

## **Meeting of the Board of Trustees**

May 15, 2017

CALL TO ORDER: 5:00 P.M.

## 1.0 PROCEDURAL MATTERS

1.1 Call to Order

#### 1.2 Public Comments

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

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

- 1.3 Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).)
  - A. Public Employee Discipline, Dismissal, Release (Government Code Section 54957(b).)(3 matters)
  - B. Public Employee Employment (Government Code Section 54957(b).)(4 matters)
    - 1. Chancellor's Recruitment
    - 2. Saddleback College President Recruitment
  - C. Public Employee Evaluation (Government Code Section 54957 (b).) (1 matter)
    - 1. Interim Chancellor
- 1.4 Conference with Real Property Negotiators (GC Section 54956.8)
  - A. Lease of Property from District: Portion of Advanced Technology Park (ATEP) site: China First Capital Group, 15445 Lansdowne Road, Tustin; regarding price and terms of payment. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
  - B. Lease of Property by District: Saddleback College Center for Innovation and Entrepreneurship located at 25725 Jeronimo Road, Mission Viejo, CA 92656. Agency Designated Negotiator: Debra Fitzsimons, Ed.D.
- 1.5 Conference with Legal Counsel (Government Code Section 54956.9)
  - A. Anticipated Litigation (Government Code Section 54956.9(d)(2), (e)(1) (3 potential cases)

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

## 2.0 PROCEDURAL MATTERS

#### 2.1 Actions Taken in Closed Session

#### 2.2 Invocation

Led by Trustee James Wright

## 2.3 Pledge of Allegiance

Led by Trustee Barbara Jay

## 2.4 Swearing In: Student Trustee (name to be announced)

Oath of Office to be administered by Board President Tim Jemal

#### 2.5 **Public Comments**

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

Speakers are limited to up to two minutes each.

## 3.0 REPORTS

- 3.1 Oral Reports: **Speakers are limited to up to two minutes each**.
  - A. Board Reports
  - B. Chancellor's Report (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 <u>DISCUSSION ITEMS</u>

## 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 April 24, 2017.

## 5.2 SOCCCD, Saddleback College, Irvine Valley College: Resolutions

- 1. Tod Burnett
- Ruby Hazzard, Classified Employee Outstanding Service Award, District Services
- 3. Cora Swanson, Outstanding Classified Employee of the Year, Saddleback College
- 4. Jennifer Calderin, Outstanding Classified Employee of the Year, Irvine Valley College

## 5.3 Saddleback College: New and Revised Curriculum for the 2017-18 Academic Year

Approve proposed curriculum changes for the 2017-18 academic year at Saddleback College.

5.4 SOCCCD: Saddleback College Access Control Project, Phase 1 & 2, Design-Build Criteria and Programming Architectural Services, Berliner Architects

Approve the Berliner Architects agreement for the Saddleback College Access Control project, Phase 1 & 2, Design-Build Criteria and Programming Architectural Services, in the amount of \$240,000.

- 5.5 Saddleback College and Irvine Valley College: Speakers
  Approve general fund honoraria for speakers for events and/or classes at
  Saddleback College and Irvine Valley College.
- 5.6 SOCCCD: Award of Bid 349D, District Charter Bus Services, for Saddleback College, Irvine Valley College, and Advanced Technology & Education Park (ATEP), Pacific Coachways Charter Services, Inc.

  Approve a three year agreement with an option for two additional one year terms between South Orange County Community College District and Pacific Coachways Charter Services, Inc. for Charter Bus Services for Saddleback College, Irvine Valley College, and Advanced Technology & Education Park. Annual costs are estimated at \$92,000.
- 5.7 **Irvine Valley College: Community Education, Summer 2017**Approve Summer 2017 Community Education courses, presenters and compensation.

- 5.8 **SOCCCD: 2018-2019 Academic Calendar**Accept for review and study the proposed Academic Calendar for 2018-2019.
- 5.9 SOCCCD: Update of Authorized Signature List of Board of Trustees' Designees to Approve Documents and Contracts

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

5.10 SOCCCD: Budget Amendment: Adopt Resolution No. 17-13 to Amend FY 2016-2017 Adopted Budget

Adopt Resolution No. 17-13 to amend the FY 2016-2017 Adopted Budget.

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

## 6.0 GENERAL ACTION ITEMS

6.1 Irvine Valley College and Saddleback College: Student Government Tentative Budgets FY 2017-2018

Approve the FY 2017-2018 tentative student government budgets as presented.

6.2 SOCCCD: Regional Strong Workforce Master Agreement Between Rancho Santiago Community College District and SOCCCD

Approve the Regional Strong Workforce Master Agreement with the Rancho Santiago Community College District awarding Saddleback College and Irvine Valley College \$2,560,000 and \$982,078, respectively, over a four year period from July 1, 2016 to June 30, 2020.

6.3 SOCCCD: Authorization of Payment to Trustee Absent from Board Meeting

Authorize payment to Trustee Prendergast who was absent from the April 24, 2017 meeting.

6.4 SOCCCD: Irvine Valley College Barranca Entrance Project (Laser Way), Notice of Completion, Hillcrest Contracting, Inc.

Authorize filing the Notice of Completion for the Irvine Valley College Barranca

- Entrance project to Hillcrest Contracting, Inc., with a current contract amount of \$1,465,770 and outstanding change orders under negotiation.
- 6.5 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 polices for discussion and approval.
- 6.6 SOCCCD: Academic Personnel Actions Regular Items
  Approve New Personnel Appointments, Additional Compensation: General
  Fund, Additional Compensation: Categorical/Non-General Fund, Authorization
  to Eliminate Academic Administrative Positions and/or Position Numbers,
  Resignation/Retirement/Conclusion of Employment.
- 6.7 **SOCCCD:** Classified Personnel Actions Regular Items
  Approve New Personnel Appointments, Authorization to Eliminate Classified
  Position and/or Position Numbers, Authorization to Estabish and Announce a
  Classified Position, Change of Status, Volunteers.
- 6.8 **SOCCCD: Destruction of Class 3 Disposable Records**Approve destruction of Class 3 disposable records in compliance with code.
- 6.9 SOCCD: 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 SOCCCD: Trustee Milchiker, Recipient of the Marian Bergeson Award Trustee Marcia Milchiker was the recipient of the prestigious award presented at the OCSBA dinner meeting at the Irvine Marriott Hotel on Wednesday, May 3, 2017.
- 7.2 **SOCCCD: Status of Board Policies**

Trustee request for a list of current board policies which state that an administrative policy, process, or regulation will be developed, and for which such written administrative regulations do not currently exist, along with the date for anticipated completion of the written administrative regulation.

7.3 SOCCCD: Staff Response to Public Comments from Previous Board Meeting
None

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

## 7.5 **SOCCCD: Basic Aid Report**

Report on projected receipts and approved projects.

## 7.6 SOCCCD: Facilities Plan Status Report

Status of current construction projects.

## 7.7 **SOCCCD: Monthly Financial Status Report**

Report for the period ending April 30, 2017.

## 7.8 **SOCCCD: Quarterly Investment Report**

Report for 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.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 4.1 DATE: 5/15/17

**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.

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

#### Overview

COLLEGE

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% pf 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.

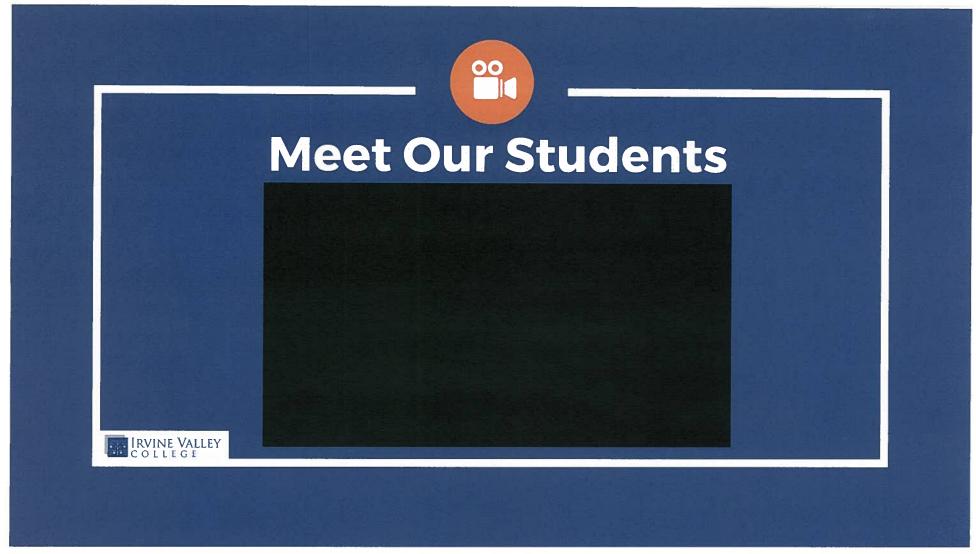
**Cooperative Agencies Resources for Education (CARE)** supports single parents by offering child care and transportation assistance, textbooks, supplies, grants, and counseling.

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.





Food/Housing Insecurity & Homelessness Needs Assessment administered February 2017

# n = 2051

## **Housing Insecurity**

- 36% of students (~5,000) reported housing insecurity
- 6% of students (~850) reported being homeless
- 2% of students (~300) reported being currently homeless

## **Food Insecurity**

- 26% of students (~3,500) reported food insecurity
- 13% of students (~1,700) reported severe food insecurity



## **Mental Health**

Top 3 reasons students are seen:

- 1. Anxiety
- 2. Depression
- 3. Grief & Loss

## Other reasons:

- Suicidal Ideation
- Suicide 5150 (Psychiatric Evaluation Team referral)
- Voluntary Check-in to Hospital
- Crisis Intervention
- Emergency Walk-ins

# **Health & Wellness Center Services:**

- Housing referrals for general population and Veteran students
- Food bank in the Veterans Center
- Social Services referrals for supplemental income, CalFresh, and other support services
- Medical services by medical doctors and referrals
- Mental health services and referrals
- Drug & alcohol dependency treatment resources
- Variety of other resources





## **Counseling Services**

- General Counseling
- EOPS/CARE/CalWORKs
- DSP&S
- Foster Youth
- Re-Entry Program

## **Financial Aid Office**

- Confirms student homeless status for BOG Fee Waiver
  - Works with A&R to give homeless students priority registration
- Notifies Federal Work-Study students regarding CalFresh eligibility





# Increase/strengthen partnerships

Irvine Rotary Club; Irvine PD; Irvine Exchange Club, Irvine Chamber of Commerce

## **Expand food pantry**

Identify space & staff
Identify sources of groceries
Market program

## Hire full-time psychologist Hire two new full-time counselors

Foster youth
Re-entry program

Schedule monthly CalFresh visits to EOPS to enroll students Increase marketing of services to students across campus

**Identify space for Social Services visits/appointments** 

Conduct more suicide prevention trainings campus-wide

Review, update, and distribute resource guides



## Headlines Across the Nation



## Campus Crisis - College Strategies

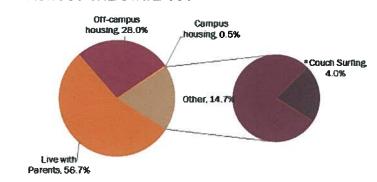


## Non-Academic Barriers to Student Success

- Mental Illness
  - Anxiety
  - Depression
- Drug Abuse
  - Cocaine
- Alcohol Abuse
  - Binge Drinking
- Suicide Ideation
- Homelessness
- Food Insecurities & Malnourishment
- Clothing Insecurities
- Domestic Violence
- Stress



#### ACROSS THE STATE CCC



4.6% Homeless/Couchsurfing approximately 1150 students - 35% with housing insecurities

## Support Programs- Student Health Services



## **Foundation Emergency Funds**

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

## **Other Programs**

- Drug and Alcohol
   Education & Prevention
  - Weekly AA meetings
  - "It's Less Than You Think"
- Mental Health Services Program
- Suicide Prevention
- Health Education
- Cafeteria Meal Voucher Program
- Campus Immunization Program
- Vaccination Assistance Program
- Domestic Violence
- Title IX Reporting
- Automatic Electronic Defibrillator Program



## Support Programs- Student Health Services



## LEA Medi-Cal & Family Pact

 This past year, California Department of Health Care Services has opened the door for Community Colleges, State Colleges and Universities to participate in the Local Education Agency Medi-Cal Billing Option Program. The Medi-Cal program helps to reimburses College Health Centers when they provide health or mental health services to students enrolled in the Medi-Cal program.
 Saddleback College is the first college not only in the state but in the nation to become a Medi-Cal provider for our students.

## Food & Clothing Insecurities





Helping Hand Worldwide & Saddleback College provides fresh meats, fruits, vegetables, and breads to students & community members bi-weekly Number served:

- > 10,000 since 2012
- Cal –Fresh partnership on campus bi-weekly
- New and used clothing store opened 2016



## Challenges for our College

- We need to assess every one of our students for economic security so we can meet their basic needs; then target these needs for support as a form of college readiness.
- Address the need for food with food pantries, and partnerships with SNAP(Supplemental Nutrition Assistance Program) WIC, Cal-Fresh programs in order to provide support.
- Address the need and funding for housing via emergency housing on campus, mixed-income on-campus housing as other community colleges are doing, and partnering with local housing authorities.
- Sustain and operate the Emergency Fund program effectively and confidentially.
- Increase resources for additional mental health professionals on campus, including case managers and social workers.
- Identify all available resources including funding opportunities to continue to provide support for our students.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 4.2 DATE: 5/15/17

**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



# Flow of Funds Background

\$200 million statewide with 5% going to Statewide Activities

60% Local Shares

Goes to districts to invest in CTE/EWD at colleges

40%

**Regional Shares** 

Invests in CTE at colleges upon coordinated action



# **Submit 3-Year Projections:** Select from Multiple Measures

## **INCREASE QUANTITY**

CTF 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

# 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)



# Regional Planning

- Joint Regional Planning between key stakeholder work groups
  - i.e. LAOCRC and WIOA

## SADDLEBACK COLLEGE . IRVINE VALLEY COLLEGE

## **Orange County Regional Planning Partners**

## **Invited:**

- Local Workforce Investment Boards (LWIBS)
- Adult Education
- Local Educational Agencies
- Interested Public 4 Year Universities
- Economic Development
- Industry Leaders
- Local Civic Reps



## **OC Planning Process - Year 1**

- 1.CTE Deans meeting (8-31-16)
  - a. Regional priorities set
  - b. Regional template developed
- 2. Regional Planning meeting (10-12-16)
  - a. Project inventory list discussed
  - b. Regional priorities finalized

## SADDLEBACK COLLEGE . IRVINE VALLEY COLLEGE

## **OC Planning Process - Year 1**

- 1.CTE Deans meeting (8-31-16)
  - a. Regional priorities set
  - b. Regional template developed
- 2. Regional Planning meeting (10-12-16)
  - a. Project inventory list discussed
  - b. Regional priorities finalized 01-30-17



## Regional SWP IVC Leadership

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

## SADDLEBACK COLLEGE . IRVINE VALLEY COLLEGE

## Regional SWP Saddleback Leadership

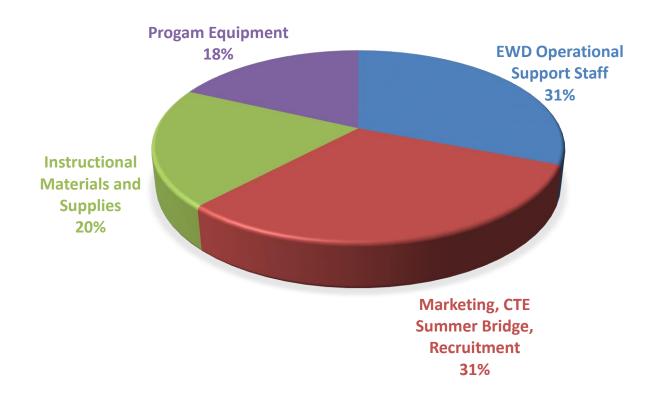
- CTE Marketing and Branding (\$2,000,000)
- Regional Automotive Collaborative (\$400,000)
- Regional CTE Professional Development (\$2000,000)
- Vertical Sector Leadership: Healthcare (\$250,000)

## **Local Planning**

 Colleges determined local funding priorities

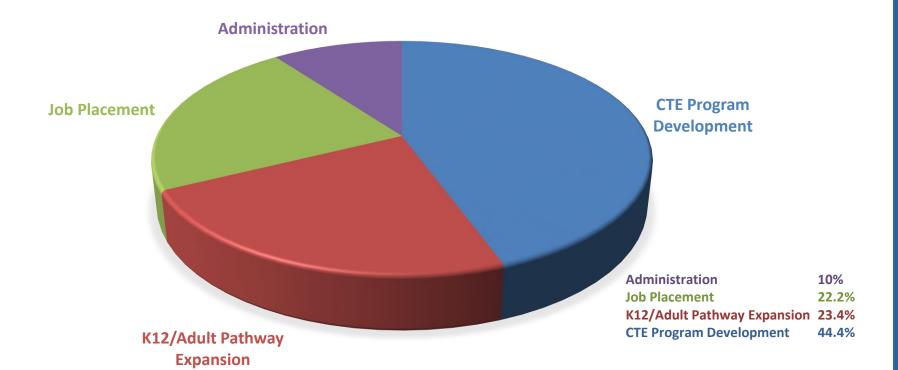
## Local SWP - IVC

## **ACTUAL ALLOCATION**



### Local SWP - Saddleback

### **ACTUAL ALLOCATION**



### Performance Metrics and Year 2

1. Unemployment rate
----------------------

- 2. Proportion of CTE FTEs
- 3. Projected job openings
- 4. Successful workforce outcomes\*

2016-17	2017-18+
1/3	1/3
1/3	1/3
1/3	1/6
0	1/6

<sup>\*</sup> Launchboard has already been updated for WIOA alignment.



# **Questions?**

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 5.1 DATE: 5/15/17

**TO:** Board of Trustees

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

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

**ACTION:** Approval

### Minutes from:

April 24, 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 April 24, 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 Terri Whitt, Member Johnathan Forde, Student Member

### **ABSENT**

T.J. Prendergast, III, Member

### **Administrative Officers:**

Debra Fitzsimons, Interim Chancellor Kim McCord, Acting Vice Chancellor, Business Services Robert Bramucci, Vice Chancellor, Technology and Learning Services Tod Burnett, President Saddleback College Glenn Roquemore, President Irvine Valley College

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

### 1.0 PROCEDURAL MATTERS

- 1.1 Call to Order
- 1.2 Public Comments

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

available outside the board room. Speakers are limited to two minutes each.

27 public comments were heard by the Board relating to the impending closure of the Child Development Center at Irvine Valley College.

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

### 1.3 <u>Public Employee Employment, Evaluation of Performance, Discipline, Dismissal, Release (Government Code Section 54957(b).)</u>

- 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

On a 6-0 vote with Trustee Milchiker absent, the board approved a one month paid leave with benefits to a classified employee subject to verification of other

### conditions.

- 2.2 <u>Invocation</u>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.

10 public comments were heard by the Board relating to the impending closure of the Child Development Center at Irvine Valley College.

### 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

C. College Presidents' Reports

Irvine Valley College

### Saddleback College

- D. Associated Student Government Reports
- E. Board Request(s) for Reports

### Move to Extend Meeting to 9:30 p.m.

On a motion made by Trustee Milchiker and seconded by Trustee Wright, the motion to extend the meeting to 9:30 p.m. was approved on a 6 - 0 vote.

### 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.

### <u>Item 4.1</u>

### Exhibits A-B

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.

### Item 4.2

### Exhibit A

Due to time constraints, Items 4.1 and 4.2 were postponed to future meetings.

### 5.0 CONSENT CALENDAR ITEMS

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

Trustee Jemal requested to remove item 5.2 from the consent calendar for separate discussion and action.

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

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

### Item 5.1

### Exhibit A

### 5.2 Resolutions:

### Item 5.2

1. Johnathan Forde, Student Trustee

### Resolution - Student Trustee

2. Classified Employee Week

### Resolution - Classified School Employee Week

3. Basil Smith, Professor of the Year, Saddleback College

### Resolution - Saddleback College Professor of the Year

4. Tracey Magrann, Associate Professor of the Year, Saddleback College

### Resolution - Saddleback College Associate Professor of the Year

5. Susan Hecht, Emeritus Professor of the Year, Saddleback College

### Resolution - Saddleback College Emeritus Professor of the Year

6. Michael Cassens, Professor of the Year, Irvine Valley College

### Resolution - Irvine Valley College Professor of the Year

7. Rick Schank, Associate Professor of the Year, Irvine Valley College

### Resolution - Irvine Valley College Associate Professor of the Year

8. Judith Shields, Emeritus Professor of the Year, Irvine Valley College

### Resolution - Irvine Valley College Emeritus Professor of the Year

Student Trustee Forde was recognized with a commemorative plaque and resolution for his one year term as a board member. The honorees will accept their board resolution and will be recognized for their achievement at their respective college campus.

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

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.

### <u>Item 5.3</u>

### Exhibit A

5.4 Irvine Valley College: Community Education, Summer 2017
Approve Summer 2017 Community Education courses, presenters and compensation.

### Item 5.4

### Exhibit A

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.

### 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.

### <u>Item 5.6</u>

### Exhibit A

5.7 Saddleback College: Revised Courses for the 2017-2018 Academic Year Approve proposed curriculum changes for the 2017-2018 academic year at Saddleback College.

### Item 5.7

### Exhibit A

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.

### <u>Item 5.8</u>

### Exhibits A-B

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.

### Item 5.9

### Exhibit A

5.10 SOCCCD: Transfer of Budget Appropriations Ratify the Transfer of Budget Appropriations.

### Item 5.10

### Exhibit A

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

### Item 5.11

### Exhibits A-C

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

### <u>Item 5.12</u>

### Exhibits A-C

5.13 SOCCCD: March 2017 Contracts Ratify contracts as listed.

### <u>Item 5.13</u>

### 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.

### Item 6.1

### Exhibit A

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

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 2017-2018 academic year.

### <u>Item 6.2</u>

### Exhibit A

A correction was made to the agenda item cover sheet. The current student health fee is set at \$19/semester and \$16/summer session. The current memo was written on February 24, 2017.

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

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.

### <u>Item 6.3</u>

### Exhibits A-B

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

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.

### Item 6.4

### Exhibits A-B

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

SOCCCD: Modular Wall Systems, University of California Contract, DIRTT Environmental Solutions, Inc.
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 6.5

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

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 polices for review and study.

### Item 6.6

### **Exhibits A-F**

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

6.7 SOCCCD: Academic Personnel Actions – Regular Items
Ratify New Personnel Appointments, Additional Compensation: General
Fund, Additional Compensation: Categorical/Non-General Fund,

<u>Authorization to Establish an Academic Administrative Position,</u> Reorganization, Resignation/Retirement/Conclusion of Employment.

### <u>Item 6.7</u>

### Exhibits A-B

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

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.

### <u>Item 6.8</u>

### Exhibits A-B

Item B.1., Exhibit A, page 4 of 7, was removed from agenda item 6.8.

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

6.9 SOCCCD: Adopt Resolution No. 17-12 Classified Employee/Position Layoff Adopt a resolution to approve the reduction/discontinuance of classified service positions.

### Item 6.9

### Exhibit A

On a motion made by Trustee Whitt and seconded by Trustee Jay, this item was approved on a 5 - 1 vote with Trustee Milchiker casting a negative vote.

6.9 SOCCCD: Adopt Resolution No. 17-12 Classified Employee/Position Layoff Adopt a resolution to approve the reduction/discontinuance of classified service positions.

A motion was made by Trustee Whitt and seconded by Trustee Milchiker, to rescind the vote on item 6.9. The motion was approved on a 5 - 1 with Trustee Lang casting a negative vote.

6.9 SOCCCD: Adopt Resolution No. 17-12 Classified Employee/Position Layoff Adopt a resolution to approve the reduction/discontinuance of classified service positions.

A re-vote was taken on Item 6.9. On a motion made by Trustee Jay and seconded by Trustee Lang, this item was approved on a 4 - 2 vote with Trustees Whitt and Milchiker casting negative votes and Student Trustee Forde casting an advisory no vote.

### 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.

### <u>Item 7.1</u>

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.

### Item 7.2

### Exhibit A

7.3 SOCCCD: Staff Response to Public Comments from the Previous Board Meeting
Nothing to report.

### Item 7.3

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

### Item 7.4

### Exhibit A

7.5 SOCCCD: Facilities Plan Status Report Status of current construction projects.

### Item 7.5

### Exhibit A

7.6 SOCCCD: Monthly Financial Status Report Report for the period ending March 31, 2017.

### <u>Item 7.6</u>

### Exhibit A

7.7 SOCCCD: Quarterly Financial Status Report Report for period ending March 31, 2017.

<u>Item 7.7</u>

### Exhibit A

7.8 SOCCCD: Retiree (OPEB) Trust Fund Report for the period ending March 31, 2017.

Item 7.8

### Exhibit A

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

### Item 7.9

### 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.
  - 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. <u>Vice Chancellor, Business Services</u>
  - 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 meeting at 9:27 p.m.

Debra L. Fitzsimons, Secretary

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.2 DATE: 5/15/17

**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.

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

- 1. Tod Burnett
- 2. Ruby Hazzard, Classified Employee Outstanding Service Award, District Services
- 3. Cora Swanson, Outstanding Classified Employee of the Year, Saddleback College
- 4. Jennifer Calderin, Outstanding Classified Employee of the Year, Irvine Valley College



### Dr. Tod Burnett

President, Saddleback College

hereas, Dr. Tod Burnett has served as president of Saddleback College for nine years; and hereas, Dr. Tod Burnett has achieved extraordinary goals, each year setting a vision with his state of the college address which he published and shared widely, connecting the college community and south Orange County residents; and hereas, Dr. Tod Burnett's skills have brought measurable contributions to the college's organizational leadership, advocacy, fundraising, grant development, business and community partnerships, facilities construction and renovation, academic programs, and student success initiatives; and hereas, through his unique ability to bring people together, Dr. Tod Burnett has unquestionably grown the college's capacity to serve south Orange County students and the surrounding community, leaving a indelible legacy; and hereas, Dr. Tod Burnett led Saddleback College in achieving outstanding results for students and the community which will have a lasting impact on our district; therefore e it resolved, that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend Dr. Tod Burnett for his outstanding public service and unique dedication to Saddleback College and the greater south Orange County community and wish him well upon his retirement. Timothy Jemal, President James R. Wright, Vice President Barbara J. Jay, Member David B. Lang, Clerk

Marcia Milchiker, Member Terri Whitt, Member Debra L. Fitzsimons, Interim Chancellor

T.J. Prendergast III, Member





Ruby Hazzard

District Services Classified Employee

Outstandin	g Service Award 2016-2017
hereas, Ruby Hazzard, senior bene- selected for the 2016-2017 District	efits specialist in the payroll and employee benefits department, has been Services Classified Employee Outstanding Service Award; and
hereas, this honor is bestowed upo College and District Services; and	n a classified employee each year from Saddleback College, Irvine Valley
	ssly to manage benefits for thousands of employees district-wide and is and answer their questions with tact, confidentiality, sensitivity, and
	, coordinatin <mark>g health and wel</mark> lness fairs, facilitating open enrollment, and serving as the district's liaison to medical, dental, vision, legal, long-term ders; and
hereas, Ruby brings an infectious e which is known and appreciated by	enthusiasm, friendly demeanor, and great sense of humor to the workplace, many; therefore,
District do hereby commend Ruby I	ustees and the Chancellor of the South Orange County Community College Hazzard for her outstanding service and unique dedication to the district rvices Classified Employee Outstanding Service Award for 2016-2017.
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

Debra L. Fitzsimons, Interim Chancellor

College Distric

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

MAY 15, 2017

### Cora Swanson

Saddleback College Classified Employee Outstanding Service Award 2016-17

hereas, Cora Swanson, Senior Administrative Assistant, Division of Online Education and Learning Resources, is commended and appreciated for her exceptional ability to provide accurate, clear, and helpful information; and

hereas, Cora is a service-minded employee who has served Saddleback College, its students, and community with the utmost integrity; and

hereas, Cora is the key resource in providing training and support for her division's faculty, staff, and temporary employees; and

hereas, Cora has been known for her unique and impressive ability to learn new information quickly, process it efficiently, and train and support others to apply that information; and

hereas, Cora continues to show her commitment to the college by serving as a member of the Classified Senate and Consultation Council; therefore

e it resolved, that the Board of Trustees and the Chancellor of the South Orange County Community College District do hereby commend Cora Swanson for outstanding service and unique dedication to Saddleback College and bestow upon her the Saddleback College Classified Employee Outstanding Service Award 2016-2017.

DILLEGE DISTRIC

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	

Debra L. Fitzsimons, Interim Chancellor



### Jennifer Calderin

# Irvine Valley College Classified Employee

Outstanding	Service Award 2016-2017
hereas, Jennifer Calderin is recogniz	zed as Classified Employee of the Year for her contributions to the college; and
	to requests for help, including visiting the Student Success Center to provide work with because she not only knows the technology, but also how to make it
	ing on the latest technology advancements, Jennifer is a member of the the Online Education Task Force, and is actively involved in developing IVC's
appointment schedule platform for the	n the Student Success Center to improve SARS' student tracking and e benefit of the more than 3,000 students who visit the center annually, and on of the new Student Print System; and
	ch beyond IVC, as she shares information about potential problems with both ange County Community College District, and follows up to make sure the therefore,
	ustees and the Chancellor of the South Orange County Community College gratulate Jennifer Calderin with the Irvine Valley College Classified Employee 2017.
Timothy Jemal, President	James R. Wright, Vice President
David B. Lang, Clerk	Barbara J. Jay, Member
Marcia Milchiker, Member	T.J. Prendergast III, Member  COMMUNITY  1967  COLLEGE
Terri Whitt, Member	DISTRIC

Debra L. Fitzsimons, Interim Chancellor

### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.3 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** Saddleback College: New and Revised Curriculum 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 additions and revisions to the curriculum of the College for the 2017-18 academic year. Exhibit A includes revised courses. Exhibit B includes new and revised programs. The new and revised curriculum is recommended by the Curriculum Committee and includes collegial consultation with the Academic Senate of Saddleback College pursuant to Title 5, Section 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 Exhibits A and B.

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

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

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
				Irng 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
				hrs fr 3 lec/4 lab/0 lrng cntr to 3 lec/3 lab/0
ATAS	HORT 109	429443.00	INTRO TO PLANT DESIGN	Irng cntr
7(17(3	110111 103	723443.00	INTINO TO LEGICIT	prereg fr <del>SPAN 10</del> to <b>SPAN 3 or 10</b> , rec prep
LA	SPAN 11	405115.00	ADV. CONV. SPANISH	fr <del>SPAN 3</del> to None
LA	SPAIN II	403113.00	ADV. CONV. SPANISH	TOP code fr <del>0802.00</del> to <b>0801.00</b> , SAM code
CDC	CDF 41	450104.00	SECONDARY TEACHING	fr D to E
SBS	CDE 41	450194.00	SECONDARY TEACHING	<del>-</del>
CDC	605.00	422604.00	INITED TO FLEM FOLIC	TOP code fr <b>9892.00</b> to <b>0801.00</b> , SAM code
SBS	CDE 90	432604.00	INTRO TO ELEM EDUC	fr <b>Đ</b> to <u>E</u>
				TOP code fr <b>9802.00</b> to <b>0801.00</b> , SAM code
SBS	CDE 118	416090.10	EXCEPTIONAL CHILDRN	fr <b>D</b> to <u>E</u>
				TOP code fr <b>0802.00</b> to <b>0801.00</b> , SAM code
SBS	CDE 131	254020.00	EDUC PSYCHOLOGY	fr <b>€</b> to <u><b>E</b></u>

# New Business Communication Skills Certificate of Achievement

Completion of this certificate provides students with the competencies needed for successful oral and written communication in workplace settings. The program emphasizes the skills demanded by employers regardless of industry. Students learn to create business documents, use effective interpersonal skills, and apply listening skills. This program prepares students for entry- to mid-level jobs in office work and other business areas that require strong communication skills. Furthermore, the required courses of this certificate apply toward the more in-depth certificate (25-27.5 units) in business communications.

### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply principles, planning, organization, and styles to written and oral business communications, including proper consideration of ethical, cultural, gender, and other aspects of the communication.
- Create appropriate written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. They will use correct grammar, style, and format.
- Orally communicate clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, and other online communications; use teamwork, meeting, and leadership skills, interviewing, business etiquette, presentations, as well as nonverbal communications.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Apply analytical and organizational skills, including the ability to exercise judgment, manage finances and solve workplace problems, as well as ability to manage time and prioritize tasks.

Course ID	Title	Units
BUS 102	Oral Business Communications	3
BUS 104*	<b>Business Communications</b>	3
BUS 103	Business English	3
<u>Or</u>		
ENG 1A*	Principles of Composition I	4
<u>Or</u>		
ENG 1AH*	Honors Principles of Composition I	4
BUS 196	Workplace Success Skills	1
	Select from Restricted Electives	3-4.5

#### Restricted Electives: Select 3-4.5 units from the following courses BUS 1 **Introduction to Business** BUS 1H **Honors Introduction to Business BUS 13** Legal Environment and Business Law **BUS 16** Personal Law, Street Law **BUS 105 Social Media Marketing** 3 **BUS 125 Human Relations in Business BUS 135** Marketing **BUS 160** Entrepreneurship **CWE 180 CO-OP-ED Business** 1-3 **CIM 112** Microsoft Office 3 **CIMA 102** Word Processing - Word 3 CIMA 102A Word Processina – Word Beginning 1.5 **CIMA 102B** Word Processing - Word Advanced 1.5 **CIMA 108 Business Presentations - PowerPoint** 3 SP 5 **Interpersonal Communication** 3 **SP 20** Intercultural Communication 3

Total Units for the Certificate 13-15.5

 $<sup>^{\</sup>star}\text{Course}$  has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

## New Business Communications Certificate of Achievement

Completion of the Business Communication Certificate prepares students to use effective workplace communications, written and oral. Effective documents, reports, and other written communications, internal and external, print and electronic, are emphasized. Students learn to communicate clearly, use effective interpersonal skills, and apply listening skills, all for the business environment. While a vast array of occupations requires communications skills, occupations specific to communications include, but are not limited to, Media and Communication workers, Public Relations Assistants, Sales and Marketing Assistants, Office Assistants, Event Planners, Dispatchers, Fundraising Specialists, and Supervisors.

This certificate builds or "stacks" onto the Business Communication Skills Certificate and adds depth to students' familiarity with business functions and environments that provide the contexts for communications.

### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Apply principles, planning, organization, and styles to written and oral business communications, including consideration of ethical, cultural, gender, and other aspects of the communication.
- Use principles of effective business communication to create written business documents, such as letters, memorandums, reports, proposals, requests for proposals (RFPs), instructions, employment-related documents, as well as email and other online written business communications. They will use correct grammar, style, and format.
- Orally communicate clearly, effectively, and appropriately, including critical listening, communication with workplace superiors, coworkers, customers, clients; use telephone, webinar, and other online communications; use teamwork, meeting, and leadership skills; use appropriate interviewing techniques, business etiquette, presentation skills, as well as nonverbal communications.
- Consider relevant fundamentals of legal systems, and social, ethical, and
  political forces affecting the operation and communications of
  businesses; apply familiarity with the functions of business including the
  major concepts related to business ownership and the factors that
  influence them; competition and marketing; and the systems,
  technologies, and operational controls through which business
  organizations operate, to business communications.
- Integrate expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
- Behave in a professional manner appropriate to organizational expectations, including the exercise of initiative and self-direction and observation of laws, rules, and ethical practices.
- Create classic and contemporary marketing communications, including product and service planning, pricing, distribution, promotion, and uses of new technologies, including social media and e-commerce.

Course ID	Title	Units
BUS 1	Introduction to Business	3
<u>Or</u>		
BUS 1H	Honors Introduction to Business	3
BUS 13	Legal Environment and Business Law	3
BUS 102	Oral Business Communications	3
BUS 104*	Business Communications	3
BUS 103	Business English	3
<u>Or</u>	-	
ENG 1A*	Principles of Composition I	4
<u>Or</u>		
ENG 1AH*	Honors Principles of Composition I	4
BUS 125	Human Relations in Business	3
BUS 105	Social Media Marketing	3
<u>Or</u>	-	
BUS 109	E-Commerce Marketing	3
Or	-	
BUS 135	Marketing	3
BUS 196	Workplace Success Skills	1
	Select from Restricted Electives	3-4.5

### EXHIBIT B Page 3 of 11

### SADDLEBACK COLLEGE NEW AND REVISED PROGRAMS ACADEMIC YEAR 2017-2018

#### Restricted Electives: Select 3-4.5 units from the following courses CWE 180 CO-OP-ED Business 1-3 Microsoft Office CIM 112 CIMA 102 Word Processing – Word **CIMA 102A** Word Processing – Word Beginning 1.5 CIMA 102B Word Processing – Word Advanced 1.5 CIMA 108 **Business Presentations - PowerPoint** <u>SP 5</u> Interpersonal Communication SP 20 **Intercultural Communication**

Total Units for the Certificate	25-27.5
Total Ollis for the Certificate	25-21.5

 $<sup>^{\</sup>star}\text{Course}$  has a prerequisite, corequisite, limitation, or recommended preparation; see course description.

### Current Health Information Technology Associate in **Science Degree Program**

The Health Information Technician (H.I.T.) program grants a certificate upon the successful completion of the 4-semester or 2 year coursework. The HIT associate degree program comprises of the 4-semester coursework certificate plus the general education courses needed to get the associate's degree. Since the associate degree in HIT is a high unit degree (more than 60 units), it typically takes longer than 2 years to complete. The HIT certificate and degree prepare the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. Provide training through didactic instruction and directed practice. Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms.

Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed

### **Program Student Learning Outcomes**

- Apply the knowledge of medical sciences (medical terminology, anatomy/physiology, pathology, and pharmacology) to accurately
- .Collect, maintain, and analyze health information for accuracy, completeness, and timeliness based upon compliance and regulation
- Adhere to principles of legal, ethical, accreditation and certification standards as they relate to health information.
- Participate in planning, adoption, and the use of technology healthcare settings to maximize patient safety and efficiencies.
- Participate in analyzing and reporting health data for the performance improvement, research, and revenue cycle management.

  Demonstrate the ability to work effectively as an individual and
- collaboratively in a group to resolve health information management challenges in a dynamic and innovative healthcare environment

A minimum grade of "C" in all courses is required to receive the certificate

Occupations/Fields that the program will prepare the student to enter:

- Revenue Cycle Management/Billing/Clinical Coding Health Information Management
- Practice Management
- Patient care registrar Health Information Education
- Insurance Claims specialist
- Patient Portal education/liaison
- Medical office administration
- Quality Improvement analyst
- Help Desk
- Release of Information Medical Transcription

### Competencies:

- Patient Registration
  Revenue Cycle Management/Billing/Clinical Coding
- Quality/Performance Improvement
- **Transcription**
- Release of Information
- Revenue Cycle Management/Billing/Clinical Coding
- **Deficiency Analysis (health information)**
- **Physician credentialing and privileging**Privacy and Security of health information
- Healthcare statistics, reporting, and registries

Course ID	Title	Units
HSC 201	Medical Terminology	3
CIM 112	Microsoft Office	3
HIT 200	Health Information Science	3
BIO 113	Human Anatomy and Physiology	4
HSC 233	Legal and Ethical Aspects of Health Information	3
HIT 203	Alternative Healthcare Delivery Systems	2
HIT 207*	Information Technology/EHR in Healthcare	3
HIT 202	Reimbursement Methodologies	2
HSC 244*	Disease Processes for the Health Sciences	3
HIT 221*	ICD-10-CM	3
HIT 220	ICD <del>-10-PCS</del>	3
HIT 212*	Reporting Healthcare Data	2

HIT 209*	Management of Resources in Healthcare	3
HIT 204	Performance Improvement in Healthcare	3
HIT 215*	CPT/Ambulatory Care Coding	3
HIT 219	Directed Practice	3

Total Units for the Major 46

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

### Associate in Science Degree

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

### **General Education Requirements for Associate Degrees**

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

#### Accreditation

The Health Information Technology Program (HIT) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education

To contact CAHIM 233 N. Michigan Ave 21st Floor Chicago, IL 60602-5800 (312) 233-1100 Fax (312) 223-1948 info@Cahiim.org

### Revised **Health Information Technology Associate in Science Degree Program**

The Health Information Technology (HIT) degree prepares the student for employment as a health information professional with the knowledge and skills to accurately code diagnoses and procedures for healthcare services provided to patients, and to collect, maintain, and analyze clinical data in electronic health records that physicians, nurses, and other healthcare staff rely on to deliver quality healthcare. The HIT associate degree program comprises of the <u>46-48 unit</u> coursework plus the general education courses needed to get the associate's degree. Since the associate degree in HIT is a high unit degree (more than 60 units), it typically takes longer than 2 years or 4 semesters to complete. A 2-year time frame for completion would require taking a full load each semester plus summers. The program provides training through didactic instruction and directed practice. Facilities employing health information technology professionals include hospitals, ambulatory care centers, physician offices, long-term care facilities, dialysis centers, public health agencies, pharmaceutical companies, medical supply companies, rehabilitation centers, managed care organizations, behavioral and mental health facilities, law firms, and insurance firms. Students are required to hold a valid basic life support CPR card for healthcare providers and carry professional liability insurance prior to commencing their directed practice

To earn the Associate of Science (A.S.) Degree in Health Information Technology, students must complete BOTH HIT department requirements and General Education requirements. A previous Associate Degree, Bachelor's Degree or higher degree does not automatically meet general education requirements. All outside transcripts must be evaluated toward Saddleback College's requirements. In order to be eligible for the RHIT credential, you must earn the A.S. degree from Saddleback College.

A minimum grade of "C" in all courses in the major is required to receive the

Occupations/Fields that the program will prepare the student to enter:

- Revenue Cycle Management/Billing/Clinical Coding
- Health Information Management
- Practice Management
- Patient care registrar Health Information Education
- Insurance Claims specialist
- Patient Portal education/liaison Medical office administration
- Quality Improvement analyst
- Help Desk Release of Information
- Medical Transcription

### Competencies

- **Data Content, Structure, and Standards**
- Data Governance
- Revenue Cycle Management/Billing/Clinical Coding Performance Improvement
- Clinical Documentation Improvement Release of Information
- Privacy and Security of Health Information
- **Health Informatics and Healthcare Information Technologies**
- Healthcare statistics, trends, reporting, and registries

### **Program Student Learning Outcomes**

- Apply the knowledge of medical sciences (medical terminology, anatomy/physiology, pathology, and pharmacology) to accurately
- Collect, maintain, and analyze health information for accuracy, completeness, and timeliness based upon compliance and regulation
- Adhere to principles of legal, ethical, accreditation and certification standards as they relate to health information.
- Participate in planning, adoption, and the use of technology healthcare settings to maximize patient safety and efficiencies.
- Participate in analyzing and reporting health data for the performance
- improvement, research, and revenue cycle management.

  Demonstrate the ability to work effectively as an individual and collaboratively in a group to resolve health information management challenges in a dynamic and innovative healthcare environment.

Course ID	Title	Units
HIT 200	Health Information Science	3
HIT 202	Reimbursement Methodologies	3
HIT 203	Alternative Healthcare Delivery Systems	2
HIT 204	Performance Improvement in Healthcare	3
HIT 207*	Healthcare Information Technologies (HCIT)	3
HIT 209*	Management of Resources in Healthcare	3
HIT 212*	Reporting Healthcare Data	2
HIT 215*	CPT <u>and</u> Ambulatory Care Coding	3
HIT 219*	Directed Practice	4
HIT 220*	ICD_Procedure Coding	2
HIT 221*	ICD <u>Diagnostic Coding</u>	3
HSC 201	Medical Terminology	3
HSC 233	Legal and Ethical Aspects of Health Information	3
HSC 244*	Disease Processes for the Health Sciences	3
HSC 277*	Human Body Fundamentals	3
Or		
BIO 113	Human Anatomy and Physiology	4
CIM 10	Introduction to Information Systems	3
Or		
CIM 1	Computer Information Systems	4
	Total Units for the Major	46-48

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

### Associate in Science Degree

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

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

### Accreditation

The Health Information Technology Program (HIT) is accredited by the Commission on Accreditation for Health Informatics and Information Management Education

To contact CAHIM 233 N. Michigan Ave 21st Floor Chicago, IL 60602-5800 (312) 233-1100 Fax (312) 223-1948 info@Cahiim.org

### CURRENT Early Childhood Teacher Certificate

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 3-5. Additional work experience with young children (175 days of 3 hours per day within 4 years) is required to qualify for state permit.

Saddleback Certificate can be earned with coursework only.

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

#### Core Courses

Core Cou	1303	
Course ID	Title	Units
CD 101*	-Principles and Practices of Teaching	
	Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching <b>Childre</b> n in a Diverse Society	3
CD 120*	Observation and Assessment	3
Supervised I	Field Experience Course	
CD 121*	Practicum=The student teaching experience	5
Lab placeme	ent must be in a setting that serves children	

### General Education (16 units):

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts
Science or Math
Social Sciences
Humanities/Frine Arts

Total Units for the Certificate
45

### REVISED Early Childhood Teacher Certificate Program

This certificate meets the education requirements of the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CCTC). Developmental and learning theory as well as appropriate strategies for teaching and caring for children ages birth to 8 will be studied and applied. Family collaboration, cultural sensitivity, and relationship based practice will be emphasized. This certificate prepares students to provide competent and effective care and instruction of children in a child care and development program, and supervise an associate teacher, assistant teacher, classroom aide and/or volunteer in a variety of children's settings. Additional work with children (175 days of 3+ hours per day within 4 years) is required to obtain the Teacher Permit.

A minimum grade of "C" in each course is required to receive the certificate <u>and/or</u> <u>qualify for the Child Development Permit.</u>

#### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, DCLAP, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

### **Core Courses**

Course	ID Title	Units
CDE 101*	Principles and Practices of Teaching	
	Young Children	3
CDE 15*	Child, Family and Community	3
CDE 7*	Child, Growth and Development	3
<u>Or</u>		
CDE 7H*	Honors Child, Growth and Development	3
CDE 110*	Introduction to Curriculum	3
<b>CDE 111*</b>	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum_The Student Teaching Experience	5

### General Education (16 units):

At least one course in each of the 4 identified general education areas:

English or Language Arts Scienceor
Math
Social Sciences
Humanities or Fine Arts

16

Total

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

<sup>\*</sup>Course has prerequisite, corequisite, limitation, or recommended preparation; see course description.

### CURRENT

### Early Childhood Teacher Degree Program

This certificate meets the coursework requirements of the Teacher level Child Development Permit and prepares students to be competent and effective teachers and caregivers for young children ages 3-5. Additional work experience with young children (175 days of 3 hours per day within 4 years) is required to qualify for state permit.

Saddleback Certificate can be earned with coursework only.

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

### **Core Courses**

Course ID	Title	Units
CD 101*	-Principles and Practices of Teaching	
	Young Children	3
CD 105*	Child, Family, and Community	3
CD 107*	Child Growth and Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching <b>Childre</b> n in a Diverse Society	3
CD 120*	Observation and Assessment	3
CD 121*	Field Experience Course  Practicum:-The student teaching experience  nt must be in a setting that serves children	5

### General Education (16 units):

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts
Science or Math
Social-Sciences
Humanities/Fine Arts
16
Total Units for the Certificate

### **REVISED**

### **Early Childhood Education Degree Program**

This degree prepares students to be competent and effective teachers and caregivers for young children ages 0-8. Developmental and learning theory as well as appropriate strategies related to the unique care and education needs of young children will be studied and applied. Family collaboration and culturally responsive practice will be emphasized. Students who complete this degree meet the educational requirements for the Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTCC) and can be employed in children's settings such as child care centers, church schools, employee sponsored child care, and early Head Start as teachers and caregivers. With an appropriate general education pattern students are also prepared to transfer to Child Development and Early Childhood studies baccalaureate degrees. Additional work with children (175 days of 3+ hours per day within 4 years) is required to obtain the Teacher Permit.

A minimum grade of "C" in each course is required to receive the <u>degree and/or qualify</u> for the Child Development Permit.

#### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- <u>Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.</u>
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8.
- Apply developmental theory, knowledge of child development, developmentally, culturally, and linguistically appropriate practice (DCLAP), and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

### **Core Courses**

Course	ID Title	Units
CDE 101*	Principles and Practices of Teaching	
	Young Children	3
CDE 15*	Child, Family and Community	3
CDE 7*	Child, Growth and Development	3
<u>Or</u>		
CDE 7H*	Honors Child, Growth and Development	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum_The Student Teaching Experience	5
	Total Units for the Major:	<u>29</u>

### Associate in Science Degree

Completion of the certificate program and a minimum of 60 units including the general education requirements with an overall GPA of 2.0 qualifies the student for the Associate in Science degree. A minimum of 12 units must be completed at Saddleback College. Students intending to transfer must complete IGETC or CSU pattern general education courses.

### **General Education Requirements for Associate Degrees**

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

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

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

### **CURRENT**

### School Age Care and Recreation Certificate Program

This certificate provide a system of professional development for individuals working as before and after school recreation leaders and care givers in a variety of settings that serve school age children. It meets the coursework requirement for the School Age Child Development Permit at the Teacher level.

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

Core Courses	•	
Course ID	Title	Units
CD-101*	PrinciplesandPracticesofTeaching	
	Young Children	3
CD 107*	Child Growth and Development	3
CD-105*	Child, Family, and Community	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD-120*	Observations and Assessment	3
School Age Course		
CD 121*	Practicum: The Student Teaching Experience	5
Lab placement mus	tbe in a before/after school care setting with	
children ages 612	-	
CD 125*	School Age Children and Youth	3
	*** * * * * * * * * * * * * * * * * *	

General Education (16 units): A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English | anguage Arts Science or Math Social Sciences Humanities/Fine Arts 16 **Total Units for the Certificate** 

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

### **REVISED** School-Age Care and Recreation Certificate Program

This certificate meets the course requirements of the Teacher level Child Development Permit issued by the California Commission on Teacher Credentialing (CCTC) with a School-Age Authorization. Developmental and learning theory as well as appropriate strategies related to the care and recreation of children in before and after school settings will be studied and applied. Family collaboration and relationship based practice will be emphasized. This certificate is especially suited for individuals working as before and after school recreation leaders and caregivers in a variety of settings that serve school age children. Additional work with children (175 days of 3+ hours per day within 4 years) is required to obtain the Teacher

A minimum grade of "C" in each course is required to receive the **degree and/or** qualify for the Child Development Permit.

### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political and historical contexts that influence all children's development
- Demonstrate a range of skills and knowledge related to the unique needs of school age children in before and after school recreation settings.
- Use the ongoing cycle of curriculum development to plan, implement and evaluate curriculum including environments based on developmentally, culturally, linguistically appropriate practices.
- Apply developmental theory, knowledge of child development, DCLAP, and research based teaching strategies to develop curriculum for the unique educational needs of children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment and documentation skills that can be applied to interpretations of growth and development, planning and identification of individual needs.
- Demonstrate professional skills, including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy and identification of personal qualifications in relationship to state and national requirements of teachers of young children.

### **Core Courses**

Course ID	Title	Units
CDE 101*	Principles and Practices of Teaching	
	Young Children	3
CDE 7*	Child Growth and Development	3
Or	•	
CDE 7H*	Honors Child Growth and Development	3
CDE 15*	Child, Family, and Community	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observations and Assessment	3
CDE 125*	School-Age Before and After School Programs	3
CDE 121*	Practicum-The Student Teaching	
	Experience	5

### General Education (16 units):

At least one course in each of the 4 identified general education areas:

English or Language Arts Scienceor Math

Social Sciences

Humanities or Fine Arts

16

48

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

### **CURRENT** Site Supervisor Certificate Program

This certificate is designed for students who will be single site supervisors under Title 5 regulations or directors for centers regulated by Title 22. It allows holders to supervise Master Teachers, Teachers, Associate Teacher and assistants as well as manage single site programs, provide instruction and serve as coordinators of curriculum and staff development. To be eligible for this level of the California Children's Center Permit, work experience of 350 days of 3 hours per day within 4 years (100 hours of which must include supervision of adults) must be completed.

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

### **Core Courses**

Course ID	Title	Uni
CD 101*	Principles & Practice of Teaching Young Children	3
CD 105*	Child, Family & Community	3
CD 107*	Child Growth & Development	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance & Communication	3
CD 112*	Health, Safety & Nutrition	3
CD 117*	Teaching Children in a Diverse Society	3
CD 120*	Observation & Assessment	3
Supervised	l Field Experience Course	
CD-121*	Practicum: The Student Teaching Experience	5
Adult Sup	ervision and Administration Courses (8 units)	
CD 127* CD 128*	Adult Supervision and Mentor Practices Administration of Young Children's	2
	Settings Program	3
CD 129*	Administration of Young Children's Settings:	
	<del>Managemen</del> t	3

### General Education (16 units):

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IGETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts Science or Math Social Sciences Humanities/Fine Arts **Total Units for the Certificate** 

### **REVISED** Site Supervisor Certificate Program

This certificate is designed for students who will be single-site supervisors under Title 5 regulations or directors for centers regulated by Title 22. Students have opportunities to learn and apply developmentally appropriate and relationship based curriculum based on observations of children and various settings. They will implement and evaluate various teaching strategies in supervised settings, and learn administration and leadership skills. Students who earn this certificate and meet experience requirements as identified by the CA Commission on Teacher Credentialing (CTCC) are eligible to supervise a child care and development program operating at a single site; provide service in the care, development, and instruction of children in a child care and development program; and serve as a coordinator of curriculum and staff development. Additional work with children (350 days of 3+ hours per day within 4 years including at least 100 days of supervising adults) is required to obtain the Site Supervisor Permit.

A minimum grade of "C" in each course is required to receive the certificate and/or qualify for the Child Development Permit Core Courses.

### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political and historical contexts that influence all children's development
- Demonstrate a range of skills and knowledge related to the unique needs of children ages 0-8 years.
- Apply developmental theory, knowledge of child development, DCLAP, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment and documentation skills that can be applied to interpretations of growth and development, planning and identification of individual
- Demonstrate the skills and knowledge used in supervising program staff, financial management, licensing regulations and program management in settings for young children.
- Demonstrate professional skills, including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy and identification of personal qualifications in relationship to state and national requirements of teachers of young children

Course ID	Title	Units
CDE 101*	Principles and Practices of Teaching	
	Young Children	3
CDE 15*	Child, Family, and Community	3
CDE 7*	Child Growth and Development	3
Or	·	
CDE 7H*	Honors Child Growth and Development	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observation and Assessment	3
CDE 121*	Practicum-TheStudentTeaching	
<u> </u>	Experience	5
CDE 127*	Adult Supervision and Mentoring	3
CDE 128*	Administration I - Programs in Early Childh	
	<u>Education</u>	3
CDE 129*	Administration II - Personnel & Leadership Ea	arly
	Childhood Ed	3
Concret Educatio	on (16 units)	

### General Education (16 units):

At least one course in each of the 4 identified general education areas:

English <u>or</u> Language Arts Scienceor Math

description in catalog.

Social Sciences Humanities or Fine Arts

Total \*Course has a prerequisite, co-requisite, limitation, or recommended preparation; see course

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<sup>\*</sup>Course has a prerequisite, co-requisite, limitation, or recommended preparation; see course description in catalog.

### CURRENT Master Teacher Certificate Program

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

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

#### Core Courses

Course ID	Title	Units
CD 101*	PrinciplesandPracticesforTeachingYoung	
	Children	3
CD 107*	Child Growth and Development	3
CD 105*	Child, Family, and Community	3
CD 110*	Introduction to Early Childhood Curriculum	3
CD 111*	Child Guidance and Communication	3
CD 112*	Health, Safety, and Nutrition	3
CD 117*	Teaching <b>Children</b> in a Diverse Society	3
CD 120*	Observations and Assessment	3
Supervised Field Exp	erience Course	
CD 121*	Practicum: The Student Teaching Experience	5
Adult Supervision Co	<del>ourse</del>	
CD-127*	Adult Supervision and Mentor Practices	2
Specialization Units:	Choose one of the clusters below Infant /Toddler	
-CD 123*	Infant and Toddler Development	3
CD 133*	Infant and Toddler Curriculum and Group Care	3
Language and Litera	e <del>y</del>	
CD 115*	Literacy in Early Childhood	3
ENG 142*	Children's Literature	3
Science and Math		
CD 113*	Mathand Science in Early Childhood	3
GEOL1	Introduction to Physical Geology	4
Special Needs		
CD 135*	The Young Child with Special Needs	3
CD 140*	Early Intervention and Inclusion	3
The Arts		
CD 114*	${\color{blue} \textbf{Creative} and \textbf{Dramatic} \textbf{Arts in} \textbf{Early Childhood}}$	3
ART9*	Ceramic Fundamentals	3

### General Education (16 units):

A course in each of the following 4 areas must be included.

See Associate Degree, CSU or IĞETC General Education lists found in class schedule or student handbook for acceptable courses.

English/Language Arts Science or Math Social Sciences Humanities/Fine Arts

Total Units for the Certificate

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

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### REVISED Master Teacher Certificate Program

This certificate meets the coursework requirements for the Master Teacher level of the Child Development Permit issued by the California Commission on Teacher Credentialing (CTCC) and prepares students to be competent and effective teachers and caregivers for young children ages 0-8, supervisors of adults in early childhood settings, and to serve as a coordinator of curriculum and staff development. Developmental and learning theory as well as appropriate strategies for teaching children age birth to 8 will be studied and applied. Culturally sensitive and relationship based practice will be emphasized. Additional work with children (350 days of 3+ hours per day within 4 years) is required to obtain the Master Teacher Permit.

A minimum grade of "C" in each course is required to receive the certificate <a href="mailto:and/or qualify for the Child Development Permit">and/or qualify for the Child Development Permit</a>.

### **Program Student Learning Outcomes**

Students who complete this program will be able to:

- Describe developmental milestones for children in the areas of physical, psychosocial, cognitive, and language development.
- Identify environmental, cultural, familial, economic, political, and historical contexts that influence all children's development.
- Demonstrate a range of skills and knowledge related to the unique need of children ages 0-8 years.
- Apply\_developmental theory, knowledge of child development, DCLAP, and research based teaching strategies to develop curriculum for the unique educational needs of young children individually and in group care settings.
- Demonstrate developmentally appropriate observation, assessment, and documentation skills that can be applied to interpretations of growth and development, planning, and identification of individual needs.
- Demonstrate the skills and knowledge in supervising program staff, financial management, licensing requirements, and program management in settings for young children.
- Demonstrate professional skills including ethical practice, reflective practice, written and verbal communication, collaboration, advocacy, and identification of personal qualifications in relationship to state and national requirements for teachers of young children.

### **Core Courses**

Course ID	Title	Units
CDE 101*	Principles and Practices for Teaching Young Children	3
CDE 7*	Child Growth and Development	3
Or		
CDE 7H*	Honors Child Growth and Development	
CDE 15*	Child, Family, and Community	3
CDE 110*	Introduction to Curriculum	3
CDE 111*	Child Guidance and Communication	3
CDE 112*	Health, Safety, and Nutrition	3
CDE 117*	Teaching in a Diverse Society	3
CDE 120*	Observations and Assessment	3
CDE 121*	Practicum_The Student Teaching Experience	5
CDE 127*	Adult Supervision and Mentor Practices	<u>3</u>

### Complete 6 units from one of the following specialization clusters

### Infant /Toddler

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

### EXHIBIT B Page 11 of 11

### SADDLEBACK COLLEGE NEW AND REVISED PROGRAMS ACADEMIC YEAR 2017-2018

Special Needs CDE 135* CDE 140*	Introduction to Children with Special Needs Curriculum and Strategies for Children with Special Needs	3
Curriculum CDE 113*	Math and Science Curriculum Early Childhood	
	Education	3
CDE 114* CDE 115*	Creative Art Curriculum for Young Children Literacy Curriculum in Early Childhood Education	3

### General Education (16 units):

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

Total

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

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### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.4 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Saddleback College Access Control Project, Phase 1 & 2,

Design-Build Criteria and Programming Architectural Services, Berliner

Architects

**ACTION:** Approval

### **BACKG**ROUND

On March 26, 2012, the Board of Trustees adopted a resolution authorizing the use of design-build procurement as a delivery option. On October 24, 2016, the Board of Trustees adopted a resolution authorizing design-build delivery method for the Saddleback College Access Control project.

### **STATUS**

A criteria architect is necessary to further define project scope and budget, to aid in defining project priorities, and to help develop the requests for qualifications and proposal (RFQ & P) package to select a design-build entity.

On January 3 and January 10, 2017, SOCCCD ran a newspaper advertisement requesting proposals for Saddleback College Access Control project, Phase 1 & 2, Design-Build Criteria and Programming Architectural Services. Eleven firms attended the mandatory pre-proposal conference. Two firms submitted proposals (EXHIBIT A) meeting the criteria outlined in the RFQ & P and both firms were invited to interview. Staff recommends approval of Berliner Architects for the Criteria and Programming Architectural Services agreement (EXHIBIT B) in the amount of \$240,000.

The Saddleback College Access Control project, will occur in phases. The total value of the project, excluding buildings that will be addressed through renovations, is estimated at \$10,000,000. Funds for this phase of the project are available through Saddleback College Scheduled Maintenance budget equaling \$3,250,000.

### RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve the Berliner Architects agreement (EXHIBIT B) for the Saddleback College Access Control project, Phase 1 & 2, Design-Build Criteria and Programming Architectural Services, in the amount of \$240,000.

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

#### Bid NO. 2060

## Design-Build Criteria and Programming Architect Services Saddleback College Access Control Project, Phase 1 & 2

May 15, 2017

COMPANY NAME	<u>CITY</u>	CONTACT
*Berliner Architects	Santa Monica, CA	Richard Berliner
J.C. Chang & Associates, Inc.	Torrance, CA	Timothy P. Kelly

<sup>\*</sup>Recommended Award



#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

#### **DESIGN BUILD CRITERIA ARCHITECTURAL SERVICES AGREEMENT**

## Saddleback College Access Control Project, Phase 1 and 2, Bid NO. 2060 Berliner Architects

May 16, 2017 - May 30, 2021

This Design-Build Criteria Architectural Services Agreement "AGREEMENT" is made and entered into this 16<sup>th</sup> of May in the year 2017 between South Orange County Community College District, 28000 Marguerite Parkway, Mission Viejo, California 92692, hereinafter referred to as "DISTRICT", and Berliner Architects, 5976 Washington Boulevard, Culver City, CA 90232, 310-838-2100 hereinafter referred to as "ARCHITECT";

WHEREAS, the DISTRICT is a community college district organized under the laws of the State of California with authority conferred under Government Code sections 4525 et seq. and 53060 to contract for profession services in the field of architecture;

WHEREAS, DISTRICT desires to obtain architectural professional services for Criteria Architect for Design-Build procurement, assistance with Request for Proposals development, PROJECT design oversight and construction observation as more fully defined per Article 2 and Attachment A, for the Saddleback College Access Control Project, Phase 1 and 2, Bid NO. 2060, 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. <u>Services</u>. The ARCHITECT's services shall consist of those services performed by the ARCHITECT, ARCHITECT's employees and ARCHITECT'S sub-consultants as enumerated in this AGREEMENT.
- 1.2. <u>Standard of Care</u>. The 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 the 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 Executive, one Project Manager and other staff and subconsultants as required. The ARCHITECT shall designate Richard Berliner, as Project Executive, and Prithwish Gupta as Project Manager. So long as 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 for any sub consultant 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 Design Build Entity; (b) the Inspector; (c) Test/Inspection Service Providers; and (d) others providing services in connection with quality control, bidding and/or construction of 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. <a href="PROJECT Schedule">PROJECT Schedule</a>. 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.
- 1.7. Exclusion for Design-Build Participation. The ARCHITECT acknowledges that pursuant to California Education Code section 81703(c)(2)(A), the scope of work and services rendered under this AGREEMENT with render ARCHITECT ineligible and will prohibit participation as a member of a proposing Design-Build Entity or any work on the PROJECT(s) as a subcontractor or sub consultant.

- 2.1. <u>Services</u>. The ARCHITECT's services (Services) consist of those described in Article 2 and further delineated in Attachment A, and include engineering and cost estimating services.
- 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. <u>Sub-consultants</u>. The 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 using previous RFQ & P Design Build Entity documents as a basis and shall arrive at a mutual written understanding of such needs and requirements with the DISTRICT, prior to drafting preliminary Criteria and Programming for Design-Build Entity procurement 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. <u>Schedule Budget Analysis</u>. 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. <u>Construction Cost.</u> The ARCHITECT shall submit to the DISTRICT a written probable statement of cost for the construction of the PROJECT and shall advise the DISTRICT, in writing, of any adjustments to the estimate of Construction Cost. The cost evaluation by the ARCHITECT represents the ARCHITECT'S best judgment as a professional familiar with the construction industry.
- 2.8. <u>Sustainability</u>. The PROJECT shall be programmed in accordance with environmentally responsible design considerations consistent with the DISTRICT'S program, schedule, and budget.
- 2.9. <u>Regulatory Compliance</u>. The ARCHITECT shall use reasonable professional efforts during the Criteria and Programming phase for the Design-Build Entity procurement. Documents

- produced by ARCHITECT for use by DISTRICT to 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. <u>Building Codes</u>. The ARCHITECT shall prepare and submit to DISTRICT an outline of applicable provisions of building codes that apply to the 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 included in the Design-Build RFP.
- 2.11. 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.
- 2.12. <u>Modified AGREEMENT in Writing Only.</u> The duties, responsibilities and limitations of authority of the ARCHITECT shall not be restricted, modified or extended without written AGREEMENT between the DISTRICT and ARCHITECT.
- 2.13. <u>DISTRICT'S Representative.</u> The ARCHITECT, shall collaborate with the DISTRICT'S Design-build Consultant and 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.
- 2.14. <u>Programming Development Services</u>. Programming Development services will produce a reasonable complete and accurate set of programming documents sufficient to allow the DISTRICT to evaluate the PROJECT and to make associated funding decisions.
- 2.15. BIM Standard. NOT USED
- 2.16. <u>Design-Build RFP Documents.</u> Based on the approved criteria and programming developed by ARCHITECT, and any adjustments authorized by the DISTRICT, the ARCHITECT shall prepare, for approval by the DISTRICT, a Design-Build Entity Request for Proposal. Program and Criteria Documents consisting of narratives, limited drawings and other documents will describe the size and requirements of the PROJECT as to architectural, structural, mechanical and electrical systems, materials, and such other elements as may be appropriate.
- 2.17. <u>Investigate Existing Conditions.</u> The ARCHITECT shall investigate existing conditions or facilities and make recommendations to include additional documents if deemed appropriate in order to acquire a comprehensive proposal from the Design-Build Entity.
- 2.18. Review and Update Existing Technical Specifications. Meet with college facilities for no less than two eight hour sessions to review existing technical specifications. Ensure that appropriated sub-consultants are present during the various discipline reviews.

- 2.19. **Proposal Submittal Participation.** Assist the DISTRICT during the Proposal review, interview evaluations, and recommendations to the Board of Trustees including Board presentation, as requested.
- 2.20. <u>Design-Build Entity Oversight.</u> The ARCHITECT, following the DISTRICT'S approval of the Criteria Documents and Request for Proposal documents, shall:
  - a. Assist the DISTRICT in oversight of the Design-Build entity for the PROJECT during design and plan approval by the authorities having jurisdiction.
  - b. Provide oversight of the Design-Build entity during the phases of construction and closeout.
- 2.21. <u>Site Visits.</u> The ARCHITECT shall visit the site not less than bi-weekly while work is in progress, and as often as necessary and appropriate to the stage of construction, to visit 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.
- 2.22. Punch and Close Out. The ARCHITECT'S responsibility to provide basic 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. The ARCHITECT shall work with the DISTRICT and their consultants to assist with the 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.
- 2.23. <u>Evaluate Design-Build Performance</u>. The ARCHITECT shall evaluate the performance of the Contractor under the requirements of the Design-Build contract when, and if, requested in writing by the DISTRICT.

#### ARTICLE 3 ADDITIONAL ARCHITECT'S SERVICES

- 3.1. <u>Additional Services</u>. 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 for Additional Services. 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. ARCHITECT shall obtain written authorization from the DISTRICT before rendering such services. Compensation for such services shall be compensated based on attached standard hourly rates. Such services shall include:

- a. <u>Regulatory Revisions</u>. 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. <u>Scope Change after Phase Approvals</u>. Providing services required because of significant changes made in the PROJECT after approval of the programming including, but not limited to, size, quality, complexity, or the DISTRICT'S schedule.
- c. <u>Contractor Default</u>. 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 Design-Build Entity's contract.
- d. <u>Legal Services</u>. Providing services in connection with an arbitration proceeding or legal proceeding except where the ARCHITECT is a party thereto.

#### ARTICLE 4 TERMS OF SERVICE

- 4.1. <u>Time is of the Essence</u>. 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. <u>Term</u>. Services under this AGREEMENT shall be diligently performed by the ARCHITECT until May 30, 2021. This term shall be extended at no cost to the DISTRICT as result of delays caused directly by ARCHITECT actions.
- 4.3. <u>Billing Rate</u>. 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.
- 4.4. <u>Suspension Notice</u>. 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. 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. <u>Statutory Workers' Compensation and Employers' Liability</u>. 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. <a href="Professional liability insurance">Professional liability insurance</a>, 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. <u>Additional Insured</u>. 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.

- 5.2. <u>State Authorized Insurers</u>. 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.
- 5.3. <a href="Insurance Evidenced">Insurance Evidenced</a>. 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.

#### 5.4. **Coverage Amounts**

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

#### ARTICLE 6 COMPENSATION TO THE ARCHITECT

6.1. <u>Contract Price for Services</u>. The Contract Price for the ARCHITECT'S performance of the Services under this AGREEMENT shall consist of the following lump sum prices:

a.	Part 1 – Phase 1 & 2	\$ 125,000
Des	ign-Build Criteria Architect (300 + 798 doors)	
b.	Part 2 - Phase 1	\$ 25,000
Des	ign-Build Selection and Oversight (first 300 doors)	
c.	Part 2 - Phase 2	\$ 30,000
Des	ign-Build Selection and Oversight (remaining 798 doors)	
d.	Part 3 - Phase 1	\$ 13,000
Con	struction Observation (first 300 doors)	
e.	Part 3 - Phase 2	\$ 27,000
Con	struction Observation (remaining 798 doors)	
SUB	STOTAL SERVICES	\$ 220,000
Allo	wable Reimbursable Expenses	\$ 20,000
тот	ΓAL	\$240,000

- 6.2. <a href="Price Inclusions">Price Inclusions</a>. 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.
- 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 for Construction Phase and Close-out Phase.

- 6.4. <u>DISTRICT Payment of Contract Price</u>. 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 Design-Build Entity.
- 6.5. <u>Withholding Payment.</u> 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 it 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. <u>Monthly Payments</u>. 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. <u>Late payments</u>. 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. <u>Schedule Delay</u>. 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: <u>at standard hourly rates</u> (See Attachment B) or as a fixed fee.
- 6.10. <u>Reimbursable Expenses</u> incurred by the ARCHITECT and ARCHITECT'S employees and consultants in the interest of the PROJECT shall have prior DISTRICT written approval before incurred and records of such expenses shall be provided to DISTRICT for the DISTRICT's review. 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 consultants 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.
- 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

- **DISTRICT Ownership of Documents**. The drawings, specifications, presentation materials 7.1. 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. <u>Electronic Copy of Documents</u>. The ARCHITECT shall perform the work under this AGREEMENT using BIM software and shall deliver electronic copy via a flash drive in both the

- software format and PDF format upon completion. If work is terminated prior to completion, 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. 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. <u>Termination for Convenience</u>. 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. <u>Termination by Either Party</u>. 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. <u>Suspension of PROJECT</u>. 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. <u>Abandonment of PROJECT</u>. 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. <u>Liability for DISTRICT Damages</u>. 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. <u>Mediation Requirements</u>. 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. <u>Arbitration</u>. 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. <u>DISTRICT Provided Information</u>. 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. <u>DISTRICT Representative</u>. 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:

#### Jim Rogers, Assistant Director, Facilities-Capital Outlay Projects

- 10.3. <u>DISTRICT Notification</u>. 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 plans of existing buildings describing physical characteristics and approximate utility locations for the buildings of the PROJECT as required.
- 10.5. Geotechnical Data. NOT USED.
- 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. <u>Affirmative Action</u>. 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. <u>Compliance with Applicable Laws</u>. 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. <u>Cumulative Rights; Non Waiver</u>. 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. **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 DISTIRCT during tenure or for one year thereafter, shall have any interest direct or indirect, in this AGREEMENT or the proceeds thereof.
- 11.7. <u>Governing Law</u>. This AGREEMENT shall be governed by the laws of the State of California. The duties and obligations of the parties created hereunder are performable in Orange County and such county shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this AGREEMENT.
- 11.8. <u>Independent Contractor</u>. 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.

- 11.9. <u>Marginal Headings; Captions</u>. 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.
- 11.10. 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.
- 11.11. <u>Permits/Licenses</u>. 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.
- 11.12. <u>Notifications</u>. All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (a) personal service or (b) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served requiring signature acknowledging receipt, or if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section.
- 11.13. **Communications** between the parties shall be sent to the following addresses:

DISTRICT
James Rogers
Assistant Director, FacilitiesCapital Outlay Projects
South Orange County
Community College District
28000 Marguerite Parkway
Mission Viejo, CA 92692

irogers39@saddleback.edu

Principal Berliner Architects

Richard Berliner

ARCHITECT

5976 Washington Boulevard Culver City, CA 90232 richardb@berliner-architects.com

COPY

Dr. Debra L. Fitzsimons Interim Chancellor COPY
Brandye K. D'Lena
Executive Director of Facilities Planning

South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692 dfitzsimons@socccd.edu South Orange County Community College District 28000 Marguerite Parkway Mission Viejo, CA 92692 bdlena@socccd.edu

- 11.14. **Severability**. If any provision of this AGREEMENT is deemed illegal, invalid unenforceable or void by any court of competent jurisdiction, such provision shall be deemed stricken and deleted herefrom, but all remaining provisions will remain and continue in full force and effect.
- 11.15. <a href="Entire AGREEMENT/Amendment">Entire AGREEMENT/Amendment</a>. 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.
- 11.16. <u>Binding AGREEMENT</u>. 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" Berliner Architects
Dr. Debra L. Fitzsimons Vice Chancellor, Business Services	Richard Berliner Principal
(Date)	(Date)
	(Taxpayer number)

Attachment A Responsibilities and Services of Architect Attachment B Criteria and Billing for Extra Work

#### **ATTACHMENT A - RESPONSIBILITIES AND SERVICES OF ARCHITECT**

The PROJECT consists of the following:

- Part 1 Design-Build Criteria Architect Services
- Part 2 Design-Build RFQ & P Development, Design-Build Entity Selection, Design Oversight
- Part 3 Construction Observation and Closeout

#### A. SPECIFIC SERVICES

In addition to the services identified in the General Service portion of this attachment, ARCHITECT will provide all professional services necessary for completing the following:

- 1. <u>Part 1 Design-Build Criteria Architect Services.</u> Establish Access Control Program and Criteria for 1.098 doors retrofitted with Access Control devices including entrance into college buildings, interior entry into departments and other restricted areas.
  - a. Understand the needs related by Saddleback College stakeholders
    - i. Interview stakeholders and obtain consensus
    - ii. Convey risk and associated mitigation measures
    - iii. Develop philosophical approach and obtain consensus
  - b. Perform Survey. Execute an extensive survey of the 1,098 doors and portals identified and survey latest equipment availability
    - i. Review existing policy and procedures for door and portal review
    - ii. Review door locations, existing Access Control system locations,
      - a. Thorough examination of doors, locks, physical barriers, electronic access capabilities
      - Thorough examination of infrastructure and ancillary equipment and systems supporting the existing Access Control System and those expecting to support expansion.
    - iii. Work with Assa Abloy to identify the latest door security technologies to consider latest trends
  - c. Formulate options and recommendations in a draft "Findings Report"
    - i. Provide report on inventoried doors and portals with regard to their reuse, upgrade, or replacement.

- a. Provide a minimum of two photos per door and a detailed description of the existing conditions at each opening including but not necessarily limited to ADA deficiencies.
- b. Provide a floor plan with each door/ portal and associated equipment location identified. This plan will act as a legend and these location references will be included in all associated documentation.
- c. Inventory all associated hardware and equipment.
- d. Include overview of any serious concerns or system deficiencies including high and low voltage electrical, lay in ceiling tile disturbances, pathway-firewall penetrations, determination of panel or punch-down sufficiency.
- ii. Provide a series of typical solutions for both new and existing doors and portals:
  - a. Assess strength and weakness of each door/ portal to support access control
  - Assess associated infrastructure and define needs. May be more of an area by area assessment and must include all 1,098 doors/ portals.
    - i. Incorporate high and low voltage electrical needs
    - ii. Pathway options and recommendations
    - iii. Panel recommendations.
    - iv. Various methods for operations
      - 1. Centrally located
      - 2. Mobile device
      - 3. Security considerations
- iii. Provide best practices and a summary of General Findings for incorporation into the Design-Build Entity's Request for Qualifications and Proposals documents
- iv. Evaluate existing Access Control system with associated recommendations for this Phase 1 and 2 work scope.
  - a. Assess existing Access Control System to determine expansion capabilities and address how to incorporate doors and portals outside the expansion capabilities.

- Provide PROJECT options to incorporate into the Design-Build Entity's Request for Qualifications and Proposals documents.
- v. Provide a Rough Order of Magnitude budget for each option presented.
  - a. Balance cost impact with PROJECT budget throughout process
- d. Finalize Findings Report after college input
  - i. Provide draft "Findings Report" to college in editable and pdf format two weeks in advance of a follow-up meeting
  - ii. Meet with stakeholder's for a page turner review of the "Findings Report".
  - iii. Meet with stakeholder's to prioritized options for implementation (May take place at same meeting as that referenced in item "B" is time allows).
  - iv. Provide three hard copies and two electronic copies of the final report; one copy in editable format and one in pdf.
- 2. Part 2 Design-Build RFQ & P Development, Design-Build Entity Selection. Based on the approved "Findings Report", the ARCHITECT will participate in the development of all necessary documents to complete a comprehensive RFQ & P for Design-Build Entity procurement, using the DISTRICT template as the basis and in accordance with the Criteria Document Development section of this AGREEMENT.
  - a. RFQ & P Development
    - i. Design Guidelines.
    - ii. Performance Specifications. The ARCHITECT will develop Performance Specifications that include:
      - a. Technical system requirements
        - i. Products and devices
        - ii. Operating Requirements
        - iii. Sequence of Operations
      - b. Installation options
        - i. Minimum quality standards established
          - 1. Industry standards or better identified
          - 2. Design-Build Entity integrator qualifications

- c. Commissioning and acceptance standards
- d. Training and documentation requirements
- iii. Building Surveys and Prioritized Options from Findings Reports.
- iv. Project Description and Criteria. The ARCHITECT will develop project description and criteria that include:
  - a. Description of Comprehensive scope of work
  - b. Work product
- v. Sustainability Standards.
- vi. Design-Build Entity's Reference Documents.
- b. Design-Build Entity Selection. ARCHITECT to participate in RFQ & P Evaluation
  - i. Assist with PROJECT schedule development
  - ii. Assist with marketing efforts to maximize PROJECT interest
    - a. Provide list of qualified/certified installers for various qualified systems including Assa Abloy
  - iii. Participate in Pre-Proposal Meeting and lead a tour of the PROJECT area.
- c. Design-Build Entity Design Review
  - i. On-going quality control
  - ii. Oversight of the Design-Build plans and specifications development until DSA approval for construction.
- 3. Part 3 Design-Build Construction Administration
  - a. On-going quality control
  - b. Anticipate approximately 40 weekly job site meetings
  - c. Oversight continues through testing, commissioning and training

#### B. GENERAL SERVICES

ARCHITECT agrees to provide the general services described below:

- 1. Cooperate with other professionals employed by the DISTRICT for the design, coordination or management of other work related to the PROJECT.
- 2. Attend and keep records of coordination meetings during the entire design phase with the Design-Build Entity and sub-consultants. ARCHITECT shall keep a separate log to document design/coordination comments generated in these meetings.

- 3. Review record documents furnished to ARCHITECT pursuant to this AGREEMENT and advise the DISTRICT whether such data are sufficient for purposes of design, or whether additional data is necessary and, if so, recommend the manner in which it is to be provided.
- 4. Be responsible for the professional quality, technical accuracy and the coordination of all studies, reports, projections, 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, design, drawings, specifications and other services.
- 5. Be responsible for understanding the design and the layout parameters of the access control system using DISTRICT established standards. The coordination effort shall include philosophy for possible 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 access control system parameters.
- 6. 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.
  - 7. 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
- 8. 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.
- 9. The total fee stated in this contract includes the fees for all sub consultants providing services associated with the scope of services in this contract, as well as the ARCHITECT'S overhead and profit.

#### C. PROGRAM AND CRITERIA DESIGN SERVICES

#### **PROJECT INITIATION**

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

- 1. Participate in a PROJECT kick-off meeting to include the ARCHITECT'S PROJECT managers, engineers, 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

- 1. Perform pre-design investigations to establish appropriate guidelines around which and within which the PROJECT is to be designed. Identify design issues relating to functional need, directives and constraints imposed by regulatory codes.
- 2. Complete information check list identifying critical issues affecting PROJECT completion and certification; significant existing building considerations; applicable code requirements; and applicable fire and life safety requirements.
  - 3. Conduct architectural program meeting with the DISTRICT selected PROJECT committee.
    - a. Work with the DISTRICT to define and develop the operational and programming needs specifically for the new access control systems.
    - b. Collect data of the needs of the users and students to be served.
    - c. Facilitate consensus building of key stakeholders, to be identified by DISTRICT, to ensure the Design-Build Entity understands their perspectives and provides adequate support for the facility.
    - d. Develop an operational summary describing each of the facility areas' operational philosophy and principles; activities and their detailed sequence, location of adjacent areas and any access / circulation / requirements/restrictions.

e. Provide architectural programming planning sessions with key stakeholders to obtain information on the goals of each functional component, specific activities to be carried out by the staff in each component, the services to be provided, service delivery methods, the number of occupants in each component/space, the functional relationships between components, space needs, special services and any shared services among components in addition to security needs, specialty equipment; defining materials and quality standards.

#### CRITERIA DOCUMENT DEVELOPMENT

Work with DISTRICT and other DISTRICT consultants such as Design-Build PROJECT Consultant and Design-Build Legal Counsel in the development of the Design-Build Request for Qualifications and Proposals and all associated documents. Criteria documents will include the following and have been separated by those that proposed to be developed by the Criteria and Programming Architect and those proposed to be incorporated into the RFQ & P documents from work performed by others:

<u>Description</u>	Responsibility
Criteria Architect	
Design Guidelines	Criteria Architect
Performance Specifications	Criteria Architect
Building Surveys and Prioritized Options from Findings Reports	Criteria Architect
Project Description and Criteria	Criteria Architect
Sustainability Standards	Criteria Architect
Design-Build Entity's Reference Documents	Design-Build Project Consultant,
	District, and Criteria Architect
District	
District wide Standards	District/College Facilities
Technical Hazardous Building Material Abatement	District's Environmental Consultant
Specifications, if needed	
Entry to Property Agreement	District
PDFS of all Buildings and list of Buildings with DSA "A"  Numbers	District
Design-Build Entity's Reference Documents	Design-Build PROJECT Consultant,
	District, and Criteria Architect
Design-Build Project Consultant	
Integrated PROJECT Delivery	Design-Build PROJECT Consultant
Prequalification Questionnaire	Design-Build PROJECT Consultant
Rules for Interviews and Negotiations	District Legal and Design-Build PROJECT Consultant

Access Control Project Saddleback College Berliner Architects <u>Description</u> <u>Responsibility</u>

Specific Design-Build Proposal Design-Build PROJECT Consultant

Requirements

Proposal Evaluation Factors, Scoring and Design-Build PROJECT Consultant

Ranking Methodology

Design-Build Entity's Reference Documents

Design-Build PROJECT Consultant

District, and Criteria Architect

**Design-Build Legal Counsel** 

Design Build Contract & General Design-Build Legal Counsel

Conditions

Non Collusion Declaration

Proposal, Performance and Payment Bond

Letter of Organization

Design-Build Legal Counsel

Design-Build Legal Counsel

DVBE Requirements

Design-Build Legal Counsel

Rules for Interviews and Negotiations District Legal and Design-Build PROJECT

Consultant

Evidence of Insurance, including E&O Design-Build Legal Counsel

#### SPECIFICATION REVIEW AND UPDATE

Review and update existing specifications which will be used for the proposed facility. The development of the specifications should incorporate or be based upon completion of the following tasks:

- 1. Review and update Technical Standards for the Design Build Entity RFP.
  - a. Meet with college facilities and district project managers for two, eight hour sessions to review accuracy and currency of existing specification.
  - b. Determine if any specification sections are missing. Prepare and develop missing sections. Ensure formatting is consistent with other sections.
- 2. Determine which technical specifications apply to this PROJECT. Remove sections that clearly will not be a part of the work
- 3. Review and comment on DISTRICT prepared General Conditions and Special Conditions part of the Request for Proposals (RFP) seeking D-B Entity Teams.
  - a. Review checklist for permit and approvals.
  - b. Recommend scheduling and phasing considerations

PROBABLE CONSTRUCTION COST

Develop probable construction cost for the PROJECT; probable costs are to be based on the developed functional architectural programs as approved by the DISTRICT. Probable costs prepared by the ARCHITECT:

- 1. All costs are to be based on current bid prices, with escalation rate and duration clearly identified as a separate line item; rate of cost escalation and PROJECTed bid and construction dates are to be as approved by the DISTRICT.
- 2. Contingencies for design or construction, if included in the probable costs, are to be included as individual line items, with the percentage and base of calculation clearly identified.
- 3. All construction probable costs developed per the above should additionally be presented in and summarized by the Construction Specification Institute (CSI) category.
- 4. One week or more prior to the submittal of documents, the ARCHITECT'S proposed cost format must be submitted to the DISTRICT for review and approval.
- 5. Architect's sub-consultants shall participate in the progress meeting as appropriate and shall provide input and feedback into the development of the probable cost.

#### PROPOSAL SUBMITTAL REVIEW PROCESS

Assist with selection procedures and participate in review of proposal submittals:

- 1. Participate in pre-proposal meeting with competing D-B Entity Teams and assist DISTRICT with issuing any scope clarification documentation.
- 2. Assist DISTRICT with the evaluation of the D-B Entity Teams' submissions including proposal review and participation in scheduled interviews with D-B Entity Teams for the purpose of selection.
- 3. Review and comment on the D-B Entity teams' proposed PROJECT budget and schedule.
- 4. Join in Board of Trustee presentation, if requested.

#### PROJECT DESIGN OVERSIGHT

Provide oversight during the design phase to ensure that PROJECT criteria and PROJECT intent are being met:

- 1. Assist with establishing a schedule of milestones for the selected D-B Entity that indicates when progress submissions are to be made to the DISTRICT.
- 2. Attend validation meeting that will occur within two weeks of award to design-build entity.
- 3. Attend periodic design meetings, as requested, to provide oversight during D-B Entity Team's Design Development for conformance with the Request for Proposal (RFP) document.

- 4. Participate in formal reviews of the D-B Entity Team's building design submittals for the PROJECT for conformance with the program and RFP requirements, and advise DISTRICT in writing of same.
  - a. The formal reviews are anticipated:
    - i. At the end of the D-B Entity Team's Schematic and Design Development phases.
    - At approximately 50% and 95% completion (DSA Submittal of D-B Entity Team's Construction Documents including the PROJECT Manual (specifications),
    - iii. After DSA redlines have been address and before any construction begins.
- 5. Each of these reviews will be followed up with a report and informational meeting with DISTRICT to discuss the findings, and then a subsequent meeting, if necessary, with the D-B Entity Team to convey same.
- 6. The final review will incorporate a follow-up check, prior to construction starting, to assure that the review comments are incorporated in the D-B Entity Team's Final Construction Documents.

#### CONSTRUCTION OBSERVATION

- 1. Attend pre-construction meeting, conducted by the D-B Entity Team to confirm DISTRICT expectations and to monitor the course of action to be taken to achieve the construction schedule requirements.
- 2. Review and comment on select alternative submittal items for conformance with RFP, periodic payment requisitions, requests for design-build agreement amendments and items prerequisite to PROJECT close out.
- 3. Provide construction observation services at the PROJECT site during the bi-weekly construction progress meetings to monitor and observe the work in progress, evaluate compliance with D-B agreement, RFP and construction documents and report findings to DISTRICT.
- 4. Visit the facility with the D-B Entity Team, DSA, DISTRICT and other state agencies prior to completion, and develop a punch list of items to be completed. Monitor the incomplete work and the corrected work through final acceptance and through the completion of all incomplete work and correction of defective work identified in the punch list and/or in the Certificate of Acceptance issued by DISTRICT to the Design-Builder.
- 5. Review the D-B Entity Team's applications for payment and provide recommendation for approval or disapproval.

- 6. Attend PROJECT close out meetings. Design-Build Entity will be responsible to develop initial punch list. This will be followed by a punch list walk performed by the D-BCA who will provide a final punch list identifying items, if any, for completion and items stated in the Certificate of Acceptance for completion or correction, as the case may be.
- 7. Assist with the processing of all close out documents in accordance with DISTRICT PROJECT close out procedures.

#### **MEETINGS**

It is anticipated that approximately one (1) meeting per week will be convened between the DISTRICT and the ARCHITECT. Each meeting will not exceed one day in duration and will be held on the PROJECT'S location or another DISTRICT determined location. Decisions made at such meetings and subsequently approved by the DISTRICT shall be binding. Any revisions or reconsiderations of such decisions may constitute a change in the scope of services of the ARCHITECT.

#### **DELIVERABLES**

1. ARCHITECT shall provide to the DISTRICT the following quantities of materials resulting from the work of the PROJECT:

3 hard copies and 1 electronic copy of all Reports. (Written reports prepared by ARCHITECT that incorporate the DISTRICT'S program planning, design objectives, constraints, and criteria including special equipment and systems. Include narrative explaining any deviations, if appropriate.

3 copies of PROJECT Probable Cost

1 copy of Information Checklist

2. ARCHITECT along with sub-consultants shall present and review with the DISTRICT the summary and detail of the work.

#### 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.
- 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 an 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 subject to revision 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	\$205/hour
Project Architect/ Manager	\$145/hour
Drafting and Design	\$85-105/hour

#### **PlanNet Consulting**

Project Principal	\$220/hour
Project Manager	\$203.50/hour
Senior Infrastructure	\$181.50/hour
Senior Security Consultant	\$181.50/hour
CAD Specialist	\$110/hour

Access Control Project Saddleback College Berliner Architects

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.5 DATE: 5/15/17

**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

Presentation Date	Faculty Member Course Title/Activity	Speaker Name	Торіс	General Fund Honorarium/Travel
04/21/17	Nicole Major/Jennifer Pakula, Open Educational Resources	James Glap- Grossklag	An intro and overview of OER, student affordability, efficacy of OER, marketing, and supporting data	\$900/Zero textbook cost grant
05/05/17	Erica Vogel	Dr. Seo Young Park, Professor Scripps College	Anthropology discussant for the Anthropology Undergraduate Research Symposium	\$150.00 ASG funds
05/18/17	Sumaya McCleave, Catherine Hayter, BSI CPR Project	Dr. Benjamin Gamboa	Completion, Persistence, and Retention Retreat: Building a Safe Space for Meaningful Change	\$750.00 BSI Funds

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 5.6 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Award of Bid 349D, District Charter Bus Services, for

Saddleback College, Irvine Valley College, and Advanced Technology & Education Park (ATEP), Pacific Coachways Charter Services, Inc.

**ACTION:** Approval

#### **BACKGROUND**

The current South Orange County Community College District agreement for Charter Bus Services for Saddleback College and Irvine Valley College expires on June 30, 2017.

#### **STATUS**

The advertisement for Bid No. 349D, Charter Bus Services for Saddleback College, Irvine Valley College, and ATEP was published on March 10 and 17, 2017. On April 7, 2017, three vendors (EXHIBIT A) provided bids.

The lowest bid meeting all specifications was submitted by Pacific Coachways Charter Services, Inc. Staff evaluated the proposals and recommends contract award (EXHIBIT B) for a three year period with an option to renew for two additional one year terms. Annual costs are estimated at \$92,000 for a total contract value of \$276,000.

Funds will be budgeted in the college's operating budgets.

#### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve a three year agreement with an option for two additional one year terms (EXHIBIT B) between South Orange County Community College District and Pacific Coachways Charter Services, Inc. for Charter Bus Services for Saddleback College, Irvine Valley College, and Advanced Technology & Education Park. Annual costs are estimated at \$92,000 for a total contract value of \$276,000.

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

#### **BID NO. 349D**

# District Charter Bus Services Saddleback College, Irvine Valley College, and Advanced Technology & Education Park May 15, 2017

COMPANY NAME	<u>CITY</u>	SUBMITTER'S NAME
*Pacific Coachways Charter Services	Garden Grove, CA	Michael Giddens
<b>Certified Transportation Services</b>	Santa Ana, CA	Eric Gregory
Transportation Charter Services	Orange, CA	Kathryn Fischer

<sup>\*</sup>RECOMMENDED AWARD

## AGREEMENT – CHARTER BUS SERVICES FOR SADDLEBACK COLLEGE, IRVINE VALLEY COLLEGE AND ATEP, BID NO. 349D

THIS AGREEMENT, dated the 1<sup>st</sup> day of July, 2017, in the County of Orange, State of California, is by and between SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT, (hereinafter referred to as "DISTRICT"), and Pacific Coachways Charter Services, Inc., hereinafter referred to as "CONTRACTOR".

#### 1. SCOPE

CONTRACTOR agrees to furnish buses, personnel and all necessary materials and equipment for charter bus services at the times and places required by the DISTRICT. Services shall be provided to students and other designated persons in the DISTRICT's education program pursuant to as called for in the Notice Calling for Bids, Request for Bids, Bid Form, and as agreed herein.

#### 2. TERM

This AGREEMENT is to be for three (3) years, commencing on July 1, 2017 and ending June 30, 2020, with an option to renew for two additional one-year periods under the same terms and conditions.

#### 3. PAYMENT

The DISTRICT agrees to pay the CONTRACTOR for the charter bus services required by the DISTRICT pursuant to the CONTRACTOR's response to the Request for Bids (ATTACHMENT A). The CONTRACTOR shall prepare an itemized invoice in duplicate of the services performed under this AGREEMENT in a form approved by the DISTRICT, for each month of the AGREEMENT in a form approved by the DISTRICT, for each month of the AGREEMENT, and submit the invoices to the DISTRICT, who will audit and approve the invoices for payment to the CONTRACTOR. Payment of sums due CONTRACTOR during any calendar month under the terms of this AGREEMENT shall be paid by DISTRICT within a reasonable time from receipt of invoice and approval by the Director of Purchasing.

#### 4. VEHICLES/EQUIPMENT

CONTRACTOR agrees that the buses and all related equipment shall comply in all respects with applicable laws and regulations and the specifications. CONTRACTOR agrees that the DISTRICT may select inspectors to inspect the buses and the related equipment of the CONTRACTOR used pursuant to this AGREEMENT at any time during the term of the AGREEMENT. These inspectors shall report to the DISTRICT on the condition of the buses and the related equipment. Any expenses of this inspection will be paid for by the DISTRICT. Should the inspection reveal, in the opinion of the DISTRICT, that for safety reasons repairs of the buses and/or the related equipment are needed, the DISTRICT shall have the right to reject the buses and/or the equipment for use in the DISTRICT until the required repairs and services have been completed. The cost of such repairs and services shall be the responsibility of the CONTRACTOR. CONTRACTOR agrees that CONTRACTOR shall be responsible for any and all maintenance of the buses and the related equipment, and

Schools Legal Service of O.C. Charter Bus Services Pacific Coachways Charter Services, Inc. any and all records regarding such maintenance will be made available for inspection upon request by the DISTRICT.

All vehicles must be clean, which includes restrooms, all interior areas including seats, storage areas, etc. Contractor shall be responsible to furnish all equipment fuels and lubricants for such buses and all maintenance repairs. All equipment in the buses must be equipped with reclining chairs, step stools, luggage compartments, cell phone and/or radio dispatch, a working restroom and PA system.

#### 5. TRANSPORTATION OF PERSONS

CONTRACTOR agrees that transportation shall be furnished as required by the DISTRICT. CONTRACTOR agrees that the transportation required pursuant to this AGREEMENT shall be in accordance with the specifications set forth in bid. CONTRACTOR shall be excused from performing the services required under this AGREEMENT if CONTRACTOR is prevented from performing in the customary manner by an act of God provided such nonperformance is not due to the fault, omission or negligence of CONTRACTOR. If a bus fails to show up at the proper time or fails to show altogether, if a driver gets lost, if a bus breaks down, or service as requested is not provided because of negligence of CONTRACTOR, the DISTRICT will suffer damages. Being impractical and infeasible to determine the amount of actual damages, the CONTRACTOR agrees to pay to the DISTRICT liquidated damages at 100% of the actual cost of the excursion.

#### 6. PERSONNEL

CONTRACTOR agrees to provide only competent, qualified drivers with current and valid California State drivers' licenses as specified in the bid. CONTRACTOR agrees to immediately remove from providing service any employee and/or agent who, in the opinion of the DISTRICT, does not meet applicable standards of the DISTRICT.

#### 7. INDEPENDENT CONTRACTOR

CONTRACTOR, in the performance of this AGREEMENT, shall be and act as an independent contractor. CONTRACTOR understands and agrees that it and all of its 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 for the acts and/or omissions of its employees or agents as they relate to the services to be provided under this AGREEMENT. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to CONTRACTOR's employees.

#### 8. HOLD HARMLESS

The CONTRACTOR agrees to and does hereby indemnify and hold harmless the DISTRICT, its Board of Trustees, officers, agents and employees from every claim or demand made, and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

- (a) Liability for damages for: (1) death or bodily injury to person(s); (2) injury to loss or theft of any property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the CONTRACTOR or any person, firm or corporation employed by the CONTRACTOR, either directly or by independent contract, upon or in connection with the services called for in this AGREEMENT, however caused.
- (b) Any injury to or death of any person(s), including officers, agents and employees of DISTRICT, or damage to or loss of any property caused by any act, neglect, default or
- (c) omission of the CONTRACTOR, or any person, firm, or corporation employed by the CONTRACTOR, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this Agreement.

The CONTRACTOR, at CONTRACTOR'S own expense, cost and risk, shall defend any and all actions, suits, or other proceedings that may be brought or instituted against the DISTRICT, its Board of Trustees, officers, agents or employees, on any such claim, demand or liability, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its Board of Trustees, officers, agents or employees in any action, suit or other proceedings as a result thereof.

#### 9. INSURANCE

The CONTRACTOR agrees to obtain and shall maintain such comprehensive general and automobile liability insurance in the amount of Five Million and No/100 Dollars (\$5,000,000.00), to protect CONTRACTOR and DISTRICT from liability for bodily injury and property damage which may arise from the services performed pursuant to this AGREEMENT. The CONTRACTOR shall maintain insurance satisfactory to the DISTRICT during the term of this AGREEMENT, and shall furnish evidence within ten (10) days of the execution of this AGREEMENT in the form of certificate(s) of insurance showing all coverages and endorsements required by DISTRICT. Each POLICY shall name the DISTRICT, its Board of Trustees, officers and employees as additional insured and shall include a thirty (30) day cancellation clause guaranteeing that the DISTRICT will be notified of any cancellation, reduction or change in policy. It is agreed by CONTRACTOR that any insurance carried by the DISTRICT shall be excess and noncontributory and CONTRACTOR's policy shall reflect this understanding between DISTRICT and CONTRACTOR.

The CONTRACTOR shall also obtain and maintain insurance under the Worker's Compensation Insurance Act as well protect it from claims which may arise from activities of its officers, agents or employees under this AGREEMENT.

#### 10. ASSIGNMENT

The obligations of the CONTRACTOR pursuant to this AGREEMENT shall not be assigned by the CONTRACTOR.

#### 11. LICENSES AND PERMITS

The CONTRACTOR shall secure and maintain in force such licenses and permits as required by law for furnishing the services required in this AGREEMENT. Vehicles must be properly signed and meet the Safety Specifications of the U.S. and California Department of Transportation, Department of Motor Vehicles and the Highway Patrol at all times during the term of the contract period.

#### 12. ANTI-DISCRIMINATION

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

#### 13. TERMINATION

DISTRICT may, at any time, with or without reason and in its sole discretion, terminate this AGREEMENT upon providing thirty (30) days prior written notice to CONTRACTOR specifying the desired date of termination. Written notice by DISTRICT shall be sufficient to stop further performance of services by CONTRACTOR. Notice shall be deemed given when received by the CONTRACTOR or no later than three (3) days after the day of mailing, whichever is sooner.

- (a) This AGREEMENT contains the entire understanding between the DISTRICT and the CONTRACTOR. All prior oral agreements, understandings, representations or statements are hereby merged into this AGREEMENT and shall have no further force or effect.
- (b) Any additions, deletions, changes or other modifications to this AGREEMENT must be executed in writing and signed by all parties.
- (c) If any term, condition or provision of this AGREEMENT is held invalid, void or unenforceable by a court of competent jurisdiction, the remainder of this AGREEMENT will nevertheless continue in full force and effect and shall not be affected, impaired or invalidated in any way.
- (d) The failure of DISTRICT or CONTRACTOR to seek redress for violation of, or to insist upon, the strict performance of any covenant, condition or term of this AGREEMENT, shall not be deemed a waiver by that party of such covenant, condition or term, or present a subsequent similar act from again constituting a violation of such covenant, condition or term of the AGREEMENT.

(e) All notices or demands to be given under this AGREEMENT by either party to the other shall be in writing and given either by: (1) personal service, or (2) by U.S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or, if mailed, on the third day after deposit in any U.S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this Subsection. At the date of this Agreement, the addresses of the parties are as follows:

**DISTRICT**:

CONTRACTOR:

Michael Giddens General Manager Pacific Coachways Charter Services, Inc.

11771 Markon Drive Garden Gove, CA 92841-1812 mgiddens@pacificcoachways.com Debra Fitzsimons
Interim Chancellor
South Orange County Community
College District
28000 Marguerite Pkwy.
Mission Viejo, CA 92692
dfitzsimons@socccd.edu

South Orange County Community College District

(f) The terms and conditions of this AGREEMENT shall be governed by the laws of the State of California with venue in Orange County, California

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed.

"CONTRACTOR" "DISTRICT"

By: \_\_\_\_\_ By: \_\_\_\_ Debra L. Fitzsimons
General Manager Interim Chancellor

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

Contractor's License No.

Pacific Coachways Charter Services, Inc.

Tax ID/Social Security No.

ATTACHMENT A - RESPONSE TO BID

(CORPORATE SEAL OF CONTRACTOR, if corporation)

Schools Legal Service of O.C. Charter Bus Services Pacific Coachways Charter Services, Inc. Agreement

#### South Orange County Community College District Bid 349D -Charter Bus Services

#### BID FORM - Bid #349D Charter Bus Services

#### GROUP I Coach Bus

	ssenger Quantity of Buses		Minimum	Rate Per Mile	
38	2	\$550.00	\$95.00	\$3.95	
47	5	\$620.00	\$110.00	\$4.45	
56	8	\$625.00	\$115.00	\$4.60	

PUC Tax\$ N/AFuel Surcharge\$ N/ADeadhead Miles\$ 3.50 per mile

Cancellation Fee \$ 72 hours or less - Full Charge

(If TV/DVD Player doesn't come standard)

#### Coach Bus w/ ADA Wheelchair Capacity

Passenger Capacity	Quantity of Buses	Minimum Rate for 5 Hours	Rate Per Hour Over 5 Hours Minimum	Rate Per Mile
42+1WC/36+2WC	1	\$620.00	\$110.00	\$4.45
50+1WC/44+2WC	2	\$625.00	\$115.00	\$4.60

PUC Tax \$ N/A
Fuel Surcharge \$ N/A
Deadhead Miles \$ 3.50 per mile

Cancellation Fee \$ 72 hours or less - Full Charge

 $\begin{array}{lll} \text{Other Charges} & \$ & N/A \\ \text{Optional Charges} & \$ & \overline{\text{WiFi - $25 per}} \text{ day} \\ \text{Bottled Water} & \$ & \overline{2.00 \text{ per bottle}} \\ \text{TV/DVD Player} & \$ & N/A \\ \end{array}$ 

(If TV/DVD Player doesn't come standard)

#### South Orange County Community College District Bid 349D - Charter Bus Services

# GROUP I Coach Long Distance or Out of State

Passenger Capacity	enger Capacity Quantity of Buses		Rate Per Mile	
38	2	\$1050.00	\$3.95	
47	5	\$1200.00	\$4.45	
56	56 8		\$4.60	

PUC Tax\$ N/AFuel Surcharge\$ N/ADeadhead Miles\$ 3.50 per mile

Cancellation Fee \$\frac{72 \text{ hours or less}}{\text{WiFi} - \frac{\$25 \text{ per}}{\text{ day (Optional)}}\$

Bottled Water \$ 2.00 per bottle

Overnight Trip Charge \$ N/A

Additional Driver Charge \$ 450.00

TV/DVD Player \$ N/A

(If TV'DVD Player doesn't come standard)

#### GROUP 2 Mini-Coach

Passenger Capacity	Quantity of Buses	Minimum Rate for 5 Hours	Rate Per Hour Over 5 Hours Minimum	Rate Per Mile
25	1	\$475.00	\$85.00	\$3.50

**PUC Tax** N/A Fuel Surcharge N/A 2.70 per mile Deadhead Miles \$ \$ 72 hours or less - Full Charge Cancellation Fee Other Charges S N/A **Optional Charges** \$ 2.00 per bottle **Bottled Water** TV/DVD Player (If TV/DVD Player doesn't come standard)

#### South Orange County Community College District Bid 349D –Charter Bus Services

#### GROUP 2 Mini-Coach w/ ADA Wheelchair Capability

Passenger Capacity	Quantity of Buses	Minimum Rate for 5 Hours	Rate Per Hour Over 5 Hours Minimum	Rate Per Mile
	2 81	D * * * *		
* *	**NO B1			

PUC Tax	\$
Fuel Surcharge	\$
Deadhead Miles	\$
Cancellation Fee	\$
Other Charges	\$
Optional Charges	\$
Bottled Water	\$
TV/DVD Player	\$
(If TV/DVD Player does	n't come standard)

#### GROUP 3 School Buses

Passenger Capacity	Quantity of Buses	Minimum Rate for 5 Hours	Rate Per Hour Over 5 Hours Minimum	Rate Per Mile
52/56	6	\$425.00	\$78.00	\$3.40

PUC Tax	\$ N/A
Fuel Surcharge	\$ N/A
Deadhead Miles	\$ 2.60 per mile
Cancellation Fee	\$ 72 hours or less - Full Charge
Other Charges	\$ N/A
Optional Charges	\$N/A
Bottled Water	\$ 2.00 per bottle
TV/DVD Player	\$N/A
(If TV/DVD Player doesn't cor	ne standard)

#### South Orange County Community College District Bid 349D -Charter Bus Services

GROUP 3 School Buses w/ ADA Wheelchair Capability

Passenger Capacity	Quantity of Buses	Minimum Rate for 5 Hours	Rate Per Hour Over 5 Hours Minimum	Rate Per Mile
ie -	***NO B	ID****		

PUC Tax	\$
Fuel Surcharge	\$
Deadhead Miles	\$
Cancellation Fee	\$
Other Charges	\$
Optional Charges	\$
Bottled Water	\$
TV/DVD Player	\$
(If TV/DVD Player does	n't come standard)

We (I) hereby agree to furnish the above bus transportation services at the prices and terms stated in this bid.  Pacific Coachways Charter Services, Inc.
Company Name 11771 Markon Drive, Garden Grove, CA 92841
Company Address  Michael Giddens
Name (Please print) General Manager
Title Company of the
Signature
Email Addressmgiddens@pacificcoachways.com
Telephone # 714-892-5000 Fax # 714-622-1765

ITEM: 5.7 DATE: 5/15/17

**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 corrects the Honoria approved at the February 27, 2017 board meeting.

#### RECOMMENDATION

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

Item Submitted By: Dr. Glenn R. Roquemore, President

# South Orange County Community College District IRVINE VALLEY COLLEGE COMMUNITY EDUCATION NOT-FOR-CREDIT PROGRAM - Summer 2017 **COURSE TITLE** DATES INSTRUCTOR HONORARIA FEE 5/30/17-8/11/17 Amanda Click \$110-\$120 Educational Courses for Kids 60% gross

ITEM: 5.8 DATE: 5/15/17

**TO:** Board of Trustees

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

RE: SOCCCD: 2018-2019 Academic Calendar

**ACTION**: Review and Study

#### **BACKGROUND**

Annually the South Orange County Community College District Academic Calendar Committee convenes to review the development of the academic calendar. During the 2016-17 academic year, representatives from the governance groups studied calendar options for 2018-2019.

#### **STATUS**

The District-wide Academic Calendar Committee met on March 9, 2017, and subsequently voted to recommend a calendar for 2018-2019. The academic calendar proposed for 2018-2019 has been reviewed and approved by the District-wide Academic Calendar Committee (Exhibit A). The calendar meets Education Code requirements, accounts for holidays mandated by the California Community College Chancellor's Office (Exhibit B), and includes classified staff holidays in compliance with Article 10 of the California School Employees Association (CSEA) contract and Article 9 of the Police Officers Association Master Agreement.

#### RECOMMENDATION

The Chancellor recommends that the Board of Trustees accept for review and study the proposed Academic Calendar for 2018-2019 (Exhibit A).

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



# ACADEMIC CALENDAR 2018-2019 Page 1 of 2

Exhibit A

SADDLEBACK COLLEGE ■ IRVINE VALLEY COLLEGE ■ ATEP

#### **FALL SEMESTER 2018**

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#### **SPRING SEMESTER 2019** JANUARY 2019

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#### LEGEND



Note: Each college may develop a special final exam schedule.



# ACADEMIC CALENDAR 2018-2019 Page 2 of 2

SADDLEBACK COLLEGE | IRVINE VALLEY COLLEGE | ATEP

ALL SEMESTER 2018	
August 13-17 (Monday-Friday)	Staff Development Days
August 20 (Monday)	Instruction Begins
August 20-October 16 (Monday-Tuesday)	8-Week Session
September 3 (Monday)	Labor Day — Holiday
October 18-December 19 (Thursday-Wednesday)	8-Week Session
November 12 (Monday)	Veterans Day — Holiday
November 22-23 (Thursday/Friday)	Thanksgiving — Holiday
December 12 (Wednesday)	Faculty Contractual Day (Classes Not in Session)
December 13-19 (Thursday-Wednesday)	Final Examinations
December 20-January 13 (Thursday-Monday)	Classes Not in Session
December 24-January 2 (Monday-Tuesday)	District/Colleges Closed — Holiday
PRING SEMESTER 2019	(PERMITTED TO THE TERMITTED TO THE TERM
January 1 (Tuesday)	New Year's Day — Holiday
January 8-11 (Tuesday-Friday)	Staff Development Days
January 14 (Monday)	Instruction Begins
January 14-March 16 (Monday-Saturday)	8-Week Session
January 21 (Monday)	Martin Luther King, Jr. — Holiday
February 15 (Friday)	President Lincoln's Day — Holiday
February 18 (Monday)	Presidents' Day — Holiday
March 17-23 (Sunday-Saturday)	Spring Break/Classes Not in Session
March 22 (Friday)	Friday of Spring Break — Holiday
March 25-May 22 (Monday-Wednesday)	8-Week Session
March 29 (Friday)	Cesar Chavez Day — Holiday
May 15 (Wednesday)	Faculty Contractual Day (Classes Not in Session)
May 16-22 (Thursday-Wednesday)	Final Examinations
May 23 (Thursday)	Classes Not in Session
May 24 (Friday)	Faculty Contractual Day (Classes Not in Session)
May 24 (Friday)	College Commencements
UMMER SESSION 2019	· 美国国际电影 [1] [1] [1] [1] [1] [1] [1] [1] [1] [1]
May 27 (Monday)	Memorial Day — Holiday
May 28-August 11 (Tuesday-Sunday)	Summer Session
July 4 (Thursday)	Fourth of July — Holiday

2018-2019 SUMMARY								
	Fall	Spring	Total					
Instructional Days								
Monday	16	16	32					
Tuesday	18	18	36					
Wednesday	17	17	34					
Thursday	16	17	33					
Friday	16	15	31					
SUBTOTAL	83	83	166					
Staff Development	5	4	9					
Staff Contractual Days	1	2	3					
TOTAL	89	89	178					

**Summer 2019:** Start dates and session lengths may vary. See college online schedules for more information.

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

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

## CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

1102 Q STREET SACRAMENTO, CA 95811-6549 (916) 445-8752 http://www.ccco.edu

FROM:



November 22, 2016

TO: District Superintendent/President

R Elias Regalado, Director

Fiscal Standards and Accountability

SUBJECT: Mandated Holidays for Fiscal Years 2016-17, 2017-18, 2018-19 and 2019-20

Synopsis: A list of the official academic holidays, as specified by Education Code section 79020, is

provided for convenience in establishing your future academic calendars. Included are the mandated holiday dates for fiscal years 2016-17, 2017-18, 2018-19 and 2019-20

based on the current statute (ECS 79020).

#### Fiscal Year 2016-17

July 4, 2016	(Monday)	Independence Day
September 5, 2016	(Monday)	Labor Day
November 11, 2016	(Friday)	Veterans Day
November 24, 2016	(Thursday)	Thanksgiving Day
December 26, 2016	(Monday)	Christmas (Observance)
January 2, 2017	(Monday)	New Year's Day (Observance)
January 16, 2017	(Monday)	Dr. Martin Luther King, Jr. Day
February 10, 13, 14, or 17 2	017	
/Erido	Manday Tuesday E	riday) Linaala Day

(Friday, Monday, Tuesday, Friday) Lincoln Day February 20, 2017 (Monday) Washington Day May 29, 2017 (Monday) Memorial Day

A college MAY close on March 31, known as "Cesar Chavez Day," and the fourth Friday in September, known as "Native American Day," if the governing board of the district agrees to close the college for that purpose. When "Cesar Chavez Day" falls on a Saturday, the agreed upon college closure day shall occur on the preceding Friday. When "Cesar Chavez Day" falls on a Sunday, the agreed upon college closure day shall occur on the following Monday. If "Cesar Chavez Day" happens to fall on a weekday, then there is no flexibility to move the corresponding holiday observance. The district shall continue to maintain the minimum required 175 days of instruction.

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

#### Fiscal Year 2017-18

July 4, 2017	(Tuesday)	Independence Day
September 4, 2017	(Monday)	Labor Day
November 10, 2017	(Friday)	Veterans Day (Observance)
November 23, 2017	(Thursday)	Thanksgiving Day
December 25, 2017	(Monday)	Christmas

January 1, 2018 (Monday) Christmas

(Monday) New Year's Day

January 15, 2018 (Monday) Dr. Martin Luther King, Jr. Day

February 9, 12, 13, 16, 2018

(Friday, Monday, Tuesday, Friday) Lincoln Day February 19, 2018 (Monday) Washington Day May 28, 2018 (Monday) Memorial Day

#### Fiscal Year 2018-19

July 4, 2018	(Wednesday)	Independence Day
September 3, 2018	(Monday)	Labor Day
November 12, 2018	(Monday)	Veterans Day (Observance)
November 22, 2018	(Thursday)	Thanksgiving Day
December 25, 2018	(Tuesday)	Christmas
January 1, 2019	(Tuesday)	New Year's Day
January 21, 2010	(Monday)	Dr. Martin Luther King, Ir. Day

January 21, 2019 (Monday) Dr. Martin Luther King, Jr. Day

February 8, 11, 12, 15, 2019

(Friday, Monday, Tuesday, Friday) Lincoln Day February 18, 2019 (Monday) Washington Day May 27, 2019 (Monday) Memorial Day

#### Fiscal Year 2019-20

July 4, 2019	(Thursday)	Independence Day
September 2, 2019	(Monday)	Labor Day
November 11, 2019	(Monday)	Veterans Day
November 28, 2019	(Thursday)	Thanksgiving Day
December 25, 2019	(Wednesday)	Christmas
January 1, 2020	(Wednesday)	New Year's Day
January 20, 2020	(Monday)	Dr. Martin Luther King, Jr. Day
February 7, 10, 12, 14, 2020		
(Friday, Mo	nday, Wednesday, Friday)	Lincoln Day
February 17, 2020	(Monday)	Washington Day

Action/Date Requested: Information

May 25, 2020

Frances Parmelee

Contact: For holiday or academic calendar configuration questions, call Elias Regalado, Fiscal

(Monday)

Standards and Accountability, at (916) 445-1165 or e-mail at eregalad@cccco.edu.

Memorial Day

cc: Chief Business Officer
Chief Instructional Officer
Dean of Admissions and Records, Registrar
Chief Information System Officer
Mario Rodriguez

ITEM: 5.9 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Update of Authorized Signature List of Board of Trustees'

Designees to Approve Documents and Contracts

**ACTION:** Approval

#### BACKGROUND

On February 27, 2017, the Board of Trustees authorized a list of positions with authority sign documents and contracts in accordance with Section 81655, 81656 and 85232 of the Education Code, Public Contract Code Section 20651 and Board Policy 2100. The Orange County Department of Education requires a current updated list of authorized signatures.

#### **STATUS**

EXHIBITS A and B details all authorized designees by position to execute documents and contracts including a brief description of those items.

#### RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve EXHIBIT A authorizing individuals occupying the positions listed on EXHIBIT B to be approved to execute document and contracts as listed.

#### **AUTHORIZATION OF SIGNATURES**

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE SCHOOL DISTRICT

May 15, 2017

I, Debra L. Fitzsimons Secretary, of the governing Board of the above named School District of Orange County, California, hereby certify that the said Board at a regular meeting thereof, held on the 15th day of May 2017 adopted by a majority vote of said Board, a board action/resolution that the following named persons be authorized to sign necessary documents related to Payroll, Vendor Order for Payment, Purchase Orders, Contracts, and Travel Reimbursement Requisitions, as indicated, and that all previous authorization of signatures are rescinded. This board action/resolution further states that the authorization is subject to the following provisions:

		AUTHORIZATION TO SIGN					
NAME TYPED	SPECIMEN SIGNATURE	Payroll Documents	Vendor Payment Orders	Purchase Orders	Contracts	Travel Reimbursements	Change Orders and Amendments
Debra L. Fitzsimons		X	X	X	X	X	X
Teddi Lorch					X	X	
Robert S. Bramucci						X	
Kim McCord		X	X	X	X	X	X
Jon Aasted				X	X	X	X
Brandye K. D'Lena					X	X	X
Rosa Aguilar		X					

Pursuant to provisions of Education Code sections 85230-34

IN WITNESS WHEREOF, I have hereunto set my	hand this	day of	, 2
	Secretary		
		Debra L. Fit	tzsimons

#### South Orange County Community College District BOARD OF TRUSTEE'S DESIGNEES TO EXECUTE DOCUMENTS AND CONTRACTS

#### **POSITION**

Chancellor Application for Funds and Grants, Advertise for Bids, Checks,

Check Registers, Claim Settlements, Construction

Contracts/Change Orders, General Contracts, Employment Contracts, Collective Bargaining Agreements, Notices of Employment /Changes of Status, Purchase Orders, Travel Authorization/Reimbursements and Payroll Documents

Vice Chancellor, Application for Funds and Grants, Advertise for Bids,

Business Services Checks, Check Registers, Claim Settlements,

Construction Contracts/Change Orders, General Contracts, Contracts for Supplies and Services within Bid Limits, Purchase Orders, Travel Authorization/ Reimbursements, and Payroll

Documents

Vice Chancellor, Human

Employment Contracts, Collective Bargaining Agreements,

Resources Executive Director

Employment Claim Settlements, Notices of Employment/

<u>Human Resources</u> Change of Status, Travel Reimbursements

Vice Chancellor, Technology

& Learning Resources

Application for Funds and Grants, Travel Reimbursements

**Executive Director of Fiscal** 

Services/Comptroller

Checks, Claim Settlements, General Contracts, Construction Contracts /Construction Change Orders to \$50,000 in

aggregate/project, Purchase Orders, Payroll Documents Check

Registers and Travel Reimbursements

**Executive Director, Facilities** 

Planning

Advertise for Bids, Construction Contracts/Construction Change Orders to \$50,000 in aggregate/ project, and

**Travel Reimbursements** 

Executive Director, Business Services Advertise for Bids, General Contracts to \$50,000, Contracts for

Supplies and Services within Bid Limits, Construction

Contracts/Construction Change Orders to \$50,000 in aggregate/

project, Purchase Orders and Travel Reimbursements

Payroll and Benefits

Manager

Payroll Documents

College and District Classified

Management Staff and Academic

Administrative Staff

Travel Reimbursements

Ref.: (E.C. 81655, 81656 & 85232, Public Contract code 20651)

ITEM: 5.10 DATE: 5/15/17

\$2,045,629

**TO:** Board of Trustees

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

**RE:** SOCCCD: Budget Amendment: Adopt Resolution No. 17-13 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**

Child Development Training Consortium at Irvine Valley College	\$6,250
Child Development Training Consortium at Saddleback College	\$7,275
Board Financial Assistance Program (BFAP) at Irvine Valley	
College	\$6,966
2015/2016 Basic Skills at Saddleback College	(\$47,482)
2016/2017 Basic Skills at Irvine Valley College	\$9,094
2016/2017 Adult Education Block Grant at Saddleback College	\$1,928,293
Alternative & Renewable Fuel & Vehicle Technology at Saddleback	
College	\$135,916
Commercial Sexual Exploitation of Children (CSEC) at Saddleback	
College	\$1,110
Instructional Materials Fees (Restricted) at Saddleback College	(\$1,793)
Total Increase to the General Fund	\$2,045,629

#### RECOMMENDATION

**Total Budget Amendment** 

The Interim Chancellor recommends that the Board of Trustees adopt Resolution No. 17-13 to amend the FY 2016-2017 Adopted Budget as indicated in EXHIBIT A.

#### **GENERAL FUND**

#### **RESOLUTION 17-13**

May 15, 2017

WHEREAS, the Governing Board of the South Orange County Community College District has determined that income in the amount of \$2,045,629 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>	Income Source		<u>Amount</u>
8600	State Revenue	\$	2,047,422
8800	Local Revenue		(1,793)
		\$	2,045,629
Account	Expenditure Description		<u>Amount</u>
1000	Academic Salaries	\$	17,094
2000	Classified Salaries		(17,963)
3000	Fringe Benefits		17,000
4000	Books and Supplies		9,920
5000	Other Operating Expenses and Services		1,938,053
6000	Capital Outlay		68,000
7000	Other Outgoing		13,525
		\$	2,045,629
	Total Budget Amendment	\$_	2,045,629

#### BUDGET AMENDMENT FY 2016-2017 GENERAL FUND RESOLUTION 17-13 May 15, 2017

STATE OF CALIFORNIA )	
COUNTY OF ORANGE )	
I, Debra L. Fitzsimons, Secretary	to the Board of Trustees of South Orange
Budget Amendment and foregoing Reso	range County, California, hereby certify that the lution in the amount of \$2,045,629 duly and regular meeting thereof held on May 15, 2017.
IN WITNESS WHEREOF, I have I May 2017.	hereunto set my hand and seal this 16th day of
	Debra L. Fitzsimons
	Secretary to the Board of Trustees

ITEM: 5.11 DATE: 5/15/17

**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 April 30, 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.

#### TRANSFER OF BUDGET APPROPRIATIONS SUMMARY

#### For the period ended April 30, 2017

<b>General Fund</b>			
<u>Account</u>	<u>Description</u>	<u>From</u>	<u>To</u>
1000	Academic Salaries	\$24,077	
2000	Classified Salaries	\$1,880	
3000	Fringe Benefits		\$42,237
4000	Books and Supplies		\$3,578
5000	Other Operating Expenses & Services		\$137,795
6000	Capital Outlay		\$20,816
7000	Other Outgo	\$178,469	
Total Transf	ers - General Fund =	\$204,426	\$204,426
Total Transfers	<u>-</u>	\$204,426	\$204,426

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 5.12 DATE: 5/15/17

**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.	T and D Communications, Inc.  SOCCCD District-Wide Air Blown Fiber  Project – Construction Services Change  Order No. 8 – For a no cost time extension through June 27, 2017.  SOCCCD	\$0	\$723,438.51

# South Orange County Community College District District-wide Air Blow Fiber Project Bid #318D Board Change Order No. 8 May 15, 2017

Bid#	BID PACKAGE DESCRIPTION			CONTRACT AMOUNT	Previously Approved COR's	BCO COR Total	REVISED CONTRACT AMOUNT	Previoulsy Approved Time Extension (cal days)
318D	General Contractor	T and D Communications, Inc.		\$658,089.00	\$65,349.51	\$0.00	\$723,438.51	360
		12102 Severn Way Riverside, CA 92503	TOTAL	658,089.00			723,438.51	360

COR No.	Date	Description	Requested	Status	Amount	Time Extension
N/A	4/20/2017	No cost, time extension for multi-mode fiber cabling on Saddleback College North Campus	by District	reviewed	\$0.00	47
		TOTAL THIS CHANGE ORDER REQUEST			\$0.00	47

ITEM: 5.13 DATE: 5/15/17

**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 \$1,937,913.45 and an additional 413 purchase orders below \$5,000 amounting to \$316,200.70 for a combined total of \$2,254,114.15 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 996 checks in the amount of \$8,999,329.99 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)**

April 5, 2017 through April 26, 2017

PO			
Number	Supplier	Description	Amount
P179781	Ad Club Advertising Service	Advertising for SC President search	31,569.00
P179745		Laser technology equipment for IVC Strong Workforce	125,598.73
P179642	Airwolf 3D	3D printers for SC Family and Consumer Sciences	6,729.23
P179644		iMac computers for SC lab refresh	258,629.11
P179913	Apple Computer, Inc.	Computer refresh project for SC ATAS	22,984.38
P179723	Apple Computer, Inc.	Computers for SC Music Production	15,075.21
P179759	Apple Computer, Inc.	iPads for IVC Student Life	8,339.18
P179663	BSN Sports LLC	Sports equipment for IVC Athletic department	9,211.45
P179864	CDW Government LLC	Instructional computer refresh for IVC	147,868.75
P179935	CDW Government LLC	Thin clients for IVC classrooms	99,038.93
P179980	CDW Government LLC	Laptops and cart for IVC	81,957.02
P179810	CDW Government LLC	Laptops for IVC Media Services	68,298.00
P179866	CDW Government LLC	Computers and monitors for IVC classrooms	68,019.63
P180008	CDW Government LLC	Surface pros and keyboard for SC Tutoring Center	14,686.87
P179678	CDW Government LLC	Firewall refresh project for District IT	11,968.09
P180063	Computer Comforts, Inc.	Drafting tables/chairs for SC Architecture	38,377.21
P179640	Culver-Newlin	Ergonomic chairs for SC Business and General Studies	5,937.46
P179722	Culver-Newlin	Chairs for SC Business and General Studies	5,513.35
P179965	David Abella	Banners for the IVC Athletic fields and container	9,697.50
P179977	Dell Marketing L.P.	Dell PowerEdge R730 servers for IVC	121,110.48
P179979	Dell Marketing L.P.	Dell 16GB memory module for IVC	18,756.43
P179736	Diversified Business Services	Promotional clothing for IVC Financial Aid	9,000.00
P180032	En Plein Air Pro	Art Easels for SC Emeritus	6,680.50
P179809	Eplus Technology, Inc.	Cisco switches for SC KSBR	16,505.25
P179677		Technology refresh for IVC classroom	10,332.15
P179878	Eplus Technology, Inc.	Cisco Switch for SC IT	7,109.35
P180018	Gilman Gear	Football rollaway goals for SC	11,347.88
P179959		Hitachi projectors for SC	52,275.99
P179728		Equipment for SC Music Production  Mouling straightedges for SC Architecture	43,722.87
P180064 P179802	Hoppers Office & Drafting Furniture Irvine Ranch Water District	Mayline straightedges for SC Architecture ATEP development fees	10,539.81 186,508.35
P179602 P179734		Books for leadership training for IVC Student Equity	10,608.84
P179780	Island Advertising, Inc.	Educational supplies for eligible SC CalWORKs students	13,417.42
P179813	Kiefer Specialty Flooring, Inc.	Carpet for SC commencement	11,847.54
P180023	McLogan Supply Company, Inc.	Supplies for SC Graphic Arts	6,127.17
P180003	National Energy Educ Development Project	···	7,065.00
P179973	Pacific Coachways Charter Services, Inc.	Charter bus service IVC students tour to Central and Northern CA	5,150.00
P179811	Quality Office Furnishings, Inc.	Furniture Modifications for IVC	5,452.73
P180001	Rio Grande Inc.	Manual Press Kit, Mandrel Kit for SC Fine Arts	5,341.18
P179865	S & B Foods	Food services for IVC Commencement	11,003.11
P180011	S & B Foods	Food Services provided for IVC End of Semester Celebration	8,311.95
P179782	Saddleback Bookstore	Textbooks for SC EOPS/CARE Book Loan Library	5,882.18
P179645	Sehi Computer Products	HP computers for SC lab refresh	205,746.27
P180009	Sehi Computer Products	Laptop computers SC HSHS department chairs	6,010.13
P179904	Sierra School Equipment Company	Cabinet doors for SC Geography	6,192.39
P180028		SC Community Education printing FY 2017-2018	20,000.00
P179887		Offsite printing for SC	10,000.00
P179601		Portable message board for SC Parking Services	19,250.62
P179731	ŭ	Printing and mail services for IVC Community Education	7,452.50
P180050	W. W. Grainger, Inc.	Replacement shelving for SC Art department	6.762.92
P179799	WESTESCO	Electric rim clamp tire changer for SC TIA program	11,972.10
P179897	Westminster Press, Inc.	FY 2017-2018 student handbooks for SC	15,000.00
P179888	• •	Workday training - On Demand Education	5,000.00
P179902	Xerox Corporation	Xerox copier for SC Counseling	10,931.24

Total Purchase Orders \$5,000 and above 1,937,913.45

**413 Purchase Orders Under \$5000** 316,200.70

**Total Purchase Orders** 2,254,114.15



#### **South Orange County Community College District**

EXHIBIT B Page 1 of 1

#### **Purchase Order Ratification (Amount)**

April 5, 2017 through April 26, 2017

PO			
Number	Supplier	Description	Amount
P179644	Apple Computer, Inc.	iMac computers for SC lab refresh	258,629.11
P179645	Sehi Computer Products	HP computers for SC lab refresh	205,746.27
P179802	Irvine Ranch Water District	ATEP development fees	186,508.35
P179864	CDW Government LLC	Instructional computer refresh for IVC	147,868.75
P179745	Agilent Technologies, Inc.	Laser technology equipment for IVC Strong Workforce	125,598.73
P179977	Dell Marketing L.P.	Dell PowerEdge R730 servers for IVC	121,110.48
P179935	CDW Government LLC	Thin clients for IVC classrooms	99,038.93
P179980	CDW Government LLC	Laptops and cart for IVC	81,957.02
P179810	CDW Government LLC	Laptops for IVC Media Services	68,298.00
P179866	CDW Government LLC	Computers and monitors for IVC classrooms	68,019.63
P179959	GST	Hitachi projectors for SC	52,275.99
P179728	Guitar Center	Equipment for SC Music Production	43,722.87
P180063	Computer Comforts, Inc.	Drafting tables/chairs for SC Architecture	38,377.21
P179781	Ad Club Advertising Service	Advertising for SC President search	31,569.00
P179913	Apple Computer, Inc.	Computer refresh project for SC ATAS	22,984.38
P180028	Smart Levels Media	SC Community Education printing FY 2017-2018	20,000.00
P179601	Traffic Management, Inc.	Portable message board for SC Parking Services	19,250.62
P179979	Dell Marketing L.P.	Dell 16GB memory module for IVC	18,756.43
P179809	Eplus Technology, Inc.	Cisco switches for SC KSBR	16,505.25
P179723	Apple Computer, Inc.	Computers for SC Music Production	15,075.21
P179897	Westminster Press, Inc.	FY 2017-2018 student handbooks for SC	15,000.00
P180008	CDW Government LLC	Surface pros and keyboard for SC Tutoring Center	14,686.87
P179780	Island Advertising, Inc.	Educational supplies for eligible SC CalWORKs students	13,417.42
P179799	WESTESCO	Electric rim clamp tire changer for SC TIA program	11,972.10
P179678	CDW Government LLC	Firewall refresh project for District IT	11,968.09
P179813	Kiefer Specialty Flooring, Inc.	Carpet for SC commencement	11,847.54
P180018	Gilman Gear	Football rollaway goals for SC	11,347.88
P179865	S & B Foods	Food services for IVC Commencement	11,003.11
P179902	Xerox Corporation	Xerox copier for SC Counseling	10,931.24
P179734 P180064	Irvine Valley College Bookstore Hoppers Office & Drafting Furniture	Books for leadership training for IVC Student Equity	10,608.84
P179677	Eplus Technology, Inc.	Mayline straightedges for SC Architecture Technology refresh for IVC classroom	10,539.81 10,332.15
P179887	Smart Levels Media	Offsite printing for SC	10,000.00
P179965	David Abella	Banners for the IVC Athletic fields and container	9,697.50
P179663	BSN Sports LLC	Sports equipment for IVC Athletic department	9,211.45
P179736	Diversified Business Services	Promotional clothing for IVC Financial Aid	9,000.00
P179759	Apple Computer, Inc.	iPads for IVC Student Life	8,339.18
P180011	S & B Foods	Food Services provided for IVC End of Semester Celebration	8,311.95
P179731	United Direct Marketing	Printing and mail services for IVC Community Education	7,452.50
P179878	Eplus Technology, Inc.	Cisco Switch for SC IT	7,109.35
P180003	National Energy Educ Development Project,		7,065.00
P180050	W. W. Grainger, Inc.	Replacement shelving for SC Art department	6,762.92
P179642	Airwolf 3D	3D printers for SC Family and Consumer Sciences	6,729.23
P180032	En Plein Air Pro	Art Easels for SC Emeritus	6,680.50
P179904	Sierra School Equipment Company	Cabinet doors for SC Geography	6,192.39
P180023	McLogan Supply Company, Inc.	Supplies for SC Graphic Arts	6,127.17
P180009	Sehi Computer Products	Laptop computers SC HSHS department chairs	6,010.13
P179640	Culver-Newlin	Ergonomic chairs for SC Business and General Studies	5,937.46
P179782	Saddleback Bookstore	Textbooks for SC EOPS/CARE Book Loan Library	5,882.18
P179722	Culver-Newlin	Chairs for SC Business and General Studies	5,513.35
P179811	Quality Office Furnishings, Inc.	Furniture Modifications for IVC	5,452.73
P180001	Rio Grande Inc.	Manual Press Kit, Mandrel Kit for SC Fine Arts	5,341.18
P179973	Pacific Coachways Charter Services, Inc.	Charter bus service IVC students tour to Central and Northern CA	5,150.00
P179888	Workday, Inc.	Workday training - On Demand Education	5,000.00
	•	. •	,

**Total Purchase Orders \$5,000 and above** 1,937,913.45

**413 Purchase Orders Under \$5000** 316,200.70

**Total Purchase Orders** 2,254,114.15



## **South Orange County Community College District**

EXHIBIT C Page 1 of 1

#### **Check Ratification**

April 5, 2017 through April 26, 2017

<u>Fund</u>	<u>Checks</u>	<u>Amount</u>
01 General Fund	797	5,769,443.26
07 IVC Community Education	9	89,545.35
09 SC Community Education	34	416,648.68
12 Child Development	7	103,575.40
40 Capital Outlay	50	2,109,881.98
68 Self Insurance	4	17,041.59
71 Retiree Benefit	3	375,018.75
95 SC Associated Student Government	32	42,363.52
96 IVC Associated Student Government	60	75,811.46
Total	996	8,999,329.99

ITEM: 5.14 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: April 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 April 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**

OneSource Virtual, Inc.	\$95,000.00
Professional Services Agreement- To provide consultant services to	
implement Workday Time Tracking and Absence solution from	
3/29/2017 to 10/1/2017.	
District Services	
Good Time Travel	\$88,000.00
Educational Services Agreement- To provide community education	
classes for various travel trips from 3/1/2017 to 6/30/2017.	
Saddleback College	
GCI Construction, Inc.	\$80,000.00
Field Service Agreement- To provide repair services on hydraulic hot	
water line in the parking lot near the pool from 2/8/2017 to 5/31/2017.	
Saddleback College	
Walter P. Moore	\$79,520.00
Consultant Services Agreement- To provide building enclosure	
consultant services for Saddleback College Athletic Stadium and Site	
Improvement Project from 3/30/2017 to 1/31/2019.	
District Services	
GCI Construction, Inc.	\$59,624.05
Field Service Agreement- To provide natural gas line repair services on	
Library Road from 2/8/2017 to 5/31/2017.	
Saddleback College	

Edgerock The Control of the Control	\$40,960.00
Independent Contractor/Professional Services Agreement - To provide	
IT services for training, help support, testing for Workday and Workday	
related applications from 4/3/2017 to 6/30/2017.	
District Services	<b>***</b>
Tableau Software, Inc.	\$35,400.00
Software License Agreement- For maintenance renewal of Tableau	
desktop and server, a data visualization software, from 7/24/2017 to	
7/23/2018.	
District Services	<b>#</b> 00 500 00
C.E.M. Lab Corp	\$32,500.00
Consultant Services Agreement- To provide supplementary geotechnical	
consultant services for Saddleback College Athletics Stadium and Site	
Improvement Project from 3/30/2017 to 1/29/2019.	
District Services	
Freeman Michaels of The Nossovitch Group	\$32,000.00
Independent Contractor Agreement- To provide consulting, coaching	
and mediation services for administrators and faculty from 4/1/2017 to	
3/30/2018.	
Saddleback College	
Blue Tiger, Inc. Consulting	\$30,000.00
Independent Contractor Agreement- To provide consultant services to	
custom design data collection, accountability, compliance and program	
evaluation package for Adult Education Block Grant 7/1/2017 to	
12/31/2017.	
Saddleback College	<b>***</b>
CDW-G	\$29,238.00
Software License Agreement- For subscription renewal of VMWare	
Horizon and VSphere, cloud and virtualization software, from 5/23/2017	
to 5/22/2018.	
Irvine Valley College	<b>#00.047.07</b>
EasyTurf	\$29,217.27
Construction Services Agreement- To provide synthetic turf installation	
services at baseball field from 4/14/2017 to 5/13/2017.	
Irvine Valley College	<b>#00.000.00</b>
PPL, Incorporated	\$28,000.00
Independent Contractor/Professional Services Agreement- To provide	
consultant services to hire a president for Saddleback College from 11/1/2016 to 12/31/2017.	
District Services	<b>#00.047.00</b>
BSN Sports  Construction Considers Assessment To provide headball windows as	\$26,947.00
Construction Services Agreement- To provide baseball windscreen	
removal and installation services for baseball field from 3/27/2017 to	
5/27/2017.	
Irvine Valley College	

DUO Security	\$25,051.10
Software Subscription Agreement- For subscription of DUO Security, a	
2 <sup>nd</sup> level authentication system, used for Workday remote access from	
3/31/2017 to 6/30/2018.	
District Services	
Quezada Pro Landscape	\$25,000.00
Field Service Agreement (Amend #1)- For additional landscape services	
of \$12,000 for a revised contract total of \$25,000.	
Irvine Valley College	
Bionerds, LLC	\$24,000.00
Educational Services Agreement- For community education classes in	
Biology for College for Kids from 5/1/2017 to 6/30/2017.	
Saddleback College	
Tableau Software, Inc.	\$23,400.00
Professional Services Agreement- To provide onsite training for	
Tableau, a data visualization software, on 3/16/2017.	
District Services	
Excel Education Programs	\$22,500.00
Educational Services Agreement- For community education classes in	
digital photography for College for Kids from 5/1/2017 to 6/30/2017.	
Saddleback College	
VitalLink Orange County	\$22,000.00
Independent Contractor Agreement- To provide payment processing	Ψ==,σσσισσ
services for Energy Kit Teacher Training participants and Energy Sector	
Externship participants from 3/1/2017 to 12/31/2017	
Irvine Valley College	
Guidebook	\$21,600.00
Software License Agreement- For subscription of Guidebook, a mobile	Ψ=1,000.00
application software, from 6/30/2017 to 5/31/2018.	
Irvine Valley College	
Hyatt Palm Springs	\$21,200.00
Catering & Facility Use Agreement- To provide meals and lodging for	ψΔ 1,Δ00.00
the Saddleback College Management Retreat from 6/7/2017 to 6/9/2017.	
Saddleback College Charitable Trust Administrators	\$20,000.00
Independent Contractor/Professional Services Agreement (Amend #1)-	φ∠υ,υυυ.υυ
For additional consulting services for planned giving and endowment for	
School of Nursing and Emeritus Institute of \$10,000 for a revised	
contractor total of \$20,000.	
Saddleback College-Foundation	¢20,000,00
Dr. Sandra Spence Tracy	\$20,000.00
Independent Contractor/Professional Services Agreement- To develop	
and implement curriculum module for new on-line registration and	
enrollment process for Emeritus students from 4/10/2017 to 6/4/2018.	
Irvine Valley College	

<u>Vital Link Orange County</u>	\$17,000.00
Independent Contractor Agreement - To provide registration, payment	
and other related professional services for non-IVC faculty/employee	
participants in the CTE/STEM + Arts Showcase from 4/14/2017 to	
6/30/2017.	
Irvine Valley College	
New Vision Construction	\$16,880.91
Field Service Agreement (Amend #1)- For additional double-door	
replacement services of \$5,310 for a revised contract total of	
\$16,880.91.	
Saddleback College	
Parsons Brinckerhoff, Inc.	\$16,020.00
Consultant Services Agreement- To provide labor compliance consultant	Ψ.ο,σ=ο.σσ
services for IVC Health Center Concession Project from 4/7/2017 to	
10/7/2017.	
District Services	
Age Well Senior Services, Inc.	\$15,000.00
Independent Contractor Agreement- For advertising sponsorship of	, ,
Emeritus Institute for South County Senior Summit at Laguna Woods	
Village on 5/12/2017.	
Saddleback College-Foundation	
Gregg D. Ander	\$15,000.00
Independent Contractor Agreement- To provide consultant services	Ψ10,000.00
relative to energy sector activities for Deputy Sector Navigator Project	
from 4/1/2017 to 6/30/2017.	
Irvine Valley College	
Meridian IT Inc.	\$14,458.50
Software Maintenance Agreement- For service maintenance of Nutanix,	Ψ11,100.00
a virtual desktop infrastructure system, used in instructional labs and	
administration from 5/16/2017 to 5/15/2018.	
Saddleback College	
SMS Systems Maintenance Services, Inc.	\$14,088.00
Professional Services Agreement (Amend #1)- For additional Dell	Ψ17,000.00
server maintenance services of \$1,104 for a revised contract total of	
·	
\$14,088.  Irvine Valley College	
Arroyo Trabuco Golf Club	\$13,142.32
	φ13,142.32
Facility Use Agreement- To host the 2017 Athletics Department Annual Golf Tournament Fundraiser on 6/1/2017.	
Saddleback College Foundation	
~	\$11,750.00
C.E.M. Lab Corp.  Consultant Services Agreement. To provide gostochnical consultant	φ11,730.00
Consultant Services Agreement- To provide geotechnical consultant	
preconstruction services for parking lot 9 at Saddleback College from	
4/3/2017 to 10/3/2018.	
District Services	

Charitable Trust Administrators (GPS Funding)	\$10,000.00
Independent Contractor/Professional Services Agreement- To provide	ψ10,000.00
consulting services for planned giving and endowment for School of	
Nursing and Emeritus Institute from 10/1/2016 to 8/1/2017.	
<b>G</b>	
Saddleback College Foundation	<u> </u>
<u>Sonicfoundry</u>	\$9,900.00
Software License agreement- For subscription renewal of MediaSite, a	
video capture and management software, used by the faculty to record	
teaching materials from 6/29/2017 to 6/28/2018.	
Irvine Valley College	
Castlerock Environmental, Inc.	\$8,170.00
Field Service Agreement- To provide remediation and reconstruction	
services in Life Sciences Building from 2/17/2017 to 2/25/2017.	
Irvine Valley College	
OC Fair & Event Center	\$8,000.00
Advertisement Agreement- For college outreach booth space at OC Fair	
in Costa Mesa, CA from 7/1/2017 to 8/15/2017.	
Saddleback College	
Systems Source	\$7,085.00
Independent Contractor/Professional Services Agreement- To provide	
office space design services for the office of instruction from 4/1/2017 to	
11/30/2017.	
Saddleback College	
Mavenlink	\$6,936.00
Software License Agreement- For subscription renewal of Mavenlink, a	ψο,σσσ.σσ
project management software, used by the Technology Services	
Department from 3/31/2017 to 3/30/2018.	
Irvine Valley College	
Campus Concerts	\$5,950.00
Independent Contractor/Professional Services Agreement- To provide	\$5,950.00
contracted musicians for spring 2017 concerts from 3/27/2017 to	
6/30/2017.	
Irvine Valley College	ΦΕ 000 00
Pacific Parking Systems, Inc.	\$5,600.00
Independent Contractor Agreement- To provide maintenance services	
for Ventek parking permit machines from 7/1/2017 to 6/30/2018.	
Saddleback College	
Red Hawk Fire and Security	\$5,200.00
Field Service Agreement- For repair services for fire pump mother board	
in Performing Arts Center from 11/15/2016 to 1/30/2017.	
Irvine Valley College	
Pacific Coachways Charter Services, Inc.	\$5,150.00
Professional Services Agreement- For charter bus services for tour of	
universities in central and northern California from 4/20/2017 to	
4/23/2017.	
Irvine Valley College	

Haitbrink Asphalt Paving	\$4,500.00
Field Service Agreement- For pothole repair services on perimeter road	
from 3/28/2017 to 4/15/2017.	
Irvine Valley College	
One Zero Digital Media, LLC	\$4,500.00
Independent Contractor Agreement- To produce video for promotion of	
the GAP4+1 Program, a fast-track pathway program for high school	
students from 4/10/2017 to 6/2/2017.	
Irvine Valley College	
Avalon Tent and Party	\$4,315.20
Field Service Agreement- For rental equipment for college	
commencement ceremony from 5/24/2017 to 5/30/2017.	
Irvine Valley College	
Daniel Michael	\$4,250.00
Independent Contractor Agreement- To provide support services for IVC	, ,
/ SoCal Bio-Link Depot project from 4/11/2017 to 5/31/2017.	
Irvine Valley College	
Flag Systems, Inc.	\$4,050.00
Independent Contractor Agreement- To provide equipment and	Ψ1,000.00
technicians to run sound during the college commencement ceremony	
on 5/26/2017 and during the rehearsal on 5/25/2017.	
Saddleback College	
	¢2 500 00
Alfred Torregano aka QwessCoast Production	\$3,500.00
Independent Contractor Agreement (Amend #1)- For additional DJ	
services for campus-wide events of \$1,500 for a revised contractor total	
of \$3,500.	
Irvine Valley College-ASIVC	
Swift Engineering	\$3,232,80
Agreement for Instruction/Services by Economic and Workforce	(Revenue)
Development- To deliver customized composite fabrication training to	
Swift Engineering from 4/18/2017 to 5/4/2017.	
Saddleback College	
The Regents of the University of California	\$3,129.00
Professional Services Agreement- To provide cadaver for instructional	
courses from 5/1/2017 to 4/31/2022.	
Saddleback College	
Dr. Stacy Sims	\$3,000.00
Independent Contractor Agreement- For guest speaker to provide	
presentation on "Nutrition and Hydration" at the 2016-2017 Science	
Lecture Series on 4/20/2017.	
Saddleback College	
StoneFire Grill	\$3,000.00
Catering Service Agreement- To provide catering services for the	, ,
Associated Student Government Development Committee Event on	
4/5/2017 and the End of Year Awards Ceremony on 5/5/2017.	
Irvine Valley College-ASIVC	
Trille valley College-Active	

<del>.</del>	
J. Harmon Construction Inc.	\$2,950.00
Field Service Agreement- To provide hot water valve replacement	
services in Health Sciences Building from 4/3/2017 to 7/3/2017.	
Saddleback College	
SJM Industrial Radios	\$2,600.00
Independent Contractor Agreement- To provide reprogramming services	
for two-way radio system on campus from 4/4/2017 to 6/30/2017.	
Irvine Valley College	
San Clemente Ocean Festival	\$2,500.00
Sponsorship Agreement- For booth space for community outreach at	. ,
San Clemente Ocean Festival from 7/15/2017 to 7/16/2017.	
Saddleback College	
Ronald Hill	\$2,400.00
Independent Contractor Agreement- To provide electronic timing	ψ <u>ε,</u> που.ου
services for Orange Empire Conference Track & Field Meets events	
from 2/24/2017 to 6/1/2017.	
Saddleback College	<b>#0.005.00</b>
Ocean Institute	\$2,365.00
Facility Use Agreement- For Classified Senate Professional	
Development Summit at the Ocean Institute in Dana Point, CA on	
6/9/2017.	
Irvine Valley College	
COVOC Corporations	\$2,311.89
Field Service Agreement- To provide window blind installation services	
in Disabled Students Programs & Services from 4/15/2017 to 5/10/2017.	
Irvine Valley College	
South Coast Family Medical Center	\$2,100.00
Consulting Services Agreement (Amend #1)- For pre-employment	
physical exams required for dispatcher and police officer employment	
during 2016-2017 fiscal year, of \$600 for a revised contract total of	
\$2,100.	
District Services	
Bridges Transitions Inc.	\$2,035.00
Software License Agreement- For subscription renewal of Bridges, a	Ψ2,000.00
career exploration software, from 4/29/2017 to 4/28/2018.	
Irvine Valley College	
· · · · · · · · · · · · · · · · · · ·	\$2.025.00
The RP Group	\$2,025.00
Independent Contractor Agreement- To provide professional	
development presentation for district services employees on 4/26/2017.	
District Services	
Campus Concerts	\$2,000.00
Independent Contractor/Professional Services Agreement- To provide	
contracted musicians for spring 2017 concerts from 3/27/2017 to	
6/30/2017.	
Irvine Valley College	

Veterans Legal Institute	\$2,000.00
Independent Contractor Agreement- To provide legal services for	
student veterans on campus from 3/1/2017 to 6/30/2017.	
Saddleback College	
Main Graphics	\$1,700.00
Independent Contractor Agreement- To provide printing services for	
student literary journal, "The Ear" from 4/13/2017 to 6/30/2017.	
Irvine Valley College	
Gravic, Inc.	\$1,640.00
Software License Agreement- For subscription of Remark, a data	
analyzing software for survey administration, from 4/6/2017 to 4/5/2018.	
Irvine Valley College	
MTI Production	\$1,312.20
Royalty License and Rental Agreement- For performance royalties and	. ,
orchestration rentals of "Shrek The Musical" for Summer of Theatre	
2017 Production from 7/7/2017 to 7/8/2017.	
Saddleback College	
COVOC Corporations	\$1,273.56
Field Service Agreement- To provide window cover services in A400	<del>,</del> ,
and Community Education Complex from 4/15/2017 to 5/10/2017.	
Irvine Valley College	
Compendium Library Services LLC	\$1,254.75
Software License Agreement- For subscription of Desk Tracker data	ψ·,=σ····σ
collection software, used by the Learning Assistance Department from	
1/26/2017 to 1/25/2018.	
Saddleback College	
MTI Production	\$1,236.60
Royalty License and Rental Agreement – For performance royalties and	Ψ1,200.00
orchestration rentals of "The Music Man" for Summer of Theatre 2017	
Production from 7/21/2017 to 7/22/2017.	
Saddleback College	
237 Rentals/ Gabriel Lucido	\$1,100.00
Independent Contractor Agreement- To provide video equipment rental	ψ1,100.00
services for marketing projects between 4/17/2017 to 6/30/2017.	
Irvine Valley College	
, ,	\$1,000.00
Carolina Bravo-Karimi, esq.  Independent Contractor Agreement- For guest speaker presentation on	φ1,000.00
the topic of "Implicit Bias: The Silent Killer of Diversity" at 2017 Gender Conference on 5/1/2017.	
Saddleback College	¢4 000 00
ConsumerInfo.com, Inc.	\$1,000.00
Professional Services Agreement- For credit protection services from	
3/27/2017 to 6/30/2017.	
District Services	

May Phang Speaker/Artist Services Agreement- To provide piano lecture on	\$950.00
4/13/2017.	
Saddleback College	
California Stage & Lighting	\$737.00
Independent Contractor Agreement- To provide pipe and drape behind	
the stage for college commencement ceremony on 5/26/2017.	
Saddleback College	
<u>ShortPoint</u>	\$665.00
Software License Agreement- For subscription of ShortPoint OnDemand	
License Farm Solution, a software that allows SharePoint sites design	
without coding, from 4/7/2017 to 4/7/2018.	
Saddleback College	
Entertaining Events	\$650.00
Independent Contractor Agreement- To provide catering services for	
2017 Transfer Celebration/Honors Recognition Event on 5/5/2017.	
Saddleback College	
Airdraulics Inc.	\$550.00
Field Service Agreement- To provide annual maintenance services for	
facilities lift from 4/15/2017 to 4/30/2017.	
Irvine Valley College	
Julie Nace	\$500.00
Independent Contractor Agreement- To provide and administer proctor	
skills testing for paramedic students' licensure exam from 3/20/2017 to	
3/31/2022.	
Saddleback College-Foundation	
Restore Computer Solutions	\$450.00
Independent Contractor Agreement- To provide maintenance and	
marketing services for Real Estate Education Center website from	
3/15/2017 to 6/15/2017.	
Saddleback College	
Isaiah Mahmud	\$400.00
Independent Contractor Agreement- For game worker to provide	+
scoreboard services for various on-campus sporting events from	
4/1/2017 to 6/30/2017.	
Irvine Valley College	
Taha Kalvand aka DJ Taha	\$400.00
Independent Contractor Agreement- To provide DJ services for Nowruz	ψ 100.00
Event, an Iranian new year celebration, on 3/29/2017.	
Irvine Valley College-ASIVC	
Peter George Buck	\$380.00
Independent Contractor Agreement- For guest artist to provide jazz	ψ500.00
composition classes and concerts from 3/8/2017 to 5/15/2017.	
Saddleback College-Foundation	
Saddleback College-Pouridation	

California Department of Parks and Recreation	\$338.00
Film Permit Agreement- For facility use for student production shoot at	
Crystal Cove State Park in Newport Beach, CA for Cinema, TV & Radio	
Department on 4/7/2017.	
Saddleback College	
Alan Lee	\$300.00
Independent Contractor/Professional Services Agreement- To provide	
media post-production services for choral event on 5/13/2017.	
Irvine Valley College	
Aramark Uniforms Services	\$300.00
Independent Contractor Agreement- To provide shop towel delivery	·
/cleaning service for Art Department from 3/17/2017 to 6/30/2017.	
Saddleback College	
Signature Celebrations	\$252.67
Independent Contractor Agreement- To provide balloon creations for	•
event on 4/20/2017.	
Saddleback College	
Amin Abuhawwas	\$250.00
Independent Contractor Agreement- For game worker to provide	•
scoreboard services for Athletics Department from 4/1/2017 to	
6/30/2017.	
Irvine Valley College	
Thinkstock	\$229.00
Software License Agreement- For license subscription of Thinkstock	<b>V</b> ==0.00
Image Pack for image downloads on 3/29/2017.	
Saddleback College	
Amy Baggs	\$200.00
Independent Contractor Agreement- For photography services for	Ψ200.00
Awards & Recognition Ceremony on 5/17/2017.	
Saddleback College	
Ashley Thomas	\$200.00
Independent Contractor Agreement- For Psychology guest speaker on	Ψ200.00
the topic of "Might or Meek? Who Children Like When There Is a Winner	
or Loser?" on 4/26/2017.	
Saddleback College	
RDA Toolkit	\$191.00
Software License Agreement- For subscription renewal of RDA Toolkit,	ψ.σπ.σσ
an online library cataloging software, from 6/21/2017 to 6/20/2018.	
Saddleback College	
Coast Party Rentals	\$187.20
Independent Contractor Agreement- For rental of equipment for Transfer	ψ107.20
College Fair on 4/19/2017.	
Saddleback College	
Saudieback College	

Rachel Kim/Hyun Shil Kim	\$170.00
Independent Contractor Agreement- For guest violinist to perform for	
Symphony Orchestra on 3/11/2017.	
Saddleback College-Foundation	
NCS Pearson, Inc.	\$150.00
Software License Agreement- For subscription renewal of Q-Local, a	
scoring and reporting software, from 4/20/2017 to 4/19/2018.	
Saddleback College	
Dropbox	\$125.00
Software License Agreement- For additional subscription of DropBox, a	
secure file sharing and storage solution, from 4/7/2017 to 4/6/2018.	
Irvine Valley College Foundation	
Anthony O'Toole	\$100.00
Independent Contractor/Professional Services Agreement- For juror	<b>*</b>
services for 3 <sup>rd</sup> Annual Student Composer Competition on 4/15/2017.	
Irvine Valley College	
Frank Thomas Roberts	\$100.00
Independent Contractor Agreement- For guest speaker for Dorothy	ψ100100
Marie Distinguished Guest Lecture Series on 3/31/2017.	
Saddleback College	
City of Laguna Hills	\$0.00
Facility Use Agreement- For facility use and permit for choral concert at	ψ0.00
Laguna Hills Community Center & Sports on 7/25/2017.	
Saddleback College	
County of Orange Health Care Agency	\$0.00
Clinical Training Affiliation Agreement- To provide clinical internship	ψ0.00
opportunities for a "Certificate of Achievement" in alcohol & drug studies,	
community-based correction, human services generalist and mental	
health worker from 12/1/2016 to 11/30/2017.	
Saddleback College	
Golden Rain Foundation	\$0.00
Facility Use Agreement- For facility use for off-campus classes and	ψ0.00
programming at Laguna Woods Village in Laguna Woods, CA from	
7/1/2016 to 6/30/2021.	
Saddleback College	
Language Systems International	\$0.00
Affiliation Agreement- For an English proficiency waiver agreement for	ψυ.υυ
student admission to Irvine Valley College.	
, ,	
Total Troffic & Weather Network	<u> </u>
Total Traffic & Weather Network  Affiliation Agreement. To provide traffic reports on Saddleback's KSRR	\$0.00
Affiliation Agreement- To provide traffic reports on Saddleback's KSBR	
radio Station from 1/30/2017 to 1/30/2020.	
Saddleback College	

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.1 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** Irvine Valley College and Saddleback College: Student Government

Tentative Budgets FY 2017-2018

**ACTION**: Approval

#### **BACKGROUND**

The Saddleback College Associated Student Government (ASG) and Associated Students of Irvine Valley College (ASIVC) have developed their tentative budgets for FY 2017-2018. During the spring semester 2017, the Saddleback College ASG tentative budget was ratified by the ASG Board of Directors and also reviewed by the Consultation Council. During the spring semester 2017, the ASIVC tentative budget was ratified by ASG, reviewed by the Budget Development and Resource Planning Committee, and also reviewed by the Strategic Planning and Accreditation Council. Funding for the budgets is derived from the sale of student government stickers and stamps (student activity fee) as well as bookstore and food service commissions. The budgets were established to provide funding for co-curricular programs, scholarships, student initiatives, and student activities, including student clubs.

#### **STATUS**

The ASIVC tentative budget for FY 2017-2018 is presented as EXHIBIT A. The Saddleback College ASG tentative budget for FY 2017-2018 is presented as EXHIBIT B. The adopted budgets will be brought to the Board in August and will include actual beginning fund balances and a detail budget of grants/allocations.

#### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the FY 2017-2018 tentative student government budgets as presented in EXHIBITS A & B.





## ASSOCIATED STUDENT GOVERNMENT (ASG) OF IRVINE VALLEY COLLEGE (IVC)

FY 2017-2018
BUDGET PRESENTATION
BOARD OF TRUSTEES
MONDAY, MAY 15, 2017

PRESENTED BY: ALVIN NG - ASG OF IVC PRESIDENT BRANDON HIGHTOWER - ASG OF IVC VICE PRESIDENT OF FINANCE

- We had a record number of submissions this year 102 individual requests for funds totaling \$2.7 million (up from 72 requests for 1.4 million in FY 2015-2016)
- Budgeted: \$729,000 for FY 2017- 2018
  - PROJECTED \$149,000 carry over due to ASIVC funds allocated not utilized this year
  - PROJECTED \$54,000 ASIVC sticker sales (we anticipate additional funds with a change to an opt-out system for sales but the roll outdate has yet to be finalized)
  - PROJECTED \$436,000 Bookstore sales (anticipated funding based on commission sales and First year Bookstore Contract Sales
  - CONTRACTED \$90,000 Cafeteria Sales



EXIHBIT A Page 2 of 4

## IRVINE VALLEY FY 2017-2018 ASIVC BUDGET

Sources and Uses of Funds	FY 2016-2017 Adopted Budget	FY 2017-2018 Tentative Budget	Change (from Adopted to Tentative )	Notes:
Beginning Fund Balance	161,126	149,000	(12,126)	a
Revenue				
Bookstore	403,002	436,000	32,383	b
ASIVC Activity Sticker Sales	52,020	54,000	1,980	b
Cafeteria	70,000	90,000	20,000	С
Total Sources of Funds	686,148	729,000	42,237	
ASG of IVC (Budget, Community Outreach, Diversity)	12,000	18,100	6,100	
ASG of IVC (Facilities, Technology, Public Relations)	51,360	13,000	(38,360)	d .
ASG of IVC (Leadership and Development)	23,500	63,700	40,200	a
ASG of IVC (Legislative, Student Activities)	36,000	25,000	(11,000)	đ
Campus and Student Life Events (Laser Week, Homecoming, Preview Day, Commencement, Scholarship)	39,500	86,000	46,500	d
Co-Curricular Programs	171,000	95,000	(76,000)	e
Department Support (including Cafeteria, Games Room)	38,800	164,965	126,165	e
Scholarships	40,000	40,000	0	
Student Clubs/Organizations/I4C	45,340	27,500	(17,840)	
Student Life Operations (Office Supplies, Salaries and Benefits)	96,500	145,120	48,620	
Contingency Funds/Mid Year Request	132,148	50,615	(82,148)	f
Total Uses of Funds	\$686,148	\$729,000	\$42,237	

- Beginning balance is less than previous years due to not all of the allocated funds being expended. This year, we have spent significantly more and will have less of a beginning balance.
- Actual FY 2016-2017 ASIVC Sticker and Bookstore revenues were higher than we expected so we have adjusted revenue numbers to be slightly higher. Our intent is to move to an opt-out funding for ASG activity stickers for FY 2017-2018.
- Upon further review of the Cafeteria contract, we have adjusted our numbers to accurately reflect the expected commission total from S& B Foods.
- We have transferred responsibility of some Annual ASG events to Student Life for continuity purposes.
- Program previously listed under co-curriculars (KHA and Music) that should have been under departmental support. The decrease in co-curricular and increase in departmental support (with additions of Cafeteria and Facilities Renovations reflects this change.
- As our beginning balance is significantly higher than what we anticipated, we have allocated these funds temporarily into our contingency account until our student Budget and Finance Committee members can make further recommendations for the use and/or allocation of funds to the ASG of IVC.

## FY 2016-2017 ASG OF IVC ACCOMPLISHMENTS

#### SERVICES and ACTIVITIES:

- This year, the ASG of IVC facilitated, co-sponsored, participated in and/or organized:
  - Constitution Day, Laser Week-New Student Orientation, Welcome Week, Student Club Days, ASG Awareness Day, Homecoming, President's Cup
  - Coming Out Day, Indigenous People's Day, Dia de los Muertos, Lunar New Year, Black History Month, Persian New Year, Asian Heritage Month
  - Operation Christmas Child, Preview Day, Fast Fridays, High School and Principles Summit
  - Take Your Faculty to Lunch and Academic Program Meet and Greets

#### STUDENT LEADERSHIP DEVELOPMENT:

- To provide ongoing comprehensive leadership development opportunities to increase the efficiency of students involved in governance. This year, over 250 ASG of IVC student leaders organized and participated in:
  - Executive Cabinet Training, ASG of IVC Pre-Fall Training, Interclub/Co-curricular Fall Training Day, ASG Fall and Winter Retreats, Student Equity Retreat, Student Leaders Book Club Discussion on Financial Aid Costs and mid year student leader evaluations.
  - ASG of IVC Student Leaders were represented on over 50 different campus and district governance groups, committees and task
    force and received a commendation during the IVC Accreditation process for student engagement.

#### FACILITIES and TECHNOLOGY:

- To update and maintain professional facilities, office and public spaces, physical environments, supplies and equipment necessary for conducting official Associated Students services and activities.
  - Members of our Facilities and Technology Committee conducted over 20 individual surveys throughout the year reaching over 2,500 students.
  - Facilities and Technology Student Commissioners served on 15 different campus and district facilities or technology related committees.

#### FISCAL MANAGEMENT:

- To provide and engage in a timely and detailed fiscal management process for our students clubs, organizations, co-curricular programs, departments and vendors. This year's annual budget allocation process included:
  - Budget and Finance Committee departmental site visits November through January;
  - Mid-year budget expenditures report due in mid-February;
  - Open Budget Hearings in February and March: to provide updates on both FY 2016-2017 expenditures and requests for FY 2017-2018





# ASSOCIATED STUDENT GOVERNMENT FY 2017-2018 TENTATIVE BUDGET PRESENTATION

SOCCCD BOARD OF TRUSTEES MAY 15, 2017

PRESENTED BY:
LUCY HENDRIX, ASG PRESIDENT,
ERICA DELAMARE, ASG PRESIDENT-ELECT &
ARYA DAROUI, ASG DIRECTOR OF BUDGET AND FINANCE



## BUDGET HIGHLIGHTS

- \$60,000 IN BEGINNING BALANCE DUE TO UNUSED FUNDS FROM FISCAL YEAR 2016-2017. VALUE LIKELY TO RISE.
- \$50,000 PROJECTED IN STAMP SALES, BUT ADOPTION OF AN OPT-OUT PROCESS FOR STAMP SALES WILL LIKELY INCREASE THIS VALUE.
- ASG HAS COMMITTED TO DONATE 20% OF TOTAL SOURCES OF FUNDS TOWARD STUDENT SCHOLARSHIPS.
- MID-YEAR REQUESTS ARE BEING PHASED OUT IN LIEU OF SPECIAL TOPIC GRANTS BEING DISPERSED DIRECTLY FROM THE ASG BUDGET COMMITTEE.
- MORE CONSERVATIVE VALUE FOR CONTRACT REVENUE DUE TO UNCERTAINTY OF REQUEST FOR PROPOSAL (RFP) FOR CAFETERIA VENDOR.

## TENTATIVE BUDGET CHART

Sources and Uses of Funds	FY 2016-2017 Adopted	FY 2017-2018 Tentative	Change	Note
Sources of Funds				
Beginning Balance	148,681	60,000	(88,681)	Α
Revenue				
Bookstore/Caferia/Vending	224,000	215,000	(9,000)	В
Stamp Sales	50,000	50,000	-	С
Total Sources of Funds	422,681	325,000	(97,681)	D
Jses of Funds				
Campus Life	54,400	34,700	(19,700)	Е
Co-Curricular Programs	31,500	28,000	(3,500)	Е
ASG Operations	11,000	7,300	(3,700)	Е
ASG Operations (Personnel, Non-Discretionary)	130,795	126,800	(3,995)	Е
Student Support	52,718	31,700	(21,018)	Е
Mid-Year Requests	-	-	-	F
Scholarships	100,000	65,000	(35,000)	G
Emergency Reserve	42,268	31,500	(10,768)	G
Fotal Uses of Funds	422,681	325,000	(97,681)	Ξ

- A. Projecting a conservative beginning balance for tentative budget.
- B. Taking 75% of the actual expected value because of Request for Proposal (RFP) for Cafeteria.
- C. Stamp Sales have stabilized from previous decline.
- D. Total sources of funds reduced due to reduction in expected ending balance and Cafeteria RFP.
- E. Reduced due to lower Sources of Funds.
- F. Removing Mid-Year Requests in lieu of Special Topic Grants.
- G. Scholarships and Emergency reserve reflect 20% and 10% of the Sources of Funds, respectively.



## FY 2016-2017 ASG ACCOMPLISHMENTS

- ASG was awarded a \$10,000 grant from the Community Colleges of California Civic Impact Project to increase civic engagement awareness and opportunities for the campus community. Five events, including viewing parties and debates, were hosted with a total attendance of over 850. Tabling for registration and polling station information was conducted regularly with outreach to about 30 people a day. ASG registered a total of 120 students to vote.
- ASG partnered with student clubs, faculty, and the district attorneys to host four discussions around various topics of the first amendment entitled "#UseYourVoice". Approximately 500 people attended and the discussion by Erwin Chemerinsky had over 250 in attendance.
- ASG partnered with the Student Health Center to hold a pancake breakfast to raise funds for the Student Emergency Fund. \$351 was raised and also increased awareness for the service. We plan to continue to find ways to support programs and services that will aid our students in being able to stay enrolled and on track toward their academic pursuits.
- A goal for this year was to increase our connection to the divisions that we help fund through our budget. To help facilitate this, ASG created a director position that primarily meets with division deans to help share information back and forth.







#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.2 DATE: 5/15/17

**TO:** Board of Trustees

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

RE: SOCCCD: Regional Strong Workforce Master Agreement Between

Rancho Santiago Community College District and SOCCCD

**ACTION:** Approval

#### **BACKGROUND**

In 2016, the state legislature approved a \$200 million appropriation to fund "better and more" career technical education throughout the state. The funding was split 60 percent (directly to local colleges) and 40 percent for regional CTE development activities. The first year regional funding was for the period starting July 1, 2016 and to be expended by December 31, 2018. The nine Orange County community colleges collaborated on the desired projects where funding would be provided for the lead and participating colleges.

#### **STATUS**

Rancho Santiago Community College District (fiscal agent) has presented a Regional Strong Workforce Master Agreement to SOCCCD, to cover activities over a four year period from July 1, 2016 to June 30, 2020. Saddleback College and Irvine Valley College are participating in various CTE projects and will receive \$2,560,000 and \$982,078, respectively. Both colleges will lead and participate in the regional support of career technical education program development and improvement with the other Orange County community colleges.

#### **RECOMMENDATION**

The Interim Chancellor recommends that the Board of Trustees approve the Regional Strong Workforce Master Agreement (EXHIBIT A) with the Rancho Santiago Community College District awarding Saddleback College and Irvine Valley College \$2,560,000 and \$982,078, respectively, over a four year period from July 1, 2016 to June 30, 2020.

## ORANGE COUNTY REGION STRONG WORKFORCE PROGRAM - REGIONAL FUND MASTER AGREEMENT BETWEEN RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT AND SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

July 1, 2016 – June 30, 2020

This Agreement, entered into February 27, 2017 between Rancho Santiago Community College District, hereinafter referred to as "Fiscal Agent," and South Orange County Community College District (hereinafter referred to as "Sub-recipient). The Fiscal Agent and Sub-recipient are also referred to collectively as "Parties" and individually as "Party." This Agreement is based on the Strong Workforce Program-Regional Fund Agreement between the Fiscal Agent and the California Community Colleges Chancellor's Office, i.e., Prime Sponsor, and is effective to cover activities beginning July 1, 2016 and ending June 30, 2020 supported by Strong Workforce Program-Regional Fund allocations disbursed in 2016-2017, 2017-2018, and 2018-2019.

WHEREAS, the Rancho Santiago Community College District has been designated as the Fiscal Agent for the Strong Workforce Program – Regional Share for the Los Angeles and Orange County region and is responsible for distributing funds to the South Orange County Community College Districts within the region following certification of the Regional Plans by the Regional Consortia, and is responsible for monitoring the work of the Agreement for compliance with the terms and conditions of the funds, as delineated in the Fiscal Agent Scope of Work (Exhibit B), and

WHEREAS, Rancho Santiago Community College District has the right to enter into agreements with outside entities for various services with the approval of the Board of Trustees; and

WHEREAS, Sub-recipient has agreed to participation in the purpose of the Agreement according to the terms and conditions hereinafter set forth,

NOW, THEREFORE, the Parties agree as follows:

#### 1. PARTICIPATION AGREEMENT

Sub-recipient shall perform the Scope of Work detailed using individually executed Participation Agreements (Exhibit A). Such Participation Agreements shall fully detail the Scope of Work between Parties. As needed, the Scope of Work can be amended and modified based on written approval by the Parties. By signing this Master Agreement, the Fiscal Agent and Sub-recipient agree that Participation Agreements signed by the Parties will be binding under this Master Agreement without further action by the Parties.

#### 2. TERM OF AGREEMENT

Effective Date of Agreement: July 1, 2016

Expiration Date of Agreement: June 30, 2020

Parties may modify this Master Agreement and any Participation Agreement annually, contingent upon the availability of grant funds, as mutually agreed upon.

#### 3. RULES FOR DELIVERABLES

- A. Each Participation Agreement will identify a point of contact for the Participation Agreement, and points of contact for major project components in the Scope of Work as appropriate. The Sub-recipient will inform the Fiscal Agent of any changes to the point(s) of contact in a timely manner.
- B. Services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices.
- C. Products, results, and measureable outcomes shall be provided as detailed in each Participation Agreement.
- D. Any document or written report prepared in whole or in part by Parties shall reference the Strong Workforce Program relating to the preparation of such document or written report.
- E. All products resulting from this Agreement or its subcontracts in whole or in part shall reference the California Community Colleges, Chancellor's Office and the specific funding source (Strong Workforce Program).
- F. All references to the project shall include the phrase, "funded in part by the California Community Colleges, Chancellor's Office."

#### 4. PARTICIPATION AGREEMENT PAYMENTS AND INVOICING

Project allocations from Fiscal Agent to the Sub-recipient will be specified in the Participation Agreement, based on the Regional Plans certified by the Regional Consortia. Funds are to be utilized by the Sub-recipient in accordance with the terms and conditions of both this Master Agreement, the pertinent Participation Agreement, and guidance on the allowable use of funds from the California Community Colleges Chancellor's Office (Exhibit C). If the there is a reduction in funding by the Chancellor's Office, the Fiscal Agent reserves the right to require adjustment to the scope of work and funding of the Participation Agreements accordingly, up to and including the end of all activities under this Agreement and any Participation Agreement.

The Fiscal Agent shall make payments to the Sub-recipient up to the amount listed in the Participation Agreement, to be paid on a quarterly basis through a reimbursement process

according to the expenditures submitted in the quarterly reports and upon submission of an invoice for payment. Invoices referencing the Participation Agreement number should be submitted to the following address:

Rancho Santiago CCD ATTN: Resource Development 2323 North Broadway, Ste. 350 Santa Ana, CA 92706

#### 5. BUDGET MANAGEMENT

The Sub-recipient will manage its budgets so that there is a clear distinction between Local Strong Workforce funds (which are not in any way related to this Agreement) and Regional Strong Workforce Funds (which are the subject of this Agreement), and a clear distinction between the fiscal year of the allocation (e.g., that the allocation for 2016-2017 is distinct from the allocation for 2017-2018). Since the term for the use of the funds is more than one year there will be concurrent use of separate allocations. In such cases, it is advised that the Sub-recipient assign separate project numbers to each year's allocation, or in some other manner make a clear distinction between the separate allocations.

#### 6. REPORTING

Program and financial reports will be submitted on a quarterly basis, according to the system and requirements of the California Community College Chancellor's Office. A reporting schedule will be disseminated to the Sub-recipient at least 30 days prior to the due date of the first report. Reports will be due 20 days after the end of the last month of the quarter.

NOTE: The <u>first</u> quarterly report will be due on the next due date following approval of this Agreement.

A Final Program and Expenditure Report will be due at the end of the project, according to the requirements of the Chancellor's Office. The Fiscal Agent will inform the Sub-recipient of the requirements and the due date for the Final Report at least three months before the end date of the Agreement.

The Sub-recipient is responsible for all Strong Workforce Program-Regional Funds reporting to the Fiscal Agent. Fiscal Agent is responsible for all Strong Workforce Program-Regional Funds Reporting to the Chancellor's Office.

#### 7. MODIFICATIONS

If a Sub-recipient desires to change the amount, scope of work, or make substantial revision to the outcomes of a Participation Agreement the following process must be followed:

A. The Sub-recipient notifies the Fiscal Agent and the Project Lead of the desired changes.

- B. The Sub-recipient notifies the other colleges involved in the regional project related to the Participation Agreement, and secures agreement of the change(s) from the other colleges and/or the Project Lead.
- C. The Fiscal Agent will conduct a technical review of the requested changes to ensure compliance with the grant terms and conditions, and will modify the Participation Agreement to reflect the requested changes.
- D. The Sub-recipient and Fiscal Agent will sign the amended Participation Agreement, which will replace the prior Participation Agreement and become the active Participation Agreement once executed.

#### 8. USE OF FUNDS - TRAVEL

If Strong Workforce Program-Regional funds will be used for out-of-state travel, the Party must submit an Out-of-State travel request form to the Fiscal Agent who will review it to ensure compliance with the California Community Colleges Chancellor's Office requirements.

#### 9. SHARED USE OF EQUIPMENT or RESOURCES

In the event that Sub-recipient uses funds to secure equipment or other resources to be used in common or for shared use with other colleges, a separate agreement may be needed between or among them to outline the terms and conditions of that use. The Sub-recipient should notify the Fiscal Agent of the intent for shared use of equipment and resources, and the Fiscal Agent will clarify the requirements with the Chancellor's Office, and provide guidance to the Sub-recipient regarding development of a shared use agreement.

#### 10. SUBCONTRACTS

- A. In any event, if the Sub-recipient wishes to enter into a subcontract agreement for performance of any part of the activities listed in the Participation Agreement, the Sub-recipient shall disclose the intended purpose and amount of the subcontracting and identify the proposed subcontractor to the Fiscal Agent in a timely manner.
- B. The Sub-recipient agrees to be as fully responsible to the Fiscal Agent for the acts and omissions of its subcontractors and of persons either directly or indirectly employed by them, as it is for the acts and omissions of persons directly employed by the Sub-recipient. The Sub-recipient's obligation to pay its subcontractors is independent from the obligation of the Fiscal Agent to make payments to the Sub-recipient. As a result, the Fiscal Agent shall have no obligation to pay or enforce the payment of any monies to any subcontractor.

#### 11. RECORDS AND AUDITS

A. The Sub-recipient must maintain records regarding the use of Program funds and progress made toward objectives and/or performance under the applicable Participation Agreement.

- B. The Sub-recipient must maintain a list of the cost and location of the equipment purchased with Strong Workforce Program funds.
- C. The Sub-recipient agrees that the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, and any other appropriate state or federal oversight agency, or their designated representative(s), shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. The Sub-recipient agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment or until any audit findings have been resolved, unless a longer period of records retention is stipulated. The Sub-recipient agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Sub-recipient agrees to include a similar right of the Fiscal Agent, the Chancellor's Office, the Bureau of State Audits, any other appropriate state or federal oversight agency, or their designated representative(s) to audit records and interview staff in any subcontract related to performance of this Agreement or any Participation Agreement.
  - 1) If any audit or other actions involving the records has been started before the expiration of this period, the records must be retained until the completion of the action and resolution of all issues which arise from it or until the end of the five (5) year period, whichever is later.
  - 2) All records must be retained throughout the project. The five (5) year period of retention starts on the last day of the performance period stipulated in the Participation Agreement.

#### 12. NOTICES

A Party to this Agreement may give notice to the other Party by sending an email or through certified mail to the addresses specified below. Such notice shall be effective when received. Each Party has the responsibility of keeping notice contact information accurate and current.

South Orange County Community College District

**Primary Contact** 

Name: Debra L. Fitzsimons
Title: Interim Chancellor
Address: 2800Marguerite Pkwy.

City, State Zip: Mission Viejo, CA 92692 Email, phone: dfitzsimons@socced.edu

**Fiscal Contact** 

Name: Kim McCord

**Title:** Acting Vice Chancellor, Business Services

Address: 28000Marguerite Pkwy.

City, State Zip: Mission Vieio, CA 92692

Email, phone: kmcord@socced.edu 949 582-4661

#### Fiscal Agent - Rancho Santiago Community College District

Primary Contact
Janeth Manjarrez, SWP Director
2323 North Broadway, Ste. 350
Santa Ana, CA 92706
Manjarrez Janeth@rsccd.edu
(714) 480-7471

**Fiscal Contact** 

Peter J. Hardash, Vice Chancellor of Business Operations & Fiscal Services 2323 North Broadway, 4<sup>th</sup> Floor Hardash Peter@rsccd.edu, (714) 480-7340 Santa Ana, CA 92706

#### 13. TERMINATION

Either Party may terminate this Agreement, with or without cause upon thirty (30) days written notice served upon the other Party. Notice shall be deemed served on the date of mailing. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

The obligations of RSCCD under this Agreement are contingent upon the availability of State funds, as applicable, for the reimbursement of expenditures to the Sub-recipient. In the event that such funding is terminated or reduced, RSCCD shall provide the Sub-recipient with written notification of such determination and RSCCD shall reimburse the Sub-recipient for costs incurred up to the termination date. Notice shall be deemed served on the date of receipt by the Sub-recipient; with receipt determined by certified mail delivery confirmation. Upon termination, or notice thereof, the Parties agree to cooperate with one another in the orderly transfer of contract responsibilities, records, and pertinent documents.

#### 14. UNENFORCEABLE PROVISION

In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the Parties agree that all other provisions of this Agreement remain in full force and effect and shall not be affected thereby.

#### 15. DISPUTES

In the event of a dispute between the Parties, the aggrieved Party shall notify the other Party and provide a detailed description of the alleged problem. The Parties agree to use reasonable efforts to resolve such dispute by good faith negotiations and mutual agreement. In the event such informal resolution is not successful within a reasonable period of time, the Parties hereby agree that such dispute will be resolved in the manner specified below.

Except as otherwise provided in this Agreement, any dispute concerning any question arising under this Agreement shall be decided by the Fiscal Agent and/or the Prime Sponsor. In such a case, the decision shall be reduced to writing and a copy thereof shall be mailed or otherwise furnished to the Sub-recipient. The decision shall be final and conclusive unless within thirty (30) calendar days from the mailing or delivery of such copy, the Fiscal Agent receives from Sub-recipient a written request to appeal said decision. Pending final decision of the appeal, Sub-recipient shall act in accordance with the written decision of the Fiscal Agent or the Prime Sponsor, whichever is the final arbiter of the dispute. The handling of non-criminal complaints, including discrimination complaints, and complaints and reports of criminal fraud, waste and abuse shall be as prescribed by the State of California, and/or the Prime Sponsor, whichever is applicable, in accordance with applicable provisions of the Code of Federal Regulations.

#### 16. INDEMNIFICATION

All Parties to this Agreement shall agree to defend, indemnify, and hold harmless the other Parties, its officers, agents, employees, and volunteers, from and against all loss, cost, and expense arising out of any liability or claim of liability, sustained or claimed to have been sustained, arising out of activities, or the performance or nonperformance of obligations under this Agreement, of the indemnifying Parties, or those of any of its officers, agents, employees, or volunteers. The provisions of this Article do not apply to any damage or losses caused solely by the negligence or willful misconduct of the Parties or any of its agents or employees.

#### 17. INSURANCE

All Parties are self-insured public entities for the purposes of professional liability, general liability and workers' compensation. The Parties each warrant that through its program of self-insurance it has adequate liability, general liability and workers' compensation to provide coverage for liabilities arising out of the Fiscal Agent and Parties performance of this contract.

#### 18. INDEPENDENT CONTRACTOR

The Sub-recipient, in the performance of this Agreement, shall be and act as independent contractors and not as employees of Fiscal Agent. The Sub-recipient understands and agrees that it and all of its employees shall not be considered officers, employees or agents of the Fiscal Agent, and are not entitled to benefits of any kind or nature normally provided to employees of the Fiscal Agent and/or to which Fiscal Agent's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. The Sub-recipient assumes full responsibility for its acts and/or liabilities including those of its employees or agents as they relate to the services provided under this Agreement. The Sub-recipients 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 the Sub-recipient's employees. The Fiscal Agent will not withhold taxes, unemployment insurance or social security for the Sub-recipient's employees or independent subcontractors. The Sub-recipient agrees to indemnify and hold the Fiscal Agent harmless from and against any and all liability arising from any failure of the Sub-

recipient to withhold or pay any applicable tax, unemployment insurance or social security when due.

#### 19. ASSURANCES

- A) By signing this Agreement the Parties certify they will comply with the terms and conditions outlined in the Strong Workforce Program Trailer Bill (Exhibit C), and with the guidance documents provided by the California Community College Chancellor's Office (Exhibit D).
- B) By signing this Agreement the Sub-recipient certifies that it complies with state and federal requirements for Standards of Conduct, Workers' Compensation Insurance, Participation in Grant-Funded Activities, Non-Discrimination, Accessibility for Persons with Disabilities, Drug-Free Workplace Certification, Intellectual Property, and Debarment and Suspension, and will adhere to these legal standards and requirements in the performance of work related to this Agreement.

#### 20. WAIVER

Any waiver by Fiscal Agent of any breach of any one or more of the terms of this Agreement shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term. Failure on the part of Fiscal Agent to require full, exact, and complete compliance with any terms of this Agreement shall not be construed as in any manner changing the terms of this Agreement, or stopping Fiscal Agent from enforcing the terms of this Agreement.

#### 21. SEVERABILITY

If any provision in 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 without being impaired or invalidated in any way.

#### 22. AGREEMENT IS COMPLETE

No amendment, alteration or variation of the terms of this Agreement shall be valid unless made in writing, signed by the Parties, and approved as required. No oral understanding or agreement not incorporated in this Agreement is binding on any of the Parties.

IN WITNESS WHEREOF, all Parties agree.

<b>FISCAL</b>	AGENT	
---------------	-------	--

Rancho Santiago Community College District

SUB-RECIPIENT

South Orange County Community College District

Peter J. Hardash

Vice Chancellor, Business Ops. & Fiscal Svcs.

Name: Title:

Dr Debra L. Fitzsimons

Vice Chancellor Business Services

Date:

Date:

EIN: 95-2479872

Board approved: February 27, 2017

DO-17-2185-13

Strong Workforce Program-Regional Funds

Page 8 of 8 Master Agreement

#### Participation Agreement Template

Scope of Work for Strong Workforce Program - Regional Funds

This Participation Agreement constitutes Saddleback College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Master Agreement, [Agreement No.], and is subject to the terms and conditions as outlined in the Master Agreement.

Name of College	Saddleback College
	South Orange County CCD
Participation Agreement Point of Contact	
	Anthony Teng
	Dean, Advance Technology and Applied Science
William Company Compan	28000 Marguerite Pkwy Mission Viejo, CA 92692
	al information (add rows for more projects if needed)
	Marketing
1. Project Name	Yes
a. Is the college a Lend for this Project?	\$2,000,000
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	
c Brief description the college's work on the project.	Develop a regionalized marketing effort that can be a resource for each college and customized for each college's program. Outcomes should include marketing materials for sectors, marketing coordination with regional colleges, and other resources.
2. Project Name	Advanced Transportation: Automotive Technology Collaborative
a. Is the college a Lead for this Project?	Yes
b Amount of funds for this college's work on the	\$160,000
c. Brief description of the college's work on the project.	Working with Cypress, Fullerion, Santa Ana, Saddleback, and Golden West, create an Orange County AutoTech Collaborative that markets the five CC automotive programs in the county. Work collaboratively to provide some portability and comparability of programs for both students and employers. Creat showcases, competitions, and joint projects in support of the car culture of OC. By determining the strengths and growth areas for each program, focus regional resources to create unique program that meet the needs of the students and employers of the region.
3. Project Name	CTE Instructor Professional Development and Mentorship
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this college's work on the project	\$200,000
c. Brief description of the college's work on the project.	This project will provide the faculty and key talent the applied knowledge and skills to start, repair and design CTE programs to ensure they lead to well-paying high demand jobs. Facilitated workshop delivery of professional development that is team based, supported through professional coaching and facilitation and practical hands on application are sound practices for reinforced learning.
4. Project Name	Vertical Sector Leadership: Healthcare
	Yes
b. Amount of funds for this college's work on the project	\$200,000
<ul> <li>Brief description of the college's work on the project.</li> </ul>	Develop a regionalized sector support network for identified sectors. Identifying college champion who will become a resource to coordinate and support participating regional colleges. Working with DSNs, college champion would develop sector development and partnerships with K-12, industry, WDB, and other stakeholders. Outcome would focus on sector development, curriculum and program alignment, support structure.

### Participation Agreement Template Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes Saddleback College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Master Agreement, [Agreement No.], and is subject to the terms and conditions as outlined in the Master Agreement.

Name of College	Saddleback College
District	South Orange County CCD
Participation Agreement Point of Contact	
Name	Anthony Teng
Title	Dean, Advance Technology and Applied Science
Address	28000 Marguerite Pkwv
City, State Zip	Missian Viejo, CA 92692
The second secon	al information (add rows for more projects if needed)
1 Project Name	Regional NetLabs Project
a. Is the college a Lead for this Project*	No
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	
c Brief description the college's work on the project.	Coasiline Community College will host the LA/OC regional NetLabs project where colleges in the region will maintan ownership of their NetLab equipment, but would house them at the Coasiline site; all of the members (who donated or did not donate equipment) would utilize the virtual lab services on a minimal annual fee basis to cover the ongoing network administrative support, replacement, and maintenance/opperation of the NetLab system. In essence, we would pool our equipment and let everyone use it.
2 Project Name	CyberPatriot
a. Is the college a Lead for this Project?	No
b. Amount of funds for this college's work on the	So
project	
c Brief description of the college's work on the project.	The CyberPatriot competitions meet a critical need for developing cyber skills and awareness in the K-12 segment. Coastline is proposing \$165,000 of the regional funds to sponsor CyberPatriot competition activities at the current three colleges and increase to four colleges during the next competition season. Expenses to be covered for these competitions include Coordinator (-Benefits), 25 Mentors to help teams on a weekly basis, K-12 teacher/coach stipends, CyberPatriot Team Registration (25 high schools, 25 middle schools), food for the events, marketing, bus transportation for high school students, and the design and implementation of a competition scoring engine.
3 Project Name	Seamless Pathways from Non-Credit to Credit
a. Is the college a Lead for this Project?	No
b Amount of funds for this college's work on the project	50
c Brief description of the college's work on the project.	The Seamless Pathways from Noncredit to Credit Instative will create a regional resource for collaboration between Orange County's Adult Education providers and Community Colleges. In an effort for help students complete higher level certificates and degrees, the shared goal will be to significantly enhance, improve and align opportunities for students to seamlessly transition from noncredit to credit Career Technical Education (CTE) programs.
4. Project Name	Drones/Aviation and Engineering Tech (Robotics & Automation)
a. Is the college a Lead for this Project?	No
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	\$0
c. Brief description of the college's work on the project	Drones Aviation and Engineering Technician (Robotics and Automation) project will create a collaboration aligned to meet the evolving workforce and educational needs in three interrelated arenas, engineering technology and robotics, automation and the emerging technologies — and associated occupational and educational opportunities— of drones.
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Participation Agreement Forms: for each project, complete a Budget Detail Sheet and Work Plan.

## Participation Agreement Template Scope of Work for Strong Workforce Program – Regional Funds

This Participation Agreement constitutes Saddleback College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Master Agreement, [Agreement No], and is subject to the terms and conditions as outlined in the Master Agreement.

Name of College	Saddleback College
District	South Orange County CCD
Participation Agreement Point of Contact	
Name	Anthony Teng
Title	Dean, Advance Technology and Applied Science
Address	28000 Marguerite Pkwy
City, State Zip	Mission Vicjo, CA 92692
	ral information (add rows for more projects if needed)  Regional Website/"Catelog"
Project Name	
a. Is the college a Lead for this Project?	No So
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	
c. Brief description the college's work on the project.	Several colleges are either considering the implementation of new course catalog technologies, while several colleges in the LA/OC region are already using CourseLeaf. The proposed project would consolidate and align these efforts in Orange County (and potentially in Los Angeles County). In addition, a shared CourseLeaf-generated web site with information sourced directly from college catalogs can provide much needed information for students on courses, certificates and degrees leading to Career Pathways — data that would be valuable to business, industry and regional partners.
2. Project Name	Energy & Sustainability Programs
a. Is the college a Lead for this Project?	No
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	50
c. Brief description of the college's work on the project	The project is Year One of a multi-year plan that will address the needs of the regional economy in this sector. The plan includes industry engagement, regional advisories, curriculum enrichment/enhancement, updated equipment, professional development, career awareness and pathway development, and new and incumbent worker training.
3 Project Name	Orange County Biotechnology Partnership
a. Is the college a Lead for this Project?	No
b Amount of funds for this college's work on the project	\$0
c Brief description of the college's work on the project	Orange County Biotechnology Education Partnership: Four community colleges (FC, IVC, SAC, SCC) are collaborating closely to develop career training for high school and college students. The Biomanufacturing Technician Pathway is designed to educate technician-level professionals with the skills required to earn immediate gainful employment in the fields of technology that utilize the science of biology.
4 Project Name	Vertical Sector Leadership SBE
a. Is the college a Lead for this Project?	No
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	\$0
c Brief description of the college's work on the project	Develop a regionalized sector support network for identified sectors identifying college champion who will become a resource to coordinate and support participating regional colleges. Working with DSNs, college champion would develop sector development and partnerships with K-12 industry, WDB, and other stakeholders. Outcome would focus on sector development, curriculum and program alignment, support structure.
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#### Participation Agreement Template

Scope of Work for Strong Workforce Program - Regional Funds

This Participation Agreement constitutes Saddleback College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Master Agreement, [Agreement No.], and is subject to the terms and conditions as outlined in the Master Agreement.

Name of College	Saddleback College
District	South Orange County CCD
Participation Agreement Point of Contact	
Name	Anthony Teng
Tide	Dean, Advance Technology and Applied Science
Address	28000 Marguerite Pkwy
City, State Zip	Mission Viejo, CA 92692
	ral Information (add rows for more projects if needed)
1. Project Name	Vertical Sector Leadership: Global Trade & Logistics
a. Is the college a Lead for this Project?	No
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	\$0
c. Brief description the college's work on the project.	Develop a regionalized sector support network for identified sectors. Identifying college champion who will become a resource to coordinate and support participating regional colleges. Working with DSNs, college champion would develop sector development and partnerships with K-12, industry, WDB, and other stakeholders. Outcome would focus on sector development, curriculum and program alignment, support structure
2. Project Name	Vertical Sector Leadership: Biotechnology
a. Is the college a Lead for this Project?	No
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	\$0
c. Brief description of the college's work on the project.	Develop a regionalized sector support network for identified sectors. Identifying college champion who will become a resource to coordinate an support participating regional colleges. Working with DSNs, college champion would develop sector development and partnerships with K-12, industry, WDB, and other stakeholders. Outcome would focus on sector development, curriculum and program alignment, support structure.
3. Project Name	Vertical Sector Leadership: Retail Hospitality & Tourism
a. Is the college a Lead for this Project?	No No
b. Amount of funds for this college's work on the project	\$0
e. Brief description of the college's work on the project.	Develop a regionalized sector support network for identified sectors. Identifying college champion who will become a resource to coordinate an support participating regional colleges. Working with DSNs, college champion would develop sector development and partnerships with K-12, industry, WDB, and other stakeholders. Outcome would focus on sector development, curriculum and program alignment, support structure.
4. Project Name	
a. Is the college a Lead for this Project?	
<ul> <li>b. Amount of funds for this college's work on the project</li> </ul>	
c. Brief description of the college's work on the project.	

Participation Agreement Forms: for each project, complete a Budget Detail Sheet and Work Plan.

Strong Workforce Regional Funds - Los Angeles & Orange County Region

FY 2016-2017

Term: 7/1/16 - 12/31/17

COLLEGE: Saddleback College DISTRICT: South Grange County CCD

PROJECT NAME: Marketing

NOTE: Create one Budget Detail Sheet per Project.

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
5000	Develop and convene Regional Counselor Conference. Project to be conducted by OCDE.	\$175,000
5000	Develop regional Business Information Worker presence. Project to be coordinated with ICT Sector Navigator	\$220,000
5000	Region wide marketing. Project to include all nine OC colleges and may leverage CCC CTE Branding and Marketing project.	\$1,485,000
5000	Conduct necessary research and provide complete economic impact analysis for regions and for each college. Project to be conducted by EMSI.	\$120,000
	TOTAL COSTS	\$2,000,000

Strong Workforce Regional Funds FY 2016-2017

Los Angeles & Orange County Region

COLLEGE: Saddleback Co lege DISTRICT: South Orange County CCD PROJECT NAME: Marketing

Term: 7/1/16 - 12/31/17

NOTE: Create a separate Work Plan for each project.

ACTIVITY	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE
Coordinate and Implement regional marketing effort in conjunction with CCC CTE Branding project	Region specific marketing and branding program for each co-lege. Expected outcomes include aligned region wide marketing and promotion efforts including brands, information and approaches, messaging across social media, increased enrollments and visibility.	7/1/16-12/31/17	All 9 OC CC marketing representatives
Develop regional Business Information Worker presence. Project to be coordinated with ICT Sector Navigator	Expected outcomes include development BIW website, create marketing and promotional materials, improved program and scalibility, development of media marketing	7/1/16-12/31/17	AB 9 OC CC research staff and college representatives
Conduct necessary research and provide complete economic impact analysis for regions and for each college. Project to be conducted by EMSI.	Regional data research to determine the economic impact of CCs in their service areas. Expected outcomes include better information on local and regional impact of CCs, creation of foundation for communications, provide justification for college investments, supplement COE efforts.	7/1/16-12/31/17	All 9 OC CC research staff and college representatives
Develop and convene Regional Counselor Conference. Project to be conducted by OCDE.	Annual regional counselor conference will include K-12 and CC counselors in a program to dutreach and share opportunities. Expected outcomes include increased collaboration, increased enrollment, clearer pathways,, improved skills, improve counselor skills, and sharing best practices.	7/2/16-12/31/17	Tony Teng and Steve Glyer (OCDE)

Strong Workforce Regional Funds - Los Angeles & Orange County Region

FY 2016-2017

Term: 7/1/16 - 12/31/17

COLLEGE: Saddleback College
DISTRICT: South Orange County CCD
PROJECT NAME: Prof Development

NOTE: Create one Budget Detail Sheet per Project.

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Stipends for faculty workshop participation	\$55,000
2000	Classified staff support for workshop events	\$6,900
3000	Benefits	\$1,380
4000	Printed materials, postage, books, and workshop handouts	\$10,720
5000	Contract for service for conference facilitators, event space, travel, fees, meals and mileage	\$126,000
, <del>5</del> 5		
	TOTAL COSTS	\$200,000

Strong Workforce Regional Funds FY 2016-2017 Term: 7/1/16 - 12/31/17

Los Angeles & Orange County Region

COLLEGE: Saddleback College DISTRICT: South Orange County CCD PROJECT NAME: Professional Development

NOTE: Create a separate Work Plan for each project.

ACTIVITY	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE
CTE program workshops	Exepected outcomes include DACUM training, CTE program devel	7/1/16-12/31/17	John Jaramillo
7-1/W8-U-1-1-1-W			
		*******	

Strong Workforce Regional Funds - Los Angeles & Orange County Region

FY 2016-2017

Term: 7/1/16 - 12/31/17

COLLEGE: Saddleback College
DISTRICT: South Orange County CCD
PROJECT NAME: Adv Transportation Auto Tech

NOTE: Create one Budget Detail Sheet per Project.

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Local college faculty stipends for regional alignment	10000
2000	Local college classified wages	2400
3000	Local college benefits	1736
4000	Local college supplies and materials	864
	Local college outside services	45000
1000	Regional faculty stipends	5000
2000	Regional classified wages	2500
3000	Regional benefits	1125
4000	Regional supplies and materials	11375
5000	Regional outside services	80000
	TOTAL COSTS	160000

Strong Workforce Regional Funds FY 2016-2017

Los Angeles & Orange County Region

COLLEGE: Saddleback College DISTRICT: South Orange County CCD PROJECT NAME: Adv Transportation Auto Tech

Term: 7/1/16 - 12/31/17

NOTE: Create a separate Work Plan for each project.

CHITCOME	TIMELINE	PERSON(5) RESPONSIBLE
	7111100001100	All 5 college partner
Expected outcomes include regional and local college branding, coordinated marketing materials, development of industry partners	7/1/16-12/31/17	A Teng and college partners
	automotive technology using state-of-the-art equipment, instructor certifications, alignment of curricula, coordination of industry specialization  Expected outcomes include regional and local college branding, coordinated marketing materials, development of industry	Expected outcomes include training of faculty and staff in current automotive technology using state-of-the-art equipment, instructor certifications, alignment of curricula, coordination of industry specialization  Expected outcomes include regional and local college branding, coordinated marketing materials, development of industry

Strong Workforce Regional Funds - Los Angeles & Orange County Region

FY 2016-2017

Term: 7/1/16 - 12/31/17

COLLEGE: Saddleback College
DISTRICT: South Orange County CCD
PROJECT NAME: Vertical Sector Leader: Health

NOTE: Create one Budget Detail Sheet per Project.

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
20	00 Vertical Sector Lead and Admin Assistant	\$170,000
30	000 Benefits	\$30,000
	TOTAL COSTS	\$200,000

Strong Workforce Regional Funds FY 2016-2017 Term: 7/1/16 - 12/31/17

Los Angeles & Orange County Region

COLLEGE: Saddleback College DISTRICT: South Drange County CCD PROJECT NAME: Vertical Sector Leadership: Health

NOTE: Create a separate Work Plan for each project.

ACTIVITY	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE
Hiring Vertical Sector Lead and Admin Assist	Espected outcomes include: New curricule, additional certificates and increased enrollment, cross-college faculty coordination, resource alignment, partner alignment, seamless career pathways.	7/1/16-12/31/17	D. Rane-Szostak

#### **Participation Agreement - Summary Sheet**

Scope of Work for Strong Workforce Program - Regional Funds

This Participation Agreement constitutes Irvine Valley College's Scope of Work for the 2016-2017 allocation of Strong Workforce Regional Funds under the Maser Agreement, [Agreement No.], and is subject to the terms and conditions as outline in the Master Agreement. NOTE: Complete one Summary Sheet for the college's Participation Agreement, but complete a Budget Detail Sheet and Work Plan for each project.

**Participation Agreement Number** DO-17-2xxx-01 2016-2017 **Fiscal Year Allocation** 

Term 07/01/2016 - 12/31/2018 Name of College Irvine Valley College District South Orange County CCD

**Participation Agreement Point of Contact** 

**Corine Doughty** 

Title Dean, Economic & Workforce Development

Address 15445 Lansdowne Rd.

A001C33	15445 Languowne No.
City, State Zip	Tustin, CA 92782
REGIONAL PRO	DJECTS - General Information
1. Project Name	Vertical Sector Leader - Biotechnology
a. Is the college a Lead for this Project?	Yes
b. Amount of funds for this college's work on the	
project.	\$200,000
	The goal of creating a Vertical Sector Lead for
	Biotechnology is to expand the ability of Orange County
c. Brief description of the college's work on the	colleges' coordinated efforts, align initiatives, and
project.	create/build a range of opportunities across and between
	programs and colleges to develop a regionalized support

network comprised of participating colleges, DSNs, K-12 and industry partners, and other stakeholders. 2. Project Name Regional Biotechnology Education Partnership

a. Is the college a Lead for this Project? Yes

b. Amount of funds for this college's work on the project. \$282,078

The Regional Biotechnology Education Partnership is c. Brief description of the college's work on the

designed to educate technical-level professionals with the project. skills required to earn immediate gainful employment in the fields of technology that utilize the science of biology.

3. Project Name **Energy & Sustainability Programs** 

a. Is the college a Lead for this Project? Yes

b. Amount of funds for this college's work on the project.

\$500,000

Program administration for course alignment with 7 OC colleges; lead course alignment for all programs with 7 c. Brief description of the college's work on the Orange County community colleges; and modify electrical courses to include advanced lighting.

4. Project Name ICT - Cyber Patriot Initiative

project.

a. Is the college a Lead for this Project?

b. Amount of funds for this college's work on the project.

5. Project Name a. Is the college a Lead for this Project? b. Amount of funds for this college's work on the project. c. Brief description of the college's work on the project. 6. Project Name a. Is the college a Lead for this Project? b. Amount of funds for this college's work on the project. c. Brief description of the college's work on the project. 7. Project Name a. Is the college a Lead for this Project? b. Amount of funds for this college's work on the project. c. Brief description of the college's work on the project. b. Amount of funds for this roject? b. Amount of funds for this college's work on the project. c. Brief description of the college's work on the project. b. Amount of funds for this roject? b. Amount of funds for this roject? b. Amount of funds for this college's work on the project. c. Brief description of the college's work on the project. D. Project Name a. Is the college a Lead for this Project? b. Amount of funds for this college's work on the project. C. Brief description of the college's work on the project. D. Project Name A. Is the college a Lead for this Project? b. Amount of funds for this college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project. C. Brief description of the college's work on the project.	c. Brief description of the college's work on the project.	
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Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College
DISTRICT: South Orange County CCD
PROJECT NAME: Biotech Vertical Sector Leader

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Faculty Stipends - develop new courses; 2016-17, \$4,255; 2017-18, \$4,255; and Fall 2018, \$4,255	12,765.00
2000	Vertical Sector Lead for Biotechnology; 2016-17, \$10,553; 2017-18, \$10,553; and Fall 2018, \$10,553;	31,659.00
3000	Benefits, Stipends Benefits, Vertical Sector Lead	2,235.00 7,341.00
4000	Reagent lab kit supplies, copy charges, supplies 2016-17, \$2,500	4,500.00
	2017-18, \$1,000 and Fall 2018, \$1,000  Conferences, professional development, website development,	
5000	meetings, xerox, advisories, memberships, marketing materials and collateral; 2016-17, \$65,000 2017-18, \$65,000 and Fall 2018, \$7,500	137,500.00
6000	Provide necessary facilities for Vertical Sector Lead	4,000.00
	TOTAL COSTS	200,000.00

Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College
DISTRICT: South Orange County CCD
PROJECT NAME: Biotech Vertical Sector Leader

ACTIVITY	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE	
Identify and hire Vertical Sector Lead	Project Initiation: development of short-term tactics and long- term plans		Corine Doughty	
Commission a detailed study of the current labor market demands and projections for emerging occupations	Foundational information on workforce; foundation for future plans, partners		Corine Doughty	
Create and establish upward articulation from K-12 system to community colleges to four year institutions in Biotechnology and related emerging industries and occupations.	Defined and implemented Strategy		Vertical Sector Leader	
Convene stakeholders across the region to create and align efforts	Improved system for identifying and sharing investments and efforts; production of agreed upon plans to meet long-term occupational needs and adjust programsparticularly those associated with industry-valued certificatesin response to employer needs.		Vertical Sector Leader	
Provide support for the CTE Biotech campuses at each college.	Provide resources for colleges that are not included in their individual projects.	31-Dec-18	All four colleges	

Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College
DISTRICT: South Orange County CCD
PROJECT NAME: Biotechnology Education Partnership

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
2000	Instructional lab Aide	20,000.00
3000	Benefits, Instructional Lab Aide	4,638.00
4000	Instructional lab re-agent materials/kits for use in the classrooms	10,468.00
5000	Sub-award agreements as follows: Santa Ana College, \$148,653 to support OC Internship Coordinators and \$32,773 for instructional materials and lab aides in classrooms; Santiago Canyon College, \$32,773 for instructional materials and lab aides in classrooms; Fullerton College, \$32,773 for instructional materials and lab aides in classrooms.	246,972.00
	TOTAL COSTS	\$ 282,078.00

Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College
DISTRICT: South Orange County CCD
PROJECT NAME: Biotechnology Education Partnership

ACTIVITY	QUTCOME	TIMELINE	PERSON(S) RESPONSIBLE
Provide students with internships and work-based learning opporunites.	Students will gain work-based learning experiences.	31-Dec-18	Kathy Takahashi
Participate in high school demonstrations, senior days, career nights and promotional activities; assist the Biotech Ambassador in increasing dual enrollment opportunities at the local K12s.	Increased K-12 student enrollements and completers.	31-Dec-18	All four colleges
Develop marketing material to support the regional biotech collaborative.	Increase in biotech enrollment across the county.	31-Dec-18	All four colleges
Support professional development opportunities for the regional collaborative.	Support the four colleges with conference registrations.	31-Dec-18	All four colleges
mplement a student-run Biotech store for creating re-agent kits of use n high school and post-secondary instituions.	Distribute re-agent kits for use at the high school and colleges.	31-Dec-18	Emalee MacKenzie
Assist the Biotech Ambassador in soliciting donations for the SoCal Bio- ink Depot.	Solicit donations for use with high schools, colleges. Participate in the monthly meetings and conference calls to ensure compliance.	31-Dec-18	Fullerton, Irvine, Santa Ana and Santiago Canyon

Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College
DISTRICT: South Orange County CCD
PROJECT NAME: Energy Sustainability

OBJECT CODE	DESCRIPTION OF COST & CALCULATION	AMOUNT
1000	Instructional Salaries - stipends for program development for automation and lighting controls	10,000.00
2000	Project Manager	85,000.00
3000	Benefits - Stipends	3,000.00
3000	Benefits - Program Manager	44,710.00
4000	Consumables, lab materials, brochures, and virtual lab content	5,290.00
4000	Supplies	5,000.00
5000	Professional development stipends, meetings, and advisories	10,000.00
5000	Energy & Sustainability Programs: Program alignment with Orange and Los Angeles counties. Coastline, \$35,000 for Electronics & Electrical Technology (Automation - 093400); Cypress, \$50,000 for Environmental Control Technology (HVAC - 094600); Fullerton, \$35,000 for Electronics & Electrical Technology (Automation - 093400); Goldenwest, \$35,000 for Construction Crafts Technology (Renewable Energy 095200); Orange Coast College, \$80,000 for Energy Systems Technology (Building Science - 094610) and Environmental Control Technology (HVAC - 094600); Saddleback College, \$35,000 for Environmental Control Technology (HVAC - 094600); and Santiago Canyon College, \$25,000 for Construction Inspection 095720.	295, <b>0</b> 00.00
6000	Lab equipment upgrades, course materials	22,000.00
	Lab equipment - table top upgrade CalTCP trainer	20,000.00
100	TOTAL COSTS	\$ 500,000.00

Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College DISTRICT: South Orange County CCD PROJECT NAME: Energy Sustainability

ACTIVITY	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE
Align Automation Control programs at IVC with Coastline and Fullerton	Online program alignment and developed pilot for virtual lab with SMC trainers.		Terry Schmidt
Energy sustainability program/project coordination.	Program alignment proposals to LAOCRC for approval	Dec-17	Corine Doughty
Modify electrical curriculm to include ALC	LCA online courses included/added to electrical course.	June 17 - June 18	Massimo Mitolo
Evaluate report on desktop lab training kits	Send evaluation report to UC Davis CLTC	Sept 17 - Nov 17	Massimo Mitolo
Add California Advanced Lighting Controls program for contractors/installers	Teach one or more CALTP certification classes	Spring 2018 - Fall 2018	Massimo Mitolo
Coastline College: Align automation controls programs with IVC, Fullerton and LA participating colleges	On-Line Program Alignment and Develop Pilot for Virtual Lab and Trainers	Dec-17	Nancy Jones, Joycelyn Groot designess
Cypress College: Work with partner colleges to align On-Line Automation Controls to Support Credit, Apprentice and Non- Credit Programs	On-Line Program Alignment and Develop Pilot for Virtual Lab and Trainers	Dec-17	Dr. Santanu Bandyopadhyay, EVP and designee, Doug Sallade
Fullerton College: Work with partner colleges to align	On-Line Program Alignment and Develop Pilot for	Dec-17	Ken Starkman
On-Line Automation Controls to	Virtual Lab and Trainers		Designee
Support Credit, Apprentice and Non- Credit Programs Golden West College: Work with partner colleges to align On-Line Automation Controls to Support Credit, Apprentice and Non- Credit Programs	Submit program approval to LAOCRC	Dec-17	David Gatewood designee
Orange Coast College: Expand Environment Tech Program to include energy auditing and analytics.	Update program course outline of record and submit for approval to LAOCRC. Coordinate with Energize College Grant program to include students in campus as a living lab for auditing classroom work	Dec-17	Mike Carey
Orange Coast College: Align HVACR program with Cypress and LA colleges and join HVACR Collaborative.	OCC HVACR program alignment application with LAOCRC	Dec-17	John Stuart
Saddleback College: Launch new HVACR program and align with Cypress and LA colleges and join HVACR Collaborative.	Launch new HVACR pilot program aliged with HVACR collaborative and submit program application to LAOCRC	Dec-17	Tony Teng Designee
Santiago Canyon College: Enhance Construction Inspection program to align with OCC and LA colleges.	submit program alignment application with LAOCRC	Dec-17	Von Lawson Designee

FY 2016-2017

Term: 7/01/2016 - 12/31/2018

**COLLEGE: Irvine Valley College** 

**DISTRICT: South Orange County CCD** 

PROJECT NAME: Drone Technology Initiative

	130,000.00
	130,000.00
TOTAL COSTS	TOTAL COSTS \$

Term: 7/01/2016 - 12/31/2018

COLLEGE: Irvine Valley College DISTRICT: South Orange County CCD PROJECT NAME:Drone Technology Initiative

ACTIVITY	OUTCOME	TIMELINE	PERSON(S) RESPONSIBLE
Conduct research and provide faculty support for development of new o	Completed and approved courses and programs	12/31/2018	IVC faculty and Academic Administrators
dentify research experts. Compile and share information with faculty		1/1/2019	IVC faculty and Academic Administrators
dentify partners and initiate program plan	Program developed and regional collaboration efforst successful.	1/2/2019	IVC faculty and Academic Administrators
Convene all stakeholders to discuss areas of emphasis and regional lignment	Stable and ongoing collaboration around the complex field and effortrs produced by the Orange County colleges	1/3/2019	IVC faculty and Academic Administrators

**EXHIBIT B** 

STATE OF CALIFORNIA

**ERIK E. SKINNER, ACTING CHANCELLOR** 

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

1102 Q STREET, SUITE 4550 SACRAMENTO, CA 95811-6549 (916) 445-8752 http://www.ccccp.edu



August 25, 2016

To:

Regional Consortium Chairs

From:

Matt Roberts, Ed.D. Dean of Field Operations

Workforce and Economic Development Division

Subject:

Guidance on use of funds for strong workforce program

This memorandum provides guidance on the use of funds for the strong workforce program.

#### **EXHIBIT B**

### August 24, 2016 - Scope of Work

#### Roles and Responsibility

### Regional Share Fiscal Agent

The fiscal agent has no authority over decisions on the use of funding, rather the fiscal agent role is to dispense, monitor and audit sub-grants once spending decisions have been authorized by the CTE Regional Consortia as stipulated in Strong Workforce legislation. The district designated as the fiscal agent shall perform the following roles and responsibilities:

- Provide a single-point of contact to act as an embedded member of the CTE Regional Consortium (RC) Team to account for financial operation and control associated with the Regional Share.
- Review sub-awardee applications for compliance with grant terms and requirements. Work with sub-awardees to resolve issues that arise.
- Review sub-award application budgets to ensure that expenditures are allowable under the grant terms and conditions, are properly
  classified, and that the calculations are correct. Work with sub-awardees to resolve any issues that arise.
- · Develop policies, procedures, systems and timelines for disbursement of funds.
- Determine the documentation required to ensure funds are properly accounted for
- Develop systems to track each of the contracts/grants and their status that can be shared with the RCs, the CCCCO grant monitors, and sub-awardees.
- Develop sub-award agreements with each of the sub-awardees that incorporate the contracting requirements of the CCCCO and the Fiscal Agent.
- Provide information, guidelines and technical assistance to sub-awardees.
- Manage the flow of funds to sub-awardees by receiving, reviewing and approving claims for funds and ensure that proper documentation
  has been received to verify that what was requested conforms to what was approved when discrepancies occur.
- · Issue payments and verify that payments have been received.
- Fulfill reporting requirements by receiving and monitoring quarterly reports and final reports from the sub-awardees.
- · Follow-up on missing or incorrect reports. Work with sub-awardees to resolve issues.
- Consolidate reports and report up to the RC/CCCCO as required and upon request.
- · Conduct sub-recipient monitoring and audits, in accordance with grant requirements and OMB Uniform Guidelines.
- Field questions on allowable expenditures in accordance with any CCCCO guidance
- Review sub-awardees' requests for approval of contracts and sub-agreements, prior to forwarding requests to CCCCO for final approval.
   Provide guidance and direction to the colleges to ensure compliance and facilitate CCCCO review and approval, as needed.
- Collaborate with RCs to standardize Strong Workforce related fiscal related and reporting processed, procedures and to develop recommendations and responses to CCCCO.

#### **EXHIBIT B**

### **Expanded Regionalized Coordination:**

The chart below shows a regional model funding breakdown that includes the following sources: Perkins 1b and the regional share allocation. Under this model, the CTE Regional Consortia shall use 5% of the regional share allocation for basic operations of the CTE Regional Consortia capacity including any fiscal agency costs. 2% of the 5% regional share operational amount will cover the fiscal agency costs (with amounts adjusted to a maximum of \$200,000 and a minimum of \$100,000. This adjustment affects Regions B, D, & G1). The remaining 3% is then leveraged with the Perkins 1b funds, and becomes the total funds available for RC basic operations and key talent expenditures. These amounts are represented in the last column of the chart.

						fr	om Regional Share	-	Fiscal Agent Costs	ı	A Malmum	FA Maximum		Houshie Fiscal Agent Costs*		Regional Share Available for RC	181	otal Funds for AC
Region	Region	Perkins 1	Qidenbig		Regional Share		5%		2%	5	103,000.00	\$200,000.80				Infrastructure		
A	Horthern Inland, Horthern Coastal, Greater Sacramento	5	370,000.00	5	6,970,845.00	\$	348,542.25	\$	139,416.90	\$	100,000,00	\$200,000 00	5	139,416.90	5	209,125.35	\$	573,125.35
	SF/San Mateu, East Bay, Silicon Valley, North Bay, Santa Crut/Monterey	5	370,000 00	5	16,675,900.00	5	833,795.00	\$	333,518 00	5	100,000.00	\$200,000 00	\$	300,000.00	5	633,795.00	5	L003,795.00
c	Central Valley, Mother fode	5	300,000.00	\$	7,779.382.00	5	388,965.10	5	155,587.64	5	100,000.00	\$200,000.00	\$	195,587.64	5	233,281.46	5	533,381.46
D	South Central Coast	5	230,000 00	5	4,217,548.00	5	211,377.40	5	84,550.96	5	100,000 00	\$200,000 00	5	100,000 00	5	111,377.40	5	33L,377.40
£	San Diego & Imperial	5	220,000.00	5	6,694,171.00	5	330,708.55	5	132,063.42	5	100,000,00	\$200,000 00	\$	132,013 43	5	190,125.13	\$	418,125,13
F	Inland Empire & Desert	5	220,000.00	5	7,783,557.00	5	345,177.85	5	154,071 14	5	100,000.00	\$200,000.00	5	154,071.14	5	231,106.71	5	451,106.71
G1	Los Angeles	\$	185,020.00	5	18,631,147.00	5	931,557 35	5	372,622 94	5	100,000,00	\$200,000.00	\$	200,000.00	5	731,557.35	5	936,557.35
GZ	Orange County	5	185,000 00	\$	7,497,458.00	5	370,372 50	5	148,149.00	5	100.000.00	\$200,000-00	5	148,149.00	5	222,223.50	5	407,223.50
		\$	2,070,000.00	\$	75,000,000.00	\$	1,800,000.00	\$	1,530,000.00				\$	1,219,300.10	5	2,570,691.90	5	4,540,691 90

 <sup>2%</sup> or a cee ing of \$200,000 and a floor of \$100,000

### **Budget Development Guidance/Fiscai Agent fees**

As you continue budget development, please consider the following points:

- The total amount taken from the regional share allocation is 5%. Of this amount, the fiscal agency costs shall be capped at 2% (=40% of the 5%) or a maximum of \$200,000 and a minimum of \$100,000 for each region, leaving 3% (=60% of the 5%) to cover regional consortium costs.
- Indirect cannot be taken on any part of the 5% funds. The 2% (with a max of \$200,000 and a min of \$100,000) shall fund the fiscal agent
  operational costs such as office space, network support, copier use, personnel, etc. The 3% (along with the Perkins 1B allocation) will fund
  the regional consortium operational costs such as clerical/office staff, travel, meeting facilitation, etc.
- Perkins 1B funds should be used to pay for Key Talent costs, such as the RC salaries. Keep in mind that these funds have a 4% indirect being charged to the each of these grants.
- If 5% of the regional allocation is for fiscal agent and regional consortium costs, and 85% of the regional allocation is for more and better CTE program(s). The remaining 10% covers soft costs associated with Task Force recommendations should not be used to build regional consortium capacity or infrastructure. This percentage should be used for the following:
  - o Region-wide outreach to employers with ultimate goal of increasing internships/hires
  - o Region-wide outreach to students/parents about CTE options
  - o Additional data-related needs
  - Professional development for curriculum approval

## Guidelines, Definitions and Reasonable Standards for Strong Workforce Funding Investment

(Local and Regional Share)

#### Reasonable

Reasonable is defined by the dictionary as: agreeable to sound judgment, not exceeding the limit prescribed by reason (not excessive), moderate in price, and a rational decision. Systems that can guide this definition are: necessary for the performance of the funding; follow sound business practices (procurement processes, follow state and local laws, follow the terms of the funding source); use of fair market prices; acting with prudence under the circumstances; and having no significant deviation from established prices.

The following, directly relate to Strong Workforce Education Code Requirements and some examples of the standard non-allowable activities that meet the "front-page of the newspaper" test of reasonable and the allowable indirect cost rate:

- share investment shall supplement, not supplant, existing funding of community college career technical education programs. This shall not be interpreted to mean that a participating community college district is prohibited from eliminating or altering existing programs, but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year. [EC§88824(e)]
- Funding CTE Only: Funds expended must show a direct benefit to the requirements
  of the Strong Workforce Program outcomes of increasing the number of quality
  students or programs in CTE courses programs and pathways and addressing the
  recommendations of the Strong Workforce Task Force. [EC§88824(d)(5)(A-C)]
- Duplication of Effort: To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), adult education block grant consortia, and K-12 career technical education programs. IEC§88821(4)(d)
- District Procedures: All fiscal policy and program procedures adopted by the applicable Community College District shall be followed when expending (local and regional) allocations.

#### Non-Allowable Activities:

Entertainment – Costs of entertainment, including amusement, diversion, and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are unallowable.

Alcoholic Beverages - Costs of alcoholic beverages are unallowable.

Contingency (Rainy Day Funds) – Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, intensity, or with an assurance of their happening, are unallowable.

Goods and Services for Personal Use – Cost of goods and services for Personal use is unallowable.

Lobbying – Lobbying is never allowed unless it meets the following criteria: (1) Technical and factual presentations on topics directly related to the performance of a grant, contract, or other agreement (through hearing testimony, statements, or letters to the Congress or a State legislature, or subdivision, member, or cognizant staff member thereof), in response to a documented request (including a Congressional Record notice requesting testimony or statements for the record at a regularly scheduled hearing) made by the recipient member, legislative body or subdivision, or a cognizant staff member thereof, provided such information is readily obtainable and can be readily put in deliverable form, and further provided that costs under this section for travel, lodging or meals are unallowable unless incurred to offer testimony at a regularly scheduled Congressional hearing pursuant to a written request for such presentation made by the Chairman or Ranking Minority Member of the Committee or Subcommittee conducting such hearings.

Contributions or Donations - Cash or property contributions or donations are unallowable.

Fund Raising and Investment Costs - Costs of organized fund raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable, regardless of the purpose for which the funds will be used.

#### Indirect Cost Rates Allowed

Allocation	Indirect Cost Rate (Total Direct Costs)
60% Local Share	4%
40% Regional Share	No Indirect Allowed

The following table can be used as a quick reference guide for participation requirements and/or plan requirements as listed within Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines. This table is not meant to substitute a full review of

Division 7, Title 3 Education Code Section 88820-88826 (Strong Workforce Program) guidelines in their entirety in addition to all recommendations from the Strong Workforce Task Force. Links to the above mentioned documents and documents that are designed to inform in the development of these investments can be found at:

http://doingwhatmatters.ccco.edu/StrongWorkforce.aspx

Recipients of Local or Regional Share Funding Shall	Plans for Local or Regional Share Funding Shall Address
Be a member of a consortium [EC§88824(d)(1)]  (Career Technical Education Regional Consortium," or "consortium," means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor's office for the purpose of coordination and joint planning within regions, as defined in subdivision [EC88822§(c)])	Increasing the number of student in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.  [EC§88824(d)(5)(A)]
Work with other members of the consortium to create and submit a plan to the chancellor by January 31, 2017 [EC§88824 (d)(2)], for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	Increasing the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes (completions, transfer, employment rates, employment in a field of study, earning, median change in earning, proportion of student who attained living wages). [EC§88824(d)(5)(B)]
Collaborate: [EC§88821(a-e)] All Community College Districts participating in local or regional Investments are required to follow collaboration requirements as specified in these sections.	Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning. [EC§88824(d)(5)(C)] http://doingwhatmatlers.ccco.edu/nortals/6/docs/sw/2016 11%20Workforce Task Force implementation%20Recommendations%20Version%201.pdf
LMI Data: [EC§88824(d)(4)] Provide accessible performance and labor-market data that can be used by community college districts and their regional partners to support the implementation of the program and describe related efforts to align regional workforce and education programming with regional labor market needs, including, but not limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	Local Investment Shall: Provide Evidence of Demand for Workers within the funded CTE Program or Across Multiple Programs  Identify geography and occupations targeted  Identify demand and supply and gap Cite source of Labor Market Information

### Local Investment Planning Efforts:

[EC§88823(f)] Community College Districts participating in a consortium shall utilize their region's plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and Integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.

Regional Investment Shall - [EC 88823(b)(3-7)] review for the following:

Summary of Local Share investments by Sector Regional/Sub Regional Labor Market Information

Supply & Demand Table with Living Wage Occupations

Other Establish Questions & Agenda for Collaborative Regional Planning

Are priority and emergent sectors for the region still the same?

What more must be done for students to move through the region's career pathways in the sectors?

How will job placement, internships, and regional industry engagement be coordinated?

How can Industry inform and co-invest in CTE?

Certifications: [EC§88824(d)(5)(A-C)]Community College Districts will certify that the use of funds will meet the intent of the program to accomplish all of the following:

- (A) Increase the number of students in quality career technical education courses, programs, and pathways that will achieve successful workforce outcomes.
- (B) Increase the number of quality career technical education courses, programs, and pathways that lead to successful workforce outcomes, or invest in new or emerging career technical education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.
- (C) Address recommendations from the Strong Workforce Task Force, including the recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.

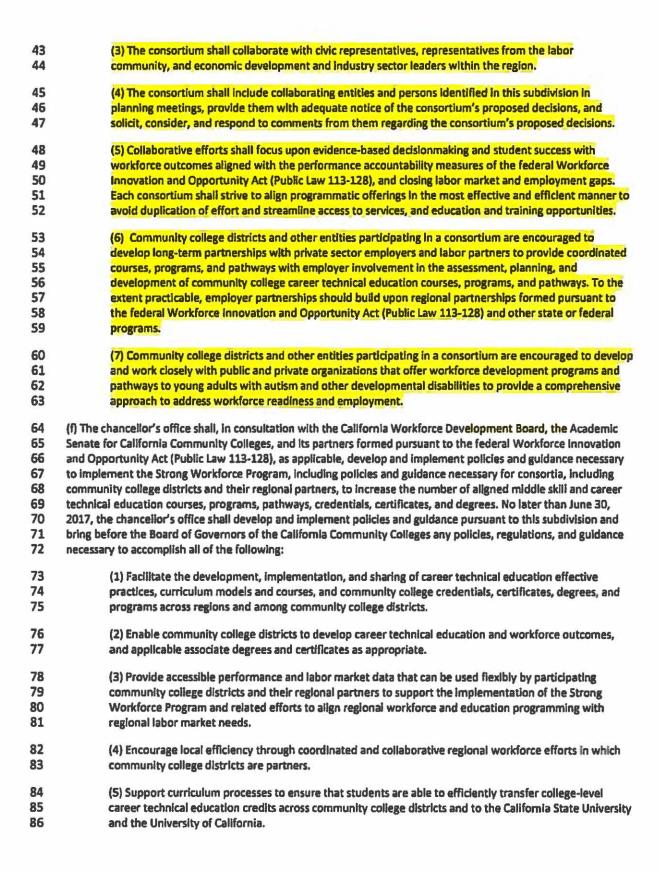
### Regional Share Plan /EC §88823 (h)/

Each region's plan shall be for the primary purpose of Informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region's plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.

#### Regional Share Consortium Shall:

- [EC§88824(c)(1) & §88823(b)(1)] each consortium shall select a CCD to be fiscal agent.
- [EC§88824(f)] a consortium shall allocate funds only to CCDs.
- [EC§88823(b)(2] a consortium shall establish a governance model for the consortium.
   Fiscal Resources shall be determined exclusively by the CCDs participating in the consortium.

1	Strong Workforce Program  Trailer Bill Language — 2016-2017 California State Budget
2	trailer bill ranguage - 2010-2017 California State budget
<b>4 5</b>	Highlighted in yellow is language of interest to local colleges/districts and their CTE Regional Consortia.
6	88820.
7 8	This part shall be known, and may be cited, as the Strong Workforce Program.
9	88821.
10 11	(a) The Legislature finds and declares all of the following:
12 13	(1) California's economic competitiveness is fueled, in part, by the strength of its regional economies and its skilled workforce.
14	(2) Upward social and economic mobility helps keep the state's economy diversified and vibrant.
15 16	(3) The attainment of industry-valued "middle skill credentials" serves as a gateway for a large and diverse number of careers in the state's economy.
17 18 19 20 21	(4) California's local educational agencies, community college districts, interested public four-year universities, local workforce development boards, economic development and industry leaders, and local civic representatives should collaboratively work together to inform the offerings of courses, programs, pathways, and workforce development opportunities that enable students to access the current and future job market and further social and economic mobility.
22 23 24	(b) The Strong Workforce Program is hereby established for the purpose of expanding the availability of quality community college career technical education and workforce development courses, programs, pathways, credentials, certificates, and degrees.
25 26 27 28	(c) To facilitate program coordination and alignment with other workforce training, education, and employment services in the state, the Strong Workforce Program shall operate in a manner that compiles with the California Strategic Workforce Development Plan, required pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128), and expand upon existing consortia infrastructure.
29 30 31 32 33	(d) To avoid duplication of effort, activities funded under the Strong Workforce Program shall be informed by, aligned with, and expand upon the activities of existing workforce and education regional partnerships, including those partnership activities that pertain to regional planning efforts established pursuant to the federal Workforce innovation and Opportunity Act [Public Law 113-128], adult education block grant consortia, and K-12 career technical education programs.
34 35	(e) All of the following guiding principles shall apply to each consortium participating in the Strong Workforce Program:
36 37 38 39	(1) A community college district participating in the consortium shall ensure that its community college career technical education and workforce development courses, credentials, certificates, degrees, programs, and pathway offerings are responsive to the needs of employers, workers, civic leaders, and students.
10 11 12	(2) The consortium shall collaborate with other public institutions, including, but not limited to, local educational agencies, adult education consortia, local workforce development boards, and interested California State University and University of California Institutions.



87	(6) Improve sector-based engagement with employers within a region.
88	(7) Provide, in partnership with employers, work-based learning opportunities for students that increase
89	their employability and earning potential.
90	(8) Enable community college districts to facilitate and optimize their resources to support the Strong
91	Workforce Program and other related regional workforce development efforts.
92	(9) Ensure that community college district Strong Workforce Program expenditures are focused on
93 94	improving student success with workforce outcomes for all students enrolled in community college career technical education courses, programs, and pathways.
95	(10) (A) Notwithstanding the June, 30, 2017, implementation date specified in this subdivision, develop
96	and implement a plan to streamline the course and curriculum approval process, both at the state and
97	local levels. The plan shall reflect an expedited state approval process for career technical education
98	courses, programs, and certificates, and may include the elimination of an existing state course and
99	program approval process. The plan shall reflect one of the following two options:
100	(i) A process of course and curriculum approval that enables community college districts
101	to develop a course or program within one academic year and to offer that course or
102	program the subsequent academic year.
103	(II) A process of course and curriculum approval that enables community college districts
104	to develop a course or program within one academic semester and to offer that course
105	or program the subsequent academic semester.
106	(8) The plan described in subparagraph (A) shall also reflect the creation of a process that enables
107	career technical education courses and programs to be portable among community college districts.
108	This process shall enable a community college district to adapt, adopt, or adapt and adopt another
109	community college district's approved career technical education courses, programs, and curriculum
110	within one academic semester and to offer that course or program, or utilize that curriculum, the
111	subsequent academic semester.
112	(C) The chancellor's office shall consult with the Legislature and the Governor prior to implementing
113	the plan. The plan shall be developed no later than July 1, 2017, and implemented no later than
114	January 1, 2018.
115	(11) Eliminate barriers to hiring qualified instructors for career technical education courses, including
116	reevaluating the required minimum qualifications for career technical education instructors.
117	lg) After June 30, 2017, and only as necessary, the chancellor's office may develop and implement revised polices
118	and guidance and bring regulations before the Board of Governors of the California Community Colleges as
119	necessary for a community college district and its regional partners to accomplish both of the following:
120	(1) Implement and expand the amount of aligned middle skill and career technical education credentials,
121	certificates, degrees, courses, programs, and pathways in accordance with paragraphs (1) to (11),
122	Inclusive, of subdivision [f].
123	(2) Implement the recommendations of the Strong Workforce Task Force.
124	(h) (1) For purposes of this section, the chancellor's office shall consider input provided by relevant stakeholders,
125	including the Academic Senate of the California Community Colleges and the California Workforce Development
126	Board, prior to implementing revised guidance, policies, or regulatory changes.

127 128 129 130 131 132 133	(2) For purposes of this article and in compliance with the consultation requirements in Sections 70901 and 70902, the Academic Senate of the California Community Colleges shall establish a career technical education subcommittee to provide recommendations on career technical education issues. No less than 70 percent of the subcommittee shall consist of career technical education faculty. The subcommittee's charter shall require it to provide assistance to community college districts to ensure that career technical education and its instruction is responsive and aligned to current and emergent industry trends, and ensure that similar courses, programs, and degrees are portable among community college districts.
134 135	88822.
136	For purposes of this part, the following terms have the following meanings:
137 138 139	(a) "Career pathways" means an identified series of positions, work experiences, or educational benchmarks or credentials that offer occupational and financial advancement within a specified career field or related fields over time.
140 141	(b) "Career technical education credential" means a workforce certificate, degree, or industry-recognized credential.
142 143 144	(c) "Career Technical Education Regional Consortium," or "consortium," means an administrative grouping of community college districts by the Division of Workforce and Economic Development of the chancellor's office for the purpose of coordination and joint planning within regions, as defined in subdivision (i).
145	(d) "Chancellor's office" means the Office of the Chancellor of the California Community Colleges.
146 147	(e) "Industry" or "industry sectors" means trade associations or those firms that produce similar products or provide similar services using somewhat similar business processes.
148 149 150	(f) "Middle skill credential" means a certificate, associate's degree, or industry-recognized credential that is less than a bachelor's degree but more than a high school diploma and facilitates student success with workforce outcomes.
151	(g) "Plan" means the regional plan established under this part.
152	(h) "Program" means the Strong Workforce Program established under this part.
153 154 155 156 157 158	(i) "Region" means a geographic area of the state defined by economic and labor market factors containing at least one industry cluster and the cities, countles, or community college districts, or all of them, in the industry cluster's geographic area. To the extent possible, for the purposes of this part, collaborative regions should align with federal Workforce Innovation and Opportunity Act (Public Law 113-128) regional planning unit boundaries specified in the California Strategic Workforce and Development Plan and expand upon existing consortium infrastructure established by the chancellor's office.
159 160	(j) "Strong Workforce Task Force" means the Task Force on Workforce, Job Creation and a Strong Economy commissioned by the Board of Governors of the California Community Colleges.
161	88823.
162 163 164 165	(a) Commencing July 1, 2017, as a condition of receipt of funds from this program for a fiscal year, each consortium, in consultation with collaborating entitles identified in paragraph (2) of subdivision (e) of Section 88821, shall submit a plan to the chancellor's office that has been updated for that fiscal year.
166	(b) The plan pursuant to subdivision (a) shall include all of the following requirements:

167 168 169	(1) The names of the community college districts participating in the consortium, including the name of the community college identified as the consortium's fiscal agent, and the names of entities collaborating pursuant to paragraph (2) of subdivision (e) of Section 88821.	
170 171 172	71 resources shall be determined exclusively by the community college districts participating in the	
173 174 175	(3) An analysis of regional labor market needs informed by a federal Workforce Innovation and Opportunity Act (Public Law 113-128) economic analysis and other sources as applicable. This analysis shall also include wage data for each industry sector or labor market need identified.	
176 177		
178 179		
180 181 182	(6) For regionally prioritized projects and programs, a work plan, spending plan, and budget. The work plan, spending plan, and budget shall identify the amount of funding allocated for one-time and ongoing expenditures.	
183 184 185 186	(7) A description of the alignment of work plans, spending plans, and other education and workforce plans guiding services in the region, including plans pertaining to the building of career pathways and the employment of workforce sector strategies and those plans required pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	
187 188	(c) Each consortium shall submit a plan by January 31 once every four years and shall annually update the plan by January 31 of each year until the next new plan is submitted.	
189 190 191 192 193	(d) The chancellor's office shall review the plans on a four-year cycle and ensure that annual updates are made by each consortium. The chancellor's office shall determine if each consortium has made significant progress in meeting the goals and measures outlined in its plan, and provide technical assistance to a consortium that has not met its goals. The chancellor's office is encouraged to provide technical assistance pursuant to this subdivision through the institutional Effectiveness Partnership Initiative.	
194 195 196	(e) To avoid duplication of effort, plans developed pursuant to this section shall be informed by, aligned with, and expand upon regional plans and planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	
197 198 199	(f) Community college districts participating in a consortium shall utilize their region's plan to inform local campus planning efforts to implement career technical education courses, programs, and pathways and integrate available local, regional, state, and nonpublic resources to ensure that students will achieve successful workforce outcomes.	
200 201 202	(g) Community college districts shall meet with the members of their consortium not less than annually to inform on the delivery of career technical education and workforce development courses, programs, and pathways within the region.	
203 204 205 206 207 208	(h) Each region's plan shall be for the primary purpose of informing the development of strategies related to career technical education and workforce development courses, programs, and pathways. Each region's plan shall reflect strategies to efficiently and effectively utilize any available public and private resources, including funds for the Career Technical Education Pathways Program established in Part 52 (commencing with Section 88530), in a manner that better aligns career technical education courses, programs, and pathways with the needs of their regional economies.	

209 (i) It is the Intent of the Legislature to align community college career technical education programs within the 210 Strong Workforce Program, Staff from the chancellor's office, the Legislative Analyst's Office, and the Department 211 of Finance are requested to Investigate the potential consolidation of community college career technical 212 education programs within the Strong Workforce Program. 213 88824. 214 215 (a) This section only applies for the 2016–17 fiscal year. 216 (b) To promote the success of community college students and the career technical education programs that serve 217 them, up to 5 percent of the funds appropriated for the program in the annual Budget Act may be allocated by the 218 Board of Governors of the California Community Colleges to a community college district for statewide activities to 219 improve and administer the program, including the facilitation of system, program, and data alignment at the state 220 and regional levels. The chancellor's office shall consult with the California Workforce Development Board and 221 other appropriate state agencies on the development of all statewide activities that would be implemented by the 222 selected district to facilitate broader workforce and education system alignment. Statewide coordination activities 223 funded out of this allocation may include, but are not limited to, the following activities: 224 (1) State-level coordination for the development of labor market analyses pertaining to economic and 225 Industry trends and Jobs projections for the purpose of supporting common regional planning efforts and 226 the alignment of career technical education program offerings with regional labor market dynamics. 227 (2) Research, evaluation, and technical assistance on the use of effective local and regional policies, best 228 practices, and model partnerships. 229 (3) Development and prototyping of innovative policles, practices, and coordinated services with local 230 workforce and education partners. 231 (4) Participation of community college districts in existing regional coalitions and planning efforts. 232 (5) Cross-training local program staff. 233 (6) Development and maintenance of a state-level cross-system data reporting mechanism with partners 234 formed pursuant to the federal Workforce innovation and Opportunity Act (Public Law 113-128) for the 235 purpose of monitoring workforce program outcomes and performance accountability. 236 (7) Leveraging allocated funds with state and local partners through interagency agreements, 237 memorandums of understanding, or other appropriate mechanisms. 238 (c) (1) The chancellor's office shall provide to the Department of Finance and the Legislative Analyst's Office Its 239 recommendations for the allocation of funds available for each consortium no later than August 30, 2016. The 240 department shall approve the allocation plan before the release of funding. Each consortium, in consultation with 241 local colleges, community college districts, and the chancellor's office, shall select a community college to be a 242 fiscal agent that shall directly receive funds apportioned for the consortium in accordance with this section. The 243 chancellor's office shall determine, for purposes of allocating funds for the consortium and its community college 244 districts, the local unemployment rate, the region's proportion of career technical education full-time equivalent 245 students, and proportion of projected job openings. Each of these three factors shall comprise one-third of the 246 allocation formula. Funds may be used for regionally prioritized projects and programs and locally prioritized 247 projects and programs that meet regional needs for career technical education and workforce development 248 courses, programs, pathways, credentials, certificates, and degrees. 249

(2) Forty percent of the funds apportioned for the program shall be provided directly to the fiscal agent of the consortium for the purpose of funding regionally prioritized projects and programs that meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act (Public Law 113-128) regional plans.

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253 254	districts in the consortium. Funds apportioned directly to a community college district shall be expended for				
255 256	the purpose of funding regionally prioritized projects and programs within the community college district that				
257	meet the needs of local and regional economies, as identified in regional plans and Workforce Innovation and Opportunity Act (Public Law 113-128) regional plans. As a condition of receiving direct funding, each				
258	community college district shall actively participate in its consortium.				
259 260	(d) As a condition of receipt of funds pursuant to subdivision (c), a community college district shall comply with all of the following requirements:				
261	(1) Be a member of a consortium.				
262 263	(2) Participate in regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) and other efforts to align workforce, employment, and education				
264					
265	(3) Work with other members of the consortium to create and submit a plan to the chancellor by January				
266 267	31, 2017, for inclusion in the submissions of regional plans for purposes of the program and the federal Workforce Innovation and Opportunity Act (Public Law 113-128).				
268	(4) Provide accessible performance and labor-market data that can be used by community college districts				
269	and their regional partners to support the implementation of the program and describe related efforts to				
270	align regional workforce and education programming with regional labor market needs, including, but not				
271 272	limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).				
273	(5) Certify that the use of funds will meet the intent of the program to accomplish all of the following:				
274	(A) Increase the number of students in quality career technical education courses, programs, and				
275	pathways that will achieve successful workforce outcomes.				
276	(B) Increase the number of quality career technical education courses, programs, and pathways				
277	that lead to successful workforce outcomes, or invest in new or emerging career technical				
278 279	education courses, programs, and pathways that may become operative in subsequent years and are likely to lead to successful workforce outcomes.				
280	(C) Address recommendations from the Strong Workforce Task Force, including the				
281 282	recommended provision of student services related to career exploration, job readiness and job placement, and work-based learning.				
283	(e) Funds appropriated to community college districts for the program shall supplement, not supplant, existing				
284	funding of community college career technical education programs. This subdivision shall not be interpreted to				
285	mean that a participating community college district is prohibited from eliminating or altering existing programs,				
286 287	but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be				
288	reduced from the percentage computed for the 2015–16 fiscal year.				
289	(f) A consortium shall allocate funds only to community college districts.				
290	88825.				
291 292	(a) This section applies commencing with the 2017–18 fiscal year.				
293	(b) To promote the success of community college students and the career technical education programs that serve				
294	them, up to 5 percent of the funds appropriated for the program may be allocated by the Board of Governors of				

295 296 297	the California Community Colleges to a community college district for statewide activities to improve and administer the program, including the facilitation of system, program, and data alignment at the state and regional levels and the implementation of the 25 recommendations presented to the board of governors on January 19 and		
298 299 300 301 302	20, 2016, by the Strong Workforce Task Force. The chancellor's office shall consult with the California Workforce Development Board and other appropriate state agencies on the development of all statewide activities that would be implemented by the selected district to facilitate broader workforce and education system alignment. Statewide coordination activities funded out of this aliocation may include, but are not limited to, the following activities:		
303 304 305	(1) State-level coordination for the development of labor market analyses pertaining to economic and industry trends and jobs projections for the purpose of supporting common regional planning efforts and the alignment of career technical education program offerings with regional labor market dynamics.		
306 307	(2) Research, evaluation, and technical assistance on the use of effective local and regional policies, best practices, and model partnerships.		
308 309	(3) Development and prototyping of Innovative policies, practices, and coordinated services with local workforce and education partners.		
310	(4) Participation of community college districts in existing regional coalitions and planning efforts.		
311	(5) Cross-training local program staff.		
312 313 314	(6) Development and maintenance of a state-level cross-system data reporting mechanism with partners formed pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128) for the purpose of monitoring workforce program outcomes and performance accountability.		
315 316	(7) Leveraging allocated funds with state and local partners through interagency agreements, memorandums of understanding, or other appropriate mechanisms.		
317 318 319 320	(c) (1) Forty percent of the funds apportioned for the program shall be apportioned directly to the fiscal agent of the consortium for the purpose of funding regionally prioritized projects and programs that meet the needs of local and regional economies, as Identified in regional plans and Workforce Innovation and Opportunity Act (Public Law 113-128) regional plans.		
321 322 323 324 325 326	districts in the consortium. Funds apportioned directly to a community college district shall be expended for the purpose of funding regionally prioritized projects and programs within the community college district that meet the needs of local and regional economies, as identified in regional plans and Workforce innovation and Opportunity Act (Public Law 113-128) regional plans. As a condition of receiving direct funding, each		
327 328 329	(d) The allocation of funds to a consortium shall be based on a schedule determined by the chancellor's office and is effective for the four years of each plan cycle. Within the four-year plan cycle, this schedule may be altered to reflect changes in the statewide allocation for the program as appropriated in the annual Budget Act.		
330 331 332	(e) The chancellor's office shall provide to the Department of Finance and the Legislative Analyst's Office its recommendations for the allocation of funds available for each consortium no later than August 30 of each year. The department shall approve the allocation plan before the release of funding.		
333 334	(f) (1) For each four-year plan cycle, the chancellor's office shall determine the amount of funds to be allocated to each consortium based on the following weighted factors in each region:		
335	(A) The unemployment rate. This factor shall comprise 33 percent of the allocation formula.		

337	comprise 33 percent of the allocation formula.	
338	(C) The proportion of projected job openings. This factor shall comprise 17 percent of the	
339	allocation formula.	
340	(D) The proportion of successful workforce outcomes as evidenced by the performance	
341 342	accountability measures of the federal Workforce Innovation and Opportunity Act (Public Law 113-128). This factor shall comprise 17 percent of the allocation formula.	
343	(2) For each four-year plan cycle, the chancellor's office shall determine the amount of funds to be allocated	
344 345	directly to each community college district within a consortium based on the weighted factors, specified in subparagraphs (A) to (D), inclusive, of paragraph (1), in each district within the region.	
346 347 348	(g) A consortium shall allocate funds in accordance with its plan and only to community college districts. Decisions governing, or relating to, the distribution of the consortium's fiscal resources shall be determined exclusively by the community college districts participating in the consortium.	
349 350	(h) As a condition of receipt of funds under this section, a participating community college district shall comply with all of the following:	
351	(1) Be a member of a consortium.	
352	(2) Participate in regional planning efforts formed pursuant to the federal Workforce Innovation and	
353 354	Opportunity Act (Public Law 113-128) and other efforts that align workforce, employment, and education services.	
355	(3) Work with other consortium members to create and submit a plan to the chancellor's office by January	
356	31 of every fourth year of a four-year plan cycle.	
357	(4) Provide accessible performance and labor market data that can be used by community college districts	
358	and their regional partners to support the implementation of the program and any related efforts to align	
359	regional workforce and education programming with regional labor market needs, including, but not	
360 361	limited to, regional planning efforts established pursuant to the federal Workforce Innovation and Opportunity Act (Public Law 113-128).	
362	(5) Include interested public universities in regional planning.	
363	(6) Certify that the use of funds will meet the intent of the program to accomplish all of the following:	
364	(A) Increase the number of students in quality career technical education courses, programs, and	
365	pathways that will achieve successful workforce outcomes.	
366	(B) Increase the number of quality career technical education courses, programs, and pathways	
367	that lead to successful workforce outcomes, or invest in new or emerging career technical	
368	education courses, programs, and pathways that may become operative in subsequent years an	
369	are likely to lead to successful workforce outcomes.	
370	(C) Address recommendations from the Strong Workforce Task Force, including the	
371	recommended provision of student services related to career exploration, job readiness and job	
372	placement, and work-based learning.	
373 374	(i) Funds appropriated to community college districts for the program shall supplement, not supplant, existing funding of community college career technical education programs. This subdivision shall not be interpreted to	
375	mean that a participating community college district is prohibited from eliminating or altering existing programs,	

376 377 378	but the percentage of that community college district's total full-time equivalent students enrolled in career technical education courses relative to the total full-time equivalent students enrolled in the district shall not be reduced from the percentage computed for the 2015–16 fiscal year.
379 380 381	(j) Programs, courses, or instructional materials developed using funding from the program may be made available to all community college districts, as appropriate, through the online clearinghouse of information created as part of the institutional Effectiveness Partnership Initiative.
382 383	88826.
384 385 386 387 388 389 390	(a) The chancellor's office shall implement performance accountability outcome measures for the program that provide the Governor, the Legislature, and the general public with information that quantifies employer and student outcomes for those participating in the program. These performance accountability measures shall, to the extent possible, align with the performance accountability measures of the federal Workforce Innovation and Opportunity Act (Public Law 113-128). Outcome measures shall include, to the extent possible, demographic data, to allow policymakers and the general public to evaluate progress in closing equity gaps in program access and completion, and earnings of underserved demographic groups.
391 392 393	(b) The chancellor's office shall post on its Internet Web site, for ease of access, all regional plans and their subsequent progress plans, and solicit feedback from each consortium on recommendations they have for overall program improvement.
394 395 396	(c) (1) Commencing in 2018, the chancellor's office shall submit a report on the program to the Governor and the Legislature on or before the January 1 immediately subsequent to the fiscal year which the report addresses. This report shall include, but is not limited to, all of the following:
397 398	(A) Data summarizing outcome accountability performance measures collected by the chancellor's office pursuant to subdivision (a).
399 400	(B) A summary of recommendations for program improvement collected by the chancellor's office pursuant to subdivision (b).
401 402 403	(C) Recommendations for future allocations to consortiums based upon program outcomes, including, at a minimum, the number of certificates granted to, and wage increases of, students who have completed a career technical education program.
404 405	(2) A report to be submitted pursuant to paragraph (1) shall be submitted in compliance with Section 9795 of the Government Code.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.3 DATE: 5/15/17

**TO:** Board of Trustees

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

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

Meeting

**ACTION:** Approval

### **BACKGROUND**

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

### **STATUS**

Trustee Nancy Padberg was absent from the April 24, 2017 board meeting due to personal matters.

### RECOMMENDATION

The Chancellor recommends that the Board of Trustees adopt resolution 17-14 (Exhibit A) authorizing payment to Trustee Prendergast who was absent from the April 24, 2017 meeting of the Board of Trustees.

Submitted by: Debra L. Fitzsimons, Interim Chancellor

# SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

# RESOLUTION AUTHORIZING PAYMENT TO TRUSTEE ABSENT FROM BOARD MEETING

### **RESOLUTION 17-14**

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

WHEREAS, on April 24, 2017, the Board of Trustees of the South Orange County Community College District held a meeting; and

WHEREAS, Trustee T.J. Prendergast could not be present at the meeting; and WHEREAS, it was determined that Trustee Prendergast's absence was due to a hardship;

NOW, THEREFORE, BE IT RESOLVED that Trustee T.J. Prendergast shall be paid at the regular rate of compensation for the meeting of the Board of Trustees held on Monday, April 24, 2017.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.4 DATE: 5/15/17

**TO:** Board of Trustees

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

RE: SOCCCD: Irvine Valley College Barranca Entrance Project (Laser

Way), Notice of Completion, Hillcrest Contracting, Inc.

**ACTION:** Approval

### **BACKGROUND**

On May 16, 2016, the Board of Trustees approved a \$1,465,770 construction contract with Hillcrest Contracting, Inc., for the Irvine Valley College Barranca Entrance project.

### **STATUS**

Contract work is substantially complete and certain outstanding items are under negotiation to arrive at the final contract value. Staff recommends a Notice of Completion (EXHIBIT A) be filed for the Irvine Valley College Barranca Entrance project.

Basic aid funds were used from the approved project budget of \$2,850,000.

### RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees authorize filing the Notice of Completion (EXHIBIT A) for the Irvine Valley College Barranca Entrance project to Hillcrest Contracting, Inc., with a current contract amount of \$1,465,770 and outstanding change orders under negotiation. It is also recommended that the Board authorