real Estate Practice	3
RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3

Complete one of the following courses:

ACCT 1A	Financial Accounting	4
ACCT 215	General Accounting	3
ECON 1	Principles of Economics-Micro	3

Complete ~~three~~ of the following courses:

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

Total Units Required **~~24~~ 25**

Recommended electives: CIM 107, ~~217~~; MGT 1, 104, 135, 168

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

Revised
Real Estate

Associate of Science and Certificate of Achievement

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

PROGRAM STUDENT LEARNING OUTCOMES:

Upon completion of the real estate program, students will be able to

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

Complete the following courses:

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

Complete one of the following courses:

ACCT 1A	Financial Accounting	4
<u>ACCT 1B</u>	<u>Managerial Accounting</u>	<u>4</u>
	OR	
<u>ACCT 18H</u>	<u>Managerial Accounting Honors</u>	<u>4</u>
<u>ACCT 204</u>	<u>Accounting Applications: QuickBooks</u>	<u>3</u>
ACCT 215	General Accounting	3
ECON 1	Principles of Economics-Micro	3
	OR	
<u>ECON 1H</u>	<u>Principles of Economics-Micro Honors</u>	<u>3</u>
<u>ECON 2</u>	<u>Principles of Economics-Macro</u>	<u>3</u>
	OR	

<u>ECON 2H</u>	<u>Principles of Economics-Macro Honors</u>	<u>3</u>
<u>ECON 13</u>	<u>Global Economics</u>	<u>3</u>
<u>ECON 20</u>	<u>Introductory Economics</u>	<u>3</u>
	OR	
<u>ECON 20H</u>	<u>Introductory Economics Honors</u>	<u>3</u>

Complete four of the following courses:

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

Total Units Required 25-28

Recommended electives: CIM 107, CIM/ENTR 117; MGT 1, 104, 135; RE 168

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

Current

**Real Estate Sales
Certificate of Proficiency**

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 170	Real Estate Principles	3
RE 172	Real Estate Practice	3
RE 250	Real Estate Salesperson's License Preparation	1

Select one course from the following:

RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3
RE 190	Escrow I	3
RE 195	Property Management I	3
RE 279	Computer Applications for Real Estate	3

Total Units Required **10**

Revised

**Real Estate Sales
Certificate of Proficiency**

This certificate of proficiency parallels the state's requirement for the Real Estate Salesperson license. It is recommended for anyone wishing to obtain a real estate sales license which allows for immediate vocational employment.

Complete the following courses:

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
RE 170	Real Estate Principles	3
RE 172	Real Estate Practice	3

Select one course from the following:

RE 174A	Legal Aspects of Real Estate I	3
RE 175	Real Estate Finance	3
RE 176A	Real Estate Appraisal I	3
RE 190	Escrow I	3
RE 195	Property Management I	3
RE 279	Computer Applications for Real Estate	3

Total Units Required **9**

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

**Current
Theatre Arts Associate in Arts Degree Program**

Program Student Learning Outcomes

Upon completion of the theatre arts, acting, or technical theatre program, students will be able to:

- Perform a role in a ~~specific~~ production.
- Construct theatrical elements.
- Manage a theatrical production.
- Apply fundamentals of theatrical design.

See next page

<i>Course ID</i>	<i>Title</i>	<i>Units</i>
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FIRST SEMESTER:

Complete the following courses:

TA 1	Acting	3
TA 10	Musical Theatre Workshop	3
TA 35	Voice and Diction	3

Complete one of the following courses:

TA 15, 15A, 15B	Rehearsal and Performance: Drama	1 or 2
TA 16, 16A, 16B	Rehearsal and Performance: Comedy	1 or 2
TA 17, 17A, 17B	Rehearsal and Performance: Mixed Genres	1 or 2
TA 18, 18A, 18B	Rehearsal and Performance: Dance	1 or 2
TA 19, 19A, 19B	Rehearsal and Performance: Musical Theatre	1 or 2
TA 142A, 142B, 142C	Theatre Production	1, 2 or 3

SECOND SEMESTER:

Complete the following courses:

TA 2	Beginning Scene Study	3
TA 15-19	Rehearsal and Performance (complete one course)	1 or 2

THIRD SEMESTER:

Complete the following courses:

TA 3	Advanced Scene Study	3
TA 15-19	Rehearsal and Performance (complete one course)	1 or 2

Complete one of the following courses:

TA 20	Theatre Appreciation: Classical Overview	3
TA 21	Theatre Appreciation: Contemporary	3
TA 25	Great Plays: Primitive to Renaissance	3
TA 26	Great Plays: Renaissance to Contemporary	3

Complete one of the following courses:

TA 40	Introduction to Theatre Design	3
TA 40C	Scenic Design for Theatre	2
TA 41	State Lighting Design	3

FOURTH SEMESTER:

Complete the following courses:

TA 43	Stage Makeup	3
TA 15-19	Rehearsal and Performance (complete one course)	1 or 2

Total Units Required	25 31
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~~Recommended electives: TA 4, 5, 8, 9~~

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

**Revised
Theatre Arts Associate in Arts Degree Program**

This degree offers students a broader range of specialized courses than the Theater Arts for Transfer AA-T degree. This additional breadth is appropriate for students seeking transfer to bachelor degree programs where admission is highly competitive. All students completing this degree will take courses in six key areas: history and cultural traditions of theater, acting technique, performance procedures, state design or stage management, production crew, and shop work. Examples of specialized coursework include vocal skills, musical theater, audio production, costume construction, state management and contemporary theater history and criticism. By developing skills used across many forms of live entertainment, students build a portfolio of employable skills applicable to professions such as live entertainment technician, production manager, actor, singer, and dancer. Students will have the opportunity to participate in live performances on state and as a member of the production crew. Students will spend time in the IVC theater shops learning how to build scenery and costumes. However, specific entry level employment opportunities may require additional education or experience. Some courses in this major require students to audition for placement or submit an application.

Upon completion of the AA in Theater Arts, students will be able to:

- Perform a role in a theatrical production.
- Construction theatrical elements.
- Manage a theatrical production.
- Apply fundamentals of theatrical design.
- Analyze current practice in a historical and cultural context.

Complete one of the following courses:

History and Cultural Traditions of Theater: Classical

TA 20	Theatre Appreciation: Classical Overview	3
<u>TA 22</u>	<u>Introduction to Theater</u>	<u>3</u>
TA 25	Great Plays: Primitive to Renaissance	3
	<u>OR</u>	
<u>TA 25H</u>	<u>Great Plays: Primitive to Renaissance Honors</u>	<u>3</u>

Complete one of the following courses:

History and Cultural Traditions of Theater: Contemporary

TA 21	Theatre Appreciation: Contemporary	3
TA 26	Great Plays: Renaissance to Contemporary	3
	<u>OR</u>	
<u>TA 26H</u>	<u>Great Plays: Renaissance to Contemporary Honors</u>	<u>3</u>

Complete one of the following courses:

Acting Technique

TA 1	Acting	3
TA 8	Advanced Acting	3
TA 12	Directing	3

Complete 2 units from the following courses:

Rehearsal and Performance Procedures

TA 15	Rehearsal and Performance: Drama	2
	<u>OR</u>	
TA 15A	<u>Introduction to Rehearsal and Performance:</u> <u>Drama</u>	1
	<u>AND</u>	
TA 15B	<u>Continuation of Rehearsal and Performance:</u> <u>Drama</u>	1
TA 16	Rehearsal and Performance: Comedy	2
	<u>OR</u>	
TA 16A	<u>Introduction to Rehearsal and Performance:</u> <u>Comedy</u>	1

AND

TA 16B	<u>Continuation of Rehearsal and Performance:</u> <u>Comedy</u>	1
TA 17	Rehearsal and Performance: Mixed Genres	2
	<u>OR</u>	
TA 17A	<u>Introduction to Rehearsal and Performance:</u> <u>Mixed Genres</u>	1
	<u>AND</u>	
TA 17B	<u>Continuation of Rehearsal and Performance:</u> <u>Mixed Genres</u>	1
TA 18	Rehearsal and Performance: Dance	2
	<u>OR</u>	
TA 18A	<u>Introduction to Rehearsal and Performance:</u> <u>Dance</u>	1
	<u>AND</u>	
TA 18B	<u>Continuation of Rehearsal and Performance:</u> <u>Dance</u>	1
TA 19	Rehearsal and Performance: Musical Theater	2
	<u>OR</u>	
TA 19A	<u>Introduction to Rehearsal and Performance:</u> <u>Musical Theater</u>	1
	<u>AND</u>	
TA 19B	<u>Continuation of Rehearsal and Performance:</u> <u>Musical Theater</u>	1

Complete one of the following courses:

Production Crew

<u>TA 141A</u>	<u>Theater Crew: Scenic</u>	<u>1</u>
<u>TA 141B</u>	<u>Theater Crew: Costume</u>	<u>1</u>
<u>TA 141C</u>	<u>Theater Crew: Lighting</u>	<u>1</u>
<u>TA 141D</u>	<u>Theater Crew: Audio/Video</u>	<u>1</u>
<u>TA 48B</u>	Intermediate State Management	1
<u>TA 48C</u>	<u>Advanced State Management</u>	<u>1</u>

Complete one of the following courses:

Stage Design and Stage Management

TA 40	Introduction to Theatre Design	3
TA 41	State Lighting Design	3
<u>TA 42</u>	<u>Costume Design</u>	<u>3</u>
<u>TA 43</u>	<u>Scenic Design for the Theatre</u>	<u>2</u>
<u>TA 47</u>	<u>Sound Reinforcement for Live Entertainment</u>	<u>3</u>
<u>TA 48A</u>	<u>Beginning Stage Management</u>	<u>3</u>
<u>TA 49</u>	<u>Stage Makeup Design</u>	<u>3</u>

Complete 2 or 3 units from the following courses:

Production Shop

<u>TA 44</u>	<u>Stagecraft</u>	<u>3</u>
TA 142A	<u>Scenic</u> Production <u>A</u>	1
TA 142B	<u>Scenic</u> Production <u>B</u>	2
TA 142C	<u>Scenic</u> Production <u>C</u>	3
<u>TA 143</u>	<u>Costume Sewing</u>	<u>1</u>
<u>TA 145</u>	<u>Scene Painting</u>	<u>3</u>
<u>TA 153</u>	<u>Costume Sewing and Production</u>	<u>2</u>
<u>TA 163</u>	<u>Costume Sewing, Production, and Wardrobe</u>	<u>3</u>

**IRVINE VALLEY COLLEGE
NEW, REVISED AND DELETED PROGRAMS
ACADEMIC YEAR 2017-2018**

Complete 3 to 4 units from the following courses. Courses taken that appear in the areas above may not be used again to fulfill requirements in this area:

TA 2	Beginning Scene Study	2
TA 3	Advanced Scene Study	3
<u>TA 7</u>	<u>Screen Acting Techniques</u>	<u>3</u>
<u>TA 9</u>	<u>Musical Revue</u>	2
TA 10	Musical Theatre Workshop	3
<u>TA 29</u>	<u>Script Analysis</u>	<u>3</u>
	<u>OR</u>	
<u>TA 29H</u>	<u>Script Analysis Honors</u>	<u>3</u>
TA 35	Voice and Diction	3
TA 40	Introduction to Theatre Design	3
TA 41	State Lighting Design	3
<u>TA 42</u>	<u>Costume Design</u>	<u>3</u>
<u>TA 43</u>	<u>Scenic Design for the Theatre</u>	2
<u>TA 47</u>	<u>Sound Reinforcement for Live Entertainment</u>	<u>3</u>
<u>TA 48A</u>	<u>Beginning Stage Management</u>	<u>3</u>
<u>TA 49</u>	<u>Stage Makeup Design</u>	<u>3</u>
<u>TA 140</u>	<u>Introduction to Technical Theater</u>	<u>3</u>
<u>TA 141E</u>	<u>Theater Crew: Make-up</u>	<u>1</u>
<u>TA 142B</u>	<u>Scenic Production B</u>	<u>2</u>
<u>TA 153</u>	<u>Costume Sewing and Production</u>	2
Total Units Required		<u>19-22</u>

IRVINE COLLEGE
NEW, REVISED, DELETED COURSES
ACADEMIC YEAR 2017-2018

Exhibit A
Page 20 of 21

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	ART 408	14707.00	Floral Design-Beginning	TOP: 1001.00 0109.20
Humanities	HUM 90	14657.00	Introduction to Ethnic Studies	TOP Code: 1510.00 2203.00
Humanities	HUM 91	14658.00	Introduction to Asian American Studies	TOP Code: 1510.00 2203.00
Arts	IMA 190	14699.00	Organic Modeling	TOP Code: 0614.00 0614.20
Arts	IMA 194	14705.00	Portfolio Development-Environmental Design	TOP Code: 0614.00 0614.20
Business Science	RE 510	14695.00	Real Estate Consumer Service and Protection	dc
Business Science	RE 511	14715.00	Real Estate Professional Risk Management	dc
Business Science	RE 570	14716.00	Real Estate Principles	dc
Business Science	RE 572	14717.00	Real Estate Practice	dc

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Irvine Valley College: Community Education, Summer 2017

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve the Community Education courses, presenters and compensation.

[illegible]

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Irvine Valley College, Laser Technology Equipment, Award of Bid No. 335, Agilent Technologies, Inc.

ACTION: Approval

BACKGROUND

The Irvine Valley College Laser Technology Program exposes students to state-of-the-art laser technology. Private industry collaboration will introduce diverse industry practice and better prepare students for technical positions using similar equipment. When laser technology specialists rent the laser equipment for real world applications, they demonstrate the instrument's many capabilities.

STATUS

On March 9 and March 16, 2017, SOCCCD ran a newspaper advertisement requesting bids for Irvine Valley College, Laser Technology Equipment, Bid No. 335. Although additional marketing efforts included posting the bid on the district website and notifying eleven prospective vendors, one vendor responded and two vendors declined to bid. Staff reviewed the bid from Agilent Technologies, Inc. in the amount of \$125,598.73 (EXHIBIT A), determined this to be a responsive, responsible bid and recommends approval.

Funds are provided by the Strong Workforce Initiative Fund.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees award Bid No. 335, for Irvine Valley College, Laser Technology Equipment to Agilent Technologies, Inc. for a total amount of \$125,598.73.

BID NO. 335

**Laser Technology Equipment
Irvine Valley College**

April 24, 2017

<u>COMPANY NAME</u>	<u>CITY</u>	<u>AMOUNT</u>
*Agilent Technologies, Inc.	Santa Clarita, CA	\$125,598.73
Tektronix	Beaverton, OR	Declined to Bid
SP Industries, Inc.	Warminster, PA	Declined to Bid

***Recommended Award**

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Approval

BACKGROUND

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

STATUS

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

RECOMMENDATION

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

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

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date</i>	<i>Faculty Member Course Title/Activity</i>	<i>Speaker Name</i>	<i>Topic</i>	<i>General Fund Honorarium/Travel</i>
3/7/17	Chris Hargraves/Director of Student Life/ Women's Rights Event	Latoya Green	Cal State Fullerton speaking on behalf of Women's Rights	\$100 ASG
3/31/17	Rob Henry/HUM 204X Modern World Culture: 1700-Present	Thomas Roberts	Inner Voices	\$100
3/29/17	Rain Bosworth/ Psychology 3	Allison Smith	Parkinson's Disease	\$200
4/13/17	All Psychology Courses	Kimme Vanderbilt, PhD CSUSM	Child Development Trust & Skepticism	\$300
4/20/17	Caroline Gee / Developmental Psychology	Dr. May Ling Halim	Gender Intergroup Attitudes Among Ethnically Diverse Children	\$300
4/21/17	Nicole Major, OER-ZTC Grant	Dr. Glapa-Grossklag	An Introduction and Overview of OER, Student Affordability and Success, Efficacy of OER, Marketing, and Supporting Data	\$750 + Mileage OER-ZTC Grant
4/22/17	Barbara Tamialis / Child Development Department Event	Pamela Perfumo	Teaching Hands-On: Science and Math in Preschool	\$1500 ASG
5/1/17	Carmenmara Hernandez-Bravo LA - International Languages	Carolina Bravo-Karimi Esq.	Implicit Bias: The Silent Killer of Diversity	\$1000 Gender Conference ASG Funds
8/14/17	Professional Development Week Event- Director and Professor of the Center for Urban Education / Rossier School of Education, University of Southern California	Dr. Estela M. Bensimon	Equity is More than a Word: It's a Practice	\$3000 Student Equity Funds

4/24/18 10:00am	One Book, One College	Dan-el Padilla Peralta	"Histories of Immigration" presentation with audience Q+A, followed by book signing	\$7500 Honorarium + 1 economy class roundtrip airline ticket, hotel reservation, and ground transportation
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TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College: 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 revised curriculum for the College for the 2017-18 academic year as listed in Exhibit A. The 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 approve the proposed curriculum changes for the 2017-18 academic year at Saddleback College as listed in Exhibit A.

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2017-2018

EXHIBIT A
Page 1 of 4

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
LA	ENG 1A	284010.00	I PRINCIPLES OF COMPOSITION	prereq fr Satisfactory score on the English Placement Examination or completion of ENG 300, 340 or comparable course with a grade of "C" or better to <u>Placement by the current assessment process or successful completion of ENG 200, ENG 340, ESL 350 or comparable course with a grade of "C" or better.</u>

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2017-2018

EXHIBIT A
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LA	ENG 1AH	992785.00	HONORS PRINCIPLES OF COMPOSITION I	prereq fr Satisfactory score on the English Placement Examination or successful completion of English 200 or 390 with a "C" or better to <u>Placement by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u>
LA	ENG 3	290010.05	INTRODUCTION TO CREATIVE WRITING	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
LA	ENG 4	290040.00	FICTION FUNDAMENTALS	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
LA	ENG 15A	314010.00	SURVEY OF AMERICAN LITERATURE - 1620-1860	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
LA	ENG 15B	314020.00	SURVEY OF AMERICAN LITERATURE - 1860-CONTEMPORARY	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390 or comparable course with a grade of "C" or better.</u> , val
LA	ENG 17A	314050.00	SURVEY OF ENGLISH LITERATURE - BEOWULF TO ROMANTIC MOVEMENT	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
LA	ENG 17B	314060.00	SURVEY OF ENGLISH LIT - ROMANTIC MOVEMENT TO THE PRESENT	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2017-2018

EXHIBIT A
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LA	ENG 21A	314130.00	WORLD LITERATURE - ANCIENT TO 17TH CENTURY	prereq fr Eligibility for ENG 1A or ENG 1AH to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
LA	ENG 21B	314140.00	WORLD LITERATURE - 17TH CENTURY TO MODERN PERIOD	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
LA	ENG 142	314530.00	CHILDREN'S LITERATURE	prereq fr Eligibility for ENG 1A to <u>Eligibility for ENG 1A by the current assessment process or successful completion of ENG 200, 390, or comparable course with a grade of "C" or better.</u> , val
	ENG 200	284030.00	FUNDAMENTALS OF COMPOSITION	prereq fr Satisfactory score on the English Placement Examination or completion of ENG 300, 340 or comparable course with a grade of "C" or better to <u>Placement by the current assessment process or successful completion of ENG 300, ENG 340, ESL 350 or comparable course with a grade of "C" or better.</u> , txt, val
LA	ESL 335	429681.00	INTERMEDIATE WRITING I	prereq fr ESL 321 or 325 to <u>Placement by the current assessment process or successful completion of ESL 321 or 325 with a grade of "C" or better.</u> , tps
LA	ESL 335	428977.00	INTERMEDIATE WRITING I	prereq fr ESL 321 or 325 to <u>Placement by the current assessment process or successful completion of ESL 321 or 325 with a grade of "C" or better.</u> , tps
LA	ESL 336	429682.00	INTERMEDIATE WRITING II	prereq fr ESL 330 or 335 or <u>Placement by the current assessment process or successful completion of ESL 330 or 335 with a grade of "C" or better.</u> , txt
LA	ESL 336	429305.00	INTERMEDIATE WRITING II	prereq fr ESL 330 or 335 to <u>Placement by the current assessment process or successful completion of ESL 330 or 335 with a grade of "C" or better.</u> , txt

SADDLEBACK COLLEGE
PROPOSED CURRICULUM REVISIONS
ACADEMIC YEAR 2017-2018

EXHIBIT A
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LA	ESL 345	429687.00	ADVANCED WRITING I	prereq fr ESL 331 or 336 to <u>Placement by the current assessment process or successful completion of ESL 331 or 336 with a grade of "C" or better.</u> , txt
LA	ESL 345	302250.05	ADVANCED WRITING I	prereq fr ESL 331 or 336 to <u>Placement by the current assessment process or successful completion of ESL 331 or 336 with a grade of "C" or better.</u> , txt
LA	ESL 350	302215.10	ESSENTIAL ACADEMIC SKILLS	prereq fr ESL 340 or 345 to <u>Placement by the current assessment process or successful completion of ESL 340 or 345 with a grade of "C" or better.</u> , txt
LA	ESL 350	302210.05	ESSENTIAL ACADEMIC SKILLS	prereq fr ESL 340 or 345 to <u>Placement by the current assessment process or successful completion of ESL 340 or 345 with a grade of "C" or better.</u> , txt, val

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College, Consultant Services Agreement for Alternative Fuel Program Services, San Diego Community College District

ACTION: Approval

BACKGROUND

September 2016, Saddleback College submitted an application to the State of California Energy Commission to provide services to develop training programs for Alternative and Renewable Fuel and Vehicle Technology.

STATUS

In March 2017, Saddleback College was notified by San Diego Community College District (SDCCD) and the State of California Energy Commission that the proposal to provide services to develop training programs for Alternative and Renewable Fuel and Vehicle Technology had been accepted. Saddleback College, through SDCCD, was awarded a contract for consultant services for a fee not to exceed \$135,916 (EXHIBIT A). In accordance with the terms of the agreement work will be performed between March 24, 2017 and February 28, 2018.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept this consultant services agreement of \$135,916 from the San Diego Community College District to develop training programs to support Alternative and Renewable Fuel and Vehicle Technology from March 24, 2017 to February 28, 2018 as presented in EXHIBIT A.

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONSULTANT AGREEMENT**

THIS AGREEMENT is made and entered into this 24th day of March, 2017, at San Diego, County of San Diego, State of California, by and between the San Diego Community College District, hereinafter called "District", and South Orange County Community College District on behalf of Saddleback College, hereinafter called "Consultant".

WITNESSETH:

WHEREAS, Government Code Section 53060 authorizes the District to contract with persons to furnish services and advice to District 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, Consultant represents that he/she is specially trained, experienced, and competent to provide such special services and to give the advice called for by this Agreement; and

WHEREAS, District has determined that it does not have on its staff employees qualified to provide such services, and has determined that it has a need to enter into this Agreement with Consultant for the special services and advice described herein;

NOW, THEREFORE, it is mutually agreed by the parties hereto as follows:

Article 1. Employment of Consultant. District hereby contracts with consultant to perform the necessary professional services and advice as hereinafter set forth.

Article 2. Consultant's Services.

(a) Consultant hereby agrees to perform the professional services set forth in Exhibit "A", attached hereto and incorporated herein by reference, to the satisfaction of District.

(b) Consultant shall keep District's representative, Peter Davis, fully informed as to the progress of the work and shall submit to District such oral and written reports as District may specify.

Article 3. Time of Performance and Term of Agreement. The services called for under this Agreement shall be provided by Consultant during the period commencing on March 24, 2017, and ending on February 28, 2018. It shall be expressly understood by Consultant that time is of the essence of this Agreement and District may terminate this Agreement in the event of unexcused delay in Consultant's performance hereunder.

Article 4. Consultant's Fee. District shall pay to Consultant for the performance of all services rendered pursuant to and during the term of this Agreement the sum of \$135,916. These fees shall include normal operating and office expenses or costs associated with completion of the work to be done. District shall not be liable for any costs or expenses paid or incurred by Consultant in performing services for the District, unless specific exception is provided herein.

Article 5. Payments. Payment of Consultant's fee shall be made within 30 days of invoice or approved performance, whichever is later (NET 30). Consultant agrees and acknowledges that it is Consultant's sole responsibility to report as income all compensation received from District, and to make the requisite tax filings and payments to the appropriate federal, state and local tax authorities.

Article 6. Employee Benefits. Consultant shall be responsible for all salaries, payments, insurance and benefits for all of its officers, agents, and employees in performing services pursuant to this Agreement.

Article 7. Workers' Compensation Insurance. Consultant agrees to procure and maintain in full force and effect Workers' Compensation insurance covering its employees and agents while these persons are participating in the activities hereunder. In the event a claim under the provisions of the California Workers' Compensation Act is filed against District by a bona fide employee of Consultant participating under this Agreement, Consultant agrees to defend and indemnify the District from such claim.

Article 8. Insurance. Consultant agrees to carry comprehensive general and automobile liability insurance with limits of five hundred thousand dollars (\$500,000) per occurrence for bodily injury and property damage in a form mutually acceptable to both parties to protect Consultant and District against liability or claims of liability which may arise out of this Agreement. 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." The District may require provision of a copy of the insurance policy in its entirety. Consultant agrees to provide District with certificates of insurance evidencing all coverages and endorsements upon request.

Article 9. Audit and Inspection of Records. At any time during the normal business hours and as often as District may deem necessary, and upon reasonable notice, Consultant shall make available to District for examination at District's place of business all data, records, investigation reports and all other materials respecting matters covered by this Agreement. Consultant will permit District to audit and to make audits of all invoices, materials, payrolls, records of personnel and other data related to all matters covered by this Agreement.

Article 10. Confidentiality and Use of Information.

(a) Consultant shall hold in trust for the District, and shall not disclose to any person, any confidential information. Confidential information is Information which is related to the District's research, development, trade secrets and business affairs, but does not include Information which is generally known or easily ascertainable by nonparties through available public documentation.

(b) Consultant shall advise District of any and all materials used, or recommended for use, by Consultant to achieve the project goals that are subject to any copyright restrictions or requirements. In the event Consultant shall fail to so advise District and, as a result of the use of any programs or materials developed by Consultant under this Agreement, District should be found in violation of any copyright restrictions or requirements, Consultant agrees to indemnify and defend District against any action or claim brought by the copyright holder.

Article 11. Administration of Agreement. This Agreement shall be administered on behalf of the parties hereto, and any notice desired or required to be sent to a party hereunder shall be addressed, as follows:

For DISTRICT: Peter Davis
Designated Project Manager
ATTE Center

Address: San Diego Miramar College
10440 Black Mountain Road
San Diego, CA 92126

AND

Edward Cook, Purchasing Supervisor
Purchasing and Contract Services

Address: San Diego Community College District
3375 Camino del Rio South, Suite 270
San Diego, CA 92108

For CONSULTANT:

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

Anthony Teng, Dean of Advanced Technology & Applied Sciences
South Orange County Community College District

Address: 28000 Marguerite Parkway
Mission Viejo, CA 92692

Article 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) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or, if mailed, on the fifth 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 set forth above.

Article 13. Ownership of Work Product. All products of work performed pursuant to this Agreement, including, but not limited to, notes, tables, graphs, reports, files, computer programs, and source code, for the sole purpose of implementing the overall contract with the California Energy Commission, will be provided to the District and become public information. All equipment purchased will be the sole property of the Consultant provided use is consistent with that approved through the RFA process and as selected by the approving committee.

Article 14. Termination for Cause. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include: (a) a material violation of this agreement by Consultant, (b) any act by Consultant exposing District to liability to others for personal injury or property damage, or (c) If 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 of termination for cause shall contain the reasons for such intention to terminate and unless within five (5) 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 five (5) days cease and terminate.

In the event of such termination, the District may secure the required services from another consultant. If the cost to the District of obtaining the services from another consultant exceeds the cost of providing the service pursuant to this Agreement, the excess cost may be charged to and collected from Consultant. 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 five (5) days after the day of mailing, whichever is sooner.

In the event of such termination, Consultant shall be paid the reasonable value of satisfactory services rendered up to the date of receipt of the notice of termination, less any payments theretofore made, as determined by District, and the Consultant hereby expressly waives any and all claims for damages or compensation arising under this Agreement in the event of such termination, except as set forth herein.

Also, at the time of such termination, all finished or unfinished documents, data, studies, drafts, surveys, drawings, maps, reports, and other materials prepared by Consultant shall, at the option of the District, become the property of District.

Article 15. Termination for Convenience. Either party may terminate this Agreement at any time and for any reason by giving written notice to the other party of such termination, and specifying the effective date thereof, at least thirty (30) days prior to the effective date.

If the Agreement is terminated as provided in this Section, Consultant shall be entitled to receive compensation for any satisfactory work completed up to the receipt by Consultant of notice of termination, less any payments theretofore made, and for satisfactory work completed between the receipt of notice of termination and the effective date of termination pursuant to a specific request by District for the performance of such work.

Also, at the time of such termination, all finished and unfinished documents and other materials described hereinabove shall, at the option of District, become District's sole and exclusive property.

Article 16. Status of Consultant. It is agreed that District is interested only in the results obtained from service hereunder and that Consultant shall perform as an independent contractor with sole control of the manner and means of performing the services required under this Agreement. Consultant shall complete this Agreement according to its own methods of work which shall be in the exclusive charge and control of Consultant and which shall not be subject to control or supervision by the District, except as to the results of the work. Consultant is, for all purposes arising out of this Agreement, an Independent contractor, and neither Consultant nor its employees shall be deemed an employee of the District for any purpose. It is expressly understood and agreed that Consultant and its employees shall in no event be entitled to any District benefits to which District employees are entitled, including, but not limited to overtime, retirement benefits, Insurance, vacation, worker's compensation, sick or injury leave or other benefits.

Article 17. Hold Harmless. District shall not be liable for, and Consultant shall defend and indemnify District and its officers, agents, employees and volunteers (collectively "District Parties"), against any and all claims, deductibles, self-insured retentions, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), which arise out of or are in any way connected to the work covered by this Agreement arising either directly or indirectly from any act, error, omission or negligence of Consultant or its officers, employees, agents, contractors, licensees or servants, including, without limitation, Claims caused by the concurrent negligent act, error or omission, whether active or passive, of District Parties. Consultant shall have no obligation, however, to defend or indemnify District Parties from a Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole negligence or willful misconduct of District Parties.

Article 18. Conflict of Interest. Prior to execution of this contract, contractor shall disclose in writing to District any and all compensation, actual or potential, which contractor may receive in any form from a party other than the District as a result of performance of this contract by contractor. If contractor becomes aware of the potential for such compensation subsequent to the execution of this contract, contractor shall disclose such compensation within three working days of becoming aware of the potential for such compensation. Prior to or concurrent with making any recommendation of any products or service for purchase by the District, contractor shall disclose any financial interest that contractor may have in any manufacturer or provider of the recommended products or services. The term "financial interest" includes, but is not limited to, employment (current or prospective) or ownership interest of any kind and degree.

Article 19. Assignment. No portion of this Agreement or any of the work to be performed hereunder may be assigned by Consultant without the express written consent of District and without such consent all services hereunder are to be performed by Consultant, its officers, agents and employees.

Article 20. Compliance With Applicable Laws. 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 activities covered by this Agreement or arising out of the performance of such activities.

Article 21. Permits/Licenses. Consultant and all of 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.

Article 22. Nondiscrimination in Employment. Consultant agrees that it will not engage in unlawful discrimination in employment as delineated in the California State Fair Employment and Housing Act, and Section 12940 of the California Government Code.

Article 23. 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.

Article 24. Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be unenforceable, invalid, or void, the remaining provisions will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.

Article 25. Entire Agreement/Amendment. This Agreement and any exhibits attached hereto constitute the entire agreement between the parties 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.

Article 26. Governing Law/Venue. The terms and conditions of this Agreement shall be governed by the laws of the State of California. Any action or proceeding brought by any party against any other party arising out of or related to this Agreement shall be brought exclusively in San Diego County.

Article 27. Attorney's Fees. If either party commences any legal action or proceeding to enforce, interpret or construe this Agreement, the prevailing party shall be entitled to recover from the other party reasonable attorneys' fees and court costs, as determined by the court. "Legal action or proceeding" includes a declaratory relief action and any bankruptcy or insolvency proceedings.

Article 28. Alterations or Variance. No alterations to this Agreement or variance from the provisions hereof shall be valid unless made in writing and executed by both of the parties hereto.

Article 29. Scope of Work Details/Exhibit "A"-must be provided.

Exhibit A is incorporated here as the work statement for the contracted program. A detailed workplan is also attached as Exhibit B, which follows contract approval signatures.

The equipment purchased through the grant will be integrated into current classes and will be used to illustrate common problems, diagnostic procedures and repair of a production vehicle. The funds received will enable us to use a previously donated Fast DC Charger (level 3), as well as pay costs associated with course development.

We are planning to introduce a new class for our alternative fuel program. We will partner with our graphics department to teach vehicle wrapping. This environmentally friendly endeavor will reduce solvents, paints, chemicals and hazardous materials. The class will give a new string to our students and experienced technicians making them a well-rounded individual.

The Nissan Leaf will put Saddleback in the position to join other local community colleges that offer first responder AFV training. The National Alternative Fuel Training Consortium (NAFTC) thru West Virginia University has five training centers throughout California they are Fresno City College, Modesto Junior College, Yuba College, El Camino College, and Rio Hondo College.¹ We are geographically positioned to become the sixth training center and meet the training needs of first responders between Orange County

and San Diego. We are also well positioned to become the fourth community college to become an Advanced Transportation Technologies and Energy Center.

This grant request will enhance and support the current and future direction of our program as well as help ensure that the college remains a proactive regional resource for the creation of training in emerging AFV technologies.

The funds are necessary to supplement our ever decreasing budget and will be used to remain current with changing technology and trends which puts a financial burden on our ability to function as a department. Presently, our partner's contributions have been in the area of tools, equipment, donated shop cars and expertise. Car manufacturer Fisker has donated a DC Fast Charger (Level three) to our program, however we lack funds for its installation and use in our program

Currently due to our move to our temporary location while our building is renovated our funds have been nearly depleted. We have been and presently are aggressively trying to raise funds from our scholarship vendors and our industry partners. Upon approval of the grant we would have hope to secure some funds for matching.

Our goals focus on completion of the program specific curriculum rather than on casual participation. We plan to use the street legal Nissan Leaf as part of our outreach program to regional high schools. The vehicle provides a platform to promote careers in the alternative fuel vehicle industry. The vehicle will help promote achievable career paths in the automotive industry that don't require you to be covered in oil.

Total funding is not to exceed. \$135,916

Quarterly reports are required and will be used as a key assessment tool of the progress toward workplan and contract completion. Failure to meet program dates, most importantly the purchase of equipment by June 1, 2017, can result in termination of the award.

A Final Report will review all project accomplishments and include a success story that will be published on the ATRE 4nrg.org website. Formats for quarterly reports and the final report will be provided. Specific dates will be determined based upon the final contract signature date. However in all cases a draft final report is due no later than January 31, 2018.

No agreement is in effect until the agreement is signed by all parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

DISTRICT

CONSULTANT

District Project Manager

Date

Debra Fitzsimons
Interim Chancellor

Date

Edward Cook, Purchasing Supervisor
Purchasing and Contract Services

Date

Revised June 2012 - CONSULT

EXHIBIT B – Program Workplan

The following workplan is that taken from the Saddleback College proposal. Any changes to the workplan in scope or timing must first be approved by the District's representative in consultation with the California Energy Commission.

Equipment Acquisition & Related Materials

	Activities	Timeline	Measurable Outcomes
1	Research and purchase Nissan Leaf 2017		Using Leaf to prepare students for real life diagnosing issues with a production electric car
2	Research and purchase OEM Special tools for the Leaf		Getting bad parts from local dealer to bug leaf so students can get first hand of Diagnosing issue with the
3	Research and purchase Two Pico Scopes		Using to show waveform of good and bad cells/sensors/ current ramping/ Inverter etc
4	Research and purchase Consult-III Plus OEM tool to service Nissan/Infiniti car lines with a subscription		Using Scan tool to Diagnose issue with the leaf
5	Research and make a service contract to install a Fast DC Charger (level 3)		Contact facilities for running 480v cables to site to where fast charger will homed
6	Input all expenses for reimbursement for instructors for professional development expense are inputed and		making sure each instructor that participates gets reimbursed.
7	Additional safety equipment		Required for safe operation of Alternate fuel vehicle program
8	Research and purchase Vinyl for wrapping vehicles		Introducing wrapping a vehicle to students
9	Research and Purchase Batterys and equipment for our Introduction program on Golf Cart/workalds		New Class for beginners with electric 101 and build a simple golf cart with simple components

Curriculum Modification or Development

	Activities	Timeline	Measurable Outcomes
1	Adding to and modifying to existing Curriculum	Nov/May 2017	Keeping current with the Automotive industry standards and practices especial with Alternative fuel vehicles
2	Developing new classes to add to existing alternative fuel program ie Vinyl Wrapping class	Nov/May 2017	Keeping current with the Automotive industry standards and practices especial with Alternative fuel vehicles
3	Review new text books for Alternative fuel Vehicle program	Nov/May 2017	Keeping current with the Automotive industry standards and practices especial with Alternative fuel vehicles
4	Developing and writing a class for beginning students using simple electric golf carts and workalds	Nov/May 2017	Introducing new students from high school a taste into Alternative fuel Vehicle program

Faculty Professional Development

	Activities	Timeline	Measurable Outcomes
1	California Automotive Teachers Conference Fall/spring	October 14 & 15 April 28 & 29	Returning with new and innovative training techniques that are effecting the automotive industry including
2	California Automotive Teachers Conference Fall/spring	October 14 & 15 April 28 & 29	Returning with new and innovative training techniques that are effecting the automotive industry including
3	California Automotive Teachers Conference Fall/spring	October 14 & 15 April 28 & 29	Returning with new and innovative training techniques that are effecting the automotive industry including
4	California Automotive Teachers Conference Fall/spring	October 14 & 15 April 28 & 29	Returning with new and innovative training techniques that are effecting the automotive industry including
5	NAFTC - Electric Drive Vehicle Automotive Technician Training	November 7-11	Returning with new and innovative training techniques that are effecting the automotive industry including
6	Free First Responder Safety Training Electric Drive Vehicles Online	November /July 2017	Returning with new and innovative training techniques that are effecting the automotive industry including
7	Free First Responder Safety Training Electric Drive Vehicles Online	November /July 2017	Returning with new and innovative training techniques that are effecting the automotive industry including
8	California Automotive Teachers Conference Fall/spring	October 14 & 15 April 28 & 29	Returning with new and innovative training techniques that are effecting the automotive industry including
9	Propane Autogas Vehicle Technician Training, Bessemer, AL	October 18-20	Returning with new and innovative training techniques that are effecting the automotive industry including



Project Alternative and Renewable Fuel and Vehicle Technology Training
Fiscal Year 2016-2017
Applicant SADDLEBACK COLLEGE
Funding Source California Energy Commission



Application Budget Summary

NOTE: Start with Budget Detail Sheet. Category expenditures will auto-fill onto Budget Summary Sheet.

Object of Expenditure	Classification	Total Program Funds Requested
1000	Instructional Salaries	\$8,000.00
2000	Noninstructional Salaries	\$8,000.00
3000	Benefits	\$2,102.00
4000	Supplies and Materials	\$11,086.00
5000	Other Operating Expenses and Services	\$33,500.00
6000	Equipment	\$68,000.00
TOTAL DIRECT COSTS:		\$130,688.00
TOTAL INDIRECT COSTS (Not to exceed 4% of Direct Costs):		\$5,228.00
TOTAL COSTS:		\$135,916.00

I authorize this cost proposal as the maximum amount to be claimed for this project and assure that the funds shall be spent in compliance with State and Federal Regulations.

Responsible Dean/Administrator

Name: Anthony Teng

Date: 3/13/2017

Authorized Signature: 

District Chief Business Officer (or Authorized Designee)

Name: Kim McCord, Acting Vice Chancellor, Business Services

Date: 3/13/2017

Authorized Signature: 

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Budget Amendment: Adopt Resolution No. 17-11 to Amend FY 2016-2017 Adopted Budget

ACTION: Approval

BACKGROUND

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

STATUS

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

General Fund

Strong Workforce Program at Irvine Valley College	\$1,765,200
Student Success & Support Program - Credit at Irvine Valley College	\$573,177
Student Success & Support Program - Non-credit at Irvine Valley College	\$1,015
Cooperative Agencies Resources for Education (CARE) at Saddleback College	\$6,909
Full-time Student Success Grant (FTSSG) at Irvine Valley College	\$90,000
Instructional Material Fees (Restricted) at Saddleback College	(\$12,909)
Non-resident Tuition at Irvine Valley College	\$1,500,000
Equal Employment Opportunity - Diversity at SOCCCD	\$12,338
Total Increase to the General Fund	<u>\$3,935,730</u>

Total Budget Amendment **\$3,935,730**

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 17-11 to amend the FY 2016-2017 Adopted Budget as indicated in EXHIBIT A.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

GENERAL FUND

RESOLUTION 17-11

April 24, 2017

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$3,935,730 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

<u>Account</u>	<u>Income Source</u>	<u>Amount</u>
8600	State Revenue	\$ 2,448,639
8800	Local Revenue	1,487,091
		<u>\$ 3,935,730</u>

<u>Account</u>	<u>Expenditure Description</u>	<u>Amount</u>
1000	Academic Salaries	\$ 2,589,345
2000	Classified Salaries	277,001
3000	Fringe Benefits	357,791
4000	Books and Supplies	47,206
5000	Other Operating Expenses and Services	251,428
6000	Capital Outlay	316,050
7000	Other Outgoing	96,909
		<u>\$ 3,935,730</u>
	Total Budget Amendment	<u>\$ 3,935,730</u>

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BUDGET AMENDMENT FY 2016-2017

GENERAL FUND

RESOLUTION 17-11

April 24, 2017

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Debra L. Fitzsimons, 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 \$3,935,730 duly and regularly adopted by the said Board at a regular meeting thereof held on April 24, 2017.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 25th day of April 2017.

Debra L. Fitzsimons
Secretary to the Board of Trustees

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 March 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 March 31, 2017

General Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$132,242	
2000	Classified Salaries		\$469,913
3000	Fringe Benefits		\$19,188
4000	Books and Supplies	\$100,407	
5000	Other Operating Expenses & Services	\$130,574	
6000	Capital Outlay	\$197,628	
7000	Other Outgo		\$71,750
Total Transfers - General Fund		\$560,851	\$560,851

Child Development Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
4000	Books and Supplies	\$1,100	
5000	Other Operating Expenses & Services		\$1,100
Total Transfers - Child Development Fund		\$1,100	\$1,100

Capital Outlay Fund

<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
6000	Capital Outlay	\$965,527	
7000	Other Outgo		\$965,527
Total Transfers - Capital Outlay Fund		\$965,527	\$965,527

Total Transfers		\$1,527,478	\$1,527,478
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TO: Board of Trustees**FROM:** Debra L. Fitzsimons, Interim Chancellor**RE:** SOCCCD: April 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>McCarthy Building Companies, Inc.</u> ATEP IVC First Building – Construction Services Change Order No. 3 – For revisions to general contractor's contract. SOCCCD	\$0	\$17,553,345.00
B.	<u>Solpak Construction Company</u> Saddleback College Fine Arts HVAC Upgrade & Interior Renovation Project – Change Order No. 7 – To settle all outstanding District claims for additional costs and time. SOCCCD	\$91,000.00	\$8,099,704.00
C.	<u>T and D Communications, Inc.</u> SOCCCD District-Wide Air Blown Fiber Project – Construction Services Change Order No. 7 – For a no cost time extension through May 10, 2017. SOCCCD	\$0	\$723,438.51

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ATEP IVC First Building Project
Board Change Order No. 3

April 24, 2017

CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO No. 3 COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
McCarthy Building Companies, Inc.		\$16,285,000.00	\$1,268,345.00	\$0.00	\$17,553,345.00	14
20401 SW Birch Street Newport Beach, CA 92660	TOTAL	16,285,000.00			17,553,345.00	14

Description	Requested	Status	Amount	Time Extension
Starting cost savings below Maximum Allowable Price (MAP)	N/A	Reviewed	-\$65,489.00	
Delay between DSA approval and City Grading Permit: 14 days @ \$2750/day	Contractor	Reviewed	\$ 38,500.00	14
Unforeseen conditions: Removal of Concrete Footings and Ductbank	Contractor	Reviewed	\$ 19,460.05	
Office Revisions: change from single offices to open office layout	College	Reviewed	\$ -	
Increase bldg power to include site lighting for infrastructure and parking lot	District	Reviewed	\$ 36,427.78	
Testing Center Revisions	College	Reviewed	\$ (5,728.00)	
Revisions to 1st floor labs: added electrical, sub panels, hose bibs, compressed air	College	Reviewed	\$ 64,453.62	
Added CATV to security and office	College	Reviewed	\$ 15,594.35	
Change in control subcontractors	College	Reviewed	\$ 14,005.38	
Add Strip lighting under electronics lab shelving	College	Reviewed	\$ 10,339.10	
Removal of compressors for 3 drinking fountains	College	Reviewed	\$ (3,220.00)	
Added design and design management DI #5	College	Reviewed	\$ 38,809.08	

EXHIBIT A
Page 1 of 4

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ATEP IVC First Building Project
Board Change Order No. 3

April 24, 2017

McCarthy Building Companies, Inc.		\$16,285,000.00	\$1,268,345.00	\$0.00	\$17,553,345.00	14
Combine IDF and MDF Rooms	College	Reviewed	\$ -		6,488.48	
Misc program changes: markerboards, tackboards, etc.	College	Reviewed	\$ -			
Change roof from TPO to PVC	College	Reviewed	\$ -			
Move trash enclosure to infrastructure project	College	Reviewed	\$ -			
Added design and design management DI #6	College	Reviewed	\$ 6,488.48			
Buyout Authorization No. 1 - Earthwork reconcile: remove plug, bond and SDI adjustments	Contractor	Reviewed	\$ (3,449.00)			
Buyout Authorization No. 2 - Structural and Miscellaneous Steel reconcile: adjust plugs and allowances	Contractor	Reviewed	\$ (71,000.00)			
Buyout Authorization No. 3 - Glazing/Curtainwall reconcile: remove allowances	Contractor	Reviewed	\$ (8,950.00)			
Buyout Authorization No. 4 - Elevator reconcile: buyout savings, bond and SDI adjustments	Contractor	Reviewed	\$ (1,272.00)			
Buyout Authorization No. 5 - Rebar reconcile: remove allowance, bond and SDI adjustment	Contractor	Reviewed	\$ (2,567.00)			
Buyout Authorization No. 6 - Site Utilities reconcile: adjust plugs and allowances, buyout savings, bond and SDI adjustment	Contractor	Reviewed	\$ (3,327.00)			
Buyout Authorization No. 7 - Drywall & Plaster reconcile: adjust plugs and allowances, bond and SDI adjustment	Contractor	Reviewed	\$ (23,621.00)			
Buyout Authorization No. 8 - Sheet Metal and Metal Panels	Contractor	Reviewed	\$ -			
Buyout Authorization No. 9 - Fire Protection reconcile: \$4900 adjustment for BIM coordination, bond and SDI adjustment	Contractor	Reviewed	\$ 4,898.00			

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ATEP IVC First Building Project
Board Change Order No. 3

April 24, 2017

McCarthy Building Companies, Inc.		\$16,285,000.00	\$1,268,345.00	\$0.00	\$17,553,345.00	14
Buyout Authorization No. 10 - Tension Fabric Structure reconcile: bond and SDI adjustments	Contractor	Reviewed	\$ (722.00)			
Buyout Authorization No. 11 - Roofing & Waterproofing reconcile: allowance adjustment, bond and SDI adjustments	Contractor	Reviewed	\$ (5,916.00)			
Buyout Authorization No. 12 - Acoustical Ceilings - allowance adjustment, bond and SDI adjustments	Contractor	Reviewed	\$ (25,417.00)			
Buyout Authorization No. 13 - Structural Concrete	Contractor	Reviewed	\$ -			
Buyout Authorization No. 14 - Flooring & Floor Mats and Buyout Authorization No. 15 - Polished Concrete - allowance adjustments, bond and SDI adjustments	Contractor	Reviewed	\$ (36,977.00)			
Buyout Authorization No. 15 - Polished Concrete	Contractor	Reviewed	\$ -			
Buyout Authorization No. 16 - Landscape - Plug adjustment, bond and SDI adjustments	Contractor	Reviewed	\$ (3,867.00)			
Buyout Authorization No. 17 - Metal Decking, allowance adjustment, bond and SDI adjustment	Contractor	Reviewed	\$ (7,797.00)			
Buyout Authorization No. 18 - Masonry, bond and SDI adjustment	Contractor	Reviewed	\$ (124.00)			
Buyout Authorization NO. 19 - Casework, bond and SDI adjustment	Contractor	Reviewed	\$ 224.00			
Buyout Authorization No. 20 - Insulation - Add for sound barrier, bond and SDI adjustment	Contractor	Reviewed	\$ 4,274.00			
Buyout Authorization No. 21 - Doors, Frames & Hardware, bond and SDI adjustment	Contractor	Reviewed	\$ 741.00			
Buyout Authorization NO. 22 - Site Concrete, allowance adjustment, bond and SDI adjustment	Contractor	Reviewed	\$ (6,897.00)			
Buyout Authorization No. 23 - Overhead Doors, allowance adjustment, SDI adjustment	Contractor	Reviewed	\$ (2,767.00)			

EXHIBIT A
Page 3 of 4

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
ATEP IVC First Building Project
Board Change Order No. 3

April 24, 2017

McCarthy Building Companies, Inc.		\$16,285,000.00	\$1,268,345.00	\$0.00	\$17,553,345.00	14
Buyout Authorization No. 24 - Ceramic Tile, adjust plug, bond and SDI adjustment.	Contractor	Reviewed	\$ (5,178.00)			
Buyout Authorization No. 25 - Spray Booth, adjust plugs, SDI adjustment	Contractor	Reviewed	\$ (955.00)			
Buyout Authorization No. 26 - Miscellaneous Specialties, adjust allowances and plugs, bond and SDI adjustment	Contractor	Reviewed	\$ (13,973.00)			
Buyout Authorization No. 27 - Fire Extinguishers	Contractor	Reviewed	\$ -			
Buyout Authorization No. 28 - Window Shades	Contractor	Reviewed	\$ -			
Buyout Authorization No. 29 - Folding Partitions, bond and SDI adjustment	Contractor	Reviewed	\$ 93.00			
Buyout Authorization No. 30 - Signage	Contractor	Reviewed	\$ -			
Buyout Authorization No. 31 - Building Clean Up	Contractor	Reviewed	\$ -			
Buyout Authorization No. 32 - Painting	Contractor	Reviewed	\$ -			
Creation of buyout reserve	District	Reviewed	\$ 44,905.16			
TOTAL THIS CHANGE ORDER REQUEST			\$0.00	14		

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
Fine Arts HVAC Upgrade Interior Renovation Project at Saddleback College
Board Change Order No. 7

April 24, 2017

Bid #	DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	COR Total	REVISED CONTRACT AMOUNT	Approved Time Extension (Cal. days)
2041	General Contractor	Solpac Construction, Inc. (dba Soltek Pacific Construction Company)		\$7,317,766	\$690,938	\$91,000	\$8,099,704	161*
		2424 Congress Street, San Diego, CA 92110	TOTAL	7,317,766			8,099,704	0

COR No.	Date	Description	Requested	Status	Amount	Added Cal. Days
FINAL	4/24/2017	Final negotiated settlement to close out project.	By District and Contractor	Approved	\$91,000	161*
TOTAL					\$91,000	

*128 calendar days non-compensatory time extension

B2
3/23/17

EXHIBIT B
Page 1 of 1

South Orange County Community College District
District-wide Air Blown Fiber Project
Bid #318D
Board Change Order No. 7
April 24, 2017

Bid #	BID PACKAGE DESCRIPTION	CONTRACTOR		CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previously Approved Time Extension (cal days)
318D	General Contractor	T and D Communications, Inc.		\$658,089.00	\$65,349.51	\$0.00	\$723,438.51	247
		12102 Severn Way Riverside, CA 92503	TOTAL	658,089.00			723,438.51	247

COR No.	Date	Description	Requested	Status	Amount	Time Extension
N/A	1/12/2017	No cost, time extension for multi-mode fiber cabling on Saddleback College North Campus	by District	reviewed	\$0.00	113
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	113

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Purchase Orders and Checks

ACTION: Approval

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 \$740,393.49 and an additional 374 purchase orders below \$5,000 amounting to \$270,200.47 for a combined total of \$1,010,593.96 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 1,328 checks in the amount of \$8,104,118.02 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)

March 8, 2017 through April 4, 2017

<u>PO</u>			
<u>Number</u>	<u>Supplier</u>	<u>Description</u>	<u>Amount</u>
P179132	Advanced Technologies Consultants	AC/DC training system equipment for IVC Engineering Dept.	7,372.75
P179474	American Portable Storage	Portable storage containers for SC	5,210.00
P179508	Apple Computer, Inc.	iMac 27" computers for IVC	86,503.39
P179044	CDW Government LLC	HP computer refresh for SC	11,152.39
P179245	CDW Government LLC	Mobil Workstation for SC Interior Design lab	5,129.37
P179359	Diversified Business Services	Promotional supplies for IVC Outreach events	11,482.75
P179358	Diversified Business Services	Promotional supplies for IVC Outreach events	6,376.28
P179455	Diversified Business Services	Promotional supplies for IVC International Student program	5,944.22
P179107	Division of the State Architect	Marquee and Landscape Design fees for SC	8,386.00
P179433	Electric Car Sales and Service Inc.	Delivery cart for District warehouse	13,385.39
P179205	En4orm Office Interiors	Ergonomic chairs for SC VP of Administrative Services	10,350.68
P179169	Grp2 Uniforms, Inc.	Campus Police uniforms for IVC	5,479.64
P179150	Hill-Rom	Hill-Rom bed for SC Nursing program	6,363.45
P179564	Irvine Valley College Bookstore	IVC Guardian Scholars book loan program & bus passes FY16-17	11,430.00
P179558	Island Advertising, Inc.	Supplies for SC EOPS/CARE student survival kits	11,203.60
P179557	Island Advertising, Inc.	Promotional supplies for SC EOPS/CARE program	5,777.33
P179147	Laerdal Medical Corporation	Lab equipment for SC Paramedic program	27,754.57
P179406	Mc Kesson General Medical Corp	AED machines and supplies for SC	9,894.81
P179204	Meridian It, Inc.	Storage server refresh for District IT	181,536.90
P179484	Penguin Random House, LLC	One Book One College purchase for SC Freshman Advantage	44,748.44
P179181	Pitney Bowes Reserve Account	Funds for postage machines at District, SC and IVC	30,000.00
P179206	S & B Foods Catering Division	Meal cards for IVC EOPS students	5,000.00
P179196	Saddleback Bookstore	Gas Card for SC EOPS/CARE students	15,000.00
P179559	Saddleback Bookstore	T-Shirts for SC Senior Day event	5,280.00
P179473	Sehi Computer Products	HP computers for SC lab refresh	14,373.85
P179539	Sehi Computer Products	Computers for SC Architecture classroom	8,725.99
P179239	Sportsfield Specialties	Scorer's equipment for the IVC Baseball Field	14,753.18
P179125	Study in the USA, Inc.	FY 17-18 advertisement - IVC International Student Program	6,200.00
P179207	SVM, LP	Gas cards for IVC EOPS students.	6,649.58
P179357	Tuttle-Click Ford	2017 Ford Transit XL 350 12 Passenger Wagon for IVC	34,844.33
P179360	Tuttle-Click Ford	District Warehouse delivery van	27,247.95
P179131	US Foods, Inc.	Food and culinary supplies for IVC CDC program	8,848.00
P179128	Western Graphics Plus, Inc.	Printing costs for IVC Deputy Sector Navigator grant	10,000.00
P179271	Xerox Corporation	Lease for new Color Production Press for SC Duplicating	38,939.80
P179198	Xerox Corporation	New copier for SC CDC program	9,048.85
P179228	YBP Library Services	Books for IVC Library	30,000.00
Total Purchase Orders \$5,000 and above			740,393.49
374 Purchase Orders Under \$5000			270,200.47
Total Purchase Orders			1,010,593.96



South Orange County Community College District

EXHIBIT B
Page 1 of 1

Purchase Order Ratification (Amount)

March 8, 2017 through April 4, 2017

PO			
Number	Supplier	Description	Amount
P179204	Meridian It, Inc.	Storage server refresh for District IT	181,536.90
P179508	Apple Computer, Inc.	iMac 27" computers for IVC	86,503.39
P179484	Penguin Random House, LLC	One Book One College purchase for SC Freshman Advantage	44,748.44
P179271	Xerox Corporation	Lease for new Color Production Press for SC Duplicating	38,939.80
P179357	Tuttle-Click Ford	2017 Ford Transit XL 350 12 Passenger Wagon for IVC	34,844.33
P179181	Pitney Bowes Reserve Account	Funds for postage machines at District, SC and IVC	30,000.00
P179228	YBP Library Services	Books for IVC Library	30,000.00
P179147	Laerdal Medical Corporation	Lab equipment for SC Paramedic program	27,754.57
P179360	Tuttle-Click Ford	District Warehouse delivery van	27,247.95
P179196	Saddleback Bookstore	Gas Card for SC EOPS/CARE students	15,000.00
P179239	Sportsfield Specialties	Scorer's equipment for the IVC Baseball Field	14,753.18
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P179433	Electric Car Sales and Service Inc.	Delivery cart for District warehouse	13,385.39
P179359	Diversified Business Services	Promotional supplies for IVC Outreach events	11,482.75
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P179558	Island Advertising, Inc.	Supplies for SC EOPS/CARE student survival kits	11,203.60
P179044	CDW Government LLC	HP computer refresh for SC	11,152.39
P179205	En4orm Office Interiors	Ergonomic chairs for SC VP of Administrative Services	10,350.68
P179128	Western Graphics Plus, Inc.	Printing costs for IVC Deputy Sector Navigator grant	10,000.00
P179406	Mc Kesson General Medical Corp	AED machines and supplies for SC	9,894.81
P179198	Xerox Corporation	New copier for SC CDC program	9,048.85
P179131	US Foods, Inc.	Food and culinary supplies for IVC CDC program	8,848.00
P179539	Sehi Computer Products	Computers for SC Architecture classroom	8,725.99
P179107	Division of the State Architect	Marquee and Landscape Design fees for SC	8,386.00
P179132	Advanced Technologies Consultants	AC/DC training system equipment for IVC Engineering Dept.	7,372.75
P179207	SVM, LP	Gas cards for IVC EOPS students.	6,649.58
P179358	Diversified Business Services	Promotional supplies for IVC Outreach events	6,376.28
P179150	Hill-Rom	Hill-Rom bed for SC Nursing program	6,363.45
P179125	Study in the USA, Inc.	FY 17-18 advertisement - IVC International Student Program	6,200.00
P179455	Diversified Business Services	Promotional supplies for IVC International Student program	5,944.22
P179557	Island Advertising, Inc.	Promotional supplies for SC EOPS/CARE program	5,777.33
P179169	Grp2 Uniforms, Inc.	Campus Police uniforms for IVC	5,479.64
P179559	Saddleback Bookstore	T-Shirts for SC Senior Day event	5,280.00
P179474	American Portable Storage	Portable storage containers for SC	5,210.00
P179245	CDW Government LLC	Mobil Workstation for SC Interior Design lab	5,129.37
P179206	S & B Foods Catering Division	Meal cards for IVC EOPS students	5,000.00
Total Purchase Orders \$5,000 and above			740,393.49
374 Purchase Orders Under \$5000			270,200.47
Total Purchase Orders			1,010,593.96



South Orange County Community College District

EXHIBIT C

Page 1 of 1

Check Ratification

March 8, 2017 through April 4, 2017

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	1,140	4,891,691.40
07 IVC Community Education	1	25.00
09 SC Community Education	12	10,977.01
12 Child Development	15	147,705.79
40 Capital Outlay	101	2,534,894.55
68 Self Insurance	1	5,145.00
71 Retiree Benefit	4	385,441.73
95 SC Associated Student Government	28	69,847.85
96 IVC Associated Student Government	26	58,389.69
Total	1,328	8,104,118.02

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: March 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 March 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>Teller Architects</u> Architectural Services Agreement (Amend #2)- No cost extension for conceptual design services for the cafeteria from 3/15/2017 to 6/3/2017 with total contract remaining at \$83,000. <div style="text-align: right;">Saddleback College</div>	\$83,000.00
<u>Cordoba Corporation</u> Consultant Services Agreement- To provide assistance in complying with accessibility requirements, as required by the "Americans with Disabilities Act of 1990" (ADA) and State of California Codes, from 3/2/2017 to 3/2/2022. <div style="text-align: right;">District Services</div>	\$82,577.00
<u>CompView</u> Construction Service Agreement- For sound equipment installation services in the gym from 2/15/2017 to 5/15/2017. <div style="text-align: right;">Saddleback College</div>	\$74,299.92
<u>Blue Tiger Inc.</u> Independent Contractor Agreement- For consulting services to custom design an Adult Education Block Grant (AEBG) Data and Accountability Cohort Study Project from 3/10/2017 to 12/31/2017. <div style="text-align: right;">Irvine Valley College</div>	\$60,000.00
<u>Meridian IT Inc.</u> Software Subscription Agreement- For subscription renewal of VMWare, a server and desktop virtualization software, used from 3/18/2017 to 3/17/2018. <div style="text-align: right;">Saddleback College</div>	\$45,229.81

<u>California Guided Pathways</u> Participation Agreement- To participate in the California Guided Pathways Project, a venture designed to increase number of students who earn a certificate or degree at a California Community College, from 3/4/2017 to 3/4/2020. Saddleback College	\$45,000.00
<u>Emcor Services, Mesa Energy Systems</u> Independent Contractor Agreement (Amend #1)- For additional HVAC repair services of \$15,000 for a revised contractor total of \$40,000. Irvine Valley College	\$40,000.00
<u>California State University, Northridge</u> Memorandum of Understanding - For equal cost sharing of consultant services (50/50) to prepare a business model for radio signal sharing between KCSN and KSBR, for a total contract value of \$67,000. Saddleback College	\$33,500.00
<u>Nossovitch Group, LLC</u> Professional Services Agreement- To provide three (3) Group to Team training sessions, a program designed to support student leaders, for Student Government, classified staff and Facilities and Maintenance personnel from 4/27/2017 to 4/28/2017. Saddleback College	\$21,200.00
<u>ALMA Strategies</u> Consultant Services Agreement- For professional consulting services related to preparation of the Five-Year Construction Plan for Fine Arts building in IVC and Gateway building in Saddleback College from 3/30/2017 to 3/30/2018. District Services	\$20,500.00
<u>Red Hawk Fire and Security</u> Construction Service Agreement- To provide fire pump repair and rebuilding services in Performing Arts Center from 9/12/2016 to 10/15/2016. Irvine Valley College	\$19,625.00
<u>Nederland-Grove LLC</u> Facility Use Agreement- Use of City National Grove theater for KSBR Birthday Bash fundraising event on 5/28/2017. Saddleback College	\$19,400.00
<u>TYR, Inc.</u> Architectural Services Agreement (Amend #1)- For additional Division of State Architect (DSA) inspection services of \$8,370.91 and increased term of services from 1/15/2017 to 4/15/2017 for a revised contract total of \$17,290.73. Irvine Valley College	\$17,290.73

<u>Arquitectonica</u> Architectural Services Agreement- To provide Division of State Architect (DSA) closeout services for the Performing Arts Center at Irvine Valley College from 3/15/2017 to 9/15/2017. District Services	\$16,000.00
<u>NetBrain Technologies, Inc.</u> Software License and Maintenance Agreement- For subscription of NetBrain, a network monitoring software, from 2/2/2017 to 2/1/2020. Saddleback College	\$13,875.00
<u>Hotel Irvine</u> Facility Use & Catering Services Agreement- For facility rental and catering services for chancellor interviews in Irvine, CA from 4/3/2017 to 4/5/2017. District Services	\$13,500.00
<u>Systems Maintenance Services, Inc.</u> Professional Services Agreement- To provide maintenance services on Dell servers from 2/1/2016 to 1/31/2017. Irvine Valley College	\$12,984.00
<u>The Nossovitch Group LLC</u> Independent Contractor Agreement- To provide consulting and mediation trainings for administrators and faculty from 12/1/2016 to 12/1/2017. Saddleback College	\$12,000.00
<u>Unlimited Environmental, Inc.</u> Field Service Agreement- To provide remediation work in Health Sciences Building from 12/23/2016 to 12/31/2016. Saddleback College	\$11,725.00
<u>Linguabee LLC.</u> Independent Contractor Agreement (Amend #1)- To provide additional interpreting services of \$5,000 for a revised contract total of \$10,000. Irvine Valley College	\$10,000.00
<u>Parsons Brinkerhoff, Inc.</u> Consulting Agreement (Amend #1)- No cost extension to provide labor compliance services for Barranca Entrance project from 2/28/2017 to 8/28/2017 for total contract remaining at \$9,738. District Services	\$9,738.00
<u>Parsons Brinckerhoff, Inc.</u> Consulting Agreement- To provide labor compliance services for KSBR remodel project from 3/4/2017 to 12/4/2017. Saddleback College	\$9,050.00
<u>VFS Fire and Security Services</u> Field Service Agreement- To provide annual alarm system inspection services from 3/20/2017 to 3/25/2017. Irvine Valley College	\$8,955.00

<u>ArmorFence Concepts</u> Field Service Agreement- To upgrade handrails and guardrails in Sciences building from 2/15/2017 to 5/15/2017. Saddleback College	\$7,957.00
<u>American Security Group</u> Professional Services Agreement- To provide support and maintenance services for emergency phone stations across the campus from 3/15/2017 to 3/15/2018. Irvine Valley College	\$7,800.00
<u>T and D Communications</u> Field Service Agreement- For equipment installation to change out power for data rooms, Intermediate Distribution Facility (IDF) and Main Distribution Facility (MDF), located in Learning Resource Center and Village 2 from 2/28/2017 to 5/29/2017. Saddleback College	\$7,350.50
<u>IncrediFlix</u> Educational Services Agreement- For community education classes in animation, filmmaking after school programs for College for Kids from 1/11/2017 to 6/30/2017. Saddleback College	\$7,200.00
<u>Jamf Software, LLC</u> Software License Agreement- For license renewal of Casper Suite, used for imaging and mobile device management by the Technology Services Department from 3/28/2017 to 3/28/2018. Saddleback College	\$6,632.00
<u>Yosemite Community College District, Child Development Training Consortium</u> Instructional Agreement- To implement the Child Development Training Consortium Program from 9/1/2016 to 6/30/2017. Irvine Valley College	\$6,250.00 (Revenue)
<u>LogMeIn</u> Software License Agreement- For license renewal of LogMeIn, a remote administration/troubleshooting tool, used by the Technology Services from 4/19/2017 to 4/20/2018. Saddleback College	\$6,045.00
<u>Taste Catering Café</u> Independent Contractor Agreement- To provide catering services for Emeritus event on 5/4/2017. Saddleback College-Foundation	\$5,487.05
<u>Haz Rental Center</u> Independent Contractor Agreement- To provide canopies and tables for 2017 Career Fair on 4/12/2017. Saddleback College-Foundation	\$5,130.00

<u>Paton Group</u> Independent Contractor Agreement- To provide maintenance support, repair and upgrade services for Object 30 Pro Printer from 3/30/2017 to 3/30/2018. Saddleback College	\$5,035.63
<u>ProTechnology</u> Software Maintenance & License Agreement- To provide training and development support for ProTechnology, a document automation solution for transcript production, from 3/23/2017 to 3/23/2018. District Services	\$4,995.00
<u>Avalon Tent & Party</u> Independent Contractor Agreement- To provide event equipment rental services for Commencement Ceremony on 5/26/2017. Saddleback College	\$4,674.95
<u>FCLO Music Theatre</u> Independent Contractor Agreement- To provide stage prop rental for theatre arts musical, "Once Upon a Mattress," from 3/20/2017 to 4/18/2017. Saddleback College	\$3,771.25
<u>CRI Electric, Inc.</u> Field Service Agreement- To install lighting load recorders to capture voltage data as part of the "Marquee Landscaping Project" from 3/30/2017 to 6/9/2017. Saddleback College	\$3,750.00
<u>DK Consultant, Inc.</u> Independent Contractor Agreement- For auctioneering services for the Annual Foundation Gala on 4/1/2017. Saddleback College-Foundation	\$3,500.00
<u>San Juan Hills Golf Club</u> Facility Use and Catering Agreement- For catering services for classified staff event at San Juan Hills Golf Club on 4/27/2017. Saddleback College	\$3,500.00
<u>Coast Party Rentals</u> Independent Contractor Agreement- To provide equipment rental services for 2017 Transfer College Fair on 4/19/2017. Saddleback College	\$3,208.40
<u>The Bee Man</u> Field Service Agreement- For bee, wasp and yellow jacket treatment and removal services from 3/1/2017 to 6/30/2019. Saddleback College	\$3,000.00
<u>Commercial Restaurant Services</u> Field Service Agreement- For repair services for Vulcan ovens and other equipment from 2/23/2017 to 6/30/2017. Saddleback College	\$3,000.00

<u>Orange County Business Journal</u> Advertising Agreement- For advertisement insertion in community college spotlight section of the OC Business Journal on 3/13/2017 Irvine Valley College	\$2,995.00
<u>Dwight Richard Odle</u> Independent Contractor Agreement- For scenic designer for Theater Arts production from 3/20/2017 to 4/17/2017. Saddleback College	\$2,800.00
<u>Pacific Parking Systems, Inc.</u> Professional Services Agreement- To provide firmware upgrade for parking permit machines to comply with new Bank Identification Number (BIN) ranges on 3/2/2017. Irvine Valley College	\$2,610.00
<u>Penn Corporate Relocation Services</u> Field Service Agreement- To provide office reconfiguration services for Vice President's office from 3/20/2017 to 6/20/2017. Saddleback College	\$2,554.62
<u>Las Golondrinas Mexican Food</u> Independent Contractor Agreement- For catering services for 2017 Transfer Celebration/Honors Recognition Event on 5/5/2017. Saddleback College	\$2,448.89
<u>Orange Coast Magazine</u> Advertising Agreement- For full page advertisement in May 2017 issue of Helping Hands section, which highlights organizations in Orange County that are active in addressing homelessness in Orange County. Saddleback College	\$2,300.00
<u>Signature Celebrations</u> Independent Contractor Agreement- To provide balloon decoration services for Commencement Ceremony on 5/26/2017. Saddleback College	\$2,257.36
<u>San Juan Hills Golf Club</u> Facility Use & Catering Agreement- For classified staff training at event on 4/28/2017. Saddleback College	\$1,982.34
<u>VFS Fire and Security Services</u> Field Service Agreement- To provide annual fire alarm inspection services in ATEP from 3/7/2017 to 4/1/2017. Irvine Valley College	\$1,775.00
<u>The Orange County Register</u> Exhibitor Agreement- For exhibitor booth at the 2017 Summer Camp Fair to promote college classes on 4/1/2017. Irvine Valley College	\$1,645.00

<u>Pamela Perfumo</u> Independent Contractor Agreement- For guest speaker to provide presentation on "Teaching hands-on science and math in preschool" on 4/22/2017. Saddleback College	\$1,500.00
<u>Spokane Community College</u> Independent Contractor Agreement- For travel reimbursement for Spokane Community College faculty to visit IVC Photonics faculty at ATEP to assist with development of two-year Associate Degree in Photonic Technology from 3/20/2017 to 4/3/2017. Irvine Valley College	\$1,500.00
<u>SoundExchange</u> Professional Services Agreement- For music streaming royalties for KSBR-FM and OCRockRadio.com from 1/31/2017-1/30/2018. Saddleback College	\$1,200.00
<u>Avalon Tent and Party</u> Independent Contractor Agreement- To provide event equipment rental services for Coffee with the Board Members and Chancellor Event at Saddleback College on 3/15/2017. District Services	\$1,165.86
<u>Alan Crawley</u> Independent Contractor Agreement- For guest keyboard musician, to perform in musical "Little Shop Of Horrors" from 3/6/2017 to 4/15/2017. Irvine Valley College	\$1,115.00
<u>Jeffrey Segal</u> Independent Contractor Agreement- For guest percussionist, to perform in musical "Little Shop Of Horrors" from 3/3/2017 to 4/15/2017. Irvine Valley College	\$1,115.00
<u>Daily Forty-Niner Publications</u> Advertising Agreement- For online advertising and magazine insertion ads promoting Irvine Valley College from 3/20/2017 to 4/20/2017. Irvine Valley College	\$1,100.00
<u>Lightwerks Communication Systems</u> Independent Contractor Agreement- To provide updates on existing audio/visual line drawings and configurations from 2/22/2017 to 6/30/2017. Saddleback College	\$1,040.00
<u>Chris Boone</u> Independent Contractor Agreement- For guest bass player, to perform in musical "Little Shop Of Horrors" from 3/6/2017 to 4/15/2017. Irvine Valley College	\$1,030.00
<u>Mentoring & Interpreting Agency Inc.</u> Independent Contractor Agreement- For American sign language interpreting services for college instructor from 3/6/2017 to 6/30/2017. Irvine Valley College	\$1,000.00

<u>Network Interpreting Services</u> Independent Contractor Agreement- For American sign language interpreting services for college instructor from 3/6/2017 to 6/30/2017. Irvine Valley College	\$1,000.00
<u>Western Interpreting Network</u> Independent Contractor Agreement- For American sign language interpreting services for college instructor from 3/1/2017 to 6/30/2017. Irvine Valley College	\$1,000.00
<u>Jonathan Proctor</u> Independent Contractor Agreement- For guest reed player, to perform in musical "Little Shop Of Horrors" from 3/6/2017 to 4/15/2017. Irvine Valley College	\$970.00
<u>Kevin Homma</u> Independent Contractor Agreement- For guest reed player, to perform in musical "Little Shop Of Horrors" from 3/6/2017 to 4/15/2017. Irvine Valley College	\$970.00
<u>Tony Bernetich</u> Independent Contractor Agreement- For guest guitar player, to perform in musical "Little Shop Of Horrors" from 3/6/2017 to 4/15/2017. Irvine Valley College	\$970.00
<u>James Glapa-Grossklag</u> Independent Contractor Agreement- For keynote speaker at the Open Educational Summit on 4/21/2017. Saddleback College	\$900.00
<u>Christopher McCarthy</u> Independent Contractor Agreement- For guest cello player, to perform in musical "Once Upon a Mattress" from 4/6/2017 to 4/17/2017. Saddleback College-Foundation	\$880.00
<u>Christian Thomas Siqueiros</u> Independent Contractor Agreement- For guest French horn player, to perform in musical "Once Upon a Mattress" from 4/6/2017 to 4/17/2017. Saddleback College-Foundation	\$880.00
<u>Douglas Jones</u> Independent Contractor Agreement- For guest trumpet player, to perform in musical "Once Upon a Mattress" from 4/6/2017 to 4/17/2017. Saddleback College-Foundation	\$880.00
<u>James Spencer Evans</u> Independent Contractor Agreement- For guest reed player, to perform in musical "Once Upon a Mattress" from 4/6/2017 to 4/17/2017. Saddleback College-Foundation	\$880.00
<u>Richard Abrahams</u> Independent Contractor Agreement- For guest accompanist, to perform in musical "Once Upon a Mattress" from 4/7/2017 to 4/16/2017. Saddleback College-Foundation	\$880.00

<u>EEOC</u> Professional Services Agreement- To provide training on the laws enforced by the EEOC with an emphasis on best practices for hiring process and preventing discrimination in the workplace on 2/9/2017. District Services	\$850.00
<u>Matthew LaBelle</u> Independent Contractor Agreement- For guest trumpet player, to perform in musical "Once Upon a Mattress" from 4/6/2017 to 4/17/2017. Saddleback College-Foundation	\$800.00
<u>Wind & Sea Restaurant</u> Catering & Facility Use Agreement- For Vice President Instruction (VPI) Retreat in Dana Point, CA on 3/14/2017. Saddleback College	\$800.00
<u>Christopher Speed</u> Independent Contractor Agreement- For guest musicians, Endangered Blood with composer, Christopher Speed to perform at a jazz concert on 3/13/2017. Saddleback College	\$700.00
<u>Dr. Edwin Schauble</u> Independent Contractor Agreement- For guest speaker to present his research on "Stable Isotope Interactions" for the Science Lecture Series 2017 on 3/3/2017. Saddleback College	\$700.00
<u>Lisa Renee</u> Independent Contractor Agreement- For photography services for 2017 Saddleback College Foundation Gala on 4/1/2017. Saddleback College-Foundation	\$700.00
<u>Tony Kawashima Photography</u> Independent Contractor Agreement- For professional photography services for class print, digital and other marketing purposes from 1/31/2017 to 2/28/2017. Saddleback College	\$600.00
<u>Bluebeam, Inc.</u> Software License Agreement- For subscription of Bluebeam Revu, a construction collaboration solution, from 3/28/2017 to 3/28/2018. Irvine Valley College	\$548.00
<u>Bunnie Reiss</u> Independent Contractor Agreement- For guest lecturer to provide a workshop on developing a visual identity on 3/16/2017. Saddleback College	\$500.00
<u>Microsoft Imagine Academy</u> Software Subscription Agreement- For subscription of Microsoft Imagine Academy, an e-learning system, from 3/3/2017 to 3/3/2018. Saddleback College	\$499.00

<u>Signature Celebrations</u> Independent Contractor Agreement- To provide balloon decoration services at 2017 Transfer Celebration/Honors Recognition on 5/5/2017. Saddleback College	\$484.88
<u>Pacific Parking Systems, Inc.</u> Independent Contractor Agreement- To reinstall venStation, a parking permit machine, in Lot 5 from 3/15/2017 to 6/30/2017. Irvine Valley College	\$380.00
<u>Submittable</u> Software License Agreement- For subscription renewal of a cloud-based submission management software from 3/15/2017 to 3/15/2018. Irvine Valley College	\$380.00
<u>Nadia Shpachenko-Gottesman</u> Independent Contractor Agreement- For guest artist to provide a master piano class on 3/19/2017. Irvine Valley College	\$350.00
<u>Robbins Enterprises-Bischoff's Taxidermy</u> Independent Contractor Agreement- To provide stage props for Theatre Arts production on 3/16/2017. Saddleback College	\$318.09
<u>City of Rancho Santa Margarita</u> Facility Use Agreement- For facility and equipment use for Paramedic Graduation at the Bell Tower Regional Community Center on 3/27/2017. Saddleback College	\$300.00
<u>Doheny State Beach</u> Facility Use Agreement- For use of volleyball courts at Doheny State Beach for Women's Beach Volleyball Team on 3/8/2017. Saddleback College	\$300.00
<u>May Ling Halim</u> Independent Contractor Agreement- For Psychology guest speaker to speak on gender intergroup attitudes among ethnically-diverse children on 4/20/2017. Saddleback College	\$300.00
<u>SurveyMonkey</u> Software Subscription Agreement- For subscription renewal of SurveyMonkey, a digital survey software, used to conduct general student surveys on library services and workshops from 4/19/2017 to 4/18/2018. Saddleback College	\$300.00
<u>MHK Electronics</u> Field Service Agreement (Amend #1)- For additional training room equipment repair services of \$110.08 for a revised contract total of \$285.08. Irvine Valley College	\$285.08

<u>Andrey Antonenko</u> Independent Contractor Agreement- For guest violinist to perform with the Saddleback Orchestra from 3/2/2017 to 3/11/2017. Saddleback College-Foundation	\$255.00
<u>Brian Woodworth</u> Independent Contractor Agreement- For guest bassoon player to perform with the Saddleback Orchestra from 3/2/2017 to 3/11/2017. Saddleback College-Foundation	\$255.00
<u>Maryann Tucker</u> Independent Contractor Agreement- For guest violinist to perform with the Saddleback Orchestra from 3/2/2017 to 3/11/2017. Saddleback College-Foundation	\$255.00
<u>Maya Horikawa</u> Independent Contractor Agreement- For guest violinist to perform with the Saddleback Orchestra from 3/2/2017 to 3/11/2017. Saddleback College-Foundation	\$255.00
<u>Patricia Bastis</u> Independent Contractor Agreement- For guest cello player to perform with the Saddleback Orchestra from 3/2/2017 to 3/11/2017. Saddleback College-Foundation	\$255.00
<u>Priyanka Vekatesh</u> Independent Contractor Agreement- For guest violinist to perform with the Saddleback Orchestra from 3/2/2017 to 3/11/2017. Saddleback College-Foundation	\$255.00
<u>Chief Architect</u> Software License Agreement- For subscription of Chief Architect X9, a 3D home design software, from 3/20/2017 to 3/20/2018. Saddleback College	\$194.95
<u>Richard Niles</u> Professional Services Agreement- For guest artist to provide a Jazz Composition Class on 3/10/2017. Saddleback College-Foundation	\$150.00
<u>Denise Welch</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series, an Emeritus Instructional Program, on 4/7/2017. Saddleback College-Foundation	\$100.00
<u>Karen Blanco</u> Independent Contractor Agreement- For guest speaker for Dorothy Marie Lowry Distinguished Guest Lecture Series, an Emeritus Instructional Program, on 3/31/2017. Saddleback College	\$100.00

<u>Dashlane Inc.</u> Software License Agreement- For subscription renewal of Dashlane, a password management software, used by the Technology Services Department from 3/15/2017 to 3/15/2018. Irvine Valley College	\$99.99
<u>Alexander Leigh</u> Independent Contractor Agreement- For guest accompanist for Theatre Arts on 3/22/2017. Saddleback College-Foundation	\$80.00
<u>Benet Braun</u> Independent Contractor Agreement- For guest accompanist for Theatre Arts from 3/27/2017 to 3/28/2017. Saddleback College-Foundation	\$80.00
<u>Bren Events Center-UC Irvine</u> Facility Use Agreement- For off-campus facility use for Orange Empire Conference meeting in Irvine, CA on 3/7/2017. Saddleback College	\$0.00
<u>Instructure</u> Software Subscription Agreement- For subscription renewal of Canvas Cloud, a learning management software for administration, documentation, tracking, reporting and training programs, from 7/1/2017 to 6/30/2018. Irvine Valley College	\$0.00
<u>Poly Language Institute</u> Affiliation Agreement- To allow admission to IVC based on Poly Language Institute's student completion of a specific level at the ESL school. Irvine Valley College	\$0.00
<u>St. Jude Medical Center</u> Clinical Training Affiliation Agreement (Amend #1)- No cost extension of clinical training programs from 2/13/2017 to 2/13/2018. Saddleback College	\$0.00

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Irvine Valley College Health Center - Concessions Project, Architectural Services, IBI Group

ACTION: Approval

BACKGROUND

On June 22, 2015, the Board of Trustees approved basic aid funds equaling \$400,000 for programming and on August 22, 2016, approved basic aid funds equaling \$5,338,000 for the Irvine Valley College Health Center - Concessions project for a total project budget of \$5,738,000.

On January 25, 2016, the Board of Trustees ratified an architectural agreement for programming with IBI Group. During selection for these programming services, staff also evaluated the submittals for the upcoming services and deferred the choice of a delivery method, design-build or a design-bid-build, until a later date. Architects contract with the district for partial services using design-build (criteria) and for full services using design-bid-build.

Staff originally elected design-build and on August 22, 2016, the Board of Trustees adopted a resolution authorizing this delivery method. On September 26, 2016, the Board of Trustees approved an agreement with IBI Group for Criteria Architectural Services equaling \$152,912. A criteria architect further defines the project scope and budget, and assists in developing the requests for qualifications and requests for proposals for the design-build entity.

On February 9, 2017, two design-build entities provided submittals in response to the Request for Qualifications. Staff determined the response insufficient to move forward with design-build. With the decision to use design-bid-build, the need for architectural services increased from criteria to that of developing complete and permitted construction documents.

Article 8 of the original design-build agreement with IBI Group allows the district to terminate the agreement, at any time, with or without reason, and to compensate the Architect for services satisfactorily rendered to the date of termination.

STATUS

District staff negotiated a Design-Bid-Build agreement with IBI Group for work beginning from their point of completion on the Criteria Architectural Services through the remaining design and construction services. Staff is recommending IBI Group for the architectural services agreement (EXHIBIT A) in the amount of \$365,467.

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

Item Submitted By: *Kim McCord, Acting Vice Chancellor, Business Services*

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve the IBI Group agreement (EXHIBIT A) for architectural services for the Irvine Valley College Health Center - Concessions project, in the amount of \$365,467.



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ARCHITECTURAL SERVICES AGREEMENT HEALTH CENTER – CONCESSIONS PROJECT IRVINE VALLEY COLLEGE

April 24, 2017 – July 23, 2020

This AGREEMENT is made and entered into this 24th day of April in the year 2017 between **South Orange County Community College District**, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and IBI Group, 315 West 9th Street, Suite 500, Los Angeles, CA 90015, 213-769-0011, hereinafter referred to as "ARCHITECT";

WHEREAS, DISTRICT desires to obtain architectural services for Irvine Valley College Health Center – Concessions Project, more fully defined per Attachment A, hereinafter referred to as "PROJECT"; and

WHEREAS, ARCHITECT is fully licensed to provide architectural services in conformity with the laws of the State of California; and

NOW, THEREFORE, the parties hereto agree as follows:

ARTICLE 1 ARCHITECT'S SERVICES AND RESPONSIBILITIES

- 1.1. **Services.** The ARCHITECT'S services shall consist of those services performed by the ARCHITECT and ARCHITECT'S employees as enumerated in this AGREEMENT. This Design-Bid-Build Agreement shall replace the services identified in the Design-Build Agreement with ARCHITECT dated October 1, 2016 and that Design-Build Agreement shall be terminated as of date of execution of this AGREEMENT.
- 1.2. **Standard of Care.** ARCHITECT 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. ARCHITECT'S Services shall be provided and completed promptly and in such a manner as to avoid hindrance, interruption, or delay to the orderly progress and timely completion of Project. ARCHITECT shall without additional compensation, correct or revise any errors or omissions in its studies, reports, and other services.
- 1.3. **Key Individual Assignment.** The ARCHITECT has been selected to perform the work herein because of the skills and expertise of key individuals. ARCHITECT assignment for this PROJECT is for one Project Manager and one Project Engineer. The ARCHITECT shall designate David Chow, as Project Executive, and a management team of Tom Moore as Principal in

- Charge/Project Architect, Craig Atkinson as Principal Architect, Osleide Walker and Design/Programming Lead and Danny Chan as Project Manager. So long as their performance continues to be acceptable to the DISTRICT, these named individuals shall remain in charge of the PROJECT. Additionally, the ARCHITECT must furnish the name of all other key people in ARCHITECT'S firm that will be associated with the PROJECT.
- 1.4. **Replacement of Key Individual.** If the designated project manager or any other designated lead or key person fails to perform to the satisfaction of the DISTRICT, then upon written notice the ARCHITECT will have 10 working days to remove that person from the PROJECT and replace that person with one acceptable to the DISTRICT after review of resume' and/or interview. A project manager and all lead or key personnel must also be designated by the ARCHITECT and are subject to all conditions previously stated in this paragraph.
- 1.5. **Relationship of ARCHITECT to Other Project Participants.** ARCHITECT'S services hereunder shall be provided in conjunction with contracts between the DISTRICT and: (a) the Contractor; (b) the Inspector; (c) Test/Inspection Service Providers; and (d) others providing services in connection with bidding and/or construction of the PROJECT. The ARCHITECT is responsible for the adequacy and sufficiency of the PROJECT design and the contents of Design Documents for the PROJECT. The ARCHITECT shall perform its duties in accordance with its contract(s) with the DISTRICT. ARCHITECT shall coordinate all work with DISTRICT consultants as necessary to complete contract requirements.
- 1.6. **Project Schedule.** The ARCHITECT acknowledges that all time limits stated in this Agreement are of the utmost importance to DISTRICT. The ARCHITECT shall submit for the DISTRICT's approval a schedule for the performance of the ARCHITECT's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the parties and shall include allowances for time required for the DISTRICT'S review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ARCHITECT.

ARTICLE 2 SCOPE OF ARCHITECT'S SERVICES

- 2.1. **Services.** The ARCHITECT'S services (Services) consist of those described in Article 2 and further delineated in Attachment A, and include normal civil, structural, mechanical, electrical, landscape engineering services, and furniture, fixture and equipment consultation services and cost estimating services necessary to produce a reasonably complete and accurate set of construction documents except those engineering services provided by the DISTRICT.
- 2.2. **Qualified Personnel.** The ARCHITECT shall provide enough qualified personnel to properly perform services required under this AGREEMENT and DISTRICT shall have the right to remove any of ARCHITECT'S personnel from the PROJECT.
- 2.3. **Subconsultants.** The ARCHITECT has submitted a list of qualified engineers for the PROJECT. ARCHITECT shall ensure that each engineer places his or her name, seal and signature on all drawings and specifications prepared by said engineer. The ARCHITECT is responsible for the management of their consultants in order to meet the terms of all phases of this agreement.

Nothing in the foregoing shall create any contractual relationship between DISTRICT and any consultants employed by ARCHITECT under the terms of this Agreement. ARCHITECT is as responsible for the performance of its consultants as it would be if it had rendered these services itself.

- 2.4. **Written Understanding.** The ARCHITECT shall ascertain the DISTRICT'S needs and the requirements of the PROJECT and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary designs for the PROJECT.
- 2.5. **Written Records.** The ARCHITECT shall make a written record of all meetings, conferences, discussions and decisions made between or among the DISTRICT, ARCHITECT and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ARCHITECT shall provide a draft copy of such record to the DISTRICT for review and comment, make adjustments and provide a final copy to the DISTRICT and a copy to the Contractor upon request.
- 2.6. **Schedule – Budget Analysis.** The ARCHITECT shall provide a written preliminary evaluation of the DISTRICT'S PROJECT, schedule and construction budget requirements, each in terms of the other and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost. Such evaluation shall include alternative approaches to design and construction of the PROJECT.
- 2.7. **Construction Cost.** The construction cost shall be the total estimated cost to the DISTRICT of all elements of the PROJECT designed or specified by the ARCHITECT.
 - a. During the Schematic Design, and Design Development construction cost shall be determined by the DISTRICT'S budget for the PROJECT. Construction costs will be assessed during the Design Development phase. At the DISTRICT'S discretion and upon approval, scope or budget may be adjusted if necessary for the Construction Document phase.
 - b. During the bidding phase, construction cost shall be determined by the lowest responsible bid.
 - c. During construction, construction cost shall be determined by the contract sum or as amended by any change orders approved by the DISTRICT.
 - d. Construction costs are considered hard project costs and therefore does not include the compensation of the ARCHITECT and ARCHITECT'S consultants, or other costs which are the responsibility of the DISTRICT.
 - e. The ARCHITECT'S evaluations of the DISTRICT'S PROJECT budget, preliminary estimates of construction cost and detailed estimates of construction cost represent the ARCHITECT'S best judgment as a professional familiar with the construction industry.
 - f. Any PROJECT budget or fixed limit of construction cost shall be adjusted, according to the most recent inflationary rate as reflected in ENR, if the bidding has not

commenced within ninety (90) days after the ARCHITECT submits the DSA stamped set of Construction Documents to the DISTRICT, to reflect changes in the general level of prices in the construction industry between the date of submission of the Construction Documents to the DISTRICT and the date on which bids are sought for the PROJECT.

- g. If the lowest bid received exceeds the fixed limit of construction cost, the DISTRICT shall:
 - 1. give written approval of an increase of such fixed limit;
 - 2. authorize rebidding of the PROJECT within a reasonable time;
 - 3. if the PROJECT is abandoned, terminate it in accordance this Agreement; or
 - 4. cooperate in revising the PROJECT scope and quality as required to reduce the construction cost. If the DISTRICT chooses to proceed in accordance with this option, the ARCHITECT, without additional charge, shall modify the construction contract as necessary to comply with the fixed limit.
- 2.8. **BIM or CAD.** The ARCHITECT and their consultant shall employ Building Information Modeling (BIM using Revit or CAD or other approved software and make regular posting to a website accessible to the DISTRICT throughout the design process. Clash detection will be employed as one form of consultant coordination. The ARCHITECT will be responsible to manage the BIM Model or CAD documents from the Project start to finish.
 - a. The ARCHITECT shall establish protocols for:
 - 1. Model origin, grid and units
 - 2. Information sharing and saving
 - 3. Clash detection
 - b. The ARCHITECT shall:
 - 1. Facilitate collection of sub-consultants model information
 - 2. Maintain record copies of all model files
 - 3. Combine files and develop necessary vehicle to share information to sub-consultant and to DISTRICT as pdf files
 - 4. Perform and report on clash detection as deliverable to each phase
 - 5. Assist sub consultants with meeting all requirements
 - c. The ARCHITECT shall be responsible to archive model as a complete bid set and provide same to DISTRICT in pdf format.
 - d. The ARCHITECT and their sub-consultants shall use the following criteria for model development:

1. Model Content: Elements are actual constructed assemblies accurate in terms of size, shape, location, quantity and orientation. Non geometric information may be attached to the modeled elements.
 2. Analysis: The model may be analyzed for system performance by applying specific criteria assigned to the model Elements.
 3. Cost Estimating: A cost estimate may be developed based on the specific data using conceptual estimating techniques.
 4. Schedule: Schedule information may be organized in order using a time-scale from detailed model elements and systems.
 5. Other Authorized Uses: Additional uses of the model may be fully developed if pre-approved and on an as needed basis.
- e. The ARCHITECT shall allow access to the BIM documents during both bid and construction.
- 2.9. **Sustainability**. The project shall be designed in accordance with the requirements to meet LEED Gold certification and paperwork for certification shall be complete by the ARCHITECT. Commissioning and Energy Modeling are outside the parameters of this agreement and will be services employed by the DISTRICT. These documents shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future which are applicable to these documents.
- 2.10. **Regulatory Compliance**. The ARCHITECT shall comply with all applicable federal, state and local laws, statutes, ordinances, codes, rules and regulations currently existing and as amended, enacted, issued or adopted in the future and which are applicable to the PROJECT.
- 2.11. **Building Codes**. The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to this project. The outline shall include a written report and diagrammatic drawings which delineate the design criteria (e.g. exit paths, travel distances, required exits, rated walls, rated corridors, building occupancy, construction type, and fire zones.) This graphic documentation of the design criteria shall be updated with each subsequent submittal.
- 2.12. **Existing Conditions**. The ARCHITECT shall investigate existing conditions or facilities and make measured drawings of such conditions or facilities.
- 2.13. **Coordination for Geological Report**. The ARCHITECT shall develop and provide to the DISTRICT all necessary documentation in order to submit the Geotechnical Report, provided by others, to the California Geological Survey (CGS) and coordinate follow up with Geotechnical Consultant as necessary to obtain CGS approval in order to obtain Division of the State Architect stamped documents.
- 2.14. **Not Responsible for Hazardous Material**. Unless otherwise provided in this AGREEMENT, the ARCHITECT and ARCHITECT'S consultants shall have no responsibility for the presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at

- the PROJECT site, including, but not limited to, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.
- 2.15. **SDs to DDs**. Based on the approved Schematic Design Documents and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Design Development Documents consisting of drawings and other documents to describe the size and character of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.
- 2.16. **DDs to CDs**. Based on the approved Design Development Documents and any further adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, Construction Documents consisting of drawings and specifications setting forth in detail the requirements for the construction of the PROJECT.
- 2.17. **Coordination for Government Authorities**. The ARCHITECT shall file documents required for the approval of governmental authorities having jurisdiction over the PROJECT including funding submittals with the DISTRICT'S assistance. Included in this filing shall be an energy modeling document for submittal to the State. The DISTRICT shall pay all fees required by such governmental authorities.
- 2.18. **Bid Prep**. The ARCHITECT shall assist the DISTRICT in preparing all necessary bidding information and bidding forms required by the DISTRICT and shall assist the DISTRICT in preparing the conditions of the Contractor's contract and coordinating same with the technical specifications. Plans or specifications, which include a requirement that the Contractor provide operation manuals and adequate training for the DISTRICT in the operation of mechanical, electrical, heating and air conditioning systems installed by the Contractor, shall be part of the bid documents prepared by the ARCHITECT.
- 2.19. **Bid Marketing**. The ARCHITECT, following the DISTRICT'S approval of the Construction Documents and of the latest preliminary estimate of Construction Cost, shall assist the DISTRICT in obtaining bids for the PROJECT.
- 2.20. **Over-Budget at Bid**. If the lowest bid exceeds the budget for the PROJECT (or exceeds the budget by a certain percentage), the ARCHITECT, in consultation with and at the direction of the DISTRICT, shall provide such modifications in the Construction Documents as necessary to bring the cost of the PROJECT within its budget.
- 2.21. **FFE Selection and Procurement**. The ARCHITECT shall provide interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment.
- 2.22. **Construction Administration**. The ARCHITECT shall provide administration of the construction contract. The ARCHITECT's responsibility to provide services for the construction of the PROJECT commences with the award of a construction contract and terminates at the issuance to the DISTRICT of the final certificate for payment by the ARCHITECT and the final close out acknowledgement by the Division of the State Architect.

- 2.23. **Evaluate Contractor Performance.** The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the construction contract when requested in writing by the DISTRICT.
- 2.24. **Coordination of Others.** The ARCHITECT shall coordinate construction performed by separate contractors or by the DISTRICT'S own employees.
- 2.25. **Submittals.** The ARCHITECT shall review and approve or take other appropriate action upon Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the construction contract. The ARCHITECT's action shall be taken as to cause no delay in the work, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review and in no case exceed fifteen (15) days after receipt. When certification of performance characteristics of materials, systems or equipment is required by the construction contract, the ARCHITECT shall be entitled to rely upon such certification to establish that the materials, systems or equipment will meet the performance criteria required by the construction contract.
- 2.26. **Substitutions.** The ARCHITECT shall provide services in connection with evaluating substitutions proposed by the Contractor, obtain written acceptance by the DISTRICT for any changes to the original documents and making subsequent revisions to drawings, specifications and other documentation resulting there from.
- 2.27. **District Representative.** The ARCHITECT shall be the DISTRICT'S representative during construction and shall advise and consult with the DISTRICT until final payment to the Contractor is due. The ARCHITECT shall have authority to act on behalf of the DISTRICT only to the extent provided in this AGREEMENT unless otherwise modified in writing.
- 2.28. **Site Visits.** The ARCHITECT shall visit the site not less than once per week while work is in progress, and as often as necessary and appropriate to the stage of construction, to inspect the site and work; to familiarize himself/herself with the progress and quality of the work; and to determine for the DISTRICT'S benefit and protection if the work is proceeding in accordance with the construction contract and schedule. On the basis of on-site observations and inspections as an ARCHITECT, the ARCHITECT shall keep the DISTRICT informed of the progress and quality of the work and he/she shall use reasonable care to guard the DISTRICT against defects and deficiencies in the work and against the Contractor's failure to carry out the work in accordance with the construction contract and the schedule. The ARCHITECT shall provide services made necessary by major defect or deficiencies in the work of the Contractor which through reasonable care should have been discovered by the ARCHITECT and promptly reported to the DISTRICT and Contractor but which he/she failed to do.
- 2.29. **Site Access.** The ARCHITECT shall have access to the work at all times.
- 2.30. **Certification of Payment.** The ARCHITECT shall review and certify the amounts due the Contractor. The ARCHITECT'S certification for payment shall constitute a representation to the DISTRICT, based on the ARCHITECT'S observations and inspections at the site that the work has progressed to the point indicated, that quality of the work is in accordance with the construction contract and that the Contractor is entitled to payment in the amount certified.

- 2.31. **Reject Work.** The ARCHITECT shall reject work which does not conform to the construction contract. The ARCHITECT has authority to require additional inspection or testing of the work in accordance with the provisions of the construction contract, whether or not such work is fabricated, installed or completed.
- 2.32. **Change Orders.** The ARCHITECT shall prepare change orders with supporting documentation and data for the DISTRICT'S approval and execution in accordance with the construction contract, and may authorize minor changes in the work not involving an adjustment in the contract sum or an extension of time. The ARCHITECT shall evaluate and make written recommendations regarding Contractor's proposals for possible change orders. DSA change orders shall be submitted for approval on an on-going basis throughout the project. ARCHITECT shall prepare a set of reproducible record drawings showing significant changes in the work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the ARCHITECT.
- 2.33. **Claim Evaluation.** The ARCHITECT shall evaluate and render written recommendations, within a reasonable time on all claims, disputes or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the construction contract.
- 2.34. **Substantial Completion.** The ARCHITECT shall inspect the PROJECT to determine the date or dates of substantial completion and the date of final completion, receive and forward to the DISTRICT for the DISTRICT'S review all written warranties and related documents required by the construction contract and issue a final certificate for payment upon compliance with the requirements of the construction contract.

ARTICLE 3 ADDITIONAL ARCHITECT'S SERVICES

- 3.1. **Additional Services.** Additional services are not included in the Services set forth previously. If the DISTRICT requests in writing any of the Additional Services, ARCHITECT shall be compensated for the same in accordance with the provisions of the Agreement relating to Additional Services and the amounts indicated in Attachment B. The District must approve an amendment to this Agreement, fully executed, prior to ARCHITECT performing any Additional Services. The ARCHITECT shall request payment for Additional Services in a separate line item on the same invoice submitted for Services in a format pre-approved by the DISTRICT.
- 3.2. **Notification and Authorization.** ARCHITECT shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ARCHITECT'S control. Such services shall include:
 - a. **Regulatory Revisions.** Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules or regulations subsequent to the preparation of such documents.
 - b. **Scope Change after Phase Approvals.** Providing services required because of significant changes made in the PROJECT after approval of each phase of the work

including, but not limited to, size, quality, complexity, or the DISTRICT's schedule, except for services and changes related to design errors or omissions.

- c. Change Orders. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ARCHITECT.
 - d. Damage or Destruction. Providing consultation concerning replacement of work damaged by fire and furnishing services required in connection with the replacement of such work.
 - e. Contractor Default. Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the work of the Contractor, or by failure of performance of either the DISTRICT or Contractor under the construction contract.
 - f. Legal Services. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.
 - g. Consultant Coordination. Providing services, other than coordination and incorporation of information into the design documents, in connection with the work of consultants retained by the DISTRICT.
 - h. Test and Balance. Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation.
- 3.3. **Construction Administration Add Service**. If authorized in writing by DISTRICT, ARCHITECT shall provide one or more Project Representatives to assist in carrying out more extensive representation at the site than is described herein. The Project Representative(s) shall be selected, employed and directed by the ARCHITECT, and the ARCHITECT shall be compensated therefore as agreed by the DISTRICT and ARCHITECT. Through the observations of such Project Representative(s), the ARCHITECT shall endeavor to provide further protection for the DISTRICT against defects and deficiencies in the work, but the furnishing of such project representation shall not modify the rights, responsibilities or obligations of the ARCHITECT as described elsewhere in this AGREEMENT. Such services shall be compensated based on the attached standard hourly rates.

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 ARCHITECT's performance of the service required hereunder and DISTRICT'S payment of all sums due to ARCHITECT.
- 4.2. **Term**. Services under this Agreement shall be diligently performed by the Architect for 39 months based upon a construction time frame of 12 months. The post-construction warranty inspection will take place as discussed in Attachment A.

- 4.3. **Extension.** This term shall be extended at no cost to the DISTRICT as result of delays caused directly by ARCHITECT actions. The term may be extended due to construction delay other than those delays caused by ARCHITECT'S actions only in the event that the construction exceeds the anticipated completion by greater than three months.
- 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 "B".
- 4.5. **Suspension Notice.** DISTRICT may suspend this Agreement at any time without penalty by written notice to ARCHITECT of such suspension.

ARTICLE 5 INDEMNITY AND INSURANCE

- 5.1. To the fullest extent permitted by law, ARCHITECT agrees to indemnify and hold the DISTRICT and its Board of Trustees, officers, employees and agents harmless from all liability arising out of:
 - a. **Workers Compensation and Employer's Liability.** Any and all claims under workers' compensation acts and other employee benefit acts with respect to ARCHITECT'S employees or ARCHITECT'S subcontractor's employees arising out of ARCHITECT'S work under this agreement; and
 - b. **General Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any liability for damages for (i) death or bodily injury to person; (ii) injury to, loss or theft of property; (iii) any failure or alleged failure to comply with any provision of law; or (iv) any other loss, damage or expense arising under either i, ii, and iii above, sustained by the ARCHITECT or the DISTRICT, or any person, firm or corporation employed by the ARCHITECT or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents or independent ARCHITECTS who are directly employed by the DISTRICT.
 - c. The ARCHITECT, at its own expense, cost and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by section below, its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and
 - d. **Professional Liability.** If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ARCHITECT, the ARCHITECT shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any act, neglect, default, or omission of the ARCHITECT, or any person, firm, or corporation employed by the ARCHITECT, either directly or by independent contract, including all damages due to loss or theft, sustained by any

person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the ARCHITECT'S obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ARCHITECT

5.2. **Purchase and Maintain Insurance.** ARCHITECT shall purchase and maintain project specific insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to DISTRICT policies of insurance, which will protect ARCHITECT and DISTRICT from claims which may arise out of or result from ARCHITECT'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.** ARCHITECT 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 ARCHITECT may be liable. ARCHITECT 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 ARCHITECT. The Employer's Liability Insurance required of ARCHITECT hereunder may be obtained by ARCHITECT as a separate policy of insurance or as an additional coverage under the Worker's Compensation Insurance required to be obtained and maintained by ARCHITECT hereunder.
- b. **Comprehensive general and auto liability.** ARCHITECT shall purchase and maintain Commercial General Liability and Property Insurance as will protect ARCHITECT from the types of claims set forth below which may arise out of or result from ARCHITECT'S services under this Agreement and for which ARCHITECT may be legally responsible: (i) claims for damages because of bodily injury, sickness or disease or death of any person other than ARCHITECT'S employees; (ii) claims for damages insured by usual personal injury liability coverage which are sustained (a) by a person as a result of an offense directly or indirectly related to employment of such person by ARCHITECT, 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 ARCHITECT'S obligations under this Agreement; and (vi) for completed operations.

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

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

- c. **Professional liability insurance.** Professional liability insurance, including contractual liability, with limits of \$1,000,000. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least 5 years thereafter if available to the professional and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ARCHITECT subcontracts or assigns any portion of his/her duties, he/she shall require any such subcontractor to purchase and maintain insurance coverage as provided in this subparagraph.
 - d. **Additional Insured.** Each policy of insurance required in (a) and (b) above shall name DISTRICT and its officers, agents and employees as additional insureds; shall state that, with respect to the operations of ARCHITECT 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. ARCHITECT shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT 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 ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.
- 5.3. **State Authorized Insurers.** All policies of insurance required hereunder shall be issued by insurer(s) authorized to issue insurance by the State of California and to the reasonable satisfaction of the DISTRICT. Coverages under each policy of insurance, whether by endorsement or otherwise, shall provide that such policy will not be materially modified, canceled or allowed to expire without at least thirty (30) days advance written notice to the DISTRICT.
- 5.4. **Insurance Evidenced.** Prior to commencing work, ARCHITECT shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event ARCHITECT 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 ARCHITECT, and in such event ARCHITECT shall reimburse DISTRICT upon demand for the cost thereof.

5.5. **Coverage Amounts**

Insurance Policy	Minimum coverage Amount
Workers Compensation	In accordance with applicable law
Employers Liability	One Million dollars (\$1,000,000)
Professional Liability	One Million (\$1,000,000) per occurrence and One Million dollars (\$1,000,000) project specific in the aggregate

ARTICLE 6 COMPENSATION TO THE ARCHITECT

6.1. **Contract Price for Services**. The Contract Price for the ARCHITECT'S performance of the Services under this Agreement shall consist of the following lump sum prices:

a.	Schematic Design Phase	\$36,547
b.	Design Development Phase	\$91,367
c.	Construction Document Phase	\$127,914
d.	Bidding Phase	\$18,273
e.	Construction Phase	\$73,093
f.	Close Out Phase	\$18,273
g.	TOTAL	\$365,467

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 ARCHITECT, 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 ARCHITECT'S compensation is for Services as set forth in Article 2, 4 and Attachment A.

6.3. **ARCHITECT Monthly Billing Statements**. ARCHITECT shall submit monthly billing invoices to the DISTRICT for payment of the Contract Price for Services, authorized Additional Services, and previously approved and allowable Reimbursable Expenses performed or incurred in the immediately prior month in a format previously approved by the DISTRICT. Previously approved and allowable Reimbursable Expenses shall be itemized and evidence shall be provided of the cost or value of any Allowable Reimbursable Expense costs for which payment is requested by ARCHITECT. Services are to be invoiced in equal monthly amounts of for Construction Phase assuming anticipated construction duration.

- 6.4. **DISTRICT Payment of Contract Price.** Within thirty (30) days of the date of the DISTRICT'S receipt of ARCHITECT'S billing invoices, DISTRICT will make payment to ARCHITECT 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 ARCHITECT hereunder on account of any penalty, assessment, liquidated damages or other amounts withheld by the DISTRICT from payment to the Architect or any Contractor.
- 6.5. **Withholding Payment.** The DISTRICT may, however, withhold or deduct from amounts otherwise due ARCHITECT hereunder if ARCHITECT 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 ARCHITECT has fully cured its failure of performance, less costs, damages or losses sustained by the DISTRICT as a result of such failure of performance of a material obligation hereunder.
- 6.6. **Payment in Full.** This compensation shall be compensation in full for all services performed by the ARCHITECT under the terms of this AGREEMENT, except where additional compensation is agreed upon between the ARCHITECT and DISTRICT in writing as provided for as additional services.
- 6.7. **Monthly Payments.** Payments for ARCHITECT services shall be made monthly and, where applicable, shall be 95% of the services performed within each phase of service, on the basis set forth in paragraph 1. 100% payment will be made upon DISTRICT acceptance of each phase.
- 6.8. **Late payments.** Invoices shall be on a form and in the format approved by the DISTRICT. Payments are due and payable upon receipt of the ARCHITECT'S invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the legal rate prevailing at the time, at the site of the PROJECT.
- 6.9. **Schedule Delay.** To the extent that the time initially established for the completion of ARCHITECT'S services is exceeded or extended through no fault of the ARCHITECT, compensation for any services rendered during the additional period of time may be computed as follows: at standard hourly rates (See Attachment B) or as a fixed fee.
- 6.10. **Reimbursable Expenses** incurred by the ARCHITECT and ARCHITECT'S employees and ARCHITECTS in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT'S review. The DISTRICT shall not be liable to ARCHITECT for any costs or expenses paid or incurred by ARCHITECT in performing services for DISTRICT, except reimbursable expenses that have been pre-approved in writing. Expenses may be invoiced during the monthly pay request at cost plus 10% markup.
- a. Reimbursable expenses are in addition to compensation for Original and Additional Services and include expenses incurred by the ARCHITECT and ARCHITECT'S employees and ARCHITECTS in the interest of the PROJECT.

- b. Reimbursable expenses shall be expense of transportation in connection with the PROJECT; expenses in connection with authorized out-of-town travel; long-distance communications; and fees paid for securing approval of authorities having jurisdiction over the PROJECT. ARCHITECT's normal travel expense (including to and from the PROJECT) and meals are excluded.
 - c. Expense of reproductions (except those needed for the use of the ARCHITECT and his or her ARCHITECTS or identified specifically as a deliverable), postage and handling of Drawings, Specifications and other documents are reimbursable upon DISTRICT'S prior written approval.
 - d. If authorized in advance in writing by the DISTRICT, expense of overtime work requiring higher than regular rates will be reimbursed.
 - e. Expense of renderings, models and mock-ups requested by the DISTRICT if not part of ARCHITECT's Services will be reimbursed.
 - f. For reimbursable expenses, compensation shall be computed at a multiple of 1.10 times the expenses incurred by the ARCHITECT, the ARCHITECT'S employees and ARCHITECTS in the interest of the PROJECT.
 - g. For additional services of ARCHITECTS, compensation shall be computed at a multiple of 1.10 times the amounts billed to the ARCHITECT for such services.
- 6.11. **Non Waiver of Rights.** Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

ARTICLE 7 ARCHITECT'S WORK PRODUCT

- 7.1. **District Ownership of Documents.** The drawings, specifications, presentation materials including slides and models and other documents prepared by the ARCHITECT for this PROJECT shall be and remain the property of the DISTRICT pursuant to Education Code Section 17316. Such drawings and specifications and other documents supplied as herein required shall be the property of the DISTRICT whether or not the work for which they were made is executed. ARCHITECT grants to DISTRICT the right to reuse all or part of the fore mentioned drawings, specifications and other documents at its sole discretion for the construction of all or part of this or another PROJECT constructed for the DISTRICT. If the drawings, specifications and/or other documents are reused for another project constructed for the DISTRICT, then the DISTRICT agrees that ARCHITECT shall not be responsible for any reuse of the drawings, specifications and/or other documents. The DISTRICT is not bound by this AGREEMENT to employ the services of ARCHITECT in the event such drawings, specifications and/or other documents are reused. ARCHITECT grants to the DISTRICT the right to copy, use, modify, and reuse any and all copyrights and designs embodied in the

- plans, specifications and other documents prepared or caused to be prepared by the ARCHITECT pursuant to this AGREEMENT.
- 7.2. **Electronic Copy of Documents**. The ARCHITECT shall perform the work under this agreement using BIM software and shall deliver electronic copy via CD,DVD or thumb drive in both the software format and PDF format upon submittal to the Division of the State Architect and upon Project completion, a reviewed set of the As-built documents, including minor corrections, if needed. If work is terminated prior to DSA submittal, a copy of the work completed to date shall be provided to the DISTRICT.
- 7.3. **Copyright/Trademark/Patent**. ARCHITECT understands and agrees that all matters produced under this AGREEMENT shall become the property of DISTRICT and cannot be used without DISTRICT'S express written permission, except ARCHITECT shall distribute copies of his reports to DSA and other parties as required by California Administrative Code, Title 24. DISTRICT shall have all right, title and interest in said matters, including the right to secure and maintain the copyright, trademark and/or patent of said matter in the name of the DISTRICT. ARCHITECT consents to use of ARCHITECT'S name in conjunction with the sale, use, performance and distribution of the matters, for any purpose and in any medium.

ARTICLE 8 TERMINATION

- 8.1. **Termination for Convenience**. DISTRICT may, at any time, with or without reason, terminate this AGREEMENT and compensate ARCHITECT only for services satisfactorily rendered to the date of termination. Thirty day written notice by DISTRICT shall be sufficient to stop performance of services by ARCHITECT. Notice shall be considered applicable as of the date established on the termination notice and deemed given when received by the ARCHITECT or no later than three days after the day of mailing, whichever is sooner.
- 8.2. **Termination for Cause**. DISTRICT may terminate this AGREEMENT upon giving of written notice of intention to terminate for cause. Cause shall include: (a) material violation of this AGREEMENT by the ARCHITECT; or (b) any act by ARCHITECT exposing the DISTRICT to liability to others for personal injury or property damage; or (c) ARCHITECT is adjudged a bankrupt, ARCHITECT makes a general assignment for the benefit of creditors or a receiver is appointed on account of ARCHITECT'S insolvency. Written notice by DISTRICT shall contain the reasons for such intention to terminate and unless within ten (10) days after service of such notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this AGREEMENT shall upon the expiration of the ten (10) days cease and terminate. In the event of such termination, the DISTRICT may secure the required services from another contractor. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to DISTRICT. Written notice by DISTRICT shall be deemed given when received by the other party or no later than three days after the day of mailing, whichever is sooner.
- 8.3. **Termination by Either Party**. This AGREEMENT may be terminated without cause by the DISTRICT upon not less than 7 days written notice to the ARCHITECT. This AGREEMENT may be terminated by either party upon not less than 7 days written notice should the other party

- fail substantially to perform in accordance with the terms of this AGREEMENT through no fault of the party initiating the termination.
- 8.4. **Suspension of PROJECT.** The DISTRICT may suspend this Agreement at any time without penalty by written notice to ARCHITECT 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 ARCHITECT not less than fifteen days prior to the suspension date. If the PROJECT is suspended by the DISTRICT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to such suspension. When the PROJECT is resumed, the ARCHITECT'S compensation shall be equitably adjusted to provide for expenses incurred in the interruption and resumption of the ARCHITECT'S services.
- 8.5. **Abandonment of PROJECT.** If the DISTRICT abandons the PROJECT for more than ninety consecutive days, the ARCHITECT shall be compensated for services satisfactorily performed prior to the abandonment and ARCHITECT may terminate this AGREEMENT by giving not less than 7 days written notice to the DISTRICT.
- 8.6. **Non Payment.** The DISTRICT'S failure to make payments to the ARCHITECT in accordance with this AGREEMENT shall be considered substantial nonperformance and cause for termination by the ARCHITECT.
- a. In the event the DISTRICT fails to make timely payment, the ARCHITECT may, upon 7 days written notice to the DISTRICT, suspend performance of services under this AGREEMENT.
 - b. Unless payment in full is received by the ARCHITECT 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 ARCHITECT shall have no liability to the DISTRICT for delay or damage caused the DISTRICT because of such suspension of services.
- 8.7. **ARCHITECT Compensation.** The ARCHITECT shall be compensated for services satisfactorily performed prior to a termination which is not the fault of the ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided, since the last billing and up to the notice of termination.
- 8.8. **Liability for District Damages.** In the event of termination due to the fault of ARCHITECT, ARCHITECT shall receive compensation due for services satisfactorily rendered prior to the date of termination. The ARCHITECT is liable for all damages suffered by the DISTRICT due to ARCHITECT'S failure to perform as provided in the AGREEMENT.

ARTICLE 9 DISPUTES, MEDIATION, 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, ARCHITECT agrees to continue to diligently perform and provide services hereunder

until completion of the work. If the dispute is not resolved, ARCHITECT agrees it will neither rescind this Agreement nor stop the progress of the work. The DISTRICT and ARCHITECT agreed that, in the event that a dispute comes to litigation, each party will bear its own legal expenses.

- 9.2. **Mediation Requirements.** All claims, disputes or controversies arising out of or relating to the PROJECT or to this agreement or the breach thereof shall be first attempted to be resolved through mediation.
- 9.3. **Arbitration.** If mediation is unsuccessful, claims, disputes or controversies arising out of or relating to this AGREEMENT will be decided by arbitration in accordance with the American Arbitration Association then prevailing unless the parties mutually agree otherwise.
- a. No arbitration arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, any additional person not a party to this Agreement except by written consent containing a specific reference to this Agreement and signed by the CONTRACTOR, DISTRICT and any other person sought to be joined. Consent to arbitration involving an additional person or persons shall not constitute consent to arbitration of any dispute not described therein or with any person not named therein.
 - b. This agreement to arbitrate shall be specifically enforceable under applicable law in any court having jurisdiction thereof.
 - c. Notice of demand for arbitration shall be filed in writing with the other party to this AGREEMENT in accordance with the rules of the American Arbitration Association. The demand shall be made within a reasonable time after the claim, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based upon such claim, dispute or other matter in questions would be barred by the applicable statutes of limitation.
 - d. In any judicial proceeding to enforce this agreement to arbitrate, the only issues to be determined shall be those set forth in 9 U.S.C. Section 4 Federal Arbitration act and such issues shall be determined by the court without a jury. All other issues, such as, but not limited to, arbitrability, prerequisites to arbitration, compliance with contractual time limitations, applicability of indemnity clauses, clauses limiting damages and statutes of limitation shall be for the arbitrators whose decision thereon shall be final and binding. There shall be no interlocutory appeal of an order compelling arbitration.
 - e. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.
 - f. Unless otherwise provided, this Agreement shall be governed by the law of the state and county where the Project is located.

ARTICLE 10 DISTRICT'S RESPONSIBILITIES

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

Mark Schoeppner, Construction Manager

- 10.3. **District Notification.** The DISTRICT shall give prompt written notice to the ARCHITECT if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the construction contract. However, the DISTRICT'S failure or omission to do so shall not relieve the ARCHITECT of his/her responsibilities hereunder and the DISTRICT shall have no duty to observe, inspect or investigate the PROJECT.
- 10.4. **Project Description.** The DISTRICT shall furnish a legal description of the site and surveys describing physical characteristics, legal limitations and utility locations for the site of the PROJECT as required.
- 10.5. **Geotechnical Data.** The DISTRICT shall furnish geotechnical data when these data are reasonably deemed necessary by ARCHITECT, including test logs, soil classifications, soil bearing values, and other data necessary to define subsoil conditions.
- 10.6. **Reliable Information.** The ARCHITECT may rely on the information provided by DISTRICT but only to the extent such reliance is consistent with ARCHITECT'S obligations under this agreement

ARTICLE 11 MISCELLANEOUS

- 11.1. **Affirmative Action.** ARCHITECT agrees that ARCHITECT will not engage in unlawful discrimination in employment of persons because of race, ethnicity, religion, nationality, disability, gender, marital status or age of such persons.
- 11.2. **Compliance with Applicable Laws.** The services completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection to secure the satisfactory completion thereof. ARCHITECT 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 ARCHITECT, ARCHITECT'S business, equipment and personnel engaged in services covered by this AGREEMENT or accruing out of the performance of such services.
- 11.3. **Architect Accounting Records.** Pursuant to and in accordance with the provisions of Government Code Section 8546.7 or any amendments thereto, all books, records, and files of

- the DISTRICT and the ARCHITECT, including, but not limited to the costs of administration of this Agreement, shall be subject to examination and audit of the State Auditor at the request of the DISTRICT or as part of any audit of the DISTRICT for a period of three (3) years after final payment is made under this agreement. During this time, ARCHITECT shall maintain accounting records and make them available upon request of the DISTRICT for reproduction or inspection.
- 11.4. **Review, Approval or Acceptance.** Review, approval or acceptance of ARCHITECT'S work whether by DISTRICT or others, shall not relieve ARCHITECT from responsibility for errors and omissions in ARCHITECT'S work.
- 11.5. **Cumulative Rights; Non Waiver.** Duties and obligations imposed by this Agreement and rights and obligations hereunder are in addition to and not in lieu of any imposed by or available at law or inequity. The failure of DISTRICT or ARCHITECT 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. **Definitions**
- a. **Contract.** A Contract for Construction services awarded by the DISTRICT to a Contractor/Consultant for the construction of a portion of the PROJECT.
 - b. **Contractor.** A Contractor to the DISTRICT under a Contract awarded by the DISTRICT for construction of the PROJECT.
 - c. **Design Documents.** The Drawings, Specifications, calculations and other work product and Instruments of Service prepared by or on behalf of the ARCHITECT for the PROJECT. Design Documents include surveys, soil reports and other documents prepared for the PROJECT by a licensed Architect or registered Engineer, whether under contract to the ARCHITECT or DISTRICT.
 - d. **Submittals.** Shop Drawings, Product Data or Samples prepared or provided by a Contractor or a Subcontractor to a Contractor or suppliers illustrating some portion of work of the PROJECT.
 - e. **Site.** The physical area for construction and activities relating to construction of the PROJECT.
 - f. **Construction Contract Documents.** The Contract Documents issued by or on behalf of the DISTRICT under a Contract for construction of the PROJECT. Construction Contract Documents include all modifications issued by or on behalf of the DISTRICT. Unless otherwise expressly stated, references to the Construction Contract Documents are referenced to all of the Contract Documents issued for the Contract awarded for PROJECT construction.
 - g. **Substantial Completion.** Substantial Completion is when the Work of a Contract has been completed and installed including completion of commissioning and the Work

can be used or occupied for its intended purposes, subject only to minor corrections, repairs or modifications.

- h. **Final Completion.** Final Completion is when all of the Work of a Contract has been completed and installed (including items noted for correction, repair or modification upon Substantial Completion) and the Contractor has completed all other obligations to be performed on its part under the Contract.
- 11.7. **Employment with Public Agency.** ARCHITECT, if an employee of another public agency, agrees that ARCHITECT will not receive salary or remuneration, other than vacation pay, as an employee of another public agency for the actual time in which services are actually being performed pursuant to this AGREEMENT. Additionally, No member, officer or employee of the DISTRICT during tenure or for one year thereafter, shall have any interest direct or indirect, in this Agreement or the proceeds thereof.
- 11.8. **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.
- 11.9. **Independent Contractor.** ARCHITECT, in the performance of this AGREEMENT, shall be and act as an independent contractor. ARCHITECT 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. ARCHITECT 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. ARCHITECT 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 ARCHITECT'S employees.
- 11.10. **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 ARCHITECT and DISTRICT hereunder.
- 11.11. **Non-Assignment.** The DISTRICT and ARCHITECT, 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 ARCHITECT pursuant to this AGREEMENT shall not be assigned by the ARCHITECT. Nothing contained in this AGREEMENT shall create a contractual relationship with or a cause of action in favor of any third party against either the DISTRICT or ARCHITECT. The sale or transfer of a majority membership interest in ARCHITECT firm or the admission of new member to the ARCHITECT firm which causes there to be a change in majority ownership and/or control of ARCHITECT 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.
- 11.12. **Permits/Licenses.** ARCHITECT and all ARCHITECT'S employees or agents shall secure and maintain in force such permits and licenses as are required by law in connection with the furnishing of services pursuant to this AGREEMENT.
- 11.13. **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.
- 11.14. **Communications** between the parties shall be sent to the following addresses:
- | | |
|--|--|
| DISTRICT | ARCHITECT |
| Mark Schoeppner | Tom Moore |
| Construction Manager | Principal in Charge |
| South Orange County | IBI Group |
| Community College District | |
| 28000 Marguerite Parkway | 315 West 9 th Street, Suite 600 |
| Mission Viejo, CA 92692 | Los Angeles, CA 90015 |
| mschoeppner@socccd.edu | tmoore@ibigroup.com |
| COPY | |
| Dr. Debra L. Fitzsimons | |
| Vice Chancellor, Business Services | |
| South Orange County | |
| Community College District | |
| 28000 Marguerite Parkway | |
| Mission Viejo, CA 92692 | |
| dfitzsimons@socccd.edu | |
- 11.15. **Severability.** If any provision of this Agreement is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted here from, but all remaining provisions will remain and continue in full force and effect.
- 11.16. **Entire Agreement/Amendment.** This AGREEMENT and any Attachments hereto represent the entire AGREEMENT between the DISTRICT and ARCHITECT and supersede all prior negotiations, representations or agreements, either written or oral with respect to the services contemplated. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ARCHITECT.

11.17. **Binding Agreement.** The DISTRICT and ARCHITECT, 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

“ARCHITECT”
IBI Group

Dr. Debra L. Fitzsimons
Vice Chancellor, Business Services

Craig Atkinson
Principal

(Date)

(Date)

David Chow
Director – US West Region

(Date)

95-326-8721
(Taxpayer number)

Attachment A Responsibilities and Services of ARCHITECT

Attachment B Criteria and Billing for Extra Work

Attachment C Contract Summary

ATTACHMENT A - RESPONSIBILITIES AND SERVICES OF ARCHITECT

ARCHITECT will provide all professional services necessary for completing the following:

A. BASIC SERVICES

ARCHITECT agrees to provide the services described below:

1. Determine the agencies who have jurisdiction over essential buildings and coordinate with and implement the requirements of the funding and regulatory agencies, i.e.: State Chancellor's Office, Division of the State Architect, State Fire Marshal, Health Department, etc.
2. Contract for or employ at ARCHITECT'S expense, sub-consultants to the extent deemed necessary for completion of the Project including: architects; mechanical, electrical, structural, civil engineers, landscape architects licensed as such by the State of California. The names of said sub-consultants shall be submitted to the DISTRICT for approval prior to commencement of work. The DISTRICT reserves the right to reject the use of any sub-consultants. Nothing in the forgoing procedure shall create any contractual relationship between the DISTRICT and any sub-consultants employed by the ARCHITECT under terms of this Agreement.
3. Agree to exercise usual and customary professional care in its efforts to comply with all laws and regulations which apply to work of this Agreement.
4. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the Project.
5. Chair, conduct and take minutes of bi-weekly coordination meetings during the entire design phase with sub-consultants, ARCHITECT shall invite the DISTRICT and/or its representative to participate in these meetings. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.
6. Review site surveys, subsoil data, chemical, mechanical and other data logs of borings, record documents, etc., furnished to ARCHITECT pursuant to this Agreement and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data are necessary. ARCHITECT shall advise whether additional data are needed and, if so, recommend the manner in which it be provided and services obtained.
7. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, master plans, designs, drawings, specifications and other services furnished by ARCHITECT under this Agreement. ARCHITECT shall, without additional compensation, correct or revise any errors or omissions in its studies, reports, projections, master plans, design, drawings, specifications and other services.
8. If desired by the DISTRICT and agreed to by the ARCHITECT, ARCHITECT shall provide other required services to determine such compliance not specifically identified and included in the scope of this Agreement through an amendment to this Agreement, as an additional service.

9. Be responsible for the design and the layout of data and phones using DISTRICT established standards. The coordination effort shall include location and routing of the raceways, conduits, and outlets and required spaces to accommodate electrical, data and communication wiring. ARCHITECT to coordinate with DISTRICT or their consultants to finalize phone system design.

10. Provide services required to obtain local agencies approval for off-site work including review by regulatory agencies having jurisdiction over the Project.

11. Develop a grading and drainage plan and a site plan from architectural information showing a final development of the site, this drawing will also include a horizontal and vertical control plan and a utility infrastructure plan. The services described in this Subparagraph shall be provided by a professional civil engineer who is to subcontract with the ARCHITECT.

12. ARCHITECT to document the location of existing utility lines, telephone, water and sewage, etc., within the limits of the DISTRICT on-site property. This information shall be provided by the DISTRICT. ARCHITECT to verify the capacity of all existing project utilities.

13. Maintain a log of all meetings, site visits or discussions held in conjunction with the work of this Project, with documentation of major discussion points, observations, decisions, questions or comments. These shall be furnished to the DISTRICT and/or their representative for inclusion in the overall project documentation.

14. ARCHITECT is not responsible for:

- a. Ground contamination or hazardous material analysis
- b. Any asbestos testing, design or abatement
- c. Environmental impact report
- d. Historical significance report
- e. Soils investigation
- f. Geotechnical hazard report
- g. Topographic survey

15. Neither the DISTRICT'S review, approval of, nor payment for, any of the services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement, and ARCHITECT shall remain liable to the DISTRICT in accordance with applicable law for all damages to the DISTRICT caused by ARCHITECT'S failure to perform any of the services furnished under this Agreement.

16. Providing interior design and other similar services required for or in connection with color coordination including furnishing unless agreed to as an additional service. ARCHITECT is required to establish a template floor plan to demonstrate that each space houses the required functions. Such floor plans will include furniture layout for functions and adhere to all ADA circulation requirements. The DISTRICT shall procure furnishing and moveable equipment.

B. DESIGN SERVICES - TASK I

PROJECT INITIATION

Upon final execution of the Contract with the DISTRICT, the ARCHITECT shall:

1. Within the first week following execution of the contract, meet with the DISTRICT and their representatives to prepare a detailed task analysis and work plan for documentation in a computer generated project schedule. This task analysis and work plan will identify specific tasks including as necessary, but not limited to: interviews, data collection, analysis, report preparation, planning, architectural programming, schematic design preparation and estimating that are part of the work of the Project. Also identified will be milestone activities or dates, specific task responsibilities, required times for completion and additional definition of deliverables.

- a. ARCHITECT'S work plan shall include allowances for the periods of time required for DISTRICT'S review and approval of submissions and for approvals by authorities having jurisdiction over the Project. ARCHITECT'S work plan, when approved by DISTRICT, shall not be exceeded by ARCHITECT except when DISTRICT and ARCHITECT mutually agree, in writing, to a revised Project Schedule.
- b. Review the developed work plan with the DISTRICT and their representatives to familiarize them with the proposed tasks and schedule and develop necessary modifications.

2. Participate in a general Project kick-off meeting to include the ARCHITECT'S sub-consultants, and DISTRICT staff.

- a. The project kick-off meeting will introduce key team members from the DISTRICT and the ARCHITECT to each other defining roles and responsibilities relative to the Project.
- b. Identify and review pertinent information and/or documentation necessary from the DISTRICT for the completion of the Project.
- c. Review and explain the overall project goals, general approach, tasks, work plan and procedures and deliverable products of the Project.
- d. Review and explain the task analysis and project work plan for all parties present; determine any adjustments or fine tuning that needs to be made to the work plan.
- e. Review documentation of the project kick-off meeting prepared by the ARCHITECT and comment prior to distribution.

DEVELOPMENT OF ARCHITECTURAL PROGRAM – COMPLETED DURING PHASE 1

C. DESIGN SERVICES TASK II

SCHEMATIC DESIGN

Schematic Design: Upon written authorization from the DISTRICT, to proceed with the Schematic Design Phase. The ARCHITECT shall prepare for the DISTRICT'S review a Schematic Design Study as follows:

1. Architectural:
 - a. Scaled floor plans showing overall dimensions, identifying the various major areas and their relationship. Include circulation and room-by-room tabulation of all net usable floor areas and a summary of gross floor area. Also, provide typical layouts of major equipment or operational layout.
 - b. Preliminary building exterior elevations and sections in sufficient detail to demonstrate design concept indicating location and size of fenestration.
 - c. Identify proposed roof system, deck, insulation system and drainage technique.
 - d. Site plan with building located and minimum one (1) foot contour grade intervals. All major site development, such as paving, utilities and outside facilities shall be shown, including property lines, adjacent existing structures, walls and fences fifty feet beyond the PROJECT.
 - e. Building design shall pay particular attention to orientation, solar consideration and passive energy techniques and shall exceed all adopted energy regulations by 15%.
 - f. Identify minimum finish requirements, including ceiling, floors, walls, doors, windows, and types of hardware.
 - g. Identify code requirements, include occupancy classification(s) and type of construction.
2. Structural:
 - a. Layout structural systems with dimensions and floor elevations. Identify structural systems (pre-cast, structural steel with composite deck, structural steel bar joists, etc.); with preliminary sizing identified.
 - b. Identify foundation systems (fill requirements, piles, caissons, spread footings, etc.); with preliminary sizing identified.
3. Mechanical:
 - a. Provide "Basis of Design Narrative"
 - b. Calculate block heating, ventilation and cooling loads including skin versus internal loading.
 - c. Select a minimum of two (2) HVAC systems that appear compatible with loading conditions for subsequent life cycle costing.

- d. Show selected system on drawings as follows:
- e. Single line drawing(s) of all mechanical equipment spaces, ductwork and pipe chases.
- f. Location and preliminary sizing of all major equipment and duct work in allocated spaces
- g. Schematic piping
- h. Temperature control zoning.

4. Electrical:

- a. Provide “Basis of Design Narrative”
- b. Calculate overall approximate electrical loads.
- c. Identify proposed electrical system for service, power, lighting, low voltage and communication loads.
- d. Show system(s) selected on drawings as follows:
 - i. Single line drawing(s) showing major distribution system.
 - ii. Location and preliminary sizing of all major electrical systems and components including:
 - 1. Load centers
 - 2. Main panels
 - 3. Switch gear
- e. Identify and define the scope of data/telephone system.

5. Civil:

- a. Development of on and off site utility systems such as sewer, water, storm drain, firewater lines and fire hydrants.
- b. Identify surface improvements including roadways, parking (with assumed wheel weights) preliminary finish grades and drainage.
- c. Coordinate finish floor elevations with architectural site plan.

6. Landscaping:

Development and coordination of landscape design concepts entailing analysis of existing conditions, proposed components and how the occupants will use the facility. Include location and description of planting, ground improvements and visual barriers.

7. Specifications:

Outline specifications of proposed architectural, structural, mechanical and electrical materials, system and equipment and their criteria and quality standards. ARCHITECT is to use DISTRICT'S standardized equipment/material list for new construction and modernization in development of the project design and specifications.

8. Probable Costs:

- a. Schematic Probable costs: This probable cost consists of unit cost applied to the major items and quantities of work. The unit cost shall reflect the complete direct current cost of work. Complete cost meaning labor, material, waste allowance, sales tax and subcontractor's mark-up.
- b. General conditions shall be applied separately. This probable cost shall be prepared by specification section and summarized by the Construction Specification Institute (CSI) category.
- c. The probable cost shall separate the project's building cost from site and utilities cost. ARCHITECT to submit to the DISTRICT the cost estimating format for prior review and approval.
- d. Escalation: all probable costs shall be priced out at current market conditions. The probable costs shall incorporate all adjustments as appropriate, relating to mid-point construction, contingency, and cost index (i.e. Lee Saylor Index).

MEETINGS

During the Schematic Design Phase it is anticipated that two (2) meetings monthly, will convene between the DISTRICT and the ARCHITECT to address specific design issues and to facilitate the decision making process. Such meetings shall be held at the PROJECT CAMPUS. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsideration of such decisions shall constitute a change in the scope of services of the ARCHITECTS.

DELIVERABLES

- 6 - Schematic Design Package submittal with alternatives
- 4 - Probable Cost
- 2 - A statement indicating changes made to the program design
- 2 - DSA file, including all correspondence, meeting notes, etc. to date.

PRESENTATION

ARCHITECT along with his sub-consultants shall present and review with the DISTRICT the detailed Schematic Design. The schematic design studies shall be revised within the program parameters until a final concept has been accepted and approved by the DISTRICT at no additional cost to the DISTRICT.

PROJECT CESSATION PROVISIONS

Upon completion of the schematic design study, the DISTRICT shall have the right to terminate this Agreement upon written notice of such termination to ARCHITECT. The DISTRICT shall pay the ARCHITECT only the fee associated with the services provided under the Schematic Design Phase.

DESIGN DEVELOPMENT

Upon written authorization by the DISTRICT to proceed with the Design Development Phase, ARCHITECT shall prepare, from the Schematic Design Phase documents approved by the DISTRICT, Design Development Phase documents consisting of the following:

1. Architectural:
 - a. Scaled, dimensioned floor plans with final room locations including all openings.
 - b. 1/8" scale building sections showing dimensional relationships and materials.
 - c. Site plan completely drawn with beginning notes and dimensions including grading and paving.
 - d. Preliminary development of details and large scale blow-ups.
 - e. Legend showing all symbols used on drawings.
 - f. Floor plans identifying all fixed and major movable equipment and furniture.
 - g. Further refinement of SD outline specification for architectural, structural, mechanical, electrical, civil and landscape systems and equipment.
 - h. Typical reflected ceiling development including ceiling grid and heights for each ceiling showing:
 - i. Light fixtures
 - ii. Ceiling registers or diffusers
 - iii. Access Panels
 - i. A tabulation of both the net and gross assignable floor areas, and a comparison to the initial program area requirements.
 - j. Provide a binder with catalogue cut sheets of all selected equipment. Obtain sign off from DISTRICT and College Director of Facilities on transmittal sheet.
2. Structural:
 - a. Structural drawing with all major members located and sized.
 - b. Establish final building and floor elevations.
 - c. Preliminary specifications.
 - d. Identify foundation requirement (fill requirement, piles, etc.) with associated soil pressure, water table and seismic center. Include necessary soil mitigation if required by soils report.
3. Mechanical:
 - a. Heating and cooling load calculations and major duct or pipe runs substantially located and sized to interface with structural.

- b. Schedule major mechanical equipment indicating size and capacity.
- c. Devices in ceiling should be located. Begin coordination with electrical and architectural ceiling plans.
- d. Recommendations to acquire LEED® certification.
- e. Legend showing all symbols used on drawings.
- f. More developed outline specifications indicating quality level and manufacturer.

4. Electrical:

- a. All lighting fixtures should be located and scheduled showing all types and quantities of fixtures to be used, including proposed lighting levels for each usable space(s).
- b. All major electrical equipment should be scheduled indicating size and capacity.
- c. Complete electrical distribution including a one line diagram indicating final location of data/telephone, switchboards, communications, controls; (high and low voltage) motor control centers, panels, transformers and emergency generators, if required.
- d. Recommendations to acquire LEED® certification.
- e. Legend showing all symbols used on drawings.
- f. More developed outline specifications indicating quality level and manufacturer.

5. Civil:

- a. Further refinement of SD drawings of points of connection and runs for utility systems for sewer, water, storm drain and fire water. Includes pipe sizes, materials, invert elevation location and description of manholes, clean outs, hookups, bedding and installation details.
- b. Further refinement of SD roadways, parking and storm drainage improvements. Includes details and large scale drawings of curb and gutter, manhole, thrust blocks, paved parking and roadway sections.
- c. Outline specifications indicating quality level and manufacturer.

6. Landscape:

- a. Further refinement of SD concepts. Includes coordination of hardscape, landscape planting, ground cover and irrigation main distribution lines.
- b. Outline specifications indicating quality level and manufacturer.

7. Specification:

DISTRICT to provide general condition specification and supplementary conditions.

8. Probable Cost:

Design Development Probable Cost: Prepared by specification section, summarized by CSI category. The probable cost shall include unit costs of materials, labor and equipment. Sales tax,

contractor's mark-ups shall be identified as a separate line item. Soft cost including estimated ARCHITECT fee and general conditions shall be listed separately.

MEETINGS

During the Design Development Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will be held at the PROJECT campus. Documented decisions (not pending items) made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions affecting program, master plan and schematic design shall constitute a change in the scope of services of the ARCHITECT. DISTRICT and ARCHITECT shall schedule progress meetings to coincide with the ARCHITECT'S coordination meeting.

DELIVERABLES

- 3 - Drawings from all professional disciplines as necessary to deliver the project
- 3 - Bid Package scoping recommendation
- 2 - Binder of Catalogue Cut Sheets
- 3 - Outline Specifications
- 4 - Probable Cost
- 2 - DSA File, including all correspondence, meeting notes, etc. to date

CONSTRUCTION DOCUMENTS

Upon written authorization from the DISTRICT to proceed with the Construction Documents Phase, ARCHITECT shall prepare from Design Development Phase Documents approved by the DISTRICT, a Construction Document consisting of the following:

Prepare construction documents in compliance with the appropriate applicable building codes, ordinances and other regulatory authorities.

CONSTRUCTION DOCUMENTS (C/D) 50% STAGE:

1. Architectural:
 - a. Site plan developed to show building location, all topographical elements and existing/proposed contour lines.
 - b. Elevations (exterior and interior), sections and floor plans corrected to reflect design development review comments.
 - c. Architectural details and large blow-ups underway.
 - d. Well developed finish, door, and hardware schedules.
 - e. Site utility plans underway.
 - f. Fixed equipment schedules, details and identification underway.
 - g. Reflected ceiling plans coordinated with floor plans and mechanical and electrical systems.

- h. Color Boards with interior finish samples included for flooring, paint and wall finishes, doorframe and door finishes, casework, tile, countertops, etc.
 - i. Finalize any outstanding items for binder with catalogue cut sheets of all selected equipment. Obtain sign off from DISTRICT and College Director of Facilities listing all added items on transmittal sheet.
2. Structural:
 - a. Structural floor plans and sections with detailing well advanced.
 - b. Structural footing and foundation plans, floor and roof framing plans with detailing well advanced.
 - c. Completed cover sheet with general notes, symbols and legends.
3. Mechanical:
 - a. Mechanical calculations virtually completed with all piping and ductwork sized.
 - b. Large scale mechanical details underway.
 - c. Mechanical equipment schedule substantially developed.
4. Electrical:
 - a. Lighting, power, signal and communication plans including all switching and controls. Fixture schedule and lighting details development underway.
 - b. Distribution information on all power consuming equipment; lighting and device branch wiring development underway. 20% spares must be included per new panel.
 - c. All electrical equipment schedules underway.
 - d. Special system components should be approximately located on plans.
 - e. Completely develop the layout of data/telephone system, including equipment room layouts, raceway and conduit routing and outlet locations.
5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update comments from Design Development review.
6. Landscape:

All landscape, hardscape and irrigation plans updated to reflect update comments from Design Development.
7. Probable cost:

Update and refine the Design Development Phase Probable cost sorted by approved scope for bid packages.
8. Specifications:

- a. Virtually complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.
- b. Where articles, materials and equipment are identified by brand names, at least two names shall be used, and such names shall be followed by the words "or approved equal" in accordance with Public Contract Code, Section 3400. Specifications shall not contain restrictions that will limit competitive bids other than those required for maintenance convenience as approved by the DISTRICT. Formal review of specifications by the DISTRICT and corrections made as directed at no cost to the DISTRICT.

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CONSTRUCTION DOCUMENTS 75% STAGE

ARCHITECT must respond to/incorporate constructability comments during the 75% and 100% construction document phases.

1. Architectural:

- a. Virtually complete site plan.
- b. Virtually complete floor plan, elevations and sections.
- c. Architectural details and large blow-ups near completion.
- d. Finish door, and hardware schedules virtually complete, including most details.
- e. Site utility plan virtually complete.
- f. Fixed equipment details and identification virtually complete.
- g. Reflected ceiling plan virtually complete.
- h. Provide Finish Schedule (with the exceptions of colors) identifying type of material and textures on walls, floors, doors, etc. ARCHITECT to recommend color selection for approval by the DISTRICT.
- i. All equipment catalog cuts.

2. Structural:

Completed structural floor plans and sections with detailing well advanced.

3. Mechanical:

- a. Mechanical load calculations complete and all piping and ductwork sized.
- b. Large scale mechanical details should be substantially complete.
- c. Mechanical schedule for equipment substantially complete.

4. Electrical:

- a. Lighting, power, signal and communication plan(s) should reflect all switching and controls. Fixture schedule(s) should be virtually complete.
- b. Distribution information on all power consuming equipment; lighting and device branch wiring should be virtually complete.
- c. All electrical equipment schedules should be virtually complete.
- d. Special system components should be located on plans.

5. Civil:

All site plans, site utilities, parking and roadway systems updated to reflect update revisions from 50% CD's.

6. Landscape:

All landscape, hardscape and irrigation plans updated to reflect update revisions from 50% CD's and completed.

7. Specifications:

Formal review of specifications by the DISTRICT and Facilities/Maintenance group with corrections made as directed at no cost to the DISTRICT.

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CONSTRUCTION DOCUMENTS – 100% SUBSTANTIAL COMPLETION STAGE:

ARCHITECT must respond to/incorporate constructability comments during the previous construction document phases.

1. Architectural:

- a. Completed site plan, floor plans, elevations and sections.
- b. Architectural details and large blow-ups completed.
- c. Finish, door and hardware schedules completed, including all details.
- d. Site utility plans completed.
- e. Fixed equipment details and identification completed.
- f. Reflected ceiling plans completed.

2. Structural:

- a. Structural floor plans and sections with detailing completed.
- b. Structural calculations completed.

3. Mechanical:

- a. Large scale mechanical details completed.
- b. Mechanical equipment schedules completed.
- c. Completed electrical schematic for HVAC equipment.
- d. Complete energy conservation calculations and report.

4. Electrical:

- a. Lighting and power plan including all switching and controls. Fixture schedule and lighting details completed.
- b. Distribution information on all power consuming equipment, including lighting, power, signal and communication device(s) branch wiring completed.
- c. All electrical equipment schedules completed.
- d. Special system components plans completed.
- e. Electrical load calculations completed.

5. Civil:

All site plans, site utilities, parking and roadway systems completed.

6. Probable Cost:

Update and refine the 50% Construction Document Probable cost.

7. Specifications:

- a. Complete development and preparation of technical specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project in CSI format.
- b. Specifications shall not contain restrictions that will limit competitive bids other than those approved by the DISTRICT as necessary to meet maintenance requirements.
- c. At one hundred percent (100%), specifications shall be reviewed by the DISTRICT to ensure compliance with required modifications and corrections made as directed at no cost to the DISTRICT.

CONSTRUCTION DOCUMENTS (C/D) FINAL STAGE

The construction document final stage shall be for the purpose of the ARCHITECT incorporating all Regulatory Agencies' comments into the drawings, specifications, and probable cost. All corrections made by the ARCHITECT during this stage should be at no additional cost to the DISTRICT.

The final contract documents delivered to the DISTRICT upon completion of the ARCHITECT'S work shall consist of the following:

1. Drawings:

All drawings with ARCHITECT/sub-consultant's State license stamp and DSA stamp.

2. Specifications:

Original technical specifications on reproducible masters or CD/DVD format if acceptable to DISTRICT'S reprographics firm in CSI format.

3. Completely coordinated sub-consultant's work.

MEETINGS

During the Construction Document Phase it is anticipated that two meetings per month will convene to address specific design issues and to facilitate the decision making process. Such meetings will normally be held at the PROJECT campus. Documented decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions shall constitute a change in the Scope of ARCHITECT Services.

A minimum of two weeks prior to anticipated plan submission to the Division of the State Architect (DSA), the ARCHITECT shall convene a final design review conference to be attended by the DISTRICT and all Subconsultants for the purpose of confirming readiness for submission. The ARCHITECT shall utilize the most current version of Form DSA-3, Project Submittal Checklist, to document the completeness of the submission. Status indicated on the checklist shall be verified by physical examination of the project documents during the review conference. Any forms required to be submitted to DSA at the time of plan submission shall be reviewed in draft form at the design review conference. Should the project not be considered sufficiently complete for submission to DSA, the ARCHITECT shall convene, at no additional cost to the DISTRICT, an additional design review

conference, after deficiencies from the initial conference have been resolved, to confirm readiness for submission.

DELIVERABLES

Copies:

Hardcopies shall be provided for all identified number of copies and one electronic set shall be provided:

- 4 - Fifty percent (50%) submittal – 4 copies of the fifty percent (50%) working drawings, 4 specifications, and 4 probable costs.
- 4 - Seventy five percent (75%) submittal – 4 copies of the seventy five percent (75%) working drawings, 6 specifications and 6 sets of equipment cut sheets.
- 2 - Statement of requirements for testing and inspection of service for compliance with construction documents and applicable codes. (Submit with 50/75% CD submittal).
- 4 - One hundred percent (100%) submittal – 4 copies of the one hundred percent (100%) working drawings, 4 specifications, one (1) engineering calculations and 4 probable costs.
- 2 - DSA file including all correspondence, meeting, back check comments, checklists, etc. to date. (Submit with 100% CD submittal).
- 2 - Number of copies of all required documents necessary for DSA submittal and approval.
- 2 - A statement at each stage of CD review indicating any authorized changes made to the program from the last submittal and the cost impact of such changes on the previously approved Construction Budget. If no material changes occur, but costs are adjusted, clearly identify these changes for DISTRICT review. (Submit with all submittals, 50%, 75%, and 100%).

BIDDING PHASE

The development of the bidding procedure and the general condition of the construction contract shall be the joint responsibility of the DISTRICT and the ARCHITECT. ARCHITECT shall assist the DISTRICT in the prequalification process.

In the event that items requiring interpretation of the drawings or specifications are discovered during bidding period, said items shall be analyzed by the ARCHITECT for decision by the DISTRICT as to the proper procedure required. Corrective action taken will be in the form of an addendum prepared by the ARCHITECT and reviewed by the DISTRICT prior to release.

ARCHITECT shall be present during the bid opening.

CONSTRUCTION ADMINISTRATION PHASE

1. The ARCHITECT'S responsibility to provide Services for the Construction Phase under this Agreement commences with the award of the first prime Contract for Construction and terminates at the earlier of the issuance to the DISTRICT of the final Certificate for Payment or sixty (60) days after the date of substantial completion of construction. All Construction

- Administration work required of the ARCHITECT shall be also be required of ARCHITECT'S sub consultants as pertains to their scope of work.
2. During construction, the ARCHITECT shall furnish all necessary additional drawings for supplementing, clarifying and/or correcting purposes and for change orders required. Such drawings shall be at no additional cost unless designated as an additional service to the DISTRICT. The drawings and contract wording for change orders shall be submitted to the DISTRICT for distribution.
 3. The ARCHITECT will proceed with the services required by the Construction Administration Phase of this Agreement upon Board approval for award of construction bid.
 4. The ARCHITECT shall review and approve or take other appropriate action upon contractor's submittals such as: shop drawings, project data, samples and change orders.
 - a. The ARCHITECT'S action shall be taken within twenty-one (21) calendar days so as to cause no unreasonable delay in the work or in the construction of the DISTRICT or of separate contractors, while allowing sufficient time in the ARCHITECT'S professional judgment to permit adequate review. In no case shall the review period associated with a single, particular submittal exceed twenty one (21) calendar days from the receipt by the ARCHITECT.
 5. During the course of construction, all Requests for Information/Clarification must be responded to in a most expeditious manner so as not to impact and delay the construction progress.
 6. Drawings or change orders required due to actions of the DISTRICT which are beyond the scope of the ARCHITECT'S responsibilities, shall be considered extra services.
 7. ARCHITECT shall schedule weekly visits to the job site for on-site review of the construction of the Project and in coordination with the construction progress meetings. The purpose of these visits is to interpret or clarify in the Contract Documents and to monitor the progress of the Project.
 8. ARCHITECT shall provide the DISTRICT with a digital photo survey of weekly progress consisting of no less than five photos related to overall, general progress and the appropriate number of photos necessary to document any field issues requiring resolution. Photos shall be emailed to the DISTRICT'S project manager with a narrative describing contents within 48 hours of the weekly meeting.
 9. The ARCHITECT shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the work. The ARCHITECT shall endeavor to guard the DISTRICT against defects and deficiencies in the work. However, the ARCHITECT shall not be a guarantor of the contractor's performance.
 10. The ARCHITECT shall not be responsible for, nor have control or charge of, construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Project, and shall not be responsible for contractors' failure to carry out work in accordance with the Contract Documents. The ARCHITECT shall not be

responsible for, nor have control over, the acts or omissions of the contractors, subcontractors, any of their agents or employees.

11. ARCHITECT shall provide a log identifying all operations and maintenance manuals, and warranty documents for all equipment and installed systems. The ARCHITECT shall review contractor's submittal for completeness and submit to DISTRICT.
12. ARCHITECT provide a complete DSA file to the DISTRICT, including all correspondence, meeting notes, back check comments, checklists, inspection affidavits, etc. to the DISTRICT at acceptance.

CLOSE OUT PHASE

1. The ARCHITECT'S responsibility to provide Services for the Close Out phase under this Agreement commences with the Contractor's request for a punch list walk and terminates at the close out the project with the Division of the State Architect.
2. ARCHITECT including consultants shall participate in/develop punch lists as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
 - a. ARCHITECT shall provide DISTRICT and contractor with a comprehensive punch list itemizing all outstanding issues on an area by area basis.
 - b. ARCHITECT shall walk with DISTRICT and contractor to confirm that punch list items are completed. ARCHITECT may use original list with items highlighted to show those areas as still outstanding.
 - c. ARCHITECT shall perform follow up walk for any punch list items that were outstanding.
 - d. After the third punch list walk, if there remains any incomplete items, ARCHITECT shall provide to the DISTRICT a cost analysis of all outstanding items.
3. ARCHITECT shall evaluate the success of any required maintenance period upon completion of the timeframe. ARCHITECT will confirm that the requirements for the maintenance period were met with a follow up report to the DISTRICT.
4. ARCHITECT shall provide architectural/engineering advice to the DISTRICT on start-up, break-in and debugging of facility systems and equipment; and participate in/develop punch lists including consultants as appropriate to identify apparent deficiencies in construction following the acceptance of the contractor's work.
5. The ARCHITECT shall work with the DISTRICT and their consultants in complete close out of the project. This phase will be considered complete upon a complete submittal to the Division of the State Architect of all close out documentation.
6. ARCHITECT shall perform a building walk one month prior to the one year warranty period (as established by the Notice of Completion filed by the Board of Trustees) to evaluate the condition of all facilities/improvements. ARCHITECT shall meet with the maintenance and

facilities representatives and make recommendations for which, if any, warranty items will be requested prior to warranty expiration.

ATTACHMENT B - CRITERIA AND BILLING FOR EXTRA WORK

- A. The following extra services to this Agreement shall be performed by ARCHITECT if needed and requested by the DISTRICT.
1. Making revisions in drawings, specifications or other documents when such revisions are:
 - a. Inconsistent with approvals or instructions previously given by the DISTRICT.
 - b. Required by the enactment or revisions of codes, laws or regulations subsequent to the preparations of such documents.
 - c. Due to changes required as a result of the DISTRICT'S failure to respond to a written request from the ARCHITECT within a reasonable time, as requested by ARCHITECT.
 2. Providing services required because of significant documented changes in the Project initiated by the DISTRICT, including but not limited to, size, quality, complexity, the DISTRICT'S schedule, or method of bidding or negotiating and contracting for construction.
 3. Prepare drawings, specifications and other documentation and supporting data, evaluating contractor's proposals, and providing other services in connection with change orders and construction change directives. ARCHITECT shall not be due any fee for extra services due to change orders resulting from ARCHITECT'S design errors and omissions.
 4. Providing consultation concerning replacement of work damaged by fire or other cause during construction, and furnishing services required in connection with replacement of such work.
 5. Providing services made necessary by the default of the contractor, by major defects or deficiencies in the work of the contractor for Payment, or in the absence of a final Certificate of Payment, more than sixty (60) days after the date of substantial completion of work.
 6. Providing services in connection with evaluating substitutions (excluding the first substitution) proposed by the contractor and making subsequent revisions to the drawings, specifications and other documentation resulting there from if the contractor failed to follow the ARCHITECT'S specified specification of the Project.
- B. The following rates which include overhead, administrative cost and profit shall be utilized in arriving at the fee for extra services. The sub-consultant hourly rates as shown below include a 10% administration fee/mark-up fee. 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 ARCHITECT and each sub-consultant involved in the Project.

<u>Architectural Services</u>	<u>Fee Per Hour</u>
Principal Architects	\$195.00
Project Architect/CA	\$175.00
Designer	\$150.00
Project Manager	\$135.00
Senior Draftsperson	\$115.00
Clerical	\$65.00
<u>Structural Engineers ** Thornton Tomasetti</u>	
Principal	\$185.00
Project Manager	\$160.00
Project Engineer	\$135.00
CAD Draftsperson	\$90.00
Clerical	\$60.00
<u>Mechanical/ Plumbing Engineers ** Pocock Design Solutions</u>	
Principal	\$200.00
Engineer	\$175.00
Project Manager	\$165.00
Sr. Designer	\$140.00
Designer	\$120.00
CAD Drafting	\$90.00
Clerical	\$70.00
<u>Civil Engineers ** Kimley Horn</u>	
Principal	\$225.00
Project Manager	\$210.00
Project Engineer	\$125.00
CAD Draftsperson	\$95.00
Clerical	\$100.00
<u>Landscape Architects ** Fong Hart Schneider</u>	
Principal	\$175.00
Senior Associate	\$125.00
Associate	\$95.00

CAD Draftsperson	\$75.00
<u>Estimator ** QFirstCM</u>	
Principal	\$145.00
<u>Electrical Engineers ** FBA Engineering</u>	
Principal	\$210.00
Project Manager	\$160.00
Construction Support	\$135.00
Electrical Designer	\$110.00
CAD Designer/Operator	\$90.00
Clerical	\$50.00

** Indicates 10% administrative mark-up has been applied

ATTACHMENT C - CONTRACT SUMMARY

Project Name: Health Center – Concessions Project

Architect: IBI Group

Contract Start: April 24, 2017 Anticipated Construction Completion:

Contract Value:

Summary of Contract Scope:

The ARCHITECT'S services (Services) consist of design of the Health Center – Concessions building on the Irvine Valley College campus and include normal civil, structural, mechanical, electrical, landscape engineering services and furniture, fixture and equipment consultation services and cost estimating services.

Summary of Project Scope:

Funding Source: Basic Aid. Project Budget: \$5,738,000.

Project Manager: Mark Schoeppner

College location: Irvine Valley College. Type of Occupancy: Business Group B

New Construction. 4,000 gross square feet.

No Swing space required

The Health Center/Concession project scope consists of a 4,000 gross square foot building that includes a new Health Center to replace the existing Health Center located in the Student Services building, a sports medicine annex and a concession booth and restrooms for the adjacent athletic fields. New accessible bleachers at the adjacent baseball field to accommodate 300 spectators will be provided. Single occupancy, gender neutral bathrooms are provided in both the Health Center and athletic/concessions areas.

No additional parking will be provided although ADA accessible parking will be designated per Code requirements.

Access control via electronic door locks and security cameras are anticipated. Building wide Wi-Fi coverage will be provided..

A geotechnical report was completed on August 30, 2016.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Saddleback College and Irvine Valley College 2017-2018 Student Health Fee Increase

ACTION: Approval

BACKGROUND

California Education Code Section 76355 permits governing boards of community college districts to charge a student health fee. Currently, this fee is set at \$18 per semester and \$15 per summer session or intersession of at least four weeks for the South Orange County Community College District. This same code section allows districts to increase these fees by one dollar (\$1) when calculations for the Implicit Price Deflator for State and Local Government Purchase of Goods and Services show an increase of \$1 above the existing fee. This increase has occurred nine times since the fee was established at \$10 in 1993 (1997, 2001, 2004, 2005, 2006, 2007, 2008, 2011, and 2013).

On April 3, 2012, the state chancellor's office assistant vice chancellor, Frederick E. Harris, announced the Implicit Price Deflator Index supported a one dollar (\$1) increase in the student health fee to \$20 per semester and \$17 per summer session or intersession of at least four weeks (EXHIBIT A). Since the college health centers are fully supported by the student health fees, using the Implicit Price Deflator Index adjustment assists the colleges in stabilizing the financial solvency of the health centers.

STATUS

Both the Irvine Valley College and Saddleback College Student Health Centers are completely funded by student health fees, and as prices for goods rise and the needs of students increase, it becomes increasingly difficult to balance the budgets without general fund assistance. This modest \$1 increase in the health fee will allow the centers to remain self-sufficient in the remaining year and allow us to maintain the high quality services our students expect and deserve.

This request has the approval of the Academic Senate and Associated Students of Irvine Valley College and the Associated Student Government and the Consultation Council of Saddleback College.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees permit the colleges to implement a student health fee increase of \$1 from \$19 to \$20 per semester and from \$16 to \$17 per summer session or intersession of at least four weeks for the 2017-18 academic year.

Item Submitted By: *Dr. Tod A. Burnett and Dr. Glenn R. Roquemore, Presidents
Kim McCord, Acting Vice Chancellor, Business Services*

STATE OF CALIFORNIA

ELOY ORTIZ OAKLEY, CHANCELLOR

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

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SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



Memorandum

February 24, 2017

**Fiscal Services Memo 17-01
Via E-mail Only**

To: Chief Business Officers
Chief Student Services Officers
Health Services Program Directors
Financial Aid Officers
Admissions and Records Officers

From:  Elias Regalado, Director
Fiscal Standards and Accountability

Subject: Student Health, Parking Services & Transportation Services Fees

Health Fees

Education Code Section 76355 provides the governing board of a community college district the option of increasing the student health services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchases of Goods and Services as published by the U.S. Department of Commerce. Whenever the calculation produces an increase of one dollar above the existing fees, this fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index has increased enough to support a one dollar increase in the student health fee. Specifically for the student health fee, districts may now charge a maximum of **\$20.00** per semester, **\$17.00** for summer session, **\$17.00** for each intersession of at least four weeks, or **\$17.00** for each quarter term.

Parking Services Fees

Education Code Section 76360 provides the governing board of a community college district the option of increasing the parking services fee by the same percentage as the

increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. Whenever this calculation produces an increase of one dollar above the existing fees, the fee may be increased by \$1.00.

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator has increased enough to support a one dollar increase in the parking services fee. Specifically for the Parking Services Fee, Districts may charge a maximum fee of **\$53.00 per semester**. The calculation did not change enough to increase the summer, intersession and quarter term fee amounts. Thus, districts may continue to charge a maximum fee of **\$26.00** for summer session, **\$26.00** for each intersession of at least four weeks, or **\$26.00** for each quarter term.

Transportation Services Fees

Education Code Section 76361 provides the governing board of a community college district the option of increasing the transportation services fee by the same percentage as the increase in the Implicit Price Deflator for State and Local Government Purchase of Goods and Services. The fees may be increased annually up to the next whole dollar increment above the existing fee limit that calculation produces

Based on calculations by the Financial, Economic, and Demographic Unit in the Department of Finance, the Implicit Price Deflator Index did not change enough from last year to produce an increase in the transportation services fee. Specifically for the Transportation Services Fee, Districts may continue charging a maximum fee of **\$73.00** per semester, **\$37.00** for summer session, **\$37.00** for each intersession of at least four weeks, or **\$37.00** for each quarter term.

If you have any questions about these fees, please contact Michael Yarber at (916) 327-6818 or myarber@cccco.edu.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Award of Bid No. 346D, District Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP), Ware Disposal, Inc.

ACTION: Approval

BACKGROUND

The current South Orange County Community College District agreement for District Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP) expires on June 30, 2017.

STATUS

The advertisement for Bid No. 346D, District Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP) was published on February 8, 2017 and February 15, 2017. Additional marketing efforts included posting the bid on the district website and notifying three prospective vendors. On March 10, 2017, two vendors submitted bids (EXHIBIT A).

The lowest bid meeting all specifications was submitted by Ware Disposal, Inc. The facilities departments at Saddleback College, Irvine Valley College and District Business Services recommends the approval of Ware Disposal, Inc. for a five year contract for District Waste Removal Services. The estimated annual costs are \$60,000 with a total contract amount of \$300,000.

Funds will be budgeted in the Colleges' operating budgets.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve a five year agreement (EXHIBIT B) between South Orange County Community College District and Ware Disposal, Inc. for District Waste Removal Services for Saddleback College, Irvine Valley College and ATEP for an estimated annual cost of \$60,000 with a total contract amount of \$300,000.

BID NO. 346D
District Waste Removal Services
Saddleback College, Irvine Valley College and ATEP

April 24, 2017

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTER'S NAME</u>
CR&R, Inc.	Stanton, CA	George Lazaruk, Vice President
*Ware Disposal, Inc.	Santa Ana, CA	Jay Ware, General Manager

***RECOMMENDED AWARD**



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR / PROFESSIONAL SERVICES AGREEMENT
District Waste Removal Services

WARE DISPOSAL, INC.

July 1, 2017 to June 30, 2022

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 **WARE DISPOSAL, INC.** ("Contractor"), a **Corporation in the State of California, with an address of P.O. BOX 1318, Santa Ana, CA 92702.** 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"): **SEE ATTACHMENT A.** Contractor agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of Contractor's instructional materials, textbooks, etc., and/or other supplies related to this program.
2. Term. This Agreement shall commence on **July 1, 2017, and shall continue in full force and effect thereafter until and including June 30, 2022** ("Term"), unless this Agreement is terminated during the Term pursuant to this Agreement.
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 **three hundred thousand Dollars (\$300,000.00)** ("Contract Amount"). **See ATTACHMENT B.**
 - 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 Attachments 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 Attachments 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: **WARE Disposal, Inc.**
Attn: Jay Ware
P.O. BOX 1318
Santa Ana, CA 92702
Phone: 714-664-0677 X 105
Email: jay@waredisposal.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. Attachments. All Attachments 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 Dr. Debra L. Fitzsimons _____

Print
Title Vice Chancellor of Business Services _____

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)

District Business Services

Jon A. Aasted

949-582-4693/jaasted@socccd.edu

ATTACHMENT A

CONTRACTOR shall provide 3 cu. Yd. Size bins with plastic safety lids in quantities specified for each campus and daily pick up (Monday through Friday).

CONTRACTOR shall process the waste to separate and recycle all recyclables. Bids shall indicate the minimum percentage to be diverted from the waste stream.

CONTRACTOR shall provide certification on a quarterly basis demonstrating the percentage of diversion. The report shall include copies of weight slip from the landfill operator and recycled material receiver.

CONTRACTOR shall provide on an on-call basis 40 cu. yd. open top containers, pick up, and process the waste.

Contract includes processing all waste to separate recyclables and minimize the amount of solid waste taken to the landfill. Processing should be done by the CONTRACTOR at a facility off campus.

- Unless otherwise noted, 3 cubic yard bins shall be serviced once a day, five days a week. Normal pickup time shall be between 6:00 a.m. and 8:00 a.m. At Saddleback College, bins located at the Library (3) and Sciences/Math Building (2) must be serviced before 7:00 a.m.
- All high-sides and low-boys requested to be emptied must be serviced within 48 hours of request.
- Newly requested high-sides or low-boys must be delivered within 24 hours of request.
- Additional 3 cubic yard bins as requested by the colleges must be delivered within 48 hours of request.
- When broken wheels are reported, CONTRACTOR must repair them within 48 hours.
- When graffiti is reported on the bins, the CONTRACTOR shall paint or replace the bin within 48 hours.
- The daily waste collector shall ensure that the lids to the bins are in the closed position prior to putting the bins back in place.
- The daily waste collector driver shall not be allowed to compact the truck load within campus. If absolutely necessary, driver must coordinate with the respective M&O staff at each college an appropriate location for compacting the load.
- Waste collection vehicles must be serviced regularly and comply with CALTRANS emissions requirements as well as the requirements of the cities of Irvine, Mission Viejo and Tustin. CONTRACTOR shall provide Colleges Director of Facilities or designee with proof of vehicle service annually.
- The colleges must be notified in advance if, due to special circumstances, the waste hauler is going to miss a day of service.
- On special projects involving high-sides and low-boys (e.g. construction projects or sport field renovation) the DISTRICT reserves the right to temporarily use (during the duration of the project) alternate waste haulers if CONTRACTOR fails to meet any delivery schedules.
- At Irvine Valley College, CONTRACTOR shall provide, at no additional charge, one 3 cu yd bin for recycling white paper. Location to be determined by the Director of Facilities or designee.
- As the colleges' needs may vary during the term of the agreement, additional 3 cu yd bins may be required. CONTRACTOR shall provide additional bins at the prices quoted on the Bid Form. Similarly, if a bin is deleted, CONTRACTOR shall adjust the charges using the unit prices quoted.
- **WASTE CONTAINERS SUPPLIED BY CONTRACTOR:** Will be new or refurbished three cubic yard steel, watertight bins with plastic lids. The contractor will be responsible for keeping all bins clean and repaired to comply with all local health laws and regulations. Should the DISTRICT find a container in poor and unacceptable condition, the contractor shall replace the bin with another that the DISTRICT finds acceptable. Other sized bins may be requested.

ATTACHMENT B
Pricing

SADDLEBACK COLLEGE

Twenty Three (23) 3-cu. yd. Bins with lids, five (5) pick-ups per week. Waste processing and recycling recyclables..... \$139.65 per bin / \$3,211.95 per month

Green Waste Yard:

2 High Sides: \$389.65 per bin

1 Low Boys \$399.10 per bin

Permanently on site, Emptied as needed, 24 hour response, if notified by noon.

One (1) High Side District Warehouse. Waste processing and recycling recyclables..... \$379.85 per bin

Permanently on site, Emptied as needed, 24 hour response, if notified by noon.

Unit price for one forty (40) cu. yd High-Side bin or as needed basis. Waste processing and recycling recyclables..... \$399.25 per bin

Unit price for one Low-Boy bin or as needed basis. Waste processing and recycling recyclables..... \$399.10 per bin

Minimum 57% diverted from waste stream

Price adjustment shall not exceed CPI plus 1%.

IRVINE VALLEY COLLEGE

Eleven (11) 3-cu. yd. Bins with lids, five (5) pick-ups per week. Waste processing and recycling recyclables..... \$139.65 per bin / \$1,536.15 per month

Unit price for one forty (40) cu. yd High-Side bin or as needed basis. Waste processing and recycling recyclables..... \$399.25 per bin

Permanently on site, Emptied as needed, 24 hour response, if notified by noon.

Unit price for one Low-Boy bin or as needed basis. Waste processing and recycling recyclables..... \$399.10 per bin

Permanently on site, Emptied as needed, 24 hour response, if notified by noon.

Minimum 57% diverted from waste stream

Price adjustment shall not exceed CPI plus 1%.

ATTACHMENT B
Pricing

ATEP

One (1) 3-cu. yd. Bins with lids, five (5) pick-ups per week. Waste processing and recycling recyclables..... \$139.65 per bin per month

Unit price for one forty (40) cu. yd High-Side bin or as needed basis. Waste processing and recycling recyclables..... \$399.25 per bin

Unit price for one Low-Boy bin or as needed basis. Waste processing and recycling recyclables..... \$399.10 per bin

Minimum 57% diverted from waste stream

Price adjustment shall not exceed CPI plus 1%.

Contractor agrees to provide, at no additional charge, one bin for recycling white paper.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Award of Bid No. 347D, District Hazardous Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP), North State Environmental, Inc.

ACTION: Approval

BACKGROUND

The current South Orange County Community College District agreement for District Hazardous Waste Removal Services for Saddleback College, Irvine Valley College and Advanced Technology & Education Park (ATEP) expires on June 30, 2017.

STATUS

The advertisement for Bid No. 347D, District Hazardous Waste Removal Services for Saddleback College, Irvine Valley College and ATEP, was published on February 8 and February 15, 2017. Additional marketing efforts included posting the bid on the district website. On February 16, 2017, a mandatory pre-bid job walk was conducted on the Saddleback College and Irvine Valley College campuses with nine companies attending. On March 10, 2017, two vendors provided bids and one declined to bid. (EXHIBIT A).

The lowest bid meeting all specifications was submitted by North State Environmental, Inc. The facilities departments at Saddleback College, Irvine Valley Colleges and District Business Services recommends the approval of North State Environmental, Inc., for a five year contract, for District Hazardous Waste Removal Services. The estimated annual costs are \$120,000 with a total contract amount of \$600,000.

Funds will be budgeted in the Colleges' operating budgets.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve a five year agreement (EXHIBIT B) between South Orange County Community College District and North State Environmental, Inc. for District Hazardous Waste Removal Services for Saddleback College, Irvine Valley College, and ATEP for an estimated annual cost of \$120,000 with a total contract amount of \$600,000.

BID NO. 347D
District Hazardous Waste Removal Services
Saddleback College, Irvine Valley College and ATEP

April 24, 2017

<u>COMPANY NAME</u>	<u>CITY</u>	<u>SUBMITTER'S NAME</u>
*North State Environmental, Inc.	Rialto, CA	Karen Sedano
Clean Harbors, Inc.	Wilmington, CA	John Winwood
Stericycle (Declined)	Houston, TX	Shawn S. Ball

***RECOMMENDED AWARD**



SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
INDEPENDENT CONTRACTOR / PROFESSIONAL SERVICES AGREEMENT

Hazardous Waste Removal Services

NORTH STATE ENVIRONMENTAL, INC.

July 1, 2017 to June 30, 2022

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 **North State Environmental, Inc.** ("Contractor"), a **Corporation with a corporate address of 220 South Spruce Ave., Suite 200, South San Francisco, CA 94080.** 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"): **Hazardous Waste Removal Services for Saddleback, Irvine Valley College and ATEP (See Attachment A).** Contractor agrees and understands that District does not and will not take any responsibility for the storage, archiving or distribution of Contractor's instructional materials, textbooks, etc., and/or other supplies related to this program.
2. Term. This Agreement shall commence on **July 1, 2017, and shall continue in full force and effect thereafter until and including June 30, 2022** ("Term"), unless this Agreement is terminated during the Term pursuant to this Agreement.
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 **Six Hundred Thousand Dollars (\$600,000)** ("Contract Amount"). **(See Attachment B for pricing information)**
 - 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. District reserves the right to terminate this Agreement at any time to establish a new agreement with Contractor or another vendor that can provide lower total cost to the District through a valid "piggy-back-able" contract.

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 attachments 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 attachments 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: **North State Environmental, Inc.**
Attn: Karen Sedano
1045 West Rialto Avenue
Rialto, CA 92376
Phone: 909-875-9288
Email: karen.sedano@north-state.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. Attachments. All attachments 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.

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 Dr. Debra L. Fitzsimons

Print
Title Vice Chancellor – Business Services

Date

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

District Initiating Department

District Contact Name

District Contact Phone/Email

Funding Source (G/L Account)

District Services

Jon A. Aasted

949-582-4693/jaasted@socccd.edu

ATTACHMENT A – SCOPE OF WORK

1. **General**

The amount or types of hazardous waste is unknown at any given time, therefore, the District is requesting vendors to submit a price list of standard commodities, packaging and all other pertinent requirements.

Some of the known wastes that have been disposed of in the past are as follows:

Motor oil, paint, laboratory chemicals, and TIRES, etc.

Biological waste (cats, sheep heads and brains, fish, etc.)

Needles, syringes.

2. **Response Time**

Contractor shall respond to regular service requests within 72 hours after initial contact from Project Manager.

Contractor shall respond to emergency service requests and hazardous waste spills within 2 hours after initial contact from Project Manager.

Contractor shall respond within three weeks to service requests for processing of all unknown materials. The three week response time shall include sampling and hazardous categorization.

Contractor shall respond within three weeks to requests for disposal of pressurized gas cylinders. The three week response time shall include sampling, hazcating/analysis and categorization.

Response time for disposal of biological waste, syringe, etc., shall be within the period required by law.

3. **Staffing**

Contractor, when required, shall be prepared and able to provide on-site technical staff and to provide the District with an acceptable and reasonable time frame.

Contractor's personnel must be trained in the safe and proper handling of hazardous materials and must be capable of emergency response and clean-up of hazardous material spills.

Contractor shall provide a detailed description of training provided to Contractor's staff, to include, but not limited to, how Contractor's staff is monitored under a health and safety plan.

Contractor's Personnel must be trained in safe and proper handling of hazardous materials and must be capable of emergency response and cleanup of hazardous material spills.

4. **Manifesting**

Contractor shall efficiently and adequately manifest materials that will comply with and satisfy requirements of the California EPA, U.S. Department of Transportation, and the U.S. EPA permitted disposal facilities receiving the materials.

5. **Vehicles**

Contractor's vehicles used in the performance of services under this Agreement must and shall meet California motor vehicle and California OSHA regulations and other relevant codes required for use in the State of California

6. Emergency Hazardous Waste Spill

Contractor shall be able to respond to emergency hazardous waste spills or have the ability to draw on other resources (specialized, state registered hazardous waste sub-contractors) for emergency response to a variety of Hazardous waste spill. Contractor's response must be initiated within two hours with all the equipment and expertise necessary to contain, manage, clean-up, lab-pack/store, remove, transport and properly dispose of the hazardous waste. Contractor's services may require full level B protection and decontamination procedures. Contractor will notify District of any use of subcontractors in the performance of work.

7. Unknown Materials

Contractor will promptly respond and complete service requests for processing of all unknown materials, which includes, but is not limited to, sampling, hazcating/analysis and categorization. Contractor's response time will be within three weeks from time of each initial service requested by the District. The unknown materials, after being identified, will then be incorporated into the regular waste stream for lab-packing and disposal by Contractor.

8. Explosives

Contractor must be certified and authorized to handle, package, transport and arrange disposal of various explosives.

9. Hazardous/Non-Hazardous Soil/Water

Contractor may be required to remove/transport/dispose of 55-gallon drums containing hazardous/non-hazardous soil and/or water generated from drilling/water sampling activities associated with the state required Solid Waste Assessment Test program.

10. Inventory Sheet

Contractor shall provide a specific list of contents for each lab-packed drum to include, but not limited to, its source of generation.

11. Reports

Contractor shall supply each college an annual summary report of all material removed and its quantities for each site.

Contractor shall also prepare, at the college's request, the Hazardous Waste Disposal Fee Return, and the Hazardous Waste Generator Fee and Waste Reporting Surcharge Fee Return forms.

Contractor shall prepare these forms and reports at no cost to the District.

ATTACHMENT B PRICING

See Attached Pages 1-31

VENDOR'S PRICE LIST

Labor and Equipment	N/A
Labor, Field Technician, per hr.	45.00
Labor, Supervisor, per hr.	45.00
Labor, Chemist, per hr.	65.00
Labor, Clerical, per hr.	N/C
Labor, Level A, per hr.	65.00
Labor, Level B, per hr.	55.00
Level A Safety Gear, per day	100.00
Level B Safety Gear, per day	70.00
List of Contents, per page	N/C
Packaging List, per drum	N/C
Sample Shipment Charge, each box	N/C
Profile Preparation Charge, each	N/C
Lab Pack Preparation Charge, each	N/C
EH Permit Preparation Charge, each	N/C
Sample Freight Charge, each (out-of-state)	N/C
Sample Delivery Charge (local)	N/C
Truck Time, per hr.	N/C
Crew Vehicle, per mile	N/C
Drum Crusher, per hour	15.00

For Service and Transportation:

Minimum Service Charge (excludes materials & disposal)

N/A

II. For Packaging Materials and Safety Equipment

Drums

Salvage Drum/85 gal (Recond)	120.00
DOT 17H/55 gal. (Recond) Steel Drum	40.00
DOT 17H/55 gal. (New) Steel Drum	50.00
DOT 17H/30 gal. Steel Drum	42.00
DOT 17H/16 gal. Steel Drum	30.00
DOT 17C/06 gal. Steel Drum	14.00
DOT 17C/55 gal. Steel Drum	40.00
DOT 21C/55 gal. Fiber	40.00
DOT 21C/30 gal. Fiber	30.00
DOT 21C/10 gal. Fiber	30.00
DOT 21C/5 gal. Fiber	14.00
DOT OS/55 gal. Open-top Poly Drum	40.00
DOT O/30 gal. Open-top Poly Drum	30.00
DOT O/20 gal. Open-top Poly Drum	30.00
DOT O/14 gal. Open-top Poly Drum	30.00
DOT PR/55 gal. Closed-top Poly Drum	40.00
DOT 35-65/05 gal. Poly Drum	14.00

VENDOR'S PRICE LIST

II. For Packaging Materials and Safety Equipment (Continued)

Absorbents

Vermiculite, 4 cu. Ft.	<u>20.00</u>
Clean Up IV (Diatomaceous Earth)	<u>6.00</u>

Sampling

Sample Bottle, 4 oz. Poly	<u>N/C</u>
Sample Bottle, 16 oz. Poly	<u>N/C</u>
Sample Bottle, 16 oz. Glass	<u>N/C</u>
Disposal ColiWasa	<u>N/C</u>
Sampling Rod	<u>N/C</u>
Other _____	<u>N/C</u>

Miscellaneous

Level A suit _____	<u>800.00</u>
Level B suit _____	<u>800.00</u>
Tyvek Disposable Suits	<u>16.00</u>
Poly Acid Disposable Suits	<u>38.00</u>
DOT 15a (Wooden Box)	<u>12.00</u>
DOT 12A/B (Carton) 1 cu.ft.	<u>10.00</u>
DOT 12 A/B (Carton) 2 cu ft.	<u>10.00</u>
Carton (for Cylinder), Small	<u>8.00</u>
Carton (for Cylinder) Large	<u>8.00</u>
Poly Jar/1 gal	<u>3.00</u>
Asbestos Bag (36"x55")	<u>1.50</u>
Latex Gloves (per box)	<u>12.00</u>
Draeger, Tube	<u>20.00</u>
Labels, EPA	<u>N/C</u>
Labels, DOT	<u>N/C</u>
Plastic Roll, 4 ml. 100 ft. x 20 ft.	<u>78.00</u>
Drum Liner	<u>6.00</u>
Siphon Pump	<u>28.00</u>
Other _____	<u> </u>
Other _____	<u> </u>

III. Analytical Costs

In-house laboratory services? Yes _____ No X

California State Certified Lab Accreditation No. _____

For outside laboratory services, analytical surcharge: Cost + 10 %Laboratory Name: Enviro Chem, Inc.California State Certified Lab Accreditation No. 1555For unknown materials, Haz Cat charge, per sample \$5.00

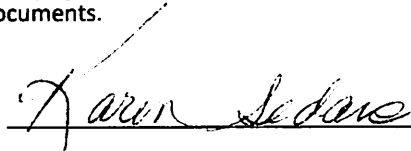
VENDOR'S PRICE LIST

BIDDER'S CERTIFICATION

To be executed by the bidder or an authorized agent.

I/We hereby agree to furnish the above articles and/or services at the prices and terms stated, set forth in the bi documents.

Signed By:



Print Name:

Karen Sedano

QUOTATIONS SUBMITTED BY:

North State Environmental

Name of Firm:

North State Environmental

Street and Number:

1045 W. Rialto Ave.

City, State and Zip Code:

Rialto, CA 92376

Work Phone:

909-875-9288

Cell Phone:

909-376-7391

email Address:

karen.sedano@north-state.com

Campus: Saddleback College
Contractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

Instructions: For the attached inventory list, estimate the quantity and size of drums required to package according to DOT specifications and TSDF requirements. Use the enclosed worksheets for labor, equipment, packaging materials, transportation and disposal. Use duplicates of the transportation and disposal form if more than one disposal facility is required. Failure to complete the price breakdown for the attached quarterly inventory list will result in rejection of the bid.

- I. Grand Total Estimated Quotation: \$ 20,250.00
- II. List the proposed TSDF(s) and disposal method (i.e. recycle. Incinerate):
1. TSDF Name: Demenno \ Kerdoon
Address: 2000 North Alameda St.
City: Compton, CA 90222
EPA ID# CAT 080 013 352
Phone: 310-537-7100
Method: Recycle
2. TSDF Name: NSSI / Source & Services, Inc
Address: 5711 Etheridge St.
City: Houston, TX 77087
EPA ID# TXD 982 560 294
Phone: 713-641-0391
Method: Incinerate / Transfer
3. TSDF Name: _____
Address: _____
City: _____
EPA ID# _____
Phone: _____
Method: _____
4. TSDF Name: _____
Address: _____
City: _____
EPA ID# _____
Phone: _____
Method: _____
5. TSDF Name: _____
Address: _____
City: _____
EPA ID# _____
Phone: _____
Method: _____

Use an attachment for more than five TSDFs using the same format as above. List any materials that are unacceptable for your company to handle. None

Campus: Saddleback College
Contractor: North State Environmental

COST BREAKDOWN FOR QUARTERLY INVENTORY LIST

III. For the attached quarterly inventory list, please complete the following table. If the TSDF does not bill disposal costs by weight or if there is no profile charge per waste stream, then mark as not applicable (N/A). Use a copy of this page if additional room is required. If a transfer station is utilized, then the vendor must include the ultimate disposal facility for that waste stream. Use a separate line for each different size of drum. For estimated weights, use the average estimated weight per drum – not total summation of drum weights. You must copy this form of additional pages are needed.

DOT Hazard Class	TSDF(s) Transfer	TSDF(s) Ultimate	Disposal Method	QTY	Drum Size	Est. Wt. Non-React.	Est. Wt. React.	Profile Charge
3 Flam liq	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
3 Flam liq	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
3(6.1,8) FTC	NSSI	Claen Harbors	Incinerate	1	55	N/A	N/A	N/A
3(6.1,8) FTC	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
3(8) Flm,cor	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
3(8) Flm,cor	NSSI	Clean Harbors	Incinerate	1	15	N/A	N/A	N/A
3(6.1) Flm,tox	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A
3,6.1,8 Hg cmp	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
3 Flam liq	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
4.1 Flm sld	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
4.1 Flm sld	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
4.1(6.1) Flm,tox	NSSI	Clean Harbors	Incinerate	1	15	N/A	N/A	N/A
2.1 Aero gas	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
5.1(6.1) Hg cmp	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A
5.1(8) Hg cmp	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
5.1(8) Oxz,cor	NSSI	Clean Hrbors	Incinerate	1	15	N/A	N/A	N/A
5.1(6.1) Oxz,tox	NSSI	Clean Harbors	Incinerate	1	15	N/A	N/A	N/A
5.1 Oxz	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
5.1(8)Oxz,cor	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
5.1(8)Oxz,cor	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
5.1(8)Oxz,cor	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
5.1(8)Oxz,cor	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
5.1(8)Oxz,cor	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A

The total number of drums should be equal to the summation of drums in the Transportation and Disposal section.

Campus: Saddleback College
Contractor: North State Environmental

COST BREAKDOWN FOR QUARTERLY INVENTORY LIST

III. For the attached quarterly inventory list, please complete the following table. If the TSDF does not bill disposal costs by weight or if there is no profile charge per waste stream, then mark as not applicable (N/A). Use a copy of this page if additional room is required. If a transfer station is utilized, then the vendor must include the ultimate disposal facility for that waste stream. Use a separate line for each different size of drum. For estimated weights, use the average estimated weight per drum – not total summation of drum weights. You must copy this form of additional pages are needed.

DOT Hazard Class	TSDF(s) Transfer	TSDF(s) Ultimate	Disposal Method	QTY	Drum Size	Est. Wt. Non-React.	Est. Wt. React.	Profile Charge
5.1(8)Oxz,cor	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A
5.1 Oxidiz	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
6.1 Toxic	NSSI	Claen Harbors	Incinerate	1	30	N/A	N/A	N/A
6.1 Toxic	NSSI	Clean Harbor	Incinerate	1	5	N/A	N/A	N/A
6.1 Toxic	NSSI	Clean Harbor	Incinerate	1	5	N/A	N/A	N/A
6.1 Toxic	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
6.1 Hg comp	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
6.1 Toxic	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
6.1 Toxic	NSSI	Clean Harbors	Incinerate	1	15	N/A	N/A	N/A
6.1 Toxic	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
6.1 Hg comp	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A
8(6.1)Hg comp	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
8(6.1) Hg cmp	NSSI	Clean Harbors	Incinerate	3	55	N/A	N/A	N/A
8(6.1)Cor,tox	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Hrbors	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	55	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbors	Incinerate	1	30	N/A	N/A	N/A

The total number of drums should be equal to the summation of drums in the Transportation and Disposal section.

Campus: Saddleback College
Contractor: North State Environmental

COST BREAKDOWN FOR QUARTERLY INVENTORY LIST

IV. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

1. For total estimated labor	Rate	Extension
<u>0</u> hrs. Labor, supervisor	<u>0</u>	<u>0</u>
<u>0</u> hrs. Labor, chemist	<u>0</u>	<u>0</u>
<u>0</u> hrs. Labor, technician	<u>0</u>	<u>0</u>
<u>0</u> hrs. Labor, driver	<u>0</u>	<u>0</u>
<u>0</u> hrs. Labor, clerical	<u>0</u>	<u>0</u>
TOTAL ESTIMATE LABOR		<u>0</u>
2. For total estimated equipment	Rate	Extension
<u> </u> ea. Vehicle	<u>0</u>	<u>0</u>
<u>0</u> hrs. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> <u>N/A</u>	<u>0</u>	<u>0</u>
TOTAL ESTIMATED EQUIPMENT		<u>0</u>
3. For total estimated packaging materials	Rate	Extension
<u>31</u> ea. 55 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>10</u> ea. 30 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea. 20 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea. 10 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>21</u> ea. 5 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>6</u> ea. <u>15</u> gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea. <u> </u> gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea. <u> </u> gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>25</u> ea. Vermiculite, 4 cu.ft. bag	<u>0</u>	<u>0</u>
<u>68</u> ea. EPA Waste Labels	<u>0</u>	<u>0</u>
<u>180</u> ea. DOT Labels	<u>0</u>	<u>0</u>
<u>N/A</u> ea. Level C Ensemble	<u>0</u>	<u>0</u>
<u>6</u> ea. Tyvek	<u> </u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
Tax on packaging materials	7.75%	<u>0</u>
TOTAL ESTIMATED MATERIALS		<u>0</u>

Campus: Saddleback CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

V. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: Demmenno \ KerdoonMethod: Recycle

4. Transportation and Disposal	Rate	Extension
<u>18</u> ea. Transportation/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. Profile Fee	<u>0</u>	<u>0</u>
<u>15</u> ea. Disposal/55 gal.	<u>125</u>	<u>1875⁰⁰</u>
<u>0</u> ea. Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Disposal/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea. Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea. Disposal React.	<u>0</u>	<u>0</u>
<u>3</u> ea. Disposal / 55 gal	<u>200</u>	<u>600.00</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea. <u>N/A</u>	<u>0</u>	<u>0</u>
Disposal Surcharge, if any	<u>0</u> %	<u>0</u>
TOTAL TRANSPORT AND DISPOSAL		<u>2475⁰⁰</u>

List any special handling methods required for TSDF:

None

Campus: Saddleback CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

V. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: NSSI / Sources & Services, IncMethod: Incinerate / Transfer

4.	Transportation and Disposal	Rate	Extension
<u>13</u> ea.	Transportation/55 gal.	<u>0</u>	<u>0</u>
<u>10</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>21</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>6</u> ea.	Transportation/ <u>15</u> gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>5</u> ea.	Disposal/55 gal.	<u>1,250</u>	<u>6,250.00</u>
<u>2</u> ea.	Disposal/30 gal.	<u>950</u>	<u>1,900.00</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>2</u> ea.	Disposal/ 5 gal.	<u>325</u>	<u>650.00</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>3</u> ea.	Disposal / 55 gal	<u>480</u>	<u>1,440.00</u>
<u>2</u> ea.	Disposal/30 gal	<u>350</u>	<u>700.00</u>
<u>3</u> ea.	Disposal/15 gal	<u>200</u>	<u>600.00</u>
<u>4</u> ea.	Disposal/5 gal	<u>150</u>	<u>600.00</u>
<u>1</u> ea.	Disposal/15 gal	<u>195</u>	<u>195.00</u>
<u>1</u> ea.	Disposal/30 gal	<u>260</u>	<u>260.00</u>
	Disposal Surcharge, if any	<u>0 %</u>	<u>0</u>

TOTAL TRANSPORT AND DISPOSAL -

See page 4

List any special handling methods required for TSDF:

None

Campus: Saddleback CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

V. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: NSSI / Sources & Services, Inc - con'tMethod: Incinerate / Transfer

4.	Transportation and Disposal	Rate	Extension
<u>0</u> ea.	Transportation/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>15 gal</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>3</u> ea.	Disposal/55 gal.	<u>300</u>	<u>900.00</u>
<u>3</u> ea.	Disposal/30 gal.	<u>240</u>	<u>720.00</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Disposal/ 5 gal.	<u>110</u>	<u>110.00</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>2</u> ea.	<u>Disposal / 55 gal</u>	<u>310</u>	<u>620.00</u>
<u>2</u> ea.	<u>Disposal/30 gal</u>	<u>250</u>	<u>500.00</u>
<u>2</u> ea.	<u>Disposal/15 gal</u>	<u>185</u>	<u>370.00</u>
<u>1</u> ea.	<u>Disposal/5 gal</u>	<u>125</u>	<u>125.00</u>
<u>1</u> ea.	<u>Disposal/55 gal</u>	<u>320</u>	<u>320.00</u>
<u>5</u> ea.	<u>Disposal/5 gal</u>	<u>135</u>	<u>675.00</u>
	Disposal Surcharge, if any	<u>0</u> %	<u>0</u>

TOTAL TRANSPORT AND DISPOSAL

See page 4

List any special handling methods required for TSDF:

None

Campus: Saddleback CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

V. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: NSSI / Sources & Services, Inc - con'tMethod: Incinerate / Transfer

4.	Transportation and Disposal	Rate	Extension
<u>0</u> ea.	Transportation/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>15</u> gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>7</u> ea.	Disposal/ 5 gal.	<u>120</u>	<u>840.00</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
	Disposal Surcharge, if any	<u>0 %</u>	<u>0</u>
	TOTAL TRANSPORT AND DISPOSAL		<u>17,775.00</u>

List any special handling methods required for TSDF:

None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

Instructions: For the attached inventory list, estimate the quantity and size of drums required to package according to DOT specifications and TSDf requirements. Use the enclosed worksheets for labor, equipment, packaging materials, transportation and disposal. Use duplicates of the transportation and disposal form if more than one disposal facility is required. Failure to complete the price breakdown for the attached quarterly inventory list will result in rejection of the bid.

- I. Grand Total Estimated Quotation: \$ 11,632.90
- II. List the proposed TSDf(s) and disposal method (i.e. recycle. Incinerate):
1. TSDf Name: Thermal Combustion Innovators, Inc.
 Address: 241 West Laurel Street
 City: Colton, CA 92324
 EPA ID# _____
 Phone: 909-370-0730
 Method: Incineration / Autoclave
 2. TSDf Name: US Ecology
 Address: Hwy 95, S/O Beatty NV
 City: Beatty, NV 89003
 EPA ID# NVT 330 010 000
 Phone: 775-553-2203
 Method: Landfill / treatment
 3. TSDf Name: BJ Used Tire & Rubber Recycling, Inc
 Address: 14212 Santa Ana Ave.
 City: Fontana, CA 92337
 EPA ID# _____
 Phone: 626-351-8760
 Method: Recycle
 4. TSDf Name: Pacific Resource Recovery
 Address: 3150 East Pico Blvd.
 City: Los Angeles, CA 90023
 EPA ID# CAD 008 252 405
 Phone: 800-499-7145
 Method: Recycle / Incineration
 5. TSDf Name: Lighting Resources, Inc
 Address: 805 E. Francis Street
 City: Ontario, CA 91761
 EPA ID# CAL 000 827 758
 Phone: 909-923-7252
 Method: Recycle

Use an attachment for more than five TSDfs using the same format as above.

- III. List any materials that are unacceptable for your company to handle.

None

Campus: Irvine Valley College
Contractor: North State Environmental

COST BREAKDOWN FOR QUARTERLY INVENTORY LIST

Instructions: For the attached inventory list, estimate the quantity and size of drums required to package according to DOT specifications and TSDF requirements. Use the enclosed worksheets for labor, equipment, packaging materials, transportation and disposal. Use duplicates of the transportation and disposal form if more than one disposal facility is required. Failure to complete the price breakdown for the attached quarterly inventory list will result in rejection of the bid.

- I. Grand Total Estimated Quotation: \$ See Page 1-12
- II. List the proposed TSDF(s) and disposal method (i.e. recycle. Incinerate):
1. TSDF Name: Acrylatex Coatings & Recycling, Inc
Address: 1001 W. Kirkwall Road
City: Azusa, CA 91702
EPA ID#: _____
Phone: _____
Method: Recycle
 2. TSDF Name: NSSI/Sources & Services, Inc.
Address: 5711 Etheridge Street
City: Houston, TX 77087
EPA ID#: TXD 982 560 294
Phone: 713-641-0391
Method: Transfer / Incinerate
 3. TSDF Name: _____
Address: _____
City: _____
EPA ID#: _____
Phone: _____
Method: _____
 4. TSDF Name: _____
Address: _____
City: _____
EPA ID#: _____
Phone: _____
Method: _____
 5. TSDF Name: _____
Address: _____
City: _____
EPA ID#: _____
Phone: _____
Method: _____

Use an attachment for more than five TSDFs using the same format as above.

- III. List any materials that are unacceptable for your company to handle.

None

Campus: Irvine Valley CollegeContractor: North State Environmental

COST BREAKDOWN FOR QUARTERLY INVENTORY LIST

IV. For the attached quarterly inventory list, please complete the following table. If the TSDF does not bill disposal costs by weight or if there is no profile charge per waste stream, then mark as not applicable (N/A). Use a copy of this page if additional room is required. If a transfer station is utilized, then the vendor must include the ultimate disposal facility for that waste stream. Use a separate line for each different size of drum. For estimated weights, use the average estimated weight per drum – not total summation of drum weights. You must copy this form of additional pages are needed.

DOT Hazard Class	TSDF(s) Transfer	TSDF(s) Ultimate	Disposal Method	QTY	Drum Size	Est. Wt. Non-React	Est. Wt. React.	Profile Charge
3,(6.1) Flm,tox	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
3,(6.1) Flm,tox	NSSI	Clean Harbor	Incinerate	2	55	N/A	N/A	N/A
3 Flm liq	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
3,(8) Flm,Cor	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
3,(8) Flm,cor	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
3,(6.1,8) FTC	NSSI	Clean Harbor	Incinerate	1	15	N/A	N/A	N/A
3,(6.1,8) FTC	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
3,(6.1,8) FTC	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
3,(6.1) Flm,tox	NSSI	Clean Harbor	Incinerate	1	15	N/A	N/A	N/A
4.1,(8) Flm,corr	NSSI	Clean Harbor	Incinerate	1	15	N/A	N/A	N/A
5.1,(6.1) Oxz, tox	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
5.1,(8) Oxz,Corr	NSSI	Clean Harbor	Incinerate	4	55	N/A	N/A	N/A
5.1,(8) Oxz,Corr	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
5.1,(8) Oxz,Corr	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
5.1,(8) Oxz,Corr	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
8,(6.1) Corr, tox	NSSI	Clean Harbor	Incinerate	1	55	N/A	N/A	N/A
8,(6.1) Corr, tox	NSSI	Clean Harbor	Incinerate	1	30	N/A	N/A	N/A
8 Hg comp	NSSI	Clean Harbor	Incinerate	1	5	N/A	N/A	N/A
8 Corr	NSSI	Clean Harbor	Incinerate	1	5	N/A	N/A	N/A

The total number of drums should be equal to the summation of drums in the Transportation and Disposal section.

Contractor: North State Environmental

COST BREAKDOWN FOR QUARTERLY INVENTORY LIST

IV. For the attached quarterly inventory list, please complete the following table. If the TSDF does not bill disposal costs by weight or if there is no profile charge per waste stream, then mark as not applicable (N/A). Use a copy of this page if additional room is required. If a transfer station is utilized, then the vendor must include the ultimate disposal facility for that waste stream. Use a separate line for each different size of drum. For estimated weights, use the average estimated weight per drum – not total summation of drum weights. You must copy this form of additional pages are needed.

[illegible]

The total number of drums should be equal to the summation of drums in the Transportation and Disposal section.

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

V. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

1.	For total estimated labor	Rate	Extension
<u>0</u> hrs.	Labor, supervisor	<u>0</u>	<u>0</u>
<u>0</u> hrs.	Labor, chemist	<u>0</u>	<u>0</u>
<u>0</u> hrs.	Labor, technician	<u>0</u>	<u>0</u>
<u>0</u> hrs.	Labor, driver	<u>0</u>	<u>0</u>
<u>0</u> hrs.	Labor, clerical	<u>0</u>	<u>0</u>
	TOTAL ESTIMATE LABOR		<u>0</u>
2.	For total estimated equipment	Rate	Extension
<u>0</u> ea.	Vehicle	<u>0</u>	<u>0</u>
<u>0</u> hrs.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u>	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u>	<u>N/A</u>	<u>0</u>	<u>0</u>
	TOTAL ESTIMATED EQUIPMENT		<u>0</u>
3.	For total estimated packaging materials	Rate	Extension
<u>25</u> ea.	55 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>7</u> ea.	30 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea.	20 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea.	10 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>3</u> ea.	5 gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>4</u> ea.	<u>15</u> gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u> gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u> gal. Drums fiber /steel /poly	<u>0</u>	<u>0</u>
<u>26</u> ea.	Vermiculite, 4 cu.ft. bag	<u>0</u>	<u>0</u>
<u>33</u> ea.	EPA Waste Labels	<u>0</u>	<u>0</u>
<u>51</u> ea.	DOT Labels	<u>0</u>	<u>0</u>
<u>0</u> ea.	Level C Ensemble	<u>0</u>	<u>0</u>
<u>4</u> ea.	Tyvek	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
	Tax on packaging materials	7.75%	<u>0</u>
	TOTAL ESTIMATED MATERIALS		<u>0</u>

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: Thermal Combustion Innovators, Inc Method: Autoclave // Incineration

VII.	Transportation and Disposal	Rate	Extension
<u>6</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>6</u> ea.	Disposal/55 gal.	<u>300.00</u>	<u>1,800.00</u>
<u>0</u> ea.	Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
Disposal Surcharge, if any		<u>0 %</u>	<u>0</u>
TOTAL TRANSPORT AND DISPOSAL			<u>1,800.00</u>

List any special handling methods required for TSDF: None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: B.J.Tire and Rubber Recycling Method: Recycle

VII.	Transportation and Disposal	Rate	Extension
<u>0</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Transportation/ <u>Tires</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Disposal / Tires	<u>4.50</u>	<u>4.50</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
Disposal Surcharge, if any		<u>0 %</u>	<u>0</u>
TOTAL TRANSPORT AND DISPOSAL			<u>4.50</u>

List any special handling methods required for TSDF: None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: Pacific Resource Recovery Method: Fuel blend/recycle/transfer

VII.	Transportation and Disposal	Rate	Extension
<u>0</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Disposal/ 5 gal.	<u>125</u>	<u>125.00</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
Disposal Surcharge, if any		<u>0 %</u>	<u>0</u>
TOTAL TRANSPORT AND DISPOSAL			<u>125.00</u>

List any special handling methods required for TSDF: None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: Lighting Resources, Inc Method: Recycle

VII.	Transportation and Disposal	Rate	Extension
<u>0</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Transportation/ <u>Lot (Lamps)</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u></u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/55 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>992</u> LEa.	Fluorescent lamps	<u>0.15</u>	<u>148.80</u>
<u>52</u> ea.	Compact Fluorescent lamp	<u>0.80</u>	<u>41.60</u>
<u>1</u> ea.	HID Lamp	<u>3</u>	<u>3.00</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
	Disposal Surcharge, if any	<u>0 %</u>	<u>0</u>
	TOTAL TRANSPORT AND DISPOSAL		<u>193.40</u>

List any special handling methods required for TSDF: None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: US Ecology Method: Landfill / Treatment

VII.	Transportation and Disposal	Rate	Extension
<u>3</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Transportation/ <u>15 gal</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/_____	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>2</u> ea.	Disposal/55 gal.	<u>200</u>	<u>400.00</u>
<u>0</u> ea.	Disposal/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Disposal/55 gal	<u>175</u>	<u>175.00</u>
<u>1</u> ea.	Disposal/15 gal	<u>60</u>	<u>60.00</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
<u>0</u> ea.	N/A	<u>0</u>	<u>0</u>
Disposal Surcharge, if any		<u>0 %</u>	<u>0</u>
TOTAL TRANSPORT AND DISPOSAL			<u>635.00</u>

List any special handling methods required for TSDF: None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: NSSI / Sources & Services, Inc Method: Incineration / Transfer

VII.	Transportation and Disposal	Rate	Extension
<u>16</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>7</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>2</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>3</u> ea.	Transportation/ <u>15</u> gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>6</u> ea.	Disposal/55 gal.	<u>480</u>	<u>2,880.00</u>
<u>2</u> ea.	Disposal/30 gal.	<u>350</u>	<u>700.00</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Disposal/ 5 gal.	<u>325</u>	<u>325.00</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>1</u> ea.	Disposal/55 gal	<u>320</u>	<u>320.00</u>
<u>1</u> ea.	Disposal/15 gal	<u>200</u>	<u>200.00</u>
<u>2</u> ea.	Disposal/15 gal	<u>175</u>	<u>350.00</u>
<u>6</u> ea.	Disposal/55 gal	<u>310</u>	<u>1,860.00</u>
<u>2</u> ea.	Disposal/30 gal	<u>250</u>	<u>500.00</u>
<u>1</u> ea.	Disposal/5 gal	<u>120</u>	<u>120.00</u>
	Disposal Surcharge, if any	<u>0 %</u>	<u>0</u>
	TOTAL TRANSPORT AND DISPOSAL		<u>See page 25-6</u>

List any special handling methods required for TSDF: None

Campus: Irvine Valley CollegeContractor: North State Environmental**COST BREAKDOWN FOR QUARTERLY INVENTORY LIST**

VI. For the attached quarterly inventory list, complete the following cost breakdown. All blanks must be completely filled-in. If there is not an applicable charge, then mark with "0" or "NA".

TSDF: NSSI / Sources & Services, Inc-con't Method: Incineration / Transfer

VII.	Transportation and Disposal	Rate	Extension
<u>0</u> ea.	Transportation/55 gal	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/30 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u>15 gal</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u> </u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u> </u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u> </u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Transportation/ <u> </u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	Profile Fee	<u>0</u>	<u>0</u>
<u>3</u> ea.	Disposal/55 gal.	<u>300</u>	<u>900.00</u>
<u>3</u> ea.	Disposal/30 gal.	<u>240</u>	<u>720.00</u>
<u>0</u> ea.	Disposal/20 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/10 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal/ 5 gal.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal Non-react.	<u>0</u>	<u>0</u>
<u>0</u> ea.	Disposal React.	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
<u>0</u> ea.	<u>N/A</u>	<u>0</u>	<u>0</u>
Disposal Surcharge, if any		<u>0 %</u>	<u>0</u>
TOTAL TRANSPORT AND DISPOSAL			<u>8,875.00</u>

List any special handling methods required for TSDF: None

South Orange County Community College District Contract Pricing 2017

Item	Description	Unit	Unit Cost
01	Flammable Liquid (>8000 BTU, < 3" Solid)		
A	55 gallon drum	Each	\$210.00
B	30 gallon Drum	Each	\$190.00
C	Lab Pack 5 gallon	Each	\$110.00
D	Lab Pack 15 gallon	Each	\$195.00
E	Lab Pack 30 gallon	Each	\$230.00
F	Lab Pack 55 gallon	Each	\$300.00
02	Corrosive Liquid/Solid, Acid/Basic		
A	55 gallon drum	Each	\$300.00
B	30 gallon Drum	Each	\$240.00
C	Lab Pack 5 gallon	Each	\$120.00
D	Lab Pack 15 gallon	Each	\$195.00
E	Lab Pack 30 gallon	Each	\$240.00
F	Lab Pack 55 gallon	Each	\$300.00
03	Flammable Solid		
A	55 gallon drum	Each	\$375.00
B	30 gallon Drum	Each	\$275.00
C	Lab Pack 5 gallon	Each	\$150.00
D	Lab Pack 15 gallon	Each	\$200.00
E	Lab Pack 30 gallon	Each	\$320.00
F	Lab Pack 55 gallon	Each	\$450.00
G	Cubic Yard Box	Each	\$950.00
04	Oxidizer Liquid/Solid		
A	55 gallon drum	Each	\$475.00
B	30 gallon Drum	Each	\$375.00
C	Lab Pack 5 gallon	Each	\$150.00
D	Lab Pack 15 gallon	Each	\$200.00
E	Lab Pack 30 gallon	Each	\$350.00
F	Lab Pack 55 gallon	Each	\$480.00
05	Toxic Liquid		
A	55 gallon drum	Each	\$330.00
B	30 gallon Drum	Each	\$240.00
C	Lab Pack 5 gallon	Each	\$135.00
D	Lab Pack 15 gallon	Each	\$185.00
E	Lab Pack 30 gallon	Each	\$250.00
F	Lab Pack 55 gallon	Each	\$320.00
06	Flammable corrosives		
A	55 gallon drum	Each	\$360.00
B	30 gallon Drum	Each	\$300.00
C	Lab Pack 5 gallon	Each	\$140.00
D	Lab Pack 15 gallon	Each	\$185.00
E	Lab Pack 30 gallon	Each	\$240.00
F	Lab Pack 55 gallon	Each	\$310.00

South Orange County Community College District Contract Pricing 2017

ATTACHMENT B: PRICING

EXHIBIT B

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Item	Description	Unit	Unit Cost
07	Non-RCRA Liquid / Solid		
A	55 gallon drum	Each	\$200.00
B	30 gallon Drum	Each	\$185.00
C	Lab Pack 5 gallon	Each	\$100.00
D	Lab Pack 15 gallon	Each	\$150.00
E	Lab Pack 30 gallon	Each	\$180.00
F	Lab Pack 55 gallon	Each	\$230.00
G	Lab Pack Cubic Yard Box	Each	\$500.00
08	Paint related materials		
A	55 gallon drum	Each	\$240.00
B	30 gallon Drum	Each	\$180.00
C	Lab Pack 5 gallon	Each	\$120.00
D	Lab Pack 15 gallon	Each	\$175.00
E	Lab Pack 30 gallon	Each	\$250.00
F	Lab Pack 55 gallon	Each	\$300.00
G	Lab Pack Cubic Yard Box	Each	\$800.00
09	Latex Paint		
A	55 gallon drum	Each	\$175.00
B	30 gallon Drum	Each	\$150.00
C	Lab Pack 5 gallon	Each	\$60.00
D	Lab Pack 15 gallon	Each	\$110.00
E	Lab Pack 30 gallon	Each	\$140.00
F	Lab Pack 55 gallon	Each	\$200.00
G	Lab Pack Cubic Yard Box	Each	\$400.00
10	Aerosols - Flammable		
A	5 gallon	Each	\$125.00
B	5 gallon-toxic, corrosive, albuterol,2.2	Each	\$150.00
C	15 gallon	Each	\$200.00
D	30 gallon	Each	\$240.00
E	55 gallon	Each	\$315.00
11	Oil (Non-Halogenated)		
A	5 gallon	Each	\$60.00
B	15 gallon	Each	\$80.00
C	30 gallon	Each	\$110.00
D	55 gallon	Each	\$125.00
12	Oil (Halogenated <10% water, BS&W))		
A	5 gallon	Each	\$100.00
B	15 gallon	Each	\$140.00
C	30 gallon	Each	\$220.00
D	55 gallon	Each	\$280.00

South Orange County Community College District Contract Pricing 2017

ATTACHMENT B: PRICING

EXHIBIT B

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Item	Description	Unit	Unit Cost
13	Photo Waste		
A	5 gallon	Each	\$90.00
B	15 gallon	Each	\$140.00
C	30 gallon	Each	\$215.00
D	55 gallon	Each	\$255.00
14	PCB Liquid		
A	5 gallon	Each	\$115.00
B	15 gallon	Each	\$195.00
C	30 gallon	Each	\$325.00
D	55 gallon	Each	\$475.00
15	PCB Solid		
A	5 gallon	Each	\$80.00
B	15 gallon	Each	\$135.00
C	30 gallon	Each	\$200.00
D	55 gallon	Each	\$300.00
E	Per Pound (drained transformer)	LB	\$0.90
16	Non-PCB Solid		
A	5 gallon	Each	\$45.00
B	15 gallon	Each	\$75.00
C	30 gallon	Each	\$175.00
D	55 gallon	Each	\$300.00
E	Per Pound (drained transformer)	LB	\$0.40
17	Light Tubes		
A	Fluorescent	Foot	\$0.15
B	Mercury	Each	\$3.00
C	HID	Each	\$3.00
D	"O" or "U" Tubes	Each	\$0.95
E	Biax Lamps	Each	\$0.80
F	Incandescent Lamps	Each	\$0.80
G	Halogen Lamps	Each	\$4.00
H	Sodium Lamps	Each	\$3.00
18	Asbestos		
A	Bag	Bag	\$35.00
B	Yard	Yard	\$100.00
19	Reactive Liquids/Soilds		
A	Lab Pack 5 gallon	Each	\$140.00
B	Lab Pack 15 gallon	Each	\$210.00

South Orange County Community College District Contract

Pricing 2017

Item	Description	Unit	Unit Cost	
20	Ni-Cad Batteries			
A	5 gallon	Each	\$35.00	
B	15 gallon	Each	\$80.00	
C	30 gallon	Each	\$120.00	
21	Lithium Batteries			
A	5 gallon	Each	\$35.00	
B	15 gallon	Each	\$100.00	
22	Sealed Lead Acid Batteries			
A	Per pound	Pound	\$0.25	
23	Lead Acid Batteries			
A	Per pound	Pound	\$0.50	
24	*Alkaline Batteries			
A	5 gallon	Each	\$40.00	
B	15 gallon	Each	\$60.00	
C	30 gallon	Each	\$120.00	
D	55 gallon	Each	\$250.00	
25	Automotive Batteries			
A	Per pound	Pound	\$0.30	
26	Toxic Solid			
A	55 gallon drum	Each	\$350.00	
B	30 gallon Drum	Each	\$275.00	
C	Lab Pack 5 gallon	Each	\$130.00	
D	Lab Pack 15 gallon	Each	\$200.00	
E	Lab Pack 30 gallon	Each	\$240.00	
F	Lab Pack 55 gallon	Each	\$340.00	
27	Mercury Elemental			
A	Lab Pack 5 gallon	Each	\$250.00	
B	Lab Pack 15 gallon	Each	\$450.00	
C	Lab Pack 30 gallon	Each	\$650.00	
D	Lab Pack 55 gallon	Each	\$800.00	
28	Mercury Compounds			
A	Lab Pack 5 gallon	Each	\$325.00	
B	Lab Pack 15 gallon	Each	\$525.00	
C	Lab Pack 30 gallon	Each	\$950.00	
D	Lab Pack 55 gallon	Each	\$1,250.00	

South Orange County Community College District Contract Pricing 2017

ATTACHMENT B - PRICING

EXHIBIT B
Page 38 of 40

Item	Description	Unit	Unit Cost	
29	Mercury Debris			
A	5 gallon	Each	\$350.00	
B	15 gallon	Each	\$550.00	
C	30 gallon	Each	\$850.00	
D	55 gallon	Each	\$1,000.00	
30	Class 9 Liquid/Solid			
A	5 gallon	Each	\$100.00	
B	15 gallon	Each	\$165.00	
C	30 gallon	Each	\$235.00	
D	55 gallon	Each	\$300.00	
E	Lab Pack 5 gallon	Each	\$120.00	
F	Lab Pack 15 gallon	Each	\$195.00	
G	Lab Pack 30 gallon	Each	\$260.00	
H	Lab Pack 55 gallon	Each	\$300.00	
31	Other Regulated Substances - Specimens			
A	55 gallon drum	Each	\$300.00	
B	30 gallon drum	Each	\$240.00	
32	Flammable Toxic			
A	55 gallon drum	Each	\$300.00	
B	30 gallon drum	Each	\$250.00	
C	Lab Pack 5 gallon	Each	\$125.00	
D	Lab Pack 15 gallon	Each	\$175.00	
E	Lab Pack 30 gallon	Each	\$240.00	
F	Lab Pack 55 gallon	Each	\$310.00	
33	Non-Flammable, Flammable or Toxic Gas Cylinders			
A	Large	Each	\$400.00	
B	Medium	Each	\$250.00	
C	Small (Lecture Bottles)	Each	\$180.00	
34	Poison Inhalation Hazard Zone B-E Gas Cylinders ** Some case by case			
A	Large	Each	\$950.00	
B	Medium	Each	\$500.00	
C	Small (Lecture Bottles)	Each	\$400.00	
35	Poison Inhalation Hazard Zone "A" Gas Cylinders ** Some case by case			
A	Large	Each	\$1,300.00	
B	Medium	Each	\$690.00	
C	Small (Lecture Bottles)	Each	\$500.00	
D	Add'l Transport	Each	\$350.00	

South Orange County Community College District Contract

Pricing 2017

Item	Description	Unit	Unit Cost
36	Bulk Transportation		
A	Hourly - Vacuum Truck	Hour	\$88.00
B	Roll-Off Truck	Hour	\$88.00
C	Bobtail Truck	Hour	\$70.00
37	LPG Cylinders		
A	5 lbs	Each	\$20.00
38	Organic Peroxides		
A	5 gallon drum	Each	\$150.00
39	Waste Tires	Each	\$4.50
40	Bio Waste		
A	Bio - \$50.00 min per Pick-up	LB	\$2.60
B	Sharps - \$75.00 min per Pick-up	LB	\$3.50
41	Empty Containers for recycle/disposal		
A	5 gallon	Each	\$5.00
B	10 gallon	Each	\$10.00
C	15 gallon	Each	\$15.00
D	30 gallon	Each	\$20.00
E	55 gallon	Each	\$20.00
F	Cylinder	Each	\$25.00
42	Clarifier Waste		
A	Non-RCRA liquid	Gal	\$0.80
B	Non-RCRA Solid	Gal	\$1.50
C	Non-RCRA Washout	Each	\$350.00
D	Non-Hazardous liquid	Gal	\$0.65
E	Non-Hazardous solid	Gal	\$1.00
F	Non-Hazardous Washout	Each	\$100.00
43	Other		
A	PCB Test Kits	Each	\$26.00
B	PCB Analytical	Each	\$85.00
44	E - Waste		
A	Copier	Each	\$10.00
B	Mouse	Each	\$3.00
C	CPU	Each	\$10.00
D	Keyboard	Each	\$5.00
E	Monitor	Each	N/C
F	Printer	Each	\$5.00
G	Router	Each	\$15.00
H	Appliances	Pound	\$0.50
I	Misc E-waste	Pound	\$0.50

South Orange County Community College District Contract Pricing 2017

45	Septic waste			
A	Septic waste	Gal	\$1.20	
B	Tanker washout	Each	\$125.00	
46	Non-Packaging Related Labor			
A	Chemist	Hour	\$60.00	
B	Technician	Hour	\$45.00	
C	Confined Space Team	Hour	\$165.00	
Item	Description	Unit	Unit Cost	
47	ER RATES - 3 hours response - 4 hour minimum			
A	Chemist	Hour	\$95.00	
B	Technician	Hour	\$75.00	
C	Driver	Hour	\$80.00	
D	Vacuum / Rolloff / Van Truck	Hour	\$115.00	
E	Bobtail truck	Hour	\$100.00	
E	Confined Space team (3)	Hour	\$365.00	
48	Lab Supplies - tax will apply			
A	85 gal Overpack	Each	\$120.00	
B	55 gal Metal	Each	\$40.00	
C	55 gal Poly	Each	\$40.00	
D	55 gal Fiber	Each	\$40.00	
E	30 gal Metal	Each	\$42.00	
F	30 gal Poly	Each	\$30.00	
G	30 gal Fiber	Each	\$30.00	
H	15 gal Metal	Each	\$30.00	
I	15 gal Poly	Each	\$30.00	
J	15 gal Fiber	Each	\$30.00	
K	5 gal Metal	Each	\$14.00	
L	5 gal Poly	Each	\$14.00	
M	5 gal Fiber	Each	\$14.00	
N	Vermiculite	Each	\$20.00	
O	Cubic Yard Box	Each	\$68.00	
P	Asbestos Bags	Each	\$1.50	
Q	Labels	Each	\$0.00	
R	Hand Pump	Each	\$18.00	
S	PIH Box	Each	\$30.00	
T	Tote	Each	\$140.00	
U	Limestone Chips (bag)	Each	\$28.00	
V	1 gallon Pickle Poly Jars	Each	\$3.00	
W	2.5 Gallon Poly	Each	\$10.00	

Tax is based on supply items only. Unless otherwise specified above rates include Hazardous Categorization, PPE, packing, transportation and disposal. This pricing will apply to the entire length of the contract and beyond should both parties agree to the above rate schedule.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Modular Wall Systems, University of California Contract, DIRT Environmental Solutions, Inc.

ACTION: Approval

BACKGROUND

Occasionally, there is a need to reconfigure space. Modular walls are cost-effective, expedient, provide privacy and are flexible when future modifications are desired. Saddleback College employs Do It Right This Time (DIRTT) modular wall systems successfully in the Student Services Center for counseling offices and the Sciences Building for adjunct faculty offices.

Pursuant to Public Contract Code section 20653.5, the district can purchase materials, equipment, supplies, or services under the same terms and conditions as are specified in a contract lawfully awarded by the University of California (UC).

STATUS

Staff determined the contract awarded to DIRTT Environmental Solutions, Inc., by the University of California, Agreement #UCOP-113, provides best value. After legal counsel's evaluation, staff has determined that it is in the district's best interest to procure modular wall systems using this agreement, which is available for review in the Purchasing and Contracts Department.

Saddleback College has two projects requiring the use of modular walls, the assistant vice president of instruction office and the Emeritus office. Other projects are likely to occur during the term of Agreement #UCOP-113, and this approval applies to purchases made within the term of the agreement, December 5, 2013 to June 30, 2018, and is contingent upon the availability of funds for each purchase.

Funds are available in the colleges' general funds with expenditures not to exceed \$500,000 per fiscal year.

RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve contracting with DIRTT Environmental Solutions, Inc. for the purchase of modular wall systems, pursuant to the University of California Agreement #UCOP-113, for the term of the agreement which ends June 30, 2018. Annual expenditures for the term under this agreement will not exceed \$500,000.

Item Submitted By: *Kim McCord, Acting Vice Chancellor, Business Services*

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Board Policy Revision: BP-4003 Nepotism, BP-4420 Enrollment Fee Reimbursement for Eligible Employees, BP-5403 Associated Students Elections, BP-5600 Associate Degree Requirements, BP-6100 Curriculum, BP-6110 Articulation of Courses and Programs

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

Six 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 April 13, 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-F.

BOARD POLICY

4003/7310

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

NEPOTISM

The District does not prohibit the employment of relatives (or domestic partners as defined by Family Code) in the same department, or division/school, with the exception that they shall not be assigned to a regular position within the same department, division/school, or site that has an immediate family member who is in a position to recommend or influence personnel decisions.

Personnel decisions include appointment, retention, evaluation, tenure, work assignment, promotion, discipline, demotion, or salary of the relative (or domestic partner as defined by Family Code).

Immediate family means spouse, domestic partner as defined by Family Code, parents, grandparents, siblings, children, grandchildren, and in-laws, or any other individual living in the employee's home.

The District will make reasonable efforts to assign job duties to minimize the potential for creating an adverse impact on supervision, safety, security, or morale, or creating other potential conflicts of interest.

Notwithstanding the above, the District retains the right where such placement has the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest, to refuse to place immediate family members in the same department, division/school, or facility. The District retains the right to reassign or transfer any person to eliminate the potential for creating an adverse impact on supervision, safety, security, or morale, or involves other potential conflicts of interest.

Reference:

Government Code, Section 12920 et seq., 1090 et seq.

Family Code, Section 297 et. seq.

Adopted:	02-26-68	Revised:	04-26-99	Revised:	04-25-16
Revised:	02-24-75	Revised:	11-19-02		
Revised:	04-10-89	Revised:	11-14-05		
Revised:	02-28-94	Reviewed:	06-06-11		

BOARD POLICY

4420

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES

ENROLLMENT FEE REIMBURSEMENT FOR ELIGIBLE EMPLOYEES

Eligible full time permanent employees of the South Orange County Community College District may receive reimbursement for enrollment fees paid to attend District courses. Enrollment fee reimbursement is intended to provide employees with the opportunity to continue their education and improve their skills.

~~The District shall establish regulations~~ [Administrative Regulation AR-4420 provides details for](#) implementing this Policy.

BOARD POLICY

5403

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ASSOCIATED STUDENTS' ELECTIONS

The Associated Students' organization at each college shall conduct annual elections to elect officers. The elections shall be conducted in accordance with procedures established by the Associated Students organization subject to the approval of the college President in consultation with the Vice President for Student Services.

Any student elected as an officer in the Associated Students' organization shall meet both of the following requirements:

- The student shall be enrolled in the District at the time of election and throughout his/her term of office, with the minimum required number of units or the equivalent, as required by each college.
- The student shall meet and maintain the minimum standards of scholarship established and published in the college catalog and the Associated Students' organization election packet.
- Any student elected as an officer in the Associated Students' organization shall meet the requirements of California Education Code and requirements specified in the constitution and bylaws of each college's Associated Students' organization.

Reference:

Education Code Section 76061

BOARD POLICY

5600

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

STUDENTS

ASSOCIATE DEGREE REQUIREMENTS

The Chancellor shall implement administrative regulations to assure that upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, and filed with the State chancellor's Office, the Board of Trustees will confer the degree of Associate in Arts (AA), Associate in Science (AS), Associate in Arts for Transfer (AA-T), or Associate in Science for Transfer (AS-T) per Title 5, California Code of Regulations.

~~Upon completion of the graduation requirements as approved by the South Orange County Community College District Board of Trustees and stated in either the Irvine Valley College or Saddleback College catalog, and filed with the State chancellor's Office, the Board of Trustees will confer the Associate in Arts or Associate in Science Degree per Title 5, California Code of Regulations, Sections 55060 et seq.~~

~~I. The South Orange County Community College District Board of Trustees shall confer the degree of Associate in Arts or Associate in Science upon a student who has demonstrated competence in reading, written expression and mathematics, and who has satisfactorily completed at least 60 semester units of college work. This course work requirement must be fulfilled in a curriculum accepted toward the degree by either college in the district (as shown in its catalog). It must include at least 18 semester units in general education and at least 18 semester units in a major as prescribed in this section. Of the required units, at least 12 semester units must be completed in residence at the college granting the degree. Exceptions to residence requirements for the associate degree may be made by the South Orange County Community College District Board of Trustees when it determines that an injustice or undue hardship would be placed on the student.~~

~~— A. Major Requirements. At least 18 semester units of study taken in a single discipline or related disciplines, as listed in the California Community Colleges "Taxonomy of Programs" shall be required.~~

~~— B. General Education Requirements. Students receiving an associate degree shall complete a minimum of 18 semester units of general education, including a minimum of three semester units in each of the areas (1), (2), and (3) and the same minimum in each part of (4). The remainder of the unit requirement is also to be selected from among these four divisions of learning:~~

~~—— 1. Natural Sciences. Courses in the natural sciences are those which examine the physical universe, its forms, and its natural phenomena. To satisfy the general education requirement in natural sciences, a course shall be designed to help the~~

~~student develop an appreciation and understanding of the scientific method and encourage an understanding of the relationships between science and other human activities. This category would include introductory or integrative courses in astronomy, biology, chemistry, general physical science, geology, meteorology, oceanography, physical geography, physical anthropology, physics and other scientific disciplines.~~

- ~~2. Social and Behavioral Sciences. Courses in the social and behavioral sciences are those which focus on people as members of society. To satisfy the general education requirement in social and behavioral sciences, a course shall be designed to develop an awareness of the methods of inquiry used by the social and behavioral sciences. It shall be designed to stimulate critical thinking about the ways people act and have acted in response to their societies and should promote appreciation of how societies and social subgroups operate. This category would include introductory or integrative survey courses in cultural anthropology, cultural geography, economics, history, political science, psychology, sociology, and related disciplines.~~
- ~~3. Humanities. Courses in the humanities are those which study the cultural activities and artistic expressions of human beings. To satisfy the general education requirement in the humanities, a course shall be designed to help the student develop an awareness of the ways in which people through the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation and help the student develop an aesthetic understanding and an ability to make value judgments. Such courses could include introductory or integrative courses in the arts, foreign languages, literature, philosophy, and religion.~~
- ~~4. Language and Rationality. Courses in language that cover the principles and applications of language toward logical thought, clear and precise expression, and critical evaluation of communication in whatever symbol system the student uses.~~
- ~~— English Composition. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in written expression shall be demonstrated by obtaining a satisfactory grade in an English course at the level of the course typically known as Freshman Composition (either Freshman Composition or another English course at the same level and with the same rigor, approved locally) or by completing an assessment conducted pursuant to the subchapter 6 of this chapter (commencing with Section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified English course. Satisfactory completion of an English course at the level of Freshman Composition shall satisfy both this competency requirements and the coursework requirement set~~

Adopted: 5-15-89

Technical Update: 4-26-99

Revised: 6-25-01

Revised: 4-28-08

Revised: 5-26-09

~~forth in subdivision (b)(1)(D)(i) of this section. The competency requirements for written expression may also be met by obtaining a satisfactory grade in courses in English taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Freshman composition. Requirements for demonstrating competency in reading shall be locally determined.~~

- ~~b. Communication and Analytical Thinking. Courses fulfilling the communication and analytical thinking requirement include oral communication, mathematics, logic, statistics, computer languages and programming, and related disciplines.~~
- ~~5. Effective for all students admitted to a community college for the Fall 2009 term or any term thereafter, competence in mathematics shall be demonstrated by obtaining a satisfactory grade in a mathematics course at the level of the course typically known as Intermediate Algebra (either Intermediate Algebra or another mathematics course at the same level, with the same rigor and with Elementary Algebra as a prerequisite, approved locally) or by completing an assessment conducted pursuant to subchapter 6 of this chapter (commencing with Section 55500) and achieving a score determined to be comparable to satisfactory completion of the specified mathematics course. Satisfactory completion of a mathematics course at the level of Intermediate Algebra shall satisfy both this competency requirement and the coursework requirement set forth in subdivision (b)(1)(D)(ii) of this section. The competency requirements for mathematics may also be met by obtaining a satisfactory grade in courses in mathematics taught in or on behalf of other departments and which, as determined by the local governing board, require entrance skills at a level equivalent to those necessary for Intermediate Algebra.~~
- ~~C. While a course might satisfy more than one general education requirement, it may not be counted more than once for these purposes. A course may be used to satisfy both a general education requirement and a major requirement.~~
- ~~D. Ethnic studies will be offered in at least one of the required areas as listed in Section I-B.~~

II. PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE AND GENERAL EDUCATION

Adopted: 5-15-89

Technical Update: 4-26-99

Revised: 6-25-01

Revised: 4-28-08

Revised: 5-26-09

~~As specified in Title 5, Section 55061, the South Orange County Community College District Board of Trustees adopts the following as its philosophy on general education consistent with the policy of the California Community Colleges Board of Governors.~~

~~General education requirements are at the heart of what is broadly acknowledged as the fundamental foundation for higher education. These requirements are ambitious and designed to develop a breadth and depth of knowledge, understanding, insights and skills. They include competencies in reading, critical thinking, writing and basic mathematics. The courses that meet the general education requirements are designed to help students:~~

- ~~A. Develop and refine the skills needed to acquire knowledge and communicate effectively;~~
- ~~B. Employ science as a dynamic method of observation;~~
- ~~C. Appreciate individuals as members of society or components of society;~~
- ~~D. Study culture for increased aesthetic enlightenment and appreciation of creative contributions;~~
- ~~E. Expand their understandings of American institutions and ideals; and~~
- ~~F. Gain experiences leading to a better self-understanding.~~

III. TYPES OF COURSES APPROPRIATE TO THE ASSOCIATE DEGREE (TITLE 5, SECTION 55805.5)

~~The criteria established by the South Orange County Community College District Board of Trustees to implement its philosophy on the associate degree shall permit only courses that conform to the standards specified in Section 55002(a) and that fall into the following categories to be offered for associate degree credit:~~

- ~~A. All lower division courses accepted toward the baccalaureate degree by the California State University or University of California or designed to be offered for transfer.~~
- ~~B. Courses that apply to the major in non-baccalaureate occupational fields.~~
- ~~C. English courses not more than one level below the first transfer level composition courses.~~
- ~~D. All mathematical courses above and including elementary algebra.~~

Adopted: 5-15-89

Technical Update: 4-26-99

Revised: 6-25-01

Revised: 4-28-08

Revised: 5-26-09

~~IV. Each college shall review, define and publish its general education philosophy statement and graduation requirements consistent with Title V and this board policy. Any revisions to the general education philosophy statement and graduation requirements shall be subject to approval by the South Orange County Community College District Board of Trustees.~~

References:

~~— Title 5, California Code of Regulations 55060, 55500, 55061, 55805.5, 55002(a)~~

References:

— Title 5, California Code of Regulations 55060, 55500, 55061, 55805, 55002(a)

Adopted: 5-15-89
Technical Update: 4-26-99
Revised: 6-25-01
Revised: 4-28-08
Revised: 5-26-09

BOARD POLICY

6100

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

CURRICULUM

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.

~~Pursuant to Title 5 of the California Code of Regulations, a~~ A curriculum committee shall be established at each college by the mutual agreement of the College President and the Academic Senate. The procedures established shall include the requirement that courses of instruction and educational programs shall be written by faculty teaching in instructional and educational programs. The college will provide training opportunities for persons involved in all aspects of curriculum development. All programs and courses approved by the Academic Senate shall be forwarded to the College President for review. The President shall forward the approved programs and courses and recommendations for program deletions to the Chancellor for his/her review and to the Board of Trustees for its review and final approval. Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board. Non-degree applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

Pursuant to BP-2100.1, the Board shall rely primarily upon the advice of the Academic Senates regarding appropriate action for curriculum. All courses of instruction and educational programs shall be submitted to the California Community Colleges Chancellor's Office for approval, except as provided in California Code of Regulations.

The Academic Senates, in consultation with the curriculum committees, shall regularly monitor college curriculum to assure that it is current and appropriate pursuant to the Program and Course Approval Handbook published by the Chancellor's Office of the California Community Colleges and job market and other related information for vocational and occupational programs. The Academic Senates shall report to the Board of Trustees annually in February on the currency and appropriateness of curriculum for each program and course under review.

The colleges shall not offer programs and courses that fail to meet the curriculum standards in the Program and Course Approval Handbook, relevant state laws and regulations, and accreditation standards. If such a failure occurs, the College President shall direct the appropriate faculty to immediately conduct and complete curriculum review and bring the programs and courses into compliance.

References:

Education Code Sections 70901(b), [70902\(b\)](#) and 78016:

Title 5 Sections 51000, 51022, 55100, 55130 and 55150;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid

Programs under Title IV of the Higher Education Act of 1965, as amended;

[34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8;](#)

ACCJC Accreditation Standards II.A and II.A.9

Revised: 6-26-89
Revised: 4-26-99
Revised: 5-22-06
Revised: 5-27-08
Revised: 6-17-13

BOARD POLICY

6110

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

INSTRUCTION

ARTICULATION OF COURSES AND PROGRAMS

The Chancellor or designee in consultation with the Academic Senates shall establish procedures that assure appropriate articulation of the colleges' educational courses and programs with proximate baccalaureate level institutions and high schools. The procedures also may support articulation with institutions, including other local community colleges and those that are not geographically proximate but that are appropriate and advantageous for partnership with the colleges.

References:

Title 5, California Code of Regulations, Section 51022, [55051 Articulation of High School Courses](#)

California Education Code, Sections 66700, 70901(c), [70901.5](#), 78016, and 70902

Board Policy 2100.1

California Senate Bill 1440, 2010

[Articulation Handbook 6100](#)

Adopted: 10-23-00
Revised: 11-14-05
Revised: 12-17-12

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 Exhibit A and Exhibit B are presented to the Board of Trustees for ratification to be effective on the dates as shown on the Exhibits.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees ratify the academic personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. **ACADEMIC EMPLOYMENT** (Ratified – Pursuant to Board Policy 4002.1)
 - a. BARLOW, DANIEL, is to be employed as English Instructor, Pos #P0003977, Division of Liberal Arts, Saddleback College, effective August 14, 2017. Approximate Salary Placement: Range V, Step 1. This is a replacement position for Marina Aminy, who received a promotion. (Exhibit B, Attachment 1)
 - b. BUDICA, JESSICA, is to be employed as English Instructor, Pos #P0010843, Division of Liberal Arts, Saddleback College, effective August 14, 2017. Approximate Salary Placement: Range III, Step 1. This is a new position approved by the Board of Trustees on October 24, 2016. (Exhibit B, Attachment 2)
2. **ACADEMIC TEMPORARY PART-TIME/SUBSTITUTE STAFF** (Ratified - Pursuant to Board Policy 4002.1)

<u>Applicant</u>	<u>Highest Degree</u>	<u>Assignment</u>	<u>Approx. Salary Placement</u>	<u>Start Date</u>
Curilli, Christelle	MA-French	French/SC	2	08/21/17
¹ Elston, Lisa	AA-Fashion Design	Emeritus/SC	5	05/30/17
Ettinger, Victor	MD-Medical	Emeritus/SC	5	08/21/17
Frasier-Shapiro, Ian	PhD-Anthropology	Anthropology/SC	5	08/21/17
Girardet, Mathieu	MA-Music (Clarinet)	Music/IVC	2	08/21/17
Hughes, Marcus	MS-Physical Education	Kinesiology/SC	2	05/30/17
Jackson, Kimberly	MA-Library Science	Library/IVC	2	03/13/17
Murali, Manjari	PhD-Molecular Pharm.	Biology/IVC	5	03/28/17

B. ADDITIONAL COMPENSATION: GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Holmes, Chris	Painter for “Can’t Take It With You”	1,485.50	10/11/17-11/03/17
Milovich, June	Co-Dir., CA Curric. Align. Project	7,075.17	06/02/17-06/28/17
Total for Month: General Fund/SC		8,560.67	
2016-2017 SC FISCAL YEAR TOTAL TO DATE		\$620,538.58	

¹ Current Part-time Faculty member in Consumer and Family Resources.

C. ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed Amount (\$)</u>	<u>Effective Date</u>
Beasley, James	ESL 301 Trainer 2	500.00	01/17/17-05/25/17
Beck, Rebecca	ESL 201 Course Coordinator	1,270.00	01/17/17-05/25/17
Beck, Rebecca	SSSP ESL Assessment Reader	879.12	08/22/16-12/18/16
Boone, Rick	CTE Faculty Externship	500.00	02/03/17-03/28/17
Canas, Fritzie	CTE Faculty Externship	500.00	02/03/17-03/28/17
Cayanan, Nathan	ESL 201 Trainer 2	500.00	01/17/17-05/25/17
Chun, Gina	ESL 370 Trainer 2	500.00	01/17/17-05/25/17
Coleman, Catherine	ESL 201 Trainer 1	500.00	01/17/17-05/25/17
Coleman, Catherine	SSSP ESL Assessment Reader	319.68	08/22/16-12/18/16
Cossaboom, Eliot	ESL 201 & 370 Trainer (2 sections)	1,000.00	01/17/17-05/25/17
Do, Anhvy	ESL 301 Trainer 5	500.00	01/17/17-05/25/17
Garica, Jennifer	ESL 301 Trainer 3	500.00	01/17/17-05/25/17
Gault, Thomas	ESL 201 Trainer 3	500.00	01/17/17-05/25/17
Hernandez, Angel	BSI Projects-2 nd Half FA 16 Coord.	4,644.50	11/01/16-12/19/16
Huber, Kenn	Math Assessment Workshops	2,500.00	01/19/16-05/23/16
Huber, Kenn	SSSP Math Assessment Prep Video	5,000.00	05/31/16-08/12/16
Huber, Kenn	SSSP Math Assessment Prep Video	5,000.00	08/22/16-12/18/16
Huber, Kenn	SSSP Math Assessment Prep Video	5,000.00	01/17/17-05/26/17
Jaquibino, Alicia	ESL 201 Trainer 4	500.00	01/17/17-05/25/17
Kelly, Aaron	ESL 301 Trainer 1	500.00	01/17/17-05/25/17
Kim, April	ESL 201 Trainer 6	500.00	01/17/17-05/25/17
Laidemett, Heidi	ESL 370 Trainer (2 sections)	1,000.00	01/17/17-05/25/17
Lombardi, Debbie	ESL 201 Trainer 5	500.00	01/17/17-05/25/17
Mitolo, Massimo	CTE Faculty Externship	500.00	02/03/17-03/28/17
Monte, Brent	BSI Projects SP 17 Coordinator	6,635.00	01/17/17-05/26/17
Noroozi, Zahra	NSF iUSE Engineer Program Dev.	2,564.00	01/17/17-05/26/17
Noroozi, Zahra	CTE Faculty Externship	500.00	02/03/17-03/28/17
Phelps, Kelicia	ESL 370 Trainer 1	500.00	01/17/17-05/25/17
Ponzillo, Gizelle	ESL 301 Trainer 4	500.00	01/17/17-05/25/17
Ponzillo, Gizelle	ESL 301 Course Coordinator	1,270.00	01/17/17-05/25/17
Ramirez, Christian	SSSP ESL Assessment Reader	399.60	08/22/16-12/18/16
Raysky, Yelena	CTE Faculty Externship	500.00	02/03/17-03/28/17
Russell, Vanessa	ESL 370 Trainer 2	500.00	01/17/17-05/25/17
Russell, Vanessa	SSSP ESL Assessment Reader	159.84	08/22/16-12/18/16
Salimi, Layla	CTE Faculty Externship	500.00	02/03/17-03/28/17
Stern, Susan	SSSP ESL Assessment Reader	399.60	08/22/16-12/18/16
Warner, Brent	ESL 370 Course Coordinator	1,270.00	01/17/17-05/25/17
Warner, Brent	ESL 301 Trainer	1,000.00	08/22/16-12/16/16
Warner, Brent	SSSP ESL Assessment Reader	559.44	08/22/16-12/18/16
Wilson, Jeff	SSSP ESL Assesment Reader	799.20	08/22/16-12/18/16
Wolken, Matt	NSF iUSE Project Director	5,308.00	01/17/17-05/26/17
Zarei, Anahita	NSF iUSE Program Outreach	2,564.00	01/17/17-05/26/17
Total for Month: Categorical/Non-General Fund/IVC		59,541.98	
2016-2017 IVC FISCAL YEAR TOTAL TO DATE		\$393,334.85	

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

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Afshari, Maryam	WOW Facilitator	200.00	01/09/17-01/13/17
Alexander, Ariel	Jazz Day Concert	200.00	02/25/17-02/25/17
Alston, William	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Barr, Douglas	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Boustani, Ladan	BSI – Completing College Conf.	75.00	02/10/17-02/10/17
Boustani, Ladan	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Bravo, Adam	Jazz Faculty Concert	150.00	01/23/17-01/23/17
Bravo, Adam	Jazz Day Concert	620.00	02/25/17-02/25/17
Bravo, Adam	Jazz Composition & Evaluation	700.00	03/01/17-05/31/17
Brunner, Janelle	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Casil, Amy	WOW Facilitator	100.00	01/09/17-01/13/17
DeAngelis, Gail	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Fosdick, Melissa	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Giron, Michelle	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Gonzalez, Frank	Support for NSF Grant P1	799.20	01/01/17-05/26/17
Gonzalez, Sara	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Goss, Debbie	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Green, Denise	BSI – Adult ESL	3,196.80	01/17/17-05/17/17
Gronnerud, Kathleen	BSI AVID for Higher Edu Trainee	79.92	04/07/17-04/07/17
Hawley, Adam	Masterclass for Music Ensemble	150.00	04/03/17-04/03/17
Hill, Douglas	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Hoggat, Michael	Adult Edu AWD Coordination	3,996.00	05/29/17-08/04/17
Horlings, Jane	WOW Facilitator	100.00	01/09/17-01/13/17
Huggins, Barbara	Standardized Patient Simulation	2,397.60	03/01/17-04/01/17
Hughes, Luther	Jazz Faculty Concert	150.00	01/23/17-01/23/17
Hughes, Luther	Jazz Day Concert	100.00	02/25/17-02/25/17
Hughes, Luther	Jazz Composition & Evaluations	700.00	03/01/17-05/31/17
Hurtado, Alejandra	WOW Facilitator	400.00	01/09/17-01/13/17
Hurtado, Alejandra	BSI – Completing College Conf.	75.00	02/10/17-02/10/17
Johnson, Paul	Jazz Faculty Concert	150.00	01/23/17-01/23/17
Kihyet, Connie	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
King, Emily	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Lively, Brian	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Lustig, Steven	CTE Spring Articulation Wrkshps	159.84	04/01/17-04/30/17
Marchioni, Rachel	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
McPherson, Teryn	Jazz Day Concert	150.00	02/25/17-02/25/17
Medling, Jane	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
MessinaKleinman,D.	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Montoya, Jesus	BSI – Completing College Conf.	75.00	02/10/17-02/10/17
Pinter, Gerald	Jazz Faculty Concert	200.00	01/23/17-01/23/17
Pinter, Gerald	Jazz Day Concert	350.00	02/25/17-02/25/17

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

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

<u>Name</u>	<u>Activity</u>	<u>Not to Exceed</u>	<u>Effective Date</u>
		<u>Amount (\$)</u>	
Pinter, Gerald	Jazz Composition & Evaluations	700.00	03/01/17-05/31/17
Plascencia-Carnizosa, B.	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Rosenn, Tristen	Jazz Faculty Concert	150.00	01/23/17-01/23/17
Rosenn, Tristen	Jazz Day Concert	100.00	02/25/17-02/25/17
Skaron, Deborah	Faculty Professional Development	500.00	01/17/17-05/26/17
Stachenfeld, Marilyn	BSI – Completing College Conf.	75.00	02/10/17-02/10/17
Stachenfeld, Marilyn	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Stankovich, Kim	CTE Articulation Workshops	159.84	04/01/17-04/30/17
Stout, Ron	Jazz Faculty Concert	200.00	01/23/17-01/23/17
Stout, Ron	Jazz Composition & Evaluations	900.00	03/01/17-05/31/17
Trevino, Olivia	Outreach Project for Theatre	300.00	03/01/17-03/31/17
Watt, Deb	Major Counseling Event	2,397.60	01/17/17-05/17/17
Wilson, Stephen	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Wolff, Michele	WOW Facilitator	200.00	01/09/17-01/13/17
Zemanek, Erika	BSI AVID for Higher Edu Trainee	79.92	03/10/17-03/10/17
Ziehm, Carol	SSSP Assessment Reader	319.68	01/17/17-05/17/17
Zoval, Jim	Support for NSF Grant P1	2,637.36	01/01/17-05/26/17
Total for Month: Categorical/Non-General Fund /SC		25,512.24	
2016-2017 SC FISCAL YEAR TOTAL TO DATE		\$414,770.98	

D. AUTHORIZATION TO ESTABLISH AN ACADEMIC ADMINISTRATIVE POSITION

1. ASSISTANT DEAN OF COMMUNITY OUTREACH AND RECRUITMENT, Academic and Classified Administrators/Managers Salary Range 20, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College, seeks authorization to establish a full-time administrative position to its staff complement, effective April 25, 2017. (Exhibit B, Attachment 3)

E. REORGANIZATION

1. SADDLEBACK COLLEGE seeks authorization to transfer the following Academic administrative employees, within its organization, as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
- a. **TRANSFER** MCHENRY, BART, ID #006754, Dean of Fine Arts and Media Technology, Pos #P0004614, Office of Instruction, Saddleback College, Academic and Classified Administrators/Classified Managers Salary Range 22, Step 8, 40 hours per week, 12 months per year, to ASSISTANT DEAN OF COMMUNITY OUTREACH AND RECRUITMENT, Division of Community Education, Emeritus Institute and K-12 Partnerships, Saddleback College, Academic and Classified Administrators-Classified Managers Salary Range 20, Step 8, 40 hours per week, 12 months per year, effective April 25, 2017.

E. REORGANIZATION - Continued

- b. **TRANSFER** WYNTER, CADENCE, ID #018712, Dean of Social and Behavioral Sciences, Pos #P0004612, Office of Instruction, Saddleback College, Academic and Classified Administrators/Classified Managers Salary Range 22, Step 7, 40 hours per week, 12 months per year, to DEAN OF FINE ARTS AND MEDIA TECHNOLOGY, Pos #P0004614, Office of Instruction, Saddleback College, Academic and Classified Administrators/Classified Managers Salary Range 22, Step 7, 40 hours per week, 12 months per year, effective April 25, 2017.

F. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BUSCHE, DONALD, ID #001263, Risk Management Policy and Regulation Program Director, Pos #P0006486, Human Resources, District Services, conclusion of employment effective March 31, 2017. Payment is authorized for any compensated time off. (Start date: July 27, 2015)

ATTACHMENT 1

NAME: BARLOW, DANIEL

POSITION: ENGLISH INSTRUCTOR
Liberal Arts & Learning Resources
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.A. English
San Diego State University
San Diego, CA

B.A. English
University of California, Santa Barbara
Santa Barbara, CA

EXPERIENCE:

Daniel Barlow has been a full-time instructor in the English Department at Santa Barbara City College since 2015. He has taught courses in English at the University of Pittsburgh, Cascadia College, Lake Washington Institute of Technology, and San Diego State University. On March 31, 2017, he successfully defended his dissertation, and on April 17, 2017, he will receive his Ph.D. in English from the University of Pittsburgh. He is the recipient of the esteemed Elizabeth Baranger Excellence in Teaching Award—the university’s highest honor for graduate instructors—and for his scholarly work he has received the James Phelan Prize for Best Essay in *Narrative*, the Colby Kullman Prize for Best Critical Essay, and fellowships from the Andrew W. Mellon Foundation. His research background includes pedagogy, rhetoric, composition, and African American literary and cultural studies. He has participated in many service and leadership opportunities, including committees and subcommittees for assessment, faculty hiring, curriculum design, and grant-funded program development. His capacities of service have ranged from graduate student mentor to state-level board director, and he has delivered presentations at national and international conferences as well as various campus and department events. His published research writing appears in such journals as *The Southern Literary Journal*, *Multi-Ethnic Literatures of the United States*, *Narrative*, and *College Composition and Communication*.

LICENSES AND CERTIFICATES:

- Bachelor’s Certificate in American Cultures and Global Contexts from UC Santa Barbara
- Doctoral Certificate in Cultural Studies from the University of Pittsburgh

PROFESSIONAL AFFILIATIONS:

- Member of Conference on College Composition and Communication, International Society for the Study of Narrative, Modern Language Association, and National Council of Teachers of English.

HONORS/AWARDS:

- The James Phelan Award for Best Essay in *Narrative*. 2017.
- The Elizabeth Baranger Excellence in Teaching Award. University of Pittsburgh. 2013.
- Graduate Student Essay Award. Society for Ethnomusicology Student News. 2011.
- The Colby Kullman Prize for Best Critical Essay. University of Mississippi. 2009.

ATTACHMENT 2

NAME: BUDICA, JESSICA

POSITION: ENGLISH INSTRUCTOR
Liberal Arts & Learning Resources
Saddleback College
Full-Time, Tenure Track

EDUCATION:

M.F.A. Creative Writing
California State University, Long Beach
Long Beach, CA

B.A. English
California State University, Long Beach
Long Beach, CA

EXPERIENCE:

Jessica Budica has been a part-time instructor in the English Department at Saddleback College since 2013 and has taught the array of developmental and transfer-level composition courses. In addition to teaching, she has served as a Faculty Tutorial Specialist for the PASS program, as well as part of the PLC (Professional Learning Council) team for the English Department. While completing her M.F.A. at California State University, Long Beach, she earned a position as a Teaching Associate and served as the Co-Editor for Poetry for *Rip Rap Literary Journal*. In all, Jessica has taught at five different colleges and universities over the last seven years and has also served those institutions via committees, Faculty Senate, student organizations, SLO assessment, and program/curriculum development.

PROFESSIONAL AFFILIATIONS:

- Member of the California Teachers Association
- Member of the Community College Association
- Chair, Huntington Beach Environmental Board

PUBLICATIONS:

- Numerous Poems Published in various Literary Journals

HONORS AND AWARDS:

- William T. Shadden Memorial Award for Poetry
- Graduate Dean's List of University Scholars and Artists
- Order of Omega (2004)
- Phi Kappa Phi, CSULB (2010)

ATTACHMENT 3

South Orange County Community College District

ASSISTANT DEAN OF COMMUNITY OUTREACH AND RECRUITMENT, Saddleback College
Academic Administrator, Integrated Academic and Classified Administrators/Classified Managers Salary
Schedule Range 20

1

DEFINITION

To serve as administrator of the Community Outreach and Recruitment efforts of the Division and College; to plan, develop, organize and implement the goals and objective of assigned functions; to plan, develop, organize, coordinate, schedule, direct, evaluate and improve all assigned programs, services, operations, curriculum and related student support services in consultation with department chairs, faculty and classified staff; prepare and administer annual budgets for assigned programs; ensure compliance with district policies and applicable state and federal regulations and provide responsible and complex administrative support to the Dean of Community Education, Emeritus Institute and K-12 Partnerships or presidential designee.

Represent the Division and College interests in the planning, development, leadership, and implementation of a college promise program for regional high school graduates. Serve as a division administrator in the leadership, supervision, guidance, growth and direction for local, regional, and State initiatives associated with the division and provide the Dean with other assistance as directed and needed.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Community Education, Emeritus Institute and K-12 Partnerships or presidential designee.

Exercises functional and technical supervision over assigned instructional staff and permanent support personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

1. Develop, implement, manage and evaluate community outreach and recruitment programs and related services within the Department, including managing student recruitment processes, enrollment management key performance indicators, resource development partnerships, community involvement and teaching site secure facilities for instructional and programmatic use, process facilities use agreements, secure and schedule the use of on and off-campus facilities for classes while ensuring compliance with standards, rules, and regulations of leased facilities; and provide classroom sites of sufficient size to accommodate unique needs of student populations.
2. Provide strategic and operational leadership in the development, assessment and delivery of high quality, innovative courses and services to a diverse group through enhanced credit and non-credit-certificates, courses, workshops, lifelong learning and other educational events and related activities, as determined by the needs of the workplace and the community; facilitate faculty dialog of student learning outcomes assessment data and planning to improve teaching and learning; oversee course scheduling and development activities, deployment of faculty and staff assignments; conduct evaluations, orientation, coaching and professional development of faculty, staff and partners; closely

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manage instructional delivery for courses within assigned credit, non-credit, and not-for-credit areas of instruction; and serve as primary contact with assigned department chairs, directors and coordinators.

3. Assist in the development of marketing strategies leading to the growth, enhancement and recognition of the Division and College as State-wide leaders; provide leadership and management, and maintain accountability for assigned departments' faculty, staff, and operations; hold regularly scheduled meetings with direct reports; promote and support the professional development of faculty and staff; provide administrative support to Dean and provide direction to others as directed; work with faculty chairs in assignment of faculty, in the preparation of the multiple course catalogs/schedule of classes and appropriate budgets pertaining to course offerings.
4. Enhance and create a widespread culture of inquiry in which thoughtful interpretation of assessment information by faculty and staff is used to improve teaching and learning; ensure the creation, distribution and evaluation of Student Learning Outcomes; utilize data informed decision-making processes to make recommendations to Dean for program adjustments; and respond to the evolving needs of current and future students.
5. Maintain current expertise in all local, regional, and State legislation and initiatives pertaining to disproportionally-impacted student groups and educational programs to meet the academic needs of determined groups; and attend campus, local, regional, and State meetings/conferences pertaining to areas of supervision.
6. Conduct needs assessments and develop relevant programs and activities that meet identified needs; select, train, supervise, and evaluate assigned staff; manage campus enrollments in coordination with VPI Council; attend meetings to provide and engage in cohesive dialog and collaboration with multiple college divisions; and ensure compliance with College policies and procedures and external accrediting requirements.
7. Supervise staff by assigning and delegating tasks, providing direction, resolving work problems, communicating job expectations, and training employees; serve as administrator for student conflicts and coordinate with Dean and Vice Presidents in the resolution of student judicial matters.
8. Recommend and support the development of new and/or modification of curriculum as required; support Dean and VPI in planning, developing, coordinating, and administering academic and career programs and related academic affairs to maintain credit, non-credit, and not-for-credit educational integrity; enable the college to develop strategies to meet emerging needs of future learners within assigned areas; research, obtain and deploy innovative technological tools across supervised areas pertaining to staff and faculty assessment, course assessment, communication with on and off-campus teaching sites and office efficiency.
9. Develop budget recommendations; manage approved and assigned budgets; monitor and oversee equipment/inventories for assigned programs; provide materials, equipment, supplies, and expenditures within the annual budget guidelines; prepare recommendations and justifications regarding budget requests; direct the forecast of additional funding for staffing, equipment, materials, and supplies; implement mid - year budget adjustments and authorize expenditures according to District policies and applicable regulations.

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10. Manage and direct the preparation of short and long-range plans and strategic plans of assigned areas in support of college goals and objectives related to the educational master plan, Administrative Unit Reviews (AURs), and Program Reviews (PRs); author AURs for assigned areas and closely collaborate with program faculty in the writing of PRs for each assigned area; lead and participate in the development of grant funding proposals and manage grants and external funds as directed.
11. Communicate college activities, plans, decisions and events to faculty, staff, and students; establish operating procedures and liaison with other divisions and departments of the college on matters relating to academic programs, physical assets and facilities.
12. Plan, develop, organize, staff, direct and evaluate administrative processes including: student registration, scheduling, fee collection, special events, payroll, accounting, purchasing, printing, and other support for departments, classes, and programs; select, hire, evaluate and train subject matter instructors and consultants to coordinate and develop activities and programs; respond to inquiries and concerns from the general public.
13. Interact with community and local industry representatives and outside agencies to determine needs for existing and additional programs; funnel external partners, potential students, and prospective donors to Division and College; and coordinate the attainment and maintenance of off-campus teaching locations throughout college service area.
14. Participate in professional and community activities which promote and extend the benefits, brand and awareness of College programs; develop and participate in internal and external physical and human resource development in conjunction with the college's resource allocation request process; and increase accountability of both internal and external constituents.
15. Ensure compliance with District policies and procedures and State and federal laws related to assigned program; and review and certify the accuracy of data concerning program participation.
16. Prepare and submit a variety of statistical and narrative reports; prepare budget reports, annual recap data and special reports, proposals, recommendations and other materials as requested; and coordinate and respond to periodic audits.
17. Communicate with instructional and student services program personnel, college and District administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations, counselors and others to coordinate programs and activities and increase student enrollment and community involvement.
18. Maintain current knowledge of regulations, policies and application requirements and eligibility criteria for college programs, including computer hardware and software enhancements.
19. Make oral presentations to students, parents, counselors and professional colleagues at various gatherings; conduct workshops to provide specialized information related to Saddleback College instructional and student services; and develop and direct the distribution of brochures, flyers and other materials to publicize opportunities for students.
20. 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.

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21. Coordinate and execute Division and College events, as assigned; attend College athletic events and activities to ensure Division and College representation with a focus on outreach and recruitment; actively engage in assigned local governmental events to represent the College and to strengthen partnerships throughout the community, promoting the College and seeking support for College initiatives.
22. Partner with the College Foundation to seek ongoing support for Division and College initiatives including the Saddleback College Promise; coordinate and recruit community business, industry, and educational partners' membership to serve on Division or College Advisory Committees as needed.
23. 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:

A Master's degree from an accredited college or university with major course work in education, public administration or subject matter commonly taught in community college.

Experience:

At least three years of increasingly responsible teaching, counseling, student services or other directly-related work experience, supplemented by at least one year of administrative or leadership experience preferably, at an institution of higher education, including experience in working with prospective students and evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physically challenged, and ethnic backgrounds of community college students.

Desirable Experience:

Evidence of an understanding of and experience with the principles of participatory governance and the ability to develop and implement technology-based solutions to curriculum and instructional issues is preferred.

LICENSE AND OTHER CERTIFICATION:

Valid California driver's license.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.

Budget preparation and administration.

Community college curriculum development processes for credit and non-credit courses.

Community demographics and consumer trends.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Correct English composition, grammar, spelling and vocabulary.

Curriculum requirements for credit, non-credit, tuition-free and fee-based courses.

Development and coordination of educational programs at a community college.

District and College organization, operations and objectives.

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Interpersonal skills including tact, patience and diplomacy.
Marketing, promotion and public relations techniques.
Modern office practices, procedures, methods, and equipment.
Modern principles, practices, methods and techniques of administration.
Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.
Oral and written communication skills.
Planning and organizational skills.
Preparation, publication and distribution of informational and promotional materials.
Principles and practices of financial record-keeping and reporting.
Principles and practices of training, supervision and performance evaluation.
Statistical procedures and mathematical concepts.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Assess the needs and trends of the community and develop appropriate programs.
Collect, compile and analyze data.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Develop, implement and evaluate the delivery of instruction to students.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Interpret, apply and explain applicable District policies and procedures and local, State and federal laws and regulations.
Maintain current knowledge of credit and non-credit educational programs for adults.
Maintain the security of confidential materials.
Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.
Plan and organize work.
Plan, organize, coordinate and direct a comprehensive community college program.
Prepare and administer budgets for assigned program areas.
Prepare oral and written reports and recommendations.
Relate effectively to people of varied academic, cultural and socio-economic background using tact, diplomacy and courtesy.
Respond to requests and inquiries from the public.
Select, train, lead, direct, supervise and evaluate the performance of assigned personnel.
Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.
Work effectively with others to achieve common goals including student recruitment and retention.
Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work Environment

Standard office setting. Duties are performed primarily in an office environment while sitting at a desk or computer workstation. Work also requires travel to various community locations to scout locations for classes, attend meetings or otherwise conduct work. Incumbents are subject to contact with students, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates: April 6, 2017
Approval by the Board of Trustees:

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Classified 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.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees approve/ratify the classified personnel actions as shown in Exhibit A and Exhibit B.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

A. NEW PERSONNEL APPOINTMENTS

1. CLASSIFIED EMPLOYMENT (Information Items – Pursuant to Board Policy 4002.1)

- a. CACHO, KATRINA is to be employed as Matriculation Specialist, Categorical, Pos. #P0009512, Student Success and Support Services, School of Admissions, Records and Enrollment Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 123, Step 3, 40 hours per week, 12 months per year, effective March 20, 2017. This is a new position approved by the Board of Trustees on June 27, 2016, with employment contingent upon funding by the Student Success and Support Services Program.
 - b. ¹ENGLAND, LEAH is to be employed as Administrative Assistant, Pos. #P0004774, Fine Arts Productions, Division of Fine Arts and Media Technology, Saddleback College, Classified Bargaining Unit Salary Schedule Range 121, Step 1, 40 hours per week, 12 months per year, effective March 20, 2017. This is a replacement for Tracy McConnell.
 - c. HUFF, HANNAH is to be employed as Library Assistant I, Pos. #P0006918, School of Library Services, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 115, Step 1, 25 hours per week, 12 months per year, effective April 3, 2017. This is a replacement for Alfredo Eutimio.
 - d. ²KWAN, LAURA is to be employed as Community Education Program Specialist, Categorical, Pos. #P0004853, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 24 hours per week, 12 months per year, effective April 3, 2017. This is a replacement for Lynn Severin.
 - e. PETERSON, RAYA is to be employed as Webmaster, Pos. #P0004114, Office of Public Information and Marketing, Saddleback College, Classified Bargaining Unit Salary Schedule Range 144, Step 3, 40 hours per week, 12 months per year, effective April 10, 2017. This position was approved to 40 hours per week by the Board of Trustees on July 18, 2016.
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>
Baggs, Trudi	Senior Administrative Assistant/SC	26.45	02/01/17-06/30/17
Beauchamp, Sandra	Community Ed. Prog. Specialist/SC	26.45	04/03/17-06/30/17
Francke, Melissa	Admissions & Records Spec. I/SC	20.15	03/07/17-06/30/17

¹ Related to Darren England, Senior Matriculation Specialist, Division of Counseling Services, Saddleback College.

² Related to Susan Kwan, Human Resources Specialist, Office of Human Resources, District.

A. NEW PERSONNEL APPOINTMENTS - Continued

2. The following individuals are to be employed as **Substitutes** in the classification noted below, on an if-and-as-needed basis. (Information Items – Pursuant to Section 70902(d) of the California Education Code)

<u>Name</u>	<u>Classification</u>	<u>Range/</u> <u>Step</u>	<u>Start Date</u>
Gomez, Fermin	Admissions & Records Spec. I/SC	20.15	03/07/17-06/30/17
Hartman, Trae	Sr. Lab. Tech Performing Arts/IVC	28.48	03/06/17-06/30/17
Issak, Yussuf	Campus Security Officer/IVC	18.65	02/15/17-06/30/17
Jamshid Shirazi, Sepideh	Admissions & Records Spec. I/SC	20.15	03/07/17-06/30/17
Khezri, Jasmine	Office Assistant/SC	18.71	03/27/17-06/30/17
Matos, Arsenio	Network Systems Technician II/SC	33.04	03/15/17-06/30/17
Ocas, Danixa	Custodian/IVC	18.71	03/15/17-06/30/17
Shackleford, Rochelle	Admissions & Records Spec. I/SC	20.15	03/07/17-06/30/17

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</u> <u>Rate \$)</u>	<u>Start/End Date</u>
Abbasinik, Amin	Project Specialist/SC	11.50	03/09/17-06/30/17
³ Caldwell, Nicholas	Project Specialist/SC	13.00	03/10/17-06/30/17
Debniak, Kurt	Coaching Aide/SC	25.00	03/23/17-06/30/17
Hernandez, Alondra	Project Specialist/SC	14.00	03/15/17-06/30/17
Hughes, Marcus	Coaching Aide/SC	25.00	03/08/17-06/30/17
King, Katelyn	Project Specialist/SC	16.50	03/09/17-06/30/17
Kwan, Laura	Project Specialist/SC	19.00	03/15/17-06/30/17
LaMarca, Valerie	Project Specialist/IVC	15.00	03/15/17-06/30/17
LeVander, Alison	Coaching Aide/SC	25.00	03/08/17-06/30/17
Mathias, Lisia	Project Specialist/SC	16.00	02/28/17-06/30/17
Peeples, Johnnie	Coaching Aide/SC	25.00	03/08/17-06/30/17
Quezada Salgado, Mariela	Project Specialist/SC	11.50	03/20/17-06/30/17
Razo, Jorge	Project Specialist/SC	50.00	01/09/17-06/30/17
Sanders Lamas, Tracey	Project Specialist/IVC	25.00	03/13/17-06/30/17
Villaescusa, Nicole	Adapted Kinesiology Aide/SC	20.00	03/23/17-06/30/17
White, Matthew	Theatre, Music/Dance Aide/IVC	20.00	03/15/17-06/30/17

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>
Ahadi Sarkani, Seyed	03/08/17-06/30/17
Ashley, Damon	03/16/17-06/30/17
Davis, Daqu an	03/16/17-06/30/17
Fanaei, Hamidreza	03/27/17-06/30/17

³ Related to Jeanne Harris Caldwell, Director, Student Health Center, 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>
Ghasemidoost, Kobra	03/16/17-06/30/17
Hillawi, Hamsa	03/16/17-06/30/17
Kessler, Nicholas	03/15/17-06/30/17
La, Ha	03/16/17-06/30/17
Lewis, Lavonia	03/09/17-06/30/17
Lybrand, Jesse	02/28/17-06/30/17
Meah, Sudmun	03/23/17-06/30/17
Paracha, Aliya	03/15/17-06/30/17
Rostami, Mehrdad	03/28/17-06/30/17
Velasquez, Claudia	03/09/17-06/30/17
Williams, Jeremy	03/27/17-06/30/17
Younan, Dalia	02/01/17-06/30/17

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>
An, Eunsoo	Tutor/IVC	12.00	03/27/17-06/30/17
Ferguson, Bryce	Tutor/IVC	11.50	03/06/17-06/30/17
Gong, Hongpu	Tutor/IVC	12.00	03/20/17-06/30/17
Gonzales, Jonathan	Tutor/IVC	12.00	02/27/17-06/30/17
Gonzalez, Amanda	Model/SC	25.00	03/15/17-06/30/17
Graham, Brian	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17
Grossman, Marc	Clinical Skills Specialist/SC	15.00	03/15/17-06/30/17
Hasebe, Brandon	Clinical Skills Specialist/SC	20.00	03/15/17-06/30/17
Kadik, Anna	Tutor/SC	12.00	03/15/17-06/30/17
Knabe, Travis	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17
Makino, Mark	Tutor/IVC	16.00	01/17/17-06/30/17
McDonald, Deborah	Certified Test Proctor/IVC	11.50	03/10/17-06/30/17
Mohseni, Amirali	Tutor/IVC	12.00	02/27/17-06/30/17
Nikkhah, Shahrzad	Tutor/SC	12.00	03/07/17-06/30/17
Obeid, Ranim	Tutor/SC	12.00	03/15/17-06/30/17
Rahbari, Golbou	Tutor/IVC	12.00	02/27/17-06/30/17
Reed, Aaron	Clinical Skills Specialist/SC	20.00	03/27/17-06/30/17
Ruiz, Jacco Alvin	Tutor/IVC	13.00	03/06/17-06/30/17
Samsel, Joelle	Clinical Skills Specialist/SC	20.00	03/27/17-06/30/17
Smith, Hannah	Tutor/SC	12.00	03/08/17-06/30/17
Smith, Ronald	Clinical Skills Specialist/SC	15.00	03/15/17-06/30/17
Smyth, Steven	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17

B. AUTHORIZATION TO ESTABLISH AND ANNOUNCE A CLASSIFIED POSITION

1. DIRECTOR OF MARKETING, COMMUNICATIONS AND COMMUNITY RELATIONS (District Services), a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 21, Department of Public and Government Affairs, District Services seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective April 25, 2017. (Exhibit B, Attachment 1)
2. DISTRICT ACCOUNTANT (District Services), a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 9, Department of Fiscal Services, District Services seeks authorization to establish and announce a full-time, 40 hour per week, 12 months per year position to its staff complement, effective July 1, 2017. (Exhibit B, Attachment 2)
3. EMERGENCY AND BUSINESS CONTINUITY MANAGER, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 10, Department of Campus Safety and Security, Saddleback College seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective April 25, 2017. (Exhibit B, Attachment 3)
4. INTERNAL AUDITOR (District Services), a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 18, Office of the Vice Chancellor of Business Services, District Services seeks authorization to establish and announce a full-time, 40 hours per week, 12 months per year position to its complement, effective April 25, 2017. (Exhibit B, Attachment 4)

C. CHANGE OF FUNDING SOURCE FOR A CLASSIFIED POSITION

1. ⁴DIRECTOR OF ECONOMIC AND WORKFORCE DEVELOPMENT, Pos. #P0007017, a classified manager, Academic and Classified Administrator and Managers Salary Schedule Range 19, School of Instruction, Economic and Workforce Development, Irvine Valley College has changed the funding source from general to categorical funding through the Strong Workforce Program (FS435) for this full-time, 40 hours per week, 12 months per year position, effective January 9, 2017. This position is appointed to William Kerwin, ID #022695. Employment in this position is contingent upon funding by the Strong Workforce Program (FS435).

⁴ This position was originally presented and approved by the Board of Trustees on October 26, 2016. Adding categorical funding resources, which were not noted in the original board item.

D. REORGANIZATION

1. DISTRICT SERVICES seeks authorization to eliminate the following Classified position, within their organization as defined by Title 5 Education Regulation, Section (a), (b), and (c) Recruitment 53021.
 - a. **ELIMINATE** ACCOUNTING SPECIALIST, Pos. #P0004108, Accounting, Office of Fiscal Services, Classified Bargaining Unit Salary Schedule Range 127, full-time, 40 hour per week, 12 months per year (Pos. #P0004108 was approved by the Board of Trustees on May 26, 2009)
 - i. **PROMOTE** BRIAN BUI, ID #022514, Accounting Specialist, Pos. #P0004108, Accounting, Office of Fiscal Services, Classified Bargaining Unit Salary Schedule Range 127, Step 4, 40 hours per week, 12 months per year; to Senior Accounting Specialist, Accounting, Offices of Fiscal Services, Classified Bargaining Unit Salary Schedule Range 131, Step 3, 40 hours per week, 12 months per year, effective April 1, 2017. This is a replacement for LaRee Anderson. Employee hired on October 10, 2016, and will serve remainder of twelve month probation in new classification, in accordance with Article 5 of the CSEA Contract. (Reclassification cost variance in salary: \$261.00 per month)

E. CHANGE OF STATUS

1. **CLASSIFIED EMPLOYMENT** (Information Items – Pursuant to Board Policy 4002.1)
 - a. BALLO, ERLYNNE, ID #020052, Senior Matriculation Specialist, Pos. #P0004934, Classified Bargaining Unit Salary Schedule Range 127, Step 6, 40 hours per week, 12 months per year, School of Admissions, Records and Enrollment Services, Irvine Valley College, is to be employed as Program Specialist, Categorical, Pos. #P0009414, Classified Bargaining Unit Salary Schedule Range 130, Step 6, 40 hours per week, 12 months per year, Division of Liberal Arts, Saddleback College, effective April 10, 2017. This position was approved by the Board of Trustees on June 27, 2016, with employment contingent upon funding by the Level-up grant.
 - b. MALDINI, TINA, ID #014779, Greenhouse Assistant, Pos. #P0003554, Classified Bargaining Unit Salary Schedule Range 114, Step 6, 20 hours per week, 12 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, is to be employed as Laboratory Technician, Horticulture, Pos. #P0003219, Classified Bargaining Unit Salary Schedule Range 122, Step 3, 40 hours per week, 12 months per year, Division of Advanced Technology and Applied Sciences, Saddleback College, effective April 17, 2017. This is a replacement for Yvonne Alliman.

F. OUT OF CLASS ASSIGNMENTS

1. 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>
Araiza, Arthur	Counseling Office Assistant	115/6	40	02/01/2017
Arreola, Jose	Groundskeeper	118/6	40	03/20/2017

F. OUT OF CLASS ASSIGNMENTS - Continued

1. 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>
Belardes, Yvonne	Office Assistant	113/6	29	01/17/2017
Pasqualetto, Matthew	Outreach Assistant	117/2	40	04/01/2017
Smead, Christie	Administrative Assistant	121/2	25	03/21/2017

2. IRVINE VALLEY 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>
Ramchandani, Brittany	Senior Administrative Assistant	127/4	40	04/01/2017

G. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. BOHN, QUENTIN, ID #013902, Network Systems Technician I, Pos. #P0004083, Department of Technology Services, Saddleback College, resignation effective March 30, 2017. Payment is authorized for any compensated time off. (Permanent Start date: July 11, 2006)
2. BOSLEY, ALEXIS, ID #020717, Office Assistant, Pos. #P0004485, Division of Community Education, Emeritus Institute, and K-12 Partnerships, Saddleback College, resignation effective March 31, 2017. Payment is authorized for any compensated time off. (Probationary Start date: June 1, 2016)
3. HARER, KENNETH, ID #019754, Police Officer, Pos. #P0004401, Parking Services, Department of Campus Safety and Security, Saddleback College, resignation effective March 30, 2017. Payment is authorized for any compensated time off. (Permanent Start date: November 4, 2013)

H. VOLUNTEERS

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Business Services, District Services
Medling, Scott

Business Sciences, Irvine Valley College

Aguilar, Ibeth	Archiniega, Michael	Anumudu, Olivia
Balkis, Nadia	Barzin, Morteza	Denton, Carrie
Fakhreddine, Hassan	Flores, Juan	Flores, Rafael

H. VOLUNTEERS - Continued

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Business Sciences, Irvine Valley College

Ginsburg, Terry	Grewal, Gurpartap	Hammond, Ali
He, Xuyao	Hitti, Mark	Le, Nga
Martinez, Javier	Muilenburg, Nicole	Nakhla, Sherif
Odabasoglu, Omer	Quinanola, Elizabeth	Toura, Maninder
Wang, Jane	Zhang, Don	Zhou, Chengli

Fine Arts, Irvine Valley College

Alvarez, Charles

Fine Arts and Media Technology, Saddleback College

Getz, Hannah	Hasani, Nancy	Hasani, Samantha
Hau, Rachel	Hirose, Karleigh	Hirose, Lisa
Kuehnert, James	Ludwig, David	Nguyen, Cally
Nguyen, Sara	Roche', Corey	Shonafelt, Christopher
Sisler, Carla	Sisler, Sonya	Walberg, Josephine
Ward, Jenna	Ward, Kim	

Kinesiology and Athletics, Saddleback College

Belarmino, Raiza	Debniak, Kurt	Doi, Melanie
Moreno, Anmarie	Nelson, Mali	Rodman, Connor
Santiago, Abraham	Vega, Elana	

Math, Computer Science and Engineering, Irvine Valley College

Zimbalist, Jacqueline

Office of Online and Extended Education, Irvine Valley College

Caramagno, Carol	Crawford, Karen	Swanson, Bill
Wang, Katie		

ATTACHMENT 1

South Orange County Community College District

DIRECTOR OF MARKETING, COMMUNICATIONS AND COMMUNITY RELATIONS (District Services) – JC #830, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 21

DEFINITION

To serve as a member of the District management team; to strategize, plan, organize and direct the institutional marketing, communications, and community relations programs for the District; create, write, produce, publish and distribute a wide variety of materials to support the executive team and institutional goals; facilitate District-wide planning for crisis communications, public awareness, community engagement and outreach; facilitate media coverage, develop presentations, marketing and promotional materials to support the Chancellor, District Executive Team and Board of Trustees; enhance the District's reputation in the District's communities; coordinate the production and oversight of various print and electronic communication mediums, including multiple websites; and train, supervise and evaluate the performance of assigned personnel.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director of Public and Government Affairs or his/her designee.

Exercises functional and technical supervision over marketing, communication, community outreach, graphics and web design, publications and other staff as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Advise the Executive Director of Public and Government Affairs, Chancellor, Board of Trustees, and District Executive Team on media and communication strategies related to specific issues; and develop and implement media and communication strategies and plans as appropriate; advance District goals and objectives through marketing, advertising, community and media relations to the public, community leaders, organizations, committees, schools, colleges, and local, County of Orange, and State of California agencies.

Sit in on meetings of the District Executive Team to gain and provide information to help achieve District goals and objectives; develop proactive and reactive communications strategies and tactics, including responses to media inquiries, position statements, key messages, Q&A's, publications, and press releases.

Provide marketing and public relations support for District-wide initiatives, specific programs and departments; develop, manage, and execute strategic internal and external communications plans to support specific District services and District-wide initiatives and federal laws; develop speeches for the Chancellor and members of the Board of Trustees; and facilitate District communications to external and internal audiences.

Serve as District spokesperson and primary media contact person or assign designee to maintain strong media relationships and provide for the timely and accurate release of information, including that of a sensitive nature; oversee editorial content to ensure information integrity guided by Board policy, and oversee relationships with and directing the work of external contractors.

South Orange County Community College District

Page 2 – Director of Marketing, Communication and Community Relations (District Services)

In conjunction with the District Executive Team and Chiefs of Police, develop and assess sensitive matters and emergency situations and execute timely external and internal communications utilizing the District's communications plans, strategies and mediums to ensure that accurate information is conveyed to all audiences; act as a District liaison with the media when the Disaster Preparedness Plan is activated.

Formulate and coordinate crisis communications plans; work with media, communication and crisis consultants as necessary to carry out strategic responses to a variety of emergency and non-emergency situations as they arise, demonstrating confidentiality and the ability to navigate complex and changing circumstances; anticipate and manage communications for issues and crises that could impact the colleges reputations among community members, key stakeholders, and employees.

Provide District-wide leadership in effective strategizing, planning, design, development and implementation of District-wide marketing, communication and community relations programs, events, and activities, as well as regional, State and national media campaigns, including advertising and public outreach; supervise and train content management users; and establish and oversee standards for website publishing.

Work with college marketing and communication directors to develop and maintain the District's marketing, communication and community relations plans; develop, coordinate, produce and disseminate college marketing and recruitment materials that create and maintain a consistent, positive and dynamic public image.

Facilitate District information to employees regarding District-wide initiatives and newsworthy items; facilitate the planning, developing, organizing, coordinating, directing, continued evaluation and improvement of the District's integrated marketing, communications and community relations programs, ensuring the timeliness and accuracy of all services, operations and activities; and direct the development of strategic, coordinated, and cost-effective media, both paid and earned, integrating short-range and long-range District-wide goals and support for college strategic plans.

Work in collaboration with District Services Directors, Executive Directors, Vice Chancellors and relevant departments and personnel, as appropriate, to integrate marketing and communication support and provide guidance in the development and implementation of marketing initiatives, plans and strategies, including targeted marketing strategies, that support District-wide initiatives with the goal of engaging diverse audiences, including current students, prospective students, community members and other external groups.

Assume responsibility for communications vehicles and strategies, such as print, web, online, social media; media relations and content marketing, ensure accurate, timely, and consistent information across the District's spectrum of communications.

Coordinate program activities with other District and college functions and programs; chair the District's task force on online accessibility; serve on other campus and District committees, task forces and work groups; provide advocacy and technical expertise concerning marketing and communications.

Develop a social media program to integrate with other college and university programs designed to increase awareness for the value of a community college education; provide public outreach, and enhance the reputations of the District and its colleges.

South Orange County Community College District

Page 3 – Director of Marketing, Communication and Community Relations (District Services)

Regularly attend meetings in the District communities, including but not limited to, chambers of commerce, city councils and other key associations and partners in assigned areas to promote the District and its colleges; regularly seek opportunities for District to participate in external partner events and facilitate opportunities for executive leadership to engage with the District's communities.

Oversee digital marketing initiatives including online advertising, content marketing, social media, and search engine optimization; offer guidance and recommendations to faculty, staff, and management in best practices in online marketing initiatives for college programs and services.

Lead the branding and marketing efforts for District-wide education and training programs and services by working with academic and classified administrators, college presidents, and the Chancellor in the promotion of partnership opportunities, college programs and plans, including creative solutions to related social media, website enhancement, press releases, and collateral marketing.

Evaluate and enhance the District's websites, print publications and cable television programs to maximize their interest and use; and effectively use emerging technologies and cutting edge marketing tools.

Assume overall responsibility for the content, design and strategy of the District's public website, including issues of quality control, accessibility and compliance with State and federal laws; develop website standard operating procedures and develop and implement media and communication strategies and plans as appropriate.

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 District's community, including municipalities and non-profit organizations; work with the Executive Director of Public and Government Affairs and personnel associated to college community relations activities to coordinate and avoid duplication of efforts.

Plan, initiate, manage and maintain effective relations with external organizations, including media such as newspapers, radio and television; collect information concerning the programs, activities and events of the District and its colleges; serve as liaison between the media and others to coordinate the District-wide presence and maintain open lines of communication with the media, District staff, and the general public; and serve as an information resource for all groups.

Ensure accurate and timely coverage of District/college events and news; oversee, coordinate and ensure timely and appropriate media response to matters involving the District; and plan, manage and execute District Services and District-wide events, working in coordination with college directors as appropriate to ensure seamless coordination and consistent messaging.

Coordinate and oversee training sessions on best practices in accessibility, content management, readability and other editorial concerns; make oral presentations and conduct workshops to provide specialized information regarding marketing, communications and branding of the District; and assure the dissemination of information related to the District as assigned.

South Orange County Community College District

Page 4 – Director of Marketing, Communication and Community Relations (District Services)

Oversee the development and implementation of the District's branding and style guide; promote brand standards throughout the District and manage and protect brand reputation online; provide brand counsel to partners across departments and to the development of marketing materials.

Lead any efforts for rebranding of the District, including but not limited to gathering input from focus groups, managing and directing graphics efforts and coordinating assistance from specialized consultants.

Conduct formal and informal interviews to gather information for the preparation of written materials, such as press releases and newsletters; write news releases, profiles, and stories highlighting the District; also write, edit and produce speeches, press releases, flyers, articles, copy for brochures, and other publications.

Conceptualize, manage, organize and support District events, meetings, and other activities to promote the District.

Prepare various reports related to assignment as needed, ensure maintenance and accessible storage/retrieval of a variety of records and files, including general District information/statistics, historical archives and District publications, catalogs, promotional materials and news articles.

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, television stations and radio stations.

Direct the District's copying and printing work with the Saddleback College Copy Center; ensure that the copying and printing needs of the District are met in a timely and cost-effective manner.

Train, guide, supervise, support 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.

Evaluate the performance of assigned students, interns, and community volunteers; plan, prepare, prioritize, delegate, monitor and review work assignments and projects; establish and monitor timelines; and ensure that deadlines are met.

Using sound fiscal practices, work in collegial consultation to plan, develop, prepare, implement and administer the annual District marketing, communications and community relations consolidated budget; analyze and justify the need for additional funds for staffing, equipment, materials and supplies as required; prepare and submit purchase requisitions, prepare and submit recommendations and justifications regarding budget requests; authorize, monitor and control expenditures according to District policies and applicable regulations.

Optimize interactive, electronic marketing efforts by providing guidance and direction on innovative web, email and social media strategies.

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.

South Orange County Community College District

Page 5 – Director of Marketing, Communication and Community Relations (District Services)

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.

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 five 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 two years 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 affecting 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.

Objectives and interests of employee, student, and business/industry organizations and community groups impacting the District and its colleges.

Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.

Organization, functions and inter-relationships of various operating units of the college.

Principles and practices of budget preparation and administration.

Principles and practices of public information, public relations and marketing.

South Orange County Community College District
Page 6 – Director of Marketing, Communication and Community Relations (District Services)

Knowledge of:

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 District and relevant 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.
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.

South Orange County Community College District
Page 7 – Director of Marketing, Communication and Community Relations (District Services)

Ability to:

Research and prepare newsworthy articles.

Research, compile and analyze data for special projects such as the college foundation's annual report and the president's annual accomplishments book.

Seek and achieve the understanding and support of individuals or groups with indifferent or opposing points of view.

Serve as a college spokesperson on behalf of the college and its president.

Set up and maintain web pages.

Speak and write effectively.

Train, motivate, develop, supervise, direct and evaluate the work of others.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college Districts.

Use a computer to edit and prepare articles for publication.

Use modern office practices procedures and equipment.

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 to 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.

Finalized by Marlys Grodt and Associates: April 10, 2017

Approved by the Board of Trustees:

ATTACHMENT 2

South Orange County Community College District

DISTRICT ACCOUNTANT (District Services) – JC #831, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 9

DEFINITION

Perform a variety of high-level professional and confidential financial accounting tasks in the analysis, maintenance and auditing of financial records and accounts affecting District-wide financial operations; prepare financial statements, reports and budget analyses, including forecasts of revenues and expenditures and provide financial and accounting advice and direction as needed to District and college staff and make recommendations for appropriate action.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Executive Director of Fiscal Services/Comptroller.

Exercises functional and technical supervision over others as assigned.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Manage fixed asset system including business process and security roles; determine current year fixed assets and depreciation; prepare capital assets and depreciation reports for audit; and manage endowment system configuration including business processes and security.

Participate in District budget preparation and administration; forecast District revenues utilizing various outside sources; provide budget performance reports; prepare modifications to the budget for accurate forecast of expenditures and distribution of revenues between organizational bodies of the District; attend State budget workshops; provide budget performance reports and manage revenue model and allocation formulas.

Administer budget policies and procedures; interpret federal, State and local regulations and guidelines; ensure budgets within each organizational body of the District operate within established guidelines; monitor expenditures and fiscal activities to assure appropriate use of funds; attend meetings during the development of budgets to provide financial advice and present relevant issues; present forecasts at monthly District Resource Allocation Committee (DRAC) meetings; and discuss impact of State budget revisions on the district funding model.

Compile various financial data, including community college comparisons, employee demographic information for retiree health benefit liability, manage faculty load banking balances, and tracking basic aid fund allocations; prepare appropriate costing reports for salaries and benefits and present to executive management, and/or collective bargaining negotiations teams as requested; conduct ad hoc analyses of complex fiscal issues.

Serve as liaison and provide support to District accounting staff as needed to ensure the overall coordination and integrity of accounting operations; prepare required supporting documentation for various District funds and accounts.

South Orange County Community College District
Page 2 – District Accountant (District Services)

Perform a variety of high-level, complex accounting assignments; provide grant proposal budget analysis and analytical support to grants and contracts functions as assigned; research, prepare and submit financial reports to outside agencies as required, including labor unions, state and federal agencies, and other parties; assume responsibility for National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) annual financial data collection; estimate salary reporting for workers' compensation insurance; and submit Federal Student Aid (FSA) EZ Audit, and annual submission of financial statement information.

Serve as administrator for Center for Medicare & Medicaid Services (CMS) special retiree drug subsidies/Retiree Drug Subsidy program (RDS); set up annual employer application; review plan participants and costs quarterly; and process and track subsidy reimbursements.

Confer with college and District administrators to obtain detailed information concerning student attendance reporting, admissions and records, human resources, financial aid, fundraising and donor activity; confer with State Fiscal Office on Apportionment computational revenue, and funding rates.

Assist Executive Director of Fiscal Services/Comptroller to provide written responses to the financial inquiries; gather, compile and analyze data and prepare periodic and special business and financial reports in graphic, pictorial, tabular, written and oral form; research, prepare and submit financial reports to outside agencies as required; including labor unions, the State and other parties; examine federal and state tax returns prior to submission.

Plan, coordinate, implement and evaluate complex accounting projects; conduct evaluations and make recommendations on assigned accounting projects; serve as liaison for District online banking administration; authorize wire and book transfers; analyze District investment accounts and book monthly/quarterly activity and book entries for State Lottery proceeds.

Perform periodic reconciliation of the District's accounting records including final reconciliation at the end of the fiscal year; reconcile District general ledger to Orange County Department of Education records for six funds; calculate and report capital assets and accumulated depreciation; provide guidance to college foundation accounting for journal entries; and record endowment investment statements.

Determine detailed salary and benefit computation for year-end payroll accruals due to union negotiation COLA increases; track faculty banked LHE activity; reconcile and account for year-end banked LHE liability; provide basic aid monthly reporting and Board of Trustees agenda approved projects and actual/estimated project expenditures using basic aid funds; calculate annual non-resident tuition, capital outlay, and application fees for CCC Office; submit Board of Trustees agenda for approval; establish required annual State Constitutional Appropriations limit (Gann Limit); and calculate and accrue worker's compensation year-end liability.

Perform computer data input and retrieval; verify the integrity of data submitted for input and evaluate the accuracy of the information retrieved for reporting purposes.
Perform related duties as assigned or as required.

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:

South Orange County Community College District
Page 3 – District Accountant (District Services)

Education:

A bachelor's degree from an accredited college or university with major course work in finance, accounting or a related field.

Experience:

At least three years of increasingly responsible experience in an accounting, finance, administrative analysis, or budgeting position, including one year of experience in financial analysis or budget analysis and development.

Knowledge of:

Capabilities of computer applications and hardware in the management and reporting of financial plans and data. Correct English usage, grammar, spelling, punctuation and vocabulary.
Current developments and trends in financial management.
Education Code, California Code of Regulations Title 5 and other applicable laws.
Generally accepted accounting and auditing principles, practices and procedures.
Interpersonal skills including tact, patience and diplomacy.
Mathematical principles.
Methods and techniques of financial analysis and research.
Methods and techniques of financial and statistical record keeping and reporting.
Methods of budget analysis and presentation.
Office procedures, methods and equipment.
Operation of modern computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
Oral and written communication skills.
Principles and practices of fiscal, statistical, and administrative research and report preparation.

Ability to:

Collect, analyze, interpret and evaluate complex budgetary and financial management data, statistics and trends.
Communicate clearly, concisely, and effectively present complex technical information, both orally and in writing, with diverse constituencies within and outside of the District.
Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.
Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
Exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations. Interpret, apply and explain laws, rules, regulations and policies to financial management.
Maintain confidentiality of sensitive information.
Operate a 10-key calculator by touch.
Operate a desktop PC and use the advanced capabilities of Microsoft Office products, such as Excel, PowerPoint and Word.
Operate accounting software such as Escape general ledger and fixed assets modules.
Operate database systems such as INFORM and CHRMS.
Perform assigned work with speed and accuracy.
Perform high-level professional accounting work in the analysis, maintenance and auditing of financial accounts affecting District-wide operations.
Plan and organize work to meet changing priorities and deadlines.
Prepare clear and concise reports of budgetary, financial, and statistical data.
Prepare, analyze and interpret clear and concise financial reports and statements.

South Orange County Community College District
Page 4 – District Accountant (District Services)

Ability to:

Reconcile, balance and audit records and accounts.

Relate effectively with people of varied academic, cultural and socioeconomic background using tact diplomacy and courtesy.

Train and provide work direction to others as assigned.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand the organization, operation and services of the District and of outside agencies as necessary to assume assigned responsibilities.

Use sound judgment in recognizing scope of authority.

Work effectively with minimal supervision.

Work independently on assigned projects.

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. Duties are performed primarily in an administrative office environment while sitting at a desk or computer workstation; occasionally travels to various locations to attend meetings and conduct work. Incumbents are subject to frequent contact with others, frequent interruptions, and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands

An incumbent regularly sits for long periods, walks short distances on a regular basis, uses hands and fingers to operate an electronic keyboard or other office machines, reaches with hands and arms, stoops, kneels or crouches to file, 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.

Finalized by Marlys Grodt and Associates: April 10, 2017

Approved by the Board of Trustees:

ATTACHMENT 3

South Orange County Community College District

DIVISION OPERATIONS MANAGER – JC #000, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 10

DEFINITION

To organize, coordinate and oversee the daily operations of the Community Education, Emeritus Institute and K-12 Partnerships Division; manage the development, administration, implementation, and evaluation of program operations; take care of any emergency operational situations or facilities-related issues that will assist in the functional operations of the assigned areas of the college; train, provide work direction to, supervise, and evaluate the performance of the Community Education Program Specialist and other staff as assigned; perform a variety of technical tasks related to the areas of assignment; administer annual operations budgets; and ensure compliance with District policies and applicable State and federal regulations related to Community Education.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Dean of Community Education, Emeritus Institute and K-12 Partnerships or presidential designee.

Exercises functional and technical supervision over assigned classified and contractual personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Develop an annual operations plan for the Division; plan, develop, implement, promote and advance assigned Division program goals and objectives; formulate and administer operational policies and procedures; manage, oversee and participate in the development of the Division's plan; assign work activities, projects and programs; and monitor work flow.

Plan, organize, staff, manage and evaluate operational processes, including registration, fee collection, accounting, purchasing, printing and other support for assigned Division programs.

Train, motivate and supervise the performance of the Community Education Program Specialist and any other assigned support personnel; delegate and review assignments and projects; evaluate work products and results; and establish and monitor timelines and prioritize work.

Coordinate and manage the staff and operations of assigned Division programs; manage the development, administration, implementation and evaluation of program operations; optimize efficient and effective delivery of services to students; secure the use of facilities for classes, ensuring compliance with standards, rules and regulations of leased facilities; and ensure compliance with District policies and applicable State and federal laws and regulations related to Division programs.

Develop, manage and evaluate the safety and security of operations; compile and analyze data related to program operations and evaluation; develop organizational structures and work processes that facilitate attainment of established program goals and objectives; conduct participant registration evaluation, track response times, inquiry follow ups, refund turnarounds and refund rate; measure productivity and customer service.

South Orange County Community College District
Page 2 – Division Operations Manager

Manage the approved annual operational budget as provided by the Dean; prepare recommendations and justifications regarding budget requests; manage the forecast of additional funding for staffing, equipment, materials and supplies; implement mid-year budget adjustments; authorize, manage and monitor expenditures according to District policies and applicable regulations.

Communicate with other campus and District personnel, administrators and support personnel, representatives of State and federal agencies, educational institutions, social service organizations and others.

Maintain current knowledge of the regulations, policies and application requirements and eligibility criteria for Division programs, including computer hardware and software enhancements.

Make oral presentations to management and other professional colleagues at various gatherings; conduct workshops to provide specialized information regarding Division operations and related services; represent the college at off-campus meetings and functions as appropriate.

Oversee the operational work of assigned staff related to division programs, requisitions, purchase orders, contracts, budgets, work orders, payroll and annual supply order processing.

Manage difficult and/or sensitive customer service issues, such as planning/development, training, liaison, room scheduling, emergency management and communications.

Inspect buildings and campus grounds and other facilities to ensure compliance with established security and safety measures appropriate for Division program operations; identify and report dangerous, unsafe, unsecured and unsightly conditions to Maintenance Department; and recommend appropriate corrective action.

Manage registration process; coordinate human resources files; lead customer service excellence; manage decision-making regarding the running or canceling of activities; coordinate programs, classes, and event logistics.

Provide simplicity, consistency, and efficiency; promote the Division's brand; participate in professional development activities on current operational trends that focus on efficiency; and represent assigned Division on committees as assigned.

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:

South Orange County Community College District
Page 3 – Division Operations Manager

Education:

Equivalent to graduation from high school supplemented by specialized training in office administration, supervision and operations or closely related field. Bachelor's degree with a major in business administration or other related field is preferred.

Experience:

At least five years of increasingly responsible experience in administrative office management involving calendar, requisitions, purchase orders, contracts, payroll, human resources, and annual supply order processing, and scheduling projects and work activities for staff, including, or supplemented by, at least three years of experience in a lead or supervisory capacity.

LICENSES OR OTHER REQUIREMENTS:

Valid California driver's license.

Knowledge of:

Applicable District policies and local, State and federal laws, codes and regulations.

Basic risk management.

Budget preparation and administration.

Computer systems and software applications related to area of assignment, including capabilities and limitations.

Correct English composition, grammar, spelling and vocabulary.

Development and coordination of community education programs offered by a community college.

District and College organization, operations and objectives.

District and College policies and procedures.

Effective planning and scheduling.

Health and safety precautions and procedures.

Interpersonal skills including tact, patience and diplomacy.

Methods and techniques of inventory control and record keeping.

Methods of planning, prioritizing, coordinating, organizing, scheduling, and supervising daily, administrative procedures and operations of community college programs.

Modern office practices, procedures, methods, and equipment.

Modern principles, practices, methods and techniques of administration.

Operation of computer, peripherals and software programs, including student information systems, database management, spreadsheet, word processing and specialized software.

Oral and written communication skills.

Participatory governance.

Principles and practices of financial record keeping and reporting.

Principles and practices of training, supervision and performance evaluation.

Statistical procedures and mathematical concepts.

Strategic planning and organizational skills.

Ability to:

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

South Orange County Community College District
Page 4 – Division Operations Manager

Ability to:

Establish and maintain effective and cooperative working relationships with those contacted in the course of work.

Implement and evaluate the operations of services to students.

Interpret, apply and explain complex and technical State and federal laws and regulations related to assigned program(s).

Learn applicable local, State and federal laws and regulations related to area of assignment.

Learn College organization, operations and objectives.

Learn District policies and procedures.

Learn and maintain current knowledge of Community Education, Emeritus Institute, Adult Education, and Outreach and Recruitment.

Learn the accreditation process.

Maintain records and prepare routine reports.

Maintain the security of confidential materials.

Make effective decisions under demanding timelines.

Manage operations, schedules, and personnel on a day-to-day basis and in a manner that focuses on short and long-term goals.

Meet schedules and timelines.

Negotiate contracts with vendors.

Operate a vehicle, observing legal and defensive driving practices.

Operate computer and applications software, including database management, spreadsheet, word processing and software related to area of assignment.

Operate office equipment such as computer, printer, calculator, copier and facsimile machine.

Participate in a variety of College and District committees, task forces and work groups.

Plan, schedule, organize, and implement multiple projects and programs.

Plan, organize, coordinate, implement and oversee a comprehensive office operation at a community college.

Prepare and administer budgets for assigned program areas.

Prepare oral and written reports and recommendations.

Relate effectively to people of varied academic, cultural and socioeconomic backgrounds using tact, diplomacy and courtesy.

Respond to requests and inquiries from the public.

Select, train, lead, manage, 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 effectively with others to achieve common goals and objectives.

Work independently with minimum administrative direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Standard office setting. Duties are performed primarily in an office environment sitting at a desk or computer workstation. Work also requires travel to various community locations to scout locations for classes, attend meetings or otherwise conduct work. Incumbents are subject to contact with students, frequent interruptions, noise from talking or office equipment and demanding legal, District and college timelines. At least minimal environmental controls to assure health and comfort.

South Orange County Community College District
Page 5 – Division Operations Manager

Physical Demands

Incumbents regularly sit for long periods, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates: April 11, 2017
Approved by the Board of Trustees:

ATTACHMENT 4

South Orange County Community College District

EMERGENCY AND BUSINESS CONTINUITY MANAGER – JC #819, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 10

DEFINITION

Plan, develop, implement, maintain and perform oversight of the College's comprehensive Emergency Operations Plan and Emergency Response Training Program, including emergency preparedness, emergency response and business continuity plans and programs; enable the campus to recognize and respond to emergencies effectively; manage incidents and implement a business continuity plan to expediently restore campus to full operation; coordinate and update plans; conduct training and drill activities for a variety of identified responders and response levels including, but not limited to, classroom training, table top drills, functional exercises and full deployment drills.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief of Police or other designee of the President.

Exercises functional and technical supervision over staff as assigned.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, develop, implement, oversee, review and evaluate innovative emergency management systems, plans and programs that create broad campus involvement with minimal maintenance; ensure all program components, such as Environmental Health and Safety, SC Police Department's Emergency Operations Center (EOC), including facilities, equipment, video management/access control systems and supplies, are in place to assure operational readiness and quick activation; provide continuity with EOC planning, training and operations and other campus emergency planning initiatives.

Develop innovative emergency training and education requirements and programs for all campus employees and other responders regarding emergency planning, preparedness and response, as well as large campus emergencies, disaster preparedness and timely response; develop skills of EOC responders to manage, coordinate and facilitate all drill and training activities to test and improve readiness of emergency responders.

Develop and implement a comprehensive emergency training calendar and schedule for faculty, staff and students.

Conduct training and workshops for all college stakeholders, to include parents and community as necessary.

Maintain up-to-date emergency management and business continuity plans and materials to include the emergency planning and business continuity website.

South Orange County Community College District
Page 2 – Emergency and Business Continuity Manager

Lead development of the Community Emergency Response Team (CERT) program modeled after the nation's Community Emergency Response Team program, including organizing and instructing at the annual training series.

Establish, train, and equip Community Emergency Response Teams to assist the SC police department in the event of a large scale emergency; coordinate and ensure approved training for those identified as SC's emergency responders.

Provide leadership and direction to administrators, deans, department managers and supervisors; establish and develop Emergency Management objectives; complete campus emergency communications as directed by the Lieutenant or Chief of Police.

Establish, equip, and maintain a College Emergency Operations Center and emergency pods used to store equipment to be utilized in the event of a large scale emergency.

Respond to campus emergencies and participate in response and restoration activities as necessary.

Update and maintain the college's Emergency Operations Plan which includes, but is not limited to, crime prevention and investigative policies and procedures for enforcing rules, regulations, emergency preparedness and response; and ensure compliance with all federal, State and local regulations and current best practices.

Maintain appropriate relationships with law enforcement emergency preparedness and response agencies and other government entities related to public safety and security of the campus community, such as the Orange County Sheriff's Department and Orange County Fire Authority.

Represent Saddleback College in the Orange County Operating Area (OA) and routinely attend meetings of the Orange County Emergency Managers Organization (OCEMO) to represent Saddleback College and to assist in developing Emergency Management policies and procedures; participate in various internal task forces and committees that relate to emergency management.

Lead college administrators and managers in the development of a Business Continuity Plan to systematically restore college services, including instruction, student services, and administrative services, to full operation after an emergency.

Work effectively and cooperatively with district services managers to coordinate business continuity plans for all relative district services departments including human resources, business services and information technology.

Develop and maintain working relationships with private, military, local, State and federal officials in order to keep up-to-date on current issues facing the emergency management community; collaborate routinely with Emergency Management-identified staff at all SC locations, buildings and medical centers.

Perform all job-related and other Police Department duties assigned by supervisor to meet operational requirements of the Saddleback College Police Department; represent the SCPD to college leaders regarding emergency management and provide analysis and information on complex issues to college leadership and to the Chief of Police; and provide briefings on current emergency management activities at various meetings.

South Orange County Community College District
Page 3 – Emergency and Business Continuity Manager

Assist in coordination of federal and State of California reimbursement claims post-disaster.

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 Public or Business Administration, Emergency Management or in a related field. A Master's degree is desirable but not required.

Experience:

A minimum of three years of increasingly responsible experience in disaster preparedness, emergency management or emergency preparedness, or equivalent combination of education and experience, including demonstrated experience in developing and maintaining standard operating procedures for all levels of emergencies and training staff in those procedures.

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 emergency services management.
Community colleges and their function in higher education.
Contract negotiation and compliance.
Correct English usage, grammar, composition, vocabulary, spelling and punctuation.
Critical issues and problems affecting community colleges.
Interpersonal skills including tact, patience, courtesy and diplomacy.
Environmental Protection Agency (EPA) compliance. (Preferred but not required.)
Local newspaper, radio, television and other communications media resources.
Missions, goals and policies of the district, the college and its president.
Objectives and interests of employee, student, and business/industry organizations and community groups impacting the district and its colleges.
Operation of computer, peripherals and software programs, including information systems, database management, spreadsheet, word processing and specialized software.
Organization, functions and inter-relationships of various operating units of the college.
Organizational and time management skills.
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 and procedures of business administration.
Solid understanding of emergency operations in a higher education setting.

South Orange County Community College District
Page 4 – Emergency and Business Continuity Manager

Ability to:

Anticipate and react independently and promptly to emergency situations; assess emergency conditions, establish priorities and issue appropriate orders/action to trained responders quickly and accurately.
Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
Be flexible to changing conditions and needs of the College.
Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.
Define problems, collect data, establish facts and draw valid conclusions.
Determine solutions and formulate recommendations.
Develop and evaluate data.
Develop and maintain internal communications programs to keep faculty and staff informed.
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.
Exercise initiative, discretion and critical judgment.
Formulate goals and objectives and expect to be evaluated upon them.
Initiate and manage timely and effective responses to emergency situations on campus.
Interact with District personnel, students and the public in planning and conducting emergency services and activities.
Interface, work and communicate with people of varied backgrounds and at all levels.
Interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract and concrete variables.
Learn the missions, goals and policies of the District, College and the President.
Maintain the highest level of confidentiality.
Meet schedules and timelines.
Multi-task and delegate assignments to others effectively.
Operate a computer using Microsoft Office, including Excel, Word and Outlook, the Internet and a database accounting system.
Organize existing resources to perform work effectively.
Perform mathematical concepts, probability and statistical inference.
Perform and/or train others in emergency training drills.
Perform work in a motivated, flexible and creative manner.
Plan to meet established and flexible timelines.
Plan, develop, organize, coordinate, implement and evaluate a comprehensive community college emergency services program.
Prepare and present effective speeches and oral and written reports, correspondence and presentations on complex topics related to assignment.
Prepare effective reports, correspondence and presentations.
Read, analyze and interpret the most complex documents.
Recognize critical elements of problems.
Relate effectively with people of varied academic, cultural and socio-economic backgrounds using tact, patience, diplomacy and courtesy.
Respect lines of communication.
Respond effectively to the most sensitive inquiries or complaints.
Speak and write effectively.
Train, motivate, develop, supervise, direct and evaluate the work of others.

South Orange County Community College District
Page 5 – Emergency and Business Continuity Manager

Ability to:

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Understand dynamics of developing and implementing the college's emergency response program and its relationship with City, County and national emergency agencies.

Understand emergency operations in a community college setting.

Understand priorities and meet deadlines.

Work as a team member.

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. May be required to work in outside weather conditions. At least minimal environmental controls to assure health and comfort.

Physical Demands

Incumbent regularly sits for long periods and may require rising and sitting repeatedly; walking short distances on a regular basis, traveling to various locations to attend meetings and conduct work; occasionally exposed to wet and/or humid conditions, extreme cold or heat and working near moving mechanical parts; may require climbing stairs and walking indoors or outdoors to various offices on campus; must regularly use hands and fingers to operate an electronic keyboard or other office machines, and is subject to repetitive motions using a computer keyboard. Usually moderate noise level with the distractions of a busy office. Reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; must see to read normal and fine print with the ability to adjust focus and operate computer; hear and understand voices over telephone and in person; and lift, carry, pull, grasp, and/or move objects weighing up to 25 pounds.

Finalized by Marlys Grodt and Associates: April, 2017

Approved by the Board of Trustees:

ATTACHMENT 5

South Orange County Community College District

INTERNAL AUDITOR – DISTRICT SERVICES – JC #827, Classified Management, Integrated Academic and Classified Administrator and Manager Salary Schedule 18

DEFINITION

To plan, manage and execute audit strategies and annual audit plans for the District; perform highly complex duties in planning, managing and conducting operational, compliance and financial audits; develop comprehensive reports of findings and recommendations; provide professional recommendations in formulating policy and procedures to ensure sound systems of internal control and compliance.

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 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 or designee of the Chancellor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Develop and implement an internal audit plan for the District that tests and evaluates compliance with federal, State of California and District policies and regulations; and determine the accuracy and reliability of accounting, financial, electronic data processing (EDP) systems and other operating controls.

Act as a liaison for external auditors to the District; assist the Vice Chancellor of Business Services in developing responses to discrepancies or adverse audit findings reported by the independent external auditor, including suggestions for taking corrective actions; and coordinate and directly assist with all audits conducted by outside agencies such as the Internal Revenue Service (IRS) and the Franchise Tax Board (FTB).

Review audit findings with supervisors and staff of areas being audited; conduct follow-up reviews on the status of recommendations made by both internal and external auditors and determine whether corrective action has been taken to improve deficient conditions.

Prepare and present reports identifying issues of noncompliance, commenting on lack of or inadequacy of existing policy, including recommendations for improvements in operations and controls.

Serve as a resource to improve the District-wide management of financial and operational responsibilities; conduct systematic audits; perform special audits as directed by senior management or the Board of Trustees; conduct individual and unannounced audits to discover misappropriation of assets or funds to prevent and/or discover fraud.

Review the means of safeguarding assets and, as appropriate, verify the existence of such assets.

Develop and implement audit activities and procedures; implement and update accounting procedures and systems; and recommend appropriate accounting treatment for year-end adjustments and closing activities.

Keep current on changes in State and federal laws, regulations or audit and compliance reviews related to California community colleges (Internal Revenue Service, State Chancellor's Office and other agencies), and bring new developments to the attention of appropriate District staff.

South Orange County Community College District
Page 2 - Internal Auditor

Establish and maintain an internal audit charter and department procedure manual.

Prepare written reports for senior management and the Board of Trustees (BOT); interpret results to improve audit program and audit coverage; and distribute a brief descriptive statement of work performed during each quarter.

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 finance, accounting, business administration or a closely related field.

Experience:

Five years of progressively responsible experience as an auditor with an internal auditing unit or with a commercial auditing firm in financial or operational auditing with direct experience in planning, organizing and independently performing audit tasks for financial audits, compliance audits, performance or operational audits, and internal control reviews.

Other Requirements:

Valid California driver's license. A valid license to practice as a Certified Public Accountant (CPA) or Certified Internal Auditor (CIA).

Knowledge of:

Capabilities of computer applications and hardware in the management of accounting systems.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies and objectives.

Generally accepted accounting principles and auditing standards, including government auditing standards.

Modern accounting and auditing software.

Record keeping procedures.

State and federal laws, regulations and audit and compliance requirements as they relate to community colleges, including Internal Revenue Service, State Chancellor's Office, Governmental Accounting Standards Board, and other regulatory agencies.

Ability to:

Analyze situations accurately and adopt an effective course of action.

Assess, analyze, implement and evaluate research project activities.

Communicate efficiently both orally and in writing.

Demonstrate skill in preparing concise and accurate written reports.

Establish and maintain effective working relationships with others.

Exercise sound judgment in determining and carrying out proper audit procedures.

Interpret, apply and explain laws, regulations, policies and procedures.

Maintain confidentiality regarding audit issues and findings.

Maintain highest levels of objectivity, professionalism, and integrity in all activities.

South Orange County Community College District
Page 3 - Internal Auditor

Ability to:

Make effective presentations to administrators and the Board of Trustees.
Meet schedules and time lines.
Plan and organize all auditing functions in a manner that produces effective and efficient results.
Plan, organize and prioritize work.
Supervise, train and provide work direction to others.
Understand and follow oral and written directions.
Work independently with little direction.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

Physical Demands:

Incumbents regularly sit 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, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate computer; hear and understand voices over telephone and in person; and lift, carry, and/or move objects weighing up to 10 pounds.

Finalized by Marlys Grodt and Associates: April 3, 2017
Approved by the Board of Trustees:

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Adopt Resolution No. 17-12: Classified Employee/Position Layoff

ACTION: Approval

BACKGROUND

As a result of lack of funds and/or lack of work, it is necessary to reduce nine (9) classified positions through layoff.

STATUS

The fourteen (14) classified positions shown in Exhibit A shall be eliminated. Four (4) bargaining unit employees are enrolled in the PARS supplemental retirement plan (SRP). In addition, one (1) classified manager is enrolled in the PARS SRP. Order of layoff shall be determined in accordance with the Education Code 88017 and the collective bargaining agreement as applicable.

RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt Resolution No. 17-12 to approve the reduction and/or discontinuance of classified service positions as shown in Exhibit A.

South Orange County Community College District

**GOVERNING BOARD
RESOLUTION 17-12**

CLASSIFIED LAYOFF RESOLUTION

BE IT RESOLVED that the Governing Board of the South Orange County Community College District, pursuant to the recommendation of the Chancellor, hereby determines that the following classified positions be eliminated, as of April 24, 2017 due to a lack of work and/or lack of funds:

<u>Number of Positions</u>	<u>Job Classification</u>	<u>Assigned Time</u>	<u>Disposition</u>
<i>1</i>	<i>Director, Child Development Center Irvine Valley College Position ID#: P0004546</i>	<i>40 hours/week</i>	<i>Eliminate</i>
<i>2</i>	<i>Senior Child Development Specialist Irvine Valley College Position ID#: P0003336 P0003274</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>
<i>10</i>	<i>Child Development Specialist Irvine Valley College Position ID#: P0003225 P0003344 P0003193 P0003413 P0003266 P0003927 P0003392 P0003285 P0003515 P0003441</i>	<i>27.5 hours/week 12 months/year</i>	<i>Eliminate</i>
<i>1</i>	<i>Administrative Assistant Irvine Valley College Position ID#: P0003279</i>	<i>40 hours/week 12 months/year</i>	<i>Eliminate</i>

BE IT FURTHER RESOLVED by the Governing Board as follows:

1. That due to a lack of work and/or lack of funds, the number of classified positions and/or employees and the amount of service rendered shall be reduced by layoff as specified above, pursuant to Education Code Section 88127 and Article 17 of the Collective Bargaining Agreement (“Agreement”) between the District and the California School Employees Association – Chapter 586, as applicable.
2. That the Chancellor, or her designee, is directed to give notice of layoff to the affected classified employees pursuant to the requirements of law and the Agreement.
3. That said layoffs shall become effective on June 30, 2017 subject to negotiations to the extent required by law.
4. That employees laid off pursuant to this Resolution shall be eligible for reemployment pursuant to Education Code Section 88117 and, as applicable, the Agreement, Article 17.

South Orange County Community College District

**GOVERNING BOARD
RESOLUTION 17-12 (continued)**

The foregoing resolution is hereby ratified by the South Orange County Community College District Governing Board on the 24th day of April, 2017 by the following vote.

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

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College and Irvine Valley College: Professors of the Year

ACTION: Information

BACKGROUND

The James Hines Teacher of the Year Foundation annually provides substantial awards to Orange County's outstanding classroom teachers. The awards honor teachers who have inspired and enabled students to improve their lives in ways specifically attributed to the teachers. Each year among the honorees is an Orange County community college faculty member currently employed in one of the Orange County community college districts. Nominees for the community college award are selected by the community colleges in Orange County.

STATUS

For the selection process for the community college award, Saddleback College and Irvine Valley College follow the guidelines established by the Orange County Department of Education. A committee to screen nominees was formed at each college by the Saddleback College Associated Student Government and the Associated Students of Irvine Valley College. The committees included administrators, faculty, and students who made the final selection. The names were forwarded to the academic senates at Saddleback College and Irvine Valley College and were approved by the appropriate college senate.

Saddleback College is proud to announce Basil Smith, Division of Liberal Arts, as the 2017 Full-Time Professor of the Year; Tracey Magrann, Division of Health Sciences and Human Services, as the Part-Time Professor of the Year; and Susan Hecht as the Emeritus Institute Professor of the Year.

Irvine Valley College is proud to announce Michael Cassens, School of Social and Behavioral Sciences, as the 2017 Full-Time Professor of the Year; Rick Schank, School of the Arts, as the Part-Time Professor of the Year; and Judith Shields as the Emeritus Institute Professor of the Year.

The names of the full-time professors of the year will be forwarded to the Orange County Department of Education for the county-wide competition.

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

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Saddleback College and Irvine Valley College: Speakers

ACTION: Information

BACKGROUND

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

STATUS

Administrative Regulation 6140 requires that the Board of Trustees be notified, at each board meeting, of speakers who have been invited to speak and/or who have spoken at the colleges since the last board meeting. Exhibit A lists invited speakers and other pertinent information.

SPEAKERS APPROVED BY CHANCELLOR/COLLEGE PRESIDENT

SADDLEBACK COLLEGE

<i>Presentation Date/Time</i>	<i>Location</i>	<i>Faculty Member</i>	<i>Course Title/Activity</i>	<i>Speaker</i>	<i>Topic</i>
3/7/17 6:00pm	BGS 132	Barbara Schiehold	STUDIO 1	Ken Winovitch	Making Material boards for Interior Design
3/9/17 6:00pm	BGS 132	Barbara Schierhold	STUDIO 1	Francisco Leon	Faux Finishing as Used for Residential Interiors
3/8/17 3:00pm	BGS 327	Emily Quinlan	Pre Law Society	Bernadette Agaton, JD	Dean for Cal Southern University Law School Speaking on Behalf of the Program
3/29/17 9:00am	HS 208	CNSA Club Anne Lawson	CNSA Club Meeting	Maria-Jean Caterinicchio	Effective Interviewing & Resume-Building for Nursing Students
3/27/17 6:00pm	BGS 254	Jane Medling	Accounting Society Club Meeting	Natasha Mohammed	Orange County Credit Union "Money & Banking"
3/27/17 6:00pm	BGS 254	Jane Medling	Accounting Society Club Meeting	Jennifer Nguyen	Money & Banking
4/10/17 6:00pm	BGS 254	Jane Medling	Accounting Society Club Meeting	Miriam Martinez	Resume Writing
4/10/17 6:00pm	BGS 254	Jane Medling	Accounting Society Club Meeting	Sandra Villafan	Interviewing Skills
4/5/17 6:00pm	BGS 358	Allanah Rosenberg	Alpha Gamma Sigma Club	Raymond Patnoe	Discovering Personal Direction
4/6/17 3:15pm	Mission Viejo High School	Brent Pillsbury	BUS1 / Intro to Business	Sam Pontrelli	Marketing
4/12/17 6:00pm	SSC 211	Scott Fredrickson	Business Club	Christopher Trujillo	Technology Talk
4/19/17 1:15pm	HS 208	Anne Lawson, Faculty Advisor	CNSA Club Meeting	Julia Schrofer	Experiences in Trauma Nursing
4/26/17 9:30am	BGS 144	Lori Hoolihan	FN50 / Fundamentals of Nutrition	George Decker	Food Safety
4/26/17 11:00am	BGS 144	Lori Hoolihan	FN50 / Fundamentals of Nutrition	George Decker	Food Safety

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: Staff May Respond to Public Comments from the Previous Board Meeting

ACTION: None

BACKGROUND

Members of the public may address the Board on any item on the closed or open session agenda following "Procedural Matters" or during consideration of the item. Items not on the agenda that are within the subject matter jurisdiction of the Board may also be addressed at that time.

At the Board of Trustees organizational meeting on December 12, 2016, the Board requested that a standing monthly item be included on the agenda to allow for staff to respond to public comments from the previous board meeting.

STATUS

A public comment response from staff was not requested during last month's board meeting.

TO: Board of Trustees

FROM: Debra L. Fitzsimons, Interim Chancellor

RE: SOCCCD: Basic Aid Report

ACTION: Information

BACKGROUND

The District returned to Basic Aid status in FY 1999-2000. The Board of Trustees has requested regular information reports about projected basic aid receipts and approved projects.

STATUS

As of March 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.

There were no changes for the FY 2016-2017 Basic Aid allocation from the March, 2017 Board report.

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
April 24, 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>
CLOSED PROJECTS							
CLOSED PROJECTS TOTAL	221,722,480	205,105,424	1,499,782	9,143,250	2,354,029	3,333,662	286,333
CAPITAL PROJECTS							
ATEP Building Demolition (2007)	13,700,000	2,294,413	109,025	1,744,947	2,741,440	22,998	6,787,177
ATEP First Building Phase 3A (2011)	26,300,000	-		761	336,973	1,985,988	23,976,278
ATEP Operating Budget* (2006)	14,231,115	10,905,745	564,290	579,960	622,701	110,430	1,447,990
ATEP Site Development (2013)	8,500,000	-	693,427	681,207	986,687	1,054,743	5,083,935
ATEP Staffing, Equipment, Program Development (2007)	891,611	829,159	7,785	14,204	2,026	-	38,437
ATEP 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 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
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
CAPITAL PROJECTS TOTAL	270,018,984	17,121,402	3,316,677	14,911,189	41,191,360	40,317,370	153,160,985
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
SCHEDULED MAINTENANCE PROJECTS TOTAL	4,681,005	-	62,482	401,295	318,298	564,421	3,334,509

South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
April 24, 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>
IT PROJECTS							
Campus Desktop Refresh (2013)	4,249,334	-	648,198	843,987	1,913,336	306,537	537,276
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)	14,087,000	16,131	150,433	1,971,236	5,586,580	3,506,054	2,856,565
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 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, SI, 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
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)	317,800	-				73,482	244,318
SOCCCD Workday Student Influencer Program (2016)	375,000	-				15,211	359,789
IT PROJECTS TOTAL	63,718,716	7,334,032	3,847,703	9,123,431	12,384,825	9,295,307	21,733,418

**South Orange County Community College District
Expenditure History for Approved Basic Aid Projects
April 24, 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>
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
OTHER ALLOCATIONS TOTAL	111,804,421	39,697,620	19,083,461	3,896,083	738,848	18,772,946	29,615,463

BASIC AID PROJECT TOTALS	671,945,606	269,258,478	27,810,105	37,475,247	56,987,360	72,283,706	208,130,709
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Commitments	380,742,189	70,406,108	54,193,413	45,306,580	61,387,393	59,909,924
Cumulative Commitments	380,742,189	451,148,297	505,341,710	550,648,290	612,035,682	671,945,606
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	671,945,606
Uncommitted Basic Aid Funds	163,998,134	183,076,427	189,389,450	184,061,515	164,450,756	14,830,996

Approved Amount

Change from March 2017 Report:

Total Change from March 2017 Report	-	-	-	-	-	-	-
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TO: Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
RE: SOCCCD: Facilities Plan Status Report
ACTION: Information

BACKGROUND

On August 30, 2004, the Board of Trustees received a list of projects under consideration for local funding and a report on the status of each project. The Board requested to be kept informed about these and other facilities projects.

STATUS

(EXHIBIT A) provides an up-to-date report on the status of current construction projects.

FACILITIES PLAN STATUS REPORT

April 24, 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. The next EFMP process is scheduled for FY 2016-2017.

SADDLEBACK COLLEGE

1. SCIENCES BUILDING

Project Description: This project is a new three story building of 51,197 assignable square feet (ASF), 81,980 gross square feet (GSF) dedicated to the Sciences programs. The Biology, Chemistry, Marine Science, Geology, Physics and Astronomy programs will all be relocated from the existing Math Science Building. The space vacated within the existing Math Sciences Building will remain inactive until funds are available for a separate capital outlay project that will reconstruct the space into additional mathematics and general instructional classroom space. The new Sciences Building, located adjacent to the Student Services Center, will consist of primarily lab classroom and support space with some lecture classroom space and offices.

Start Preliminary Plans	April 2011	Award Construction Contract	Nov 2013
Start Working Drawings	March 2012	Complete Construction	June 2016
Complete Working Drawings	Jan 2013	Advertise for FF&E	Nov 2015
DSA Final Approval	June 2013	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 8/26/08, 10/27/08, 4/27/09, 6/22/09, 5/24/10, 2/28/2011 and 8/24/2012. On February 28, 2011, the Board reassigned \$14,789,346 from other Saddleback College projects and applied \$29,000,000 in basic aid to partially fund the Sciences building after three years with no state funding. On August 27, 2012, the Board approved \$11,179,000. In August, 2013, the project budget escalated to \$59,050,000. On October 28, 2013, the Board approved fund reassignment from the ATAS Renovation project 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	March 2014	Award Design/Build Contract	Aug 2016
Start Working Drawings	Sept 2016	Complete Construction	Jan 2019
Complete Working Drawings	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.

	Original	Revision	Total
Project Budget:	\$14,530,000	\$47,700,000	\$62,230,000
District Funding Commitment	\$14,530,000	\$47,700,000	\$62,230,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$14,530,000	\$24,995,000	\$39,525,000
College Contribution:	\$0	\$22,705,000	\$22,705,000

Status: Design Development: 100% Complete.

In Progress: Review 100% Design Development submission drawings and provide comments to contractor.

Recently Completed: Issuance of agreements for Building Enclosure, Commissioning and Supplementary Geotechnical Consultants. Receipt of 100% Design Development Document package.

Focus: Draft preliminary furniture, fixtures and equipment (FF&E) list for 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	July 2005	Award Construction Contract	Pending
Start Working Drawings	Sept 2011	Complete Construction	Pending
Complete Working Drawings	Dec 2013	Advertise for FF&E	Pending
DSA Final Approval	Pending	DSA Close Out	Pending

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: Perform curriculum assessment to determine how best to address future needs for the programs.

Recently Completed: DSA submittal on hold.

Focus Issue: Staff and division considering alternate building approach. Evaluating program, overall scope, budget and schedule to determine how best to meet project needs.

5. TECHNOLOGY AND APPLIED SCIENCE (TAS) SWING SPACE II PROJECT

Project Description: This project adds renovation of three Science Math building classrooms and one support space to further addresses the Swing Space needs for the TAS Renovation project. Existing Village portables 30 and 32 will be deactivated.

Start Preliminary Plans	March 2017	Award Construction Contract	May 2017
Start Working Drawings	April 2017	Complete Construction	Aug 2017
Complete Working Drawings	May 2017	Advertise for FF&E	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board agenda action on 8/27/2012, 6/17/2013 and 6/23/2014. On August 27, 2012, the Board approved \$5,807,000 to fund the original project budget. On June 17, 2013, and June 23, 2014 the Board approved additional funding of \$3,714,000 and \$729,000 respectively. This Phase II project will draw from established Swing Space funding.

	Original	Revision	Total
Project Budget:	\$5,807,000	\$4,443,000	\$10,250,000
District Funding Commitment:	\$5,807,000	\$4,443,000	\$10,250,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$5,807,000	\$4,443,000	\$10,250,000

Status: Design Phase. Define scope to meet demolition and electrical, and telecommunication system modifications.

In Progress: Revise the initial Swing space scope to include spaces in MSE Building. Perform site walk to determine existing conditions and discuss needs with Dean and end users.

Recently Completed: Programming Phase. Meeting with VPI, Dean and facilities staff.

Focus: Prepare construction documents for bid, perform environmental review, and develop move scope.

6. 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	July 2012	Award Construction Contract	Jan 2016
Start Working Drawings	Jan 2014	Complete Construction	Jan 2017
Complete Working Drawings	Nov 2014	Advertise for FF&E	N/A
DSA Final Approval	Sept 2015	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: *100% Complete.*

In Progress: *DSA Certification. Warranty period. Final change order on this month's Board agenda for ratification.*

Recently Completed: *Final punch list. Negotiate final change order. Obtained BIM As-Built.*

Focus: *Ensure DSA submittals are complete for certification.*

7. GATEWAY PROJECT

Project Description: This proposed project will construct a new three story building of 52,156 assignable square feet (ASF), 77,985 gross square feet (GSF) and will provide a new highly integrated space for student services and consolidated and expanded interdisciplinary instructional space. This building, located west of the existing Health/Sciences building, will collocate and expand student services currently dispersed at opposite ends of the campus. In addition, this project will reduce/remove the need for portable buildings and set the stage for the Student Services building renovation.

Start Preliminary Plans	Pending	Award Construction Contract	Pending
Start Working Drawings	Pending	Complete Construction	Pending
Complete Working Drawings	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: Community college projects were identified for the first and second year funding release. Typically if projects are not funded, they must be re-submitted in the following year to 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: Review current enrollments and space inventory to maximize project points.

IRVINE VALLEY COLLEGE

1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

Project Description: This project provided a new two story building of 31,275 assignable square feet (ASF), 58,625 gross square feet (GSF) dedicated to Performing Arts. It includes a performing arts auditorium with stage, a black box theater, faculty offices, classroom lab space and various support areas for Fine and Applied Arts. The project was complete and occupied in early 2007 using a multiple prime contract delivery method.

Start Preliminary Plans	Dec 2003	Award Construction Contract	Jan 2006
Start Working Drawings	April 2004	Complete Construction	June 2007
Complete Working Drawings	Dec 2004	Advertise for FF&E	Jan 2007
DSA Final Approval	Aug 2005	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report FY 2003-2004 and FY 2007-2008.

Original	Revision	Total
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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: *All final documentation for certification has been submitted.*

Recently Completed: *Final project costs and Final Verified Reports have been submitted to DSA.*

Focus: *Awaiting DSA acceptance of final documentation and issuance of Certification letter.*

2. LIFE SCIENCES PROJECT

Project Description: This project is a new two story building of 19,584 assignable square feet (ASF) and 30,267 gross square feet (GSF). The Life Science programs were relocated from the A-400 building. The vacated building was demolished to make way for a new facility that will house Liberal Arts programs. The Life Sciences building, located on the south east portion of the Sciences Quad, consist primarily of lab classrooms and support space with some lecture classroom space and offices.

Start Preliminary Plans	Nov 2008	Award Construction Contract	April 2011
Start Working Drawings	April 2010	Complete Construction	March 2014
Complete Working Drawings	June 2010	Advertise for FF&E	Sept 2013
DSA Final Approval	Dec 2010	DSA Close Out	May 2014

Budget Narrative: Budget reflects Board agenda action on 6/22/2004, 5/23/2005, 3/24/2008, 4/27/2009, 5/24/2010 and 6/17/2013. The original project budget totaled \$24,861,000. The project budget was reduced to \$20,490,000 when a lower-than-estimated bid was received and the state reduced their match to \$13,568,000. When the state indicated they may not have funds for their match, the Board allocated a portion of the state's short fall using basic aid funding for a funded total of \$17,410,000 with all overage returned to basic aid upon reimbursement.

	Original	Revision	Total
Project Budget:	\$24,861,000	\$ (4,371,000)	\$20,490,000
District Funding Commitment:	\$ 7,468,000	\$ (546,000)	\$ 6,922,000
Anticipated State Match:	\$17,393,000	\$ (3,825,000)	\$13,568,000
Basic Aid Allocation:	\$ 1,113,000	\$ 5,809,000	\$ 6,922,000

Status: Final "first year discovery" items to be completed.

In Progress: *Developing scope of work descriptions for bid.*

Recently Completed: *Review with college facilities group for best value project approach.*

Focus: Completion of “first year discovery” items. Final closeout of project budget.

3. BARRANCA ENTRANCE

Project Description: This project creates a new signalized entrance with vehicular, bicycle and pedestrian access including landscaping and leading to the college perimeter road from Barranca Parkway.

Start Preliminary Plans	Feb 2010	Award Construction Contract	May 2016
Start Working Drawings	March 2011	Complete Construction	Mar 2017
Complete Working Drawings	March 2011	Advertise for FF&E	N/A
DSA Final Approval	Dec 2012	DSA Close Out	Pending

Budget Narrative: Budget reflects Board agenda action on 4/27/2009. The current basic aid assignment of \$2,850,000 is considered sufficient to meet project costs.

	Original	Revision	Total
Project Budget:	\$2,850,000	\$0	\$2,850,000
District Funding Commitment:	\$2,850,000	\$0	\$2,850,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$2,850,000	\$0	\$2,850,000

Status: Construction Phase: 95% Complete. *Inspection coordination with the City of Irvine is continuing.*

In Progress: *Final installation of traffic signals and final inspection and acceptance of landscaping.*

Recently Completed: *First phase of traffic striping completed. Southern California Edison has approved traffic signal controller installation and final power rough-in.*

Focus: *Completion of traffic signal installation and connector road opening. Receipt of final close-out submittals.*

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	May 2012	Award Construction Contract	July 2014
Start Working Drawings	Jan 2013	Complete Construction	Aug 2016
Complete Working Drawings	Dec 2013	Advertise for FF&E	Feb 2016
DSA Final Approval	June 2014	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 *addressing* access compliance issues identified during 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)	\$36,125,000
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:	\$0	\$0	\$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: Community college projects were identified for the first and second year funding release. Typically if projects are not funded, they must be re-submitted in the following year to 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: *Review current enrollments and space inventory to maximize project points.*

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 Drawings	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: Develop Design-Build criteria including demand versus solar capacity assessment. Economic feasibility study to maximize return on solar power installation.

Recently Completed: *Award Design-Build Consultant agreement. Verify electrical service and capacities.*

Focus: *Complete economic analysis and solar power distribution alternatives.*

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: The number of prequalification submissions was insufficient to arrive at best value selection. Staff is recommending Design-Bid-Build procurement *and have provided a recommendation for associated Architectural Services on this month's April Board agenda.*

Recently Completed: Two Prequalification submissions for Design-Build *Entities* were received.

Focus: Modify design approach to arrive at Design-Bid-Build procurement.

ATEP

1. ATEP DEMOLITION

Project Description: This project is for demolition of the facilities and infrastructure of the former Tustin Marine Corps Air Station is required to facilitate the development of the ATEP site. This project was undertaken in a number of phases, six are complete, with one additional required after the land exchange between the County and SOCCCD is complete. The schedule below reflects the most recently completed phase.

Start Preliminary Plans	Jul 2013	Award Construction Contract	Nov 2014
Start Working Drawings	Jul 2013	Complete Construction	Jul 2015
Complete Working Drawings	Apr 2014	Advertise for Equipment	N/A
DSA Final Approval	N/A	DSA Close Out	N/A

Budget Narrative: Budget reflects Board action on 4/22/2004 and 6/17/2013.

	Original	Revision	Total
Project Budget:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
District Funding Commitment:	\$ 7,000,000	\$ 6,700,000	\$13,700,000
Anticipated State Match:	\$0	\$0	\$0
Basic Aid Allocation:	\$ 7,000,000	\$ 6,700,000	\$13,700,000

Status: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

In Progress: 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	Oct 2014	Award <i>Design-Build</i> Contract	June 2015
Start Working Drawings	July 2015	Complete Construction	Dec 2017
Complete Working Drawings	March 2016	Advertise for FF&E	Aug 2017
DSA Final Approval	Sept 2016	DSA Close Out	Pending

Budget Narrative: Budget reflects Board action on 2/28/2011, 6/23/2014, 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	\$27,550,000
District Funding Commitment:	\$23,000,000	\$ 3,300,000	\$26,300,000
Anticipated State Match:	\$0	\$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: 23% complete.

In Progress: *Steel Erection.*

Recently Completed: *Steel fabrication and concrete placement for building slab on grades.*

Focus: Final review of project Audio Visual and IT components. Begin furniture selection process. Evaluate 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	Oct 2015	Award Construction Contract	Oct 2016
Start Working Drawings	Nov 2015	Complete Construction	Dec 2017
Complete Working Drawings	Mar 2016	Advertise for FF&E	N/A
DSA Final Approval	Jun 2016	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: 7% complete

In Progress: *Utility pipeline installations.*

Recently Completed: *Rough grading of new roads. Approval of utility plans by Irvine Ranch Water District and final design from Southern California Edison.*

Focus: Construction coordination between Infrastructure, IVC First Building and City of Tustin Victory Road contractors. .

DISTRICT WIDE

1. 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	Jan 2017	Start Plan Development	Feb 2017
Start Research/Analysis	Jan 2017	Complete Plan	May 2017
Complete Research/Analysis	Feb 2017	Final Plan	June 2017

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: Plan Development: 50% Complete.

In Progress: *Begin plan review process.*

Recently Completed: *Steering Committee visioning meeting #2. Collection of energy use and other facilities related data for Saddleback and IVC.*

Focus: Obtain input on plan by Steering Committee.

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:	\$N/A	\$N/A	\$N/A
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.

3. TECHNOLOGY CONSULTANT FOR CAPITAL CONSTRUCTION

Project Description: This project develops districtwide technology and building access standards for capital construction projects. The standards will assist current and future design teams in developing construction documents and will establish design guidelines for telecommunications / network infrastructure and associated equipment.

<i>Kick Off</i>	<i>Pending</i>	<i>Start Report Development</i>	<i>Pending</i>
<i>Start Research/Analysis</i>	<i>Pending</i>	<i>Complete Report</i>	<i>Pending</i>
<i>Complete Research/Analysis</i>	<i>Pending</i>	<i>Final Report</i>	<i>Pending</i>

Budget Narrative: Budget reflects Board action on 8/22/2016.

	<i>Original</i>	<i>Revision</i>	<i>Total</i>
<i>Project Budget:</i>	<i>\$460,000</i>	<i>\$0</i>	<i>\$460,000</i>
<i>District Funding Commitment:</i>	<i>\$460,000</i>	<i>\$0</i>	<i>\$460,000</i>
<i>Anticipated State Match:</i>	<i>\$N/A</i>	<i>\$N/A</i>	<i>\$N/A</i>
<i>Basic Aid Allocation:</i>	<i>\$460,000</i>	<i>\$0</i>	<i>\$460,000</i>

Status: Bidding: RFQ&P has been advertised.

In Progress: Receipt of submissions is pending.

Recently Completed: Advertisement of RFQ&P.

Focus: Proposal evaluation.

5. MAPPING AND CONDITION ASSESSMENT

Project Description: This project accurately and comprehensively documents the horizontal and vertical positions of underground utilities, i.e. electrical, natural gas, storm drain, sanitary sewer, telecommunication, fiber optic, non-potable irrigation, and

domestic/ fire water. The existing condition of each will be assessed. Accurate utility information assists design teams when developing construction documents preventing construction delays, claims, and major utilities conflicts.

<i>Kick Off</i>	<i>Pending</i>	<i>Start Report Development</i>	<i>Pending</i>
<i>Start Research/Analysis</i>	<i>Pending</i>	<i>Complete Report</i>	<i>Pending</i>
<i>Complete Research/Analysis</i>	<i>Pending</i>	<i>Final Report</i>	<i>Pending</i>

Budget Narrative: *Budget reflects Board action on 8/22/2016.*

	<i>Original</i>	<i>Revision</i>	<i>Total</i>
<i>Project Budget:</i>	<i>\$400,000</i>	<i>\$0</i>	<i>\$400,000</i>
<i>District Funding Commitment:</i>	<i>\$400,000</i>	<i>\$0</i>	<i>\$400,000</i>
<i>Anticipated State Match:</i>	<i>\$N/A</i>	<i>\$N/A</i>	<i>\$N/A</i>
<i>Basic Aid Allocation:</i>	<i>\$400,000</i>	<i>\$0</i>	<i>\$400,000</i>

Status: *Programming Phase: Define project scope and collect existing information.*

In Progress: *Schedule walkthrough meetings with Maintenance and Operations department at both Colleges.*

Recently Completed: *Collect As-Built Drawings and assessment reports previously developed.*

Focus: *Complete the scope of services and issue RFQ&P.*

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 March 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 March 31, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Actual Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
BEGINNING FUND BALANCE:		\$ 59,340,815	59,340,815	59,340,815	100.00%
REVENUES:					
Federal Sources	8100-8199	\$ 4,232,583	5,108,016	1,358,612	26.60%
State Sources	8600-8699	46,456,156	53,555,408	41,361,088	77.23%
Local Sources	8800-8899	224,530,310	226,161,511	159,592,770	70.57%
Other Financing Sources	8900-8912	0	0	0	
Total Revenue		275,219,049	284,824,935	202,312,470	71.03%
INCOMING TRANSFERS	8980-8989	4,107,009	4,107,009	3,179,500	77.42%
TOTAL SOURCES OF FUNDS		\$ 338,666,873	348,272,759	264,832,785	76.04%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 86,730,335	90,369,820	65,419,435	72.39%
Other Staff Salaries	2000-2999	54,253,223	56,220,962	34,027,227	60.52%
Employee Benefits	3000-3999	50,476,683	51,238,545	33,726,183	65.82%
Supplies & Materials	4000-4999	7,659,548	7,140,183	2,751,303	38.53%
Services & Other Operating	5000-5999	30,037,802	32,684,758	15,503,715	47.43%
Capital Outlay	6000-6999	16,595,642	17,129,735	4,606,144	26.89%
Payments to Students	7500-7699	1,046,089	2,156,828	1,354,280	62.79%
Total Expenditures		\$ 246,799,322	256,940,831	157,388,287	61.25%
OTHER FINANCING USES:					
Debt Service	7100-7199	0	0	0	
Inter Fund Transfers Out	7300-7399	\$ 750,000	750,000	600,000	80.00%
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	24,250,000	42.63%
TOTAL USES OF FUNDS		303,678,879	313,820,388	181,638,287	57.88%
ENDING FUND BALANCE		\$ 34,987,994	34,452,371	83,194,498	
RESERVES					
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	7,881,573		
TOTAL RESERVES		\$ 34,987,994	34,452,371		

NOTE: As of March 31, 2016 actual revenues to date were **72.77%** and actual expenditures to date were **49.38%** of the revised budget to date.

SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary
As of March 31, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		\$ 15,808,203	15,808,203	15,808,203	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 100,636,449	100,636,449	69,914,245	69.47%
Restricted Budget Allocation		28,755,407	32,151,869	24,632,035	76.61%
Total Revenue		129,391,856	132,788,318	94,546,280	71.20%
INCOMING TRANSFERS	8980-8989	3,302,005	3,302,005	2,716,091	82.26%
TOTAL SOURCES OF FUNDS		<u>\$ 148,502,064</u>	<u>151,898,526</u>	<u>113,070,574</u>	74.44%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	\$ 54,263,994	55,830,485	39,270,109	70.34%
Other Staff Salaries	2000-2999	27,571,323	28,491,193	16,774,962	58.88%
Employee Benefits	3000-3999	28,347,162	28,782,417	18,788,816	65.28%
Supplies & Materials	4000-4999	5,434,219	4,616,275	1,628,712	35.28%
Services & Other Operating	5000-5999	13,670,310	14,442,979	7,098,375	49.15%
Capital Outlay	6000-6999	11,020,064	10,944,941	2,516,074	22.99%
Payments to Students	7500-7699	694,992	1,290,236	801,468	62.12%
Total Expenditures		\$ 141,002,064	144,398,526	86,878,516	60.17%
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%
TOTAL USES OF FUNDS		<u>141,502,064</u>	<u>144,898,526</u>	<u>87,128,516</u>	60.13%
LOCATION OPERATING BALANCE		<u>\$ 7,000,000</u>	<u>7,000,000</u>	<u>25,942,058</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>\$ 7,000,000</u>	<u>7,000,000</u>		

NOTE: As of March 31, 2016 actual revenues to date were **71.34%** and actual expenditures to date were **59.02%** of the revised budget to date.

IRVINE VALLEY COLLEGE

General Fund Income and Expenditure Summary
As of March 31, 2017

REVENUES, EXPENDITURES AND CHANGE IN FUND BALANCE		Adopted Budget	Revised Budget	Beg Bal & Receipts/ Expenditures	% Actual to Revised
SOURCES OF FUNDS					
LOCATION BEGINNING BALANCE		6,619,666	6,619,666	6,619,666	100.00%
REVENUES:					
Unrestricted Budget Allocation		\$ 60,296,673	61,796,673	43,221,942	69.94%
Restricted Budget Allocation		15,087,393	19,735,926	15,180,915	76.92%
Total Revenue		75,384,066	81,532,599	58,402,857	71.63%
INCOMING TRANSFERS	8980-8989	610,004	610,004	371,977	60.98%
TOTAL SOURCES OF FUNDS		<u>82,613,736</u>	<u>88,762,269</u>	<u>65,394,500</u>	73.67%
USES OF FUNDS					
EXPENDITURES:					
Academic Salaries	1000-1999	30,666,733	32,739,727	25,327,248	77.36%
Other Staff Salaries	2000-2999	17,795,118	18,847,479	11,520,717	61.13%
Employee Benefits	3000-3999	17,446,749	17,773,789	12,265,440	69.01%
Supplies & Materials	4000-4999	2,107,824	2,394,624	1,043,015	43.56%
Services & Other Operating	5000-5999	7,572,826	9,417,893	4,236,412	44.98%
Capital Outlay	6000-6999	5,256,193	5,840,592	1,998,387	34.22%
Payments to Students	7500-7699	351,097	866,592	552,812	63.79%
Total Expenditures		81,196,540	87,880,696	56,944,031	64.80%
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	
TOTAL USES OF FUNDS		<u>81,196,540</u>	<u>87,880,696</u>	<u>56,944,031</u>	64.80%
LOCATION OPERATING BALANCE		<u>1,417,196</u>	<u>881,573</u>	<u>8,450,469</u>	
RESERVES					
Reserve for Economic Uncertainties		<u>1,417,196</u>	<u>881,573</u>		

NOTE: As of March 31, 2016 actual revenues to date were **73.08%** and actual expenditures to date were **62.66%** of the revised budget to date.

TO: Board of Trustees
FROM: Debra L. Fitzsimons, Acting Chancellor
RE: SOCCCD: Quarterly Financial Status Report
ACTION: Information

BACKGROUND

Title 5, California Code of Regulations, Section 58310 requires each community college district to prepare a Quarterly Financial Status Report based on measurements and standards as established by the Board of Governors and certified on forms provided by the Chancellor no later than forty-five days following completion of each quarter.

STATUS

The California Community Colleges Quarterly financial Status Report for SOCCCD, as of March 31, 2017 for FY 2016-2017, is attached ((EXHIBIT A) for the Board of Trustees' information and review.

CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-31 IQ

[VIEW QUARTERLY DATA](#)

[CHANGE THE PERIOD](#) ▼

Fiscal Year: 2016-2017

District: (890) SOUTH ORANGE

Quarter Ended: (Q3) Mar 31, 2017

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2013-14	Actual 2014-15	Actual 2015-16	Projected 2016-2017

I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	196,304,963	211,462,493	242,408,781	232,861,216
A.2	Other Financing Sources (Object 8900)	0	0	493,350	4,107,009
A.3	Total Unrestricted Revenue (A.1 + A.2)	196,304,963	211,462,493	242,902,131	236,968,225
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	147,552,068	155,345,822	175,141,624	196,495,897
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	39,024,983	45,826,804	64,756,402	56,631,757
B.3	Total Unrestricted Expenditures (B.1 + B.2)	186,577,051	201,172,626	239,898,026	253,127,654
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	9,727,912	10,289,867	3,004,105	-16,159,429
D.	Fund Balance, Beginning	27,594,916	37,322,828	47,612,695	50,616,800
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	Adjusted Fund Balance, Beginning (D + D.1)	27,594,916	37,322,828	47,612,695	50,616,800
E.	Fund Balance, Ending (C. + D.2)	37,322,828	47,612,695	50,616,800	34,457,371
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	20%	23.7%	21.1%	13.6%

II. Annualized Attendance FTES:

G.1	Annualized FTES (excluding apprentice and non-resident)	24,960	27,822	24,927	27,260
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III. Total General Fund Cash Balance (Unrestricted and Restricted)

		As of the specified quarter ended for each fiscal year			
		2013-14	2014-15	2015-16	2016-2017
H.1	Cash, excluding borrowed funds		61,516,482	88,109,830	69,123,458
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	39,438,315	61,516,482	88,109,830	69,123,458

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	231,361,216	232,861,216	162,435,043	69.8%
I.2	Other Financing Sources (Object 8900)	4,107,009	4,107,009	3,179,500	77.4%
I.3	Total Unrestricted Revenue (I.1 + I.2)	235,468,225	236,968,225	165,614,543	69.9%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	194,467,474	196,495,897	135,213,260	68.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	56,629,557	56,631,757	24,250,000	42.8%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	251,097,031	253,127,654	159,463,260	63%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-15,628,806	-16,159,429	6,151,283	
L	Adjusted Fund Balance, Beginning	50,616,800	50,616,800	50,616,800	
L.1	Fund Balance, Ending (C. + L.2)	34,987,994	34,457,371	56,768,083	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	13.9%	13.6%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2015-16							65,001	6%
Year 2: 2016-17							99,451	3%
Year 3: 2017-18							134,935	3%
b. BENEFITS:								
Year 1: 2015-16							13,876	
Year 2: 2016-17							21,489	0.7%
Year 3: 2017-18							30,183	2.4%

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Funded by local property tax revenue 8811

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

NO
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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 period ending March 31, 2017 (EXHIBIT A).

For March, the portfolio was comprised of 48.1% Fixed Funds (Bonds) and 51.9% Common Stocks (Domestic and International). The portfolio's performance increased 0.67%, ending with a fair market value of \$106,889,989, and an annualized return of 5.55% which is consistent with the market.

April 10, 2017

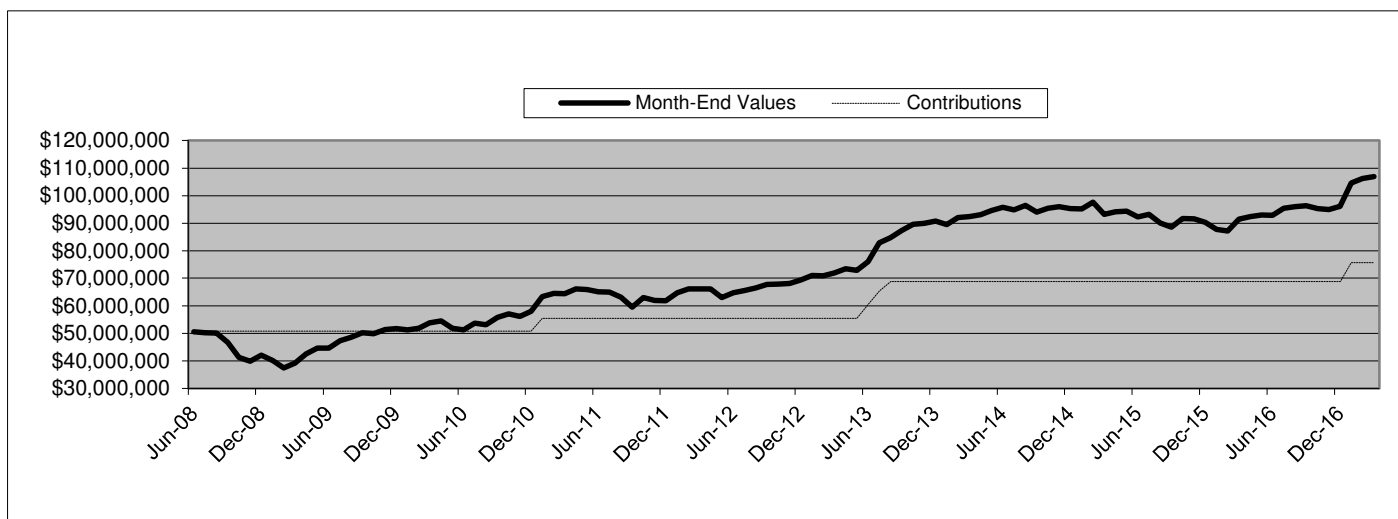
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Retiree (OPEB) Irrevocable Trust

With a fair market value on March 31st of \$106,889,988.50 your portfolio's performance was up 0.67% for the month and up 5.55% on an annualized basis since the June 24th, 2008 inception date net of program fees.

Your portfolio ended the month as a diversified mix of equity funds (51.9%) and fixed income funds (48.1%). 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>March 2017</u>	<u>Year-To-Date</u>	<u>Annualized Since Inception</u>
South Orange CCCD	0.67%	3.89%	5.55% annualized return
S&P 500	0.12%	6.07%	9.62% (Domestic Stocks)
MSCI EAFE	2.75%	7.25%	1.78% (International stocks)
Barclays Aggregate	-0.05%	0.82%	4.15% (Domestic Bonds)
Barclays Global	0.15%	1.76%	2.49% (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
February-17	\$ -	\$ 71,676,602	\$ 106,178,127
March-17	\$ -	\$ 71,676,602	\$ 106,889,989
	\$ 71,676,602		

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 March 31, 2017 (EXHIBIT A). The portfolio is entirely invested in fixed income mutual funds. The portfolio's performance for the quarter increased 1.88%, ending with a fair market value of \$26,627,198. There were no contributions or withdrawals during the quarter.

April 12, 2017

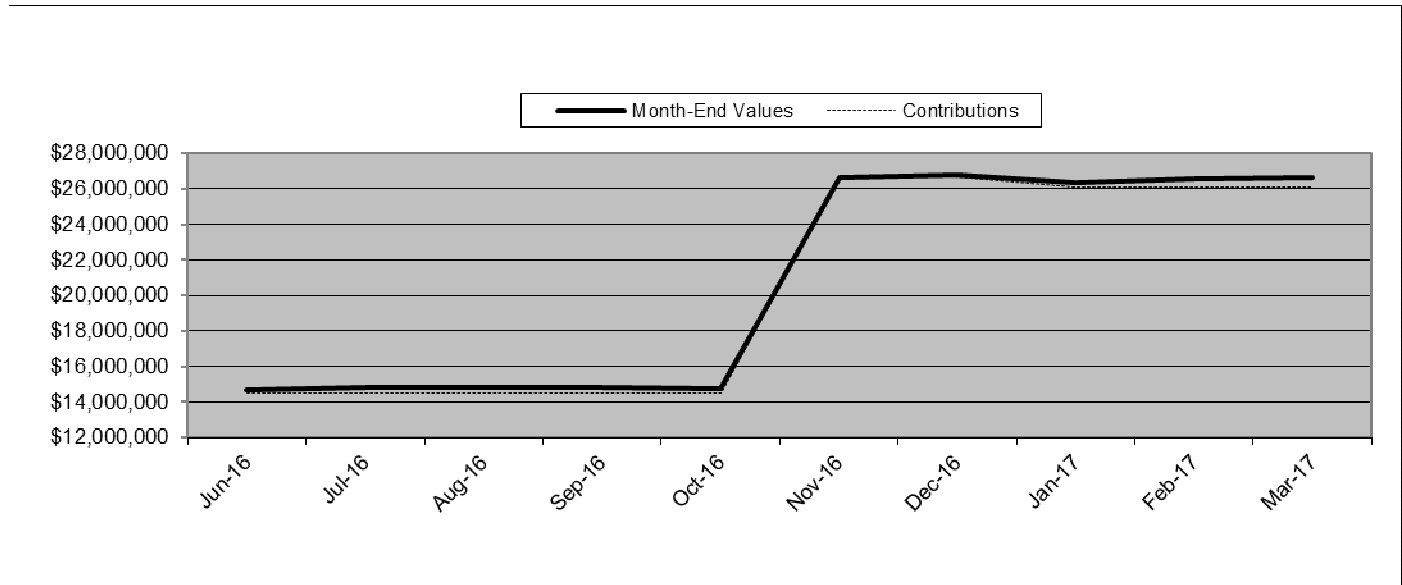
South Orange County Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

Re: South Orange County CCD Pension Stabilization Irrevocable Trust

With a fair market value on March 31st of \$26,627,197.72 your portfolio's performance was up 1.88% for the quarter and up 1.37% 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, while \$1,030,809 has been withdrawn to fund pension contributions. Below is the performance of your portfolio for various time frames since inception.

<u>Performance</u>	<u>1st Quarter 2017</u>	<u>Annualized Since Inception</u>
South Orange CCCD PST	1.88%	1.37% annualized return
Barclays Aggregate	0.82%	-1.73% (Domestic Bonds)
Barclays Global	1.76%	-4.67% (Global Bonds)



Very truly yours,

Scott W. Rankin
Senior Vice President

Pension Stabilization Trust

EXHIBIT A
Page 2 of 2

Month - Year	Contributions	Contribution Total	Withdrawals	Ending Value
June-2016	14,500,000	14,500,000	-	14,633,971
September-2016	-	14,500,000	-	14,814,905
December-2016	12,600,000	27,100,000	407,038	26,758,346
March-2017	-	27,100,000	-	26,627,198



TO: Members of the Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor
SUBJECT: District Services Report for April 24, 2017 Board of Trustees Meeting

Chancellor's Office

The first meeting of the speech and advocacy work group was held on April 7th at Irvine Valley College to discuss Board Policy/Administration Regulation 8000. The work group is comprised of members representing both colleges and district services. The next meeting will be held on Friday, April 28th from 3:30 pm to 5:00 pm at Irvine Valley College.

The District Services Staff Professional Development Workshop will be held on Wednesday, April 26th.

Coffees with the Chancellor and Board of Trustees are scheduled for Tuesday, April 25th from 2:00 pm to 3:30 pm at the Irvine Valley College Performing Arts Center, and Wednesday, April 26th from 8:30 am to 10:00 am at the Saddleback College Health Sciences Lawn.

Business Services

The accounting department is hosting fiscal close workshops to assist campus departments in closing out their financial records in Workday for the 2016-2017 fiscal year.

Barranca Connector, recently approved and renamed Laser Way, was completed and is ready for use. Irvine Valley College hosted a dedication for the road on Tuesday, April 18th.

The Saddleback College Stadium is nearing the point where we will complete the first phase of work with the design committee, and we will release the architects to complete the construction documents. Document completion will result in a final review by the committee and submittal to the state architect to receive permission to build.

The state chancellor's office has included the Saddleback College Gateway and the Irvine Valley College Fine Arts project in its funding list for consideration by the Legislative Analyst Office for Fiscal Year 2018-2019.

The payroll and benefits department distributed detailed information to employees district-wide on changes to the California Education Code relating to entitlement of paid parental leave, usage of paid and unpaid parental leave, and how to request parental leave/child bonding.

Contract templates have been made available for employees and are located on the SharePoint site. The templates are for basic services, professional services, and guest lecturer/speaker/artist/performers. Additional contract templates will be added in the near future.

Human Resources

Information was provided district-wide on the new state law that expands parental leave rights to community college employees. The law, AB 2393, became effective on January 1, 2017, and clarifies provisions of the existing law regarding parental leave, amends Education Code section 87780.1, and 88196.1 for community colleges, and makes several primary provisions:

- Renames the type of leave from “maternity and paternity leave” to “parental leave.” However, the definition/scope of the leave remains the same and consistent with the purposes for which baby-bonding leave is provided under the California Family Rights Act (“CFRA”). It further clarifies that regular sick leave may be used for “parental leave” purposes.
- Clarifies that employees are only entitled to one 12-week parental leave period per year.
- Clarifies that parental leave runs concurrently with CFRA baby-bonding leave, but unlike CFRA baby-bonding leave, 1,250 work hours in the preceding 12 months is not a prerequisite to parental leave.
- Clarifies that extended sick leave (half pay) pay formula is the same for parental leave.

Information was emailed district-wide by both departments, and parental leave questions and answers are provided on the district services SharePoint site.

District IT

District IT and Saddleback Collaborate on Technology and Student Success Study

SOCCCD was invited by a national research organization to participate in a study on how technology can support student success. This exploratory study focused on the state-wide mandate of the Student Success Act which requires all incoming community college students to complete an education plan. The Regional Educational Laboratory at WestEd conducted the study, which looked at the various modalities a student completes a counselor-approved education plan, called MAP (My Academic Plan) at SOCCCD.

The study was a collaboration between District IT, Saddleback College, and West Ed, which brought a technology-based approach to academic planning while ensuring all MAPs were approved by a counselor. Sherpa nudges, developed by District IT to deliver targeted messages to students, were sent to encourage randomly selected students to sign up for and attend a group workshop or one-on-one counseling session that was guaranteed to them within a two-week time period (links to make appointments were included in the nudges). The control group of students received only one Sherpa nudge reminding them to make a counseling appointment and create an academic plan, and were not given guaranteed access to a counseling appointment; instead, they could seek help in completing an academic plan by scheduling a counseling appointment or waiting in line for an appointment like any other student.

The study revealed that Saddleback College students completed an academic plan at a higher rate when they received a series of targeted electronic messages (aka Sherpa “nudges”) and attended a guaranteed counseling session, compared to students who received neither guaranteed access to a counseling session nor ongoing Sherpa nudges to attend.

Public and Government Affairs

The department assisted college faculty, administrators and students in conducting state and federal legislative visits to advocate for Veteran Center Funding, VA issues, and increased support for CTE. Assistance was also provided to District IT in submitting an Innovation Awards grant application to the Department of Finance for the student success suite to implement new modules and provide scale up possibilities.

SOCCCD is chairing the OC Community Colleges Legislative Task Force (OCCCLTF) this year. The task force is comprised of the four community college districts in Orange County. OCCCLTF and California Women Lead are co-sponsoring a *Women in Politics Symposium* on April 28th. The nonpartisan event is intended to motivate and support the next generation of female politicians and public servants. We will work with the colleges to encourage student attendance.

Anniversary celebrations for the district's 50 years of service were held at 11 locations districtwide on February 14th and at the board meeting on February 27th with legislators from local, state and federal offices. The board, colleges, and district services were presented with commemorative artwork of the district's 50 year timeline. The district's 50 years of service was promoted with an advertisement in the Orange County Register to highlight the district's socioeconomic impact to the community.

The department launched a newsletter to provide district-wide employees with periodic news and updates from district services. The first issue of *The Connection* was emailed district-wide on March 31st and provides information to employees on district services operations, procedures, and other updates of interest.


The department won a silver Paragon Award in the computer-generated illustration category at the National Council on Marketing and Public Relations Conference on March 27th. The illustration was a 3-D depiction of Saddleback College's Sciences Building and was used on promotional materials at the grand opening celebration for the new building. The prestigious Paragon Awards recognize outstanding achievement in communication and design at community and technical colleges, and is the only national competition of its kind that honors excellence exclusively among marketing and communications professionals at two-year colleges. Thank you to Scott Brown, senior graphic designer/publications editor, for his excellent work!



IRVINE VALLEY COLLEGE

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TO: Debra L. Fitzsimons, EdD, Interim Chancellor, and Members of the Board of Trustees

FROM: Glenn R. Roquemore, PhD, President 

DATE: April 13, 2017

SUBJECT: **President's Report for the April 24, 2017 Board of Trustees Meeting**

IVC Circle K International Club Celebrates Successful Year

On March 17-19, Irvine Valley College's (IVC) Circle K International Club attended the 63rd Annual California-Nevada-Hawaii District Convention in Riverside, CA. The club received several awards including: Late Owl Award for spring semester growth; Distinguished Club Chair Mohammad Ammar Dalati; Distinguished President Tiffany Chhea; and Faculty Advisor of the Year Nancy Ikeda. IVC members performed nearly 1200 hours of community service in the past year and were recognized for their hourly service contributions. Nu Ellie Bui, Mohammad Ammar Dalati, Crystal Flores, Kelly Flores, Andy Le and Zaiying Jack Li were recognized at the bronze level for completing at least 30 hours of service. Katie Acosta-Martin and Johnny Thai were recognized at the silver level, having completed at least 60 hours of service. Karch Cabalo and Tiffany Chhea were recognized at the gold level for completing at least 90 hours of service. Chandni Patel was recognized at the platinum level for having completed over 130 hours of service.

IVC Art Show

IVC's Visual Arts Department held its Second Annual Student and Faculty Art Show at the Orange County Great Park's Palms Court Art Complex. Students from the digital media, interactive media, and drawing and painting departments submitted artwork to be showcased. Full-time faculty members Terry Chatkupt, Patricia Beckmann-Wells, Joseph Gerges and Julie Kirk-Purcell worked together, along with many adjunct faculty members, to coordinate the show. The opening night, held March 1, was an occasion to celebrate the best of show winners juried by a select group of talented artists, curators and educators from Southern California including Don Lagerberg, John D. Spiak and Stephen Anderson. The evening also included performances by IVC's dance and music departments coordinated by dance faculty Jennifer La Curan and piano faculty Susan Boettger. This was one of the first times in IVC history that all three departments have come together to showcase the talent of IVC arts students. Students Tommy Berezih, Andrew Orozco, and Sun Ho won first, second and third place respectively. Other honorable mentions included Nina Cui, Vina Nguyen, Ellen Strecker, Tryler Tran, Sydney Wyma, Tyrone Alarcon, Mahnoor Elyas, Daniel Foster, Chloe Kim, Sol Kissiner, Justin Lu, Alexandria Reza, and Tobias Troutman.

SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES: Barbara J. Jay, Timothy Jemal, David B. Lang, Marcia Milchiker, T. J. Prendergast III, Terri Whitt, James R. Wright
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An Equal Opportunity Institution

IVC Laser Way Dedication

On April 18, IVC dedicated the new Laser Way campus entrance off Barranca Parkway. President Roquemore and IVC student ambassadors marked the official opening by driving campus golf carts across the entrance. Students, faculty, staff, South Orange County Community College District representatives and City of Irvine officials took part in the ribbon-cutting photo.

Speech and Debate Team Celebrates March Wins

On March 9-12, the IVC Speech and Debate Team competed at the State Championship Tournament of the California Community College Forensics Association (CCCFA) in Woodland Hills, CA. IVC's Asha Taylor was honored as top debater in the state and was presented with the Jim Wyman Award. On March 26, the team was also honored at the National Parliamentary Debate Association (NPDA) National Championships award ceremony. NPDA allows both colleges and universities to compete. IVC placed 12th among two and four-year schools in the year-long sweepstakes. The team set a new record, marking the sixth year in a row that a community college has placed in the top 12 at the national competition level.

Operation Veteran Center Funding Day

On March 8, IVC participated in Operation Veteran Center Funding Day in Sacramento. Nancy Montgomery, Director of Health, Wellness and Veterans championed the efforts to allocate more resources for California Community College Veterans Resource Centers. The IVC team scheduled meetings with 107 state senators and assembly members, and also reach out to every community college in the state to solicit participation. Over 300 student veterans and supporters representing approximately 40 different community colleges from around the state attended to support the goals of encouraging legislators to fund California Community College Veterans Resource Centers throughout the 113 colleges in California and provided a platform for veterans to share their stories and experiences with legislators. In addition, Montgomery and IVC are working with Senator Josh Newman, on a piece of legislation to fund all California Community College Veterans Resource Centers. The IVC Sacramento team included President Glenn Roquemore, South Orange County Community College District (SOCCCD) Trustee James Wright (veteran), SOCCCD Executive Director for Public and Government Affairs Tere Fluegeman, Director of Health, Wellness and Veterans Nancy Montgomery, Veterans Counselor Eric Garcia, Senior Veterans Specialist Ezekiel Hall, Senior Health Office Assistant Ana Flores, Project Specialists Mia Grajeda, Jeremiah Perez (veteran) and Delfina Bernabe, and veteran students Ajmal Achekzai, Angel Guerrero, Elliot Rouff, Rachel Bartlett, Scott Vales, Donald Theriault, Bradley Riethmaier, Jonathan Davis, Sloan Hadsall and Dustin Willard.

Accreditation Status Update

President Roquemore offered congratulations to the IVC faculty, staff and administrators for their work and support of the accreditation process. On March 13, 2017, the visiting team report was received for review and comment regarding "errors of fact." The report was returned to the team Chair with recommended changes indicated. President Roquemore received the revised

report on March 30. The content of the report is very favorable to the college, but remains confidential until it is finalized by the commission in June.

Sexual Assault Prevention and Intervention Week

On April 10-14, IVC offered education and training for students, faculty and staff about Sexual Assault Prevention and Intervention. The Clothesline Project which is a collection of T-shirts decorated by survivors of violence in Orange County, hung in the quad for the day to raise awareness of the ways in which this violence affects our community. The different colored shirts represent different crimes from the Orange County Community Service Programs Sexual Assault Victim Services. The week of events included a military sexual assault psychologist who spoke about this important issue and trained police officers educated on prevention and awareness of sexual assault. Carolyn Inmon, co-author of the *7 Characters of Abuse*, shared her insights on sexual abuse. Each day offered resources and handouts in the quad to increase students' awareness of sexual assault, how to prevent it from happening to them, what to do if they are a victim and to encourage sharing survival stories. This annual event supports the tenants of the national campaign "It's on Us," that includes recognizing that non-consensual sex is sexual assault, identifying situations in which sexual assault may occur, intervening in situations where consent has not or cannot be given, creating an environment in which sexual assault is unacceptable and survivors are supported.

TO: Members of the Board of Trustees
Dr. Debra L. Fitzsimons, Interim Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for April 24, 2017 Board of Trustees Meeting

Saddleback College Receives \$2 Million State Innovation Award to Assist Veterans in Degree Completion

The California Department of Finance awarded Saddleback College \$2 million under the Awards for Innovation in Higher Education program for the college's Pathway to Completion – Veteran Articulation Track (V-CAT) initiative. The state awards recognize innovations in California's colleges that help reduce the time it takes students to complete degrees and credentials and/or make college more affordable.

Currently, student veterans can only receive a few elective credits that contribute towards a degree, regardless of their technical and advanced training completed while on active duty. This extends the time it takes to complete a degree much longer than the 36 months of education benefits included in the federal GI Bill. The goal of the college's multi-year V-CAT initiative is to reduce the time to completion for student veterans towards degrees and certificates based on their demonstration of knowledge and competencies, including skills acquired through military training, and appropriate prior experiences.

The V-CAT initiative will integrate the college's award winning Veterans Education and Transition Services (VETS) program with an interactive "military to college completion" toolkit. The online toolkit will incorporate career and transfer planning as well as other resources to assist student veterans and active duty service-members. V-CAT will develop an "online credit translator" linked with the college's academic planning tool to help veterans determine what military training is eligible to earn credits towards their degree pathway.

The V-CAT initiative will open opportunities for faculty at Saddleback College and the California State University (CSU) system to review and consider military training and curriculum. The college will partner with CSU Fullerton, Cal Poly Pomona, and the CSU Office of the Chancellor to implement best practices recognized by the California Community College Academic Senate and the American Council on Education (ACE). The college will be responsible for creating the model with the CSU system and later train other colleges and universities in the methods used, tools available, and credit articulated with the intent of applying earned military training for degree credit throughout the state.

Saddleback College Foundation Raises Record Dollars

It was a record-breaking night for the Saddleback College Foundation, as they raised nearly \$300,000 at the 17th annual gala held on Saturday, April 1st at the Ritz-Carlton Laguna Niguel. Over 450 guests helped the foundation raise record-breaking dollars through sponsorships, ticket sales, silent auction, live auction, and “raise the paddle” scholarship appeal.

Dr. Tod A. Burnett was recognized for his nine-year legacy as Saddleback College president and was awarded the inaugural Foundation Board of Governors Summit Award for his outstanding leadership in philanthropy and community advocacy.

The program honored retired Marine Sergeant Juan Valdez, a recent alum, who received a standing ovation as he took the stage with his service dog Tank. Sergeant Valdez, who was wounded in action and received the Purple Heart, shared the impact that the faculty, administration, and foundation had on him during his time at Saddleback College.

In addition, Dr. Heather A. Allen, a Full Professor in the Department of Chemistry and Biochemistry, and Department of Pathology at The Ohio State University, was presented with the 2017 Alumna of the Year award. Dr. Allen was a returning student to Saddleback College in the ‘90s when she learned about a special scholarship available to science students. That scholarship led to her future career as a scientist where she specializes in researching molecular organization, ion pairing, and hydration at aqueous interfaces. “Her career speaks to her incredible courage, persistence, and intelligence and to the power of a Saddleback College scholarship,” shared Dr. Burnett.

Spring Career Fair

On April 12th over 130 employers filled the quad for the annual spring Career Fair. Students and community members had the opportunity to meet with and talk to local employers and learn about job openings and career opportunities available to them.

Office of Instruction

Fine Arts and Media Technology

April was a busy month for student performances. On April 7th through the 15th, the Department of Theatre Arts presented the fairy tale musical, *Once Upon a Mattress*, to appreciative audiences. On April 10th, the New York jazz duet, Roberta Piket and Virginia Mayhew, performed in the Studio Theatre. On April 13th, the Department of Music’s free Concert Hour performance featured a piano lecture-recital by May Phang. On April 21st, conducted by Dr. Scott Farthing, Musical Theatre students presented a lighthearted concert highlighting songs from 1960s Broadway in FA 101. On April 24th, Jazz Studies presented Jazz faculty and saxophonist Jerry Pinter, who performed with the Jazz Lab in the McKinney Theatre. The Cal State University, Long Beach Jazz Orchestra performed on April 25th in the McKinney Theatre. The Saddleback Big Band welcomed back 100-year-young Shep Shepherd on April 28th in the McKinney Theatre. Also on April 28th, applied voice students performed a voice recital in FA 101 to benefit the Vocal Music Program. The Department of Theatre Arts presented *Tennessee Williams’ One Acts* opening on April 28th and continuing through May 7th in the Studio Theatre. On April 29th, Keyboard Studies presented Saddleback Faculty Ani Keropian, pianist, with guest artist Yao Wang, cello, performing a recital to benefit St. Jude Children’s Research Hospital in the McKinney Theatre. On April 30th, the Piano Ensemble Student Concert featured works for two pianos with participation by Kirill, Anna, and Sophia Gliadkovsky.

Upcoming Events

Annual Fashion Show: The annual Fashion Show presented by the Fashion Department will be held on Thursday, April 27th at 7 pm in the McKinney Theatre. The theme for 2017 is "Movement". Tickets can be purchased at the Fine Arts Box Office in advance for \$15 or the night of for \$20.

Women's Leadership Forum: The Women's Leadership Forum hosted by the American Association of University Women (AAUW) local chapters, Saddleback College, University of Phoenix, Pimco Foundation, and San Diego Gas and Electric will be held on Friday, April 28th at Saddleback College and will feature a keynote address from Beth MacLean, executive vice president on PIMCO. Registration is free.

Transfer Celebration and Honors Recognition: The Transfer Celebration and Honors Recognition event will be held on Friday, May 5th from 3-5 pm in SSC 212. The casual celebration allows transferring Saddleback students to meet with college representatives and fellow Gauchos also transferring to the same college or university.

Nursing Program Pinning Ceremony: Fifty six graduates will be honored in the Nursing Program Pinning Ceremony being held on Tuesday, May 9th at 7 pm in the McKinney Theatre.

Dr. Tod A. Burnett Retirement Party: A retirement party honoring Dr. Tod A. Burnett will be held on Wednesday, May 10th at the Mission Viejo County Club. Dr. Burnett will be retiring at the end of June after nine years of service to Saddleback College.

Awards and Recognition Ceremony: The Awards and Recognition Ceremony will be held on Wednesday, May 17th from 2:30-4 pm in the McKinney Theatre. Dr. Burnett will present the awards to winners of the Presidents' Award for Leadership and Innovation as well as honor newly tenured faculty, athletics accomplishments, student accomplishments, grant awards, professor of the year, adjunct professor of the year, Emeritus Institute professor of the year, classified staff of the year and more. A reception will follow in the McKinney Theater courtyard from 4-5 pm with food prepared by the culinary arts program.

Scholarship Ceremony: The annual Saddleback College Scholarship Ceremony will be held on Friday, May 19th at 3 pm in the Saddleback College Gymnasium. The awards are a way to recognize the hundreds of donors who invest in the success of our students.

Commencement: Commencement will be held on Friday, May 26th at 9 am in the Saddleback College gymnasium. This year's commencement speaker is Tilly Levine, founder of Tilly's clothing stores and the youth-focused nonprofit Tilly's Life Center.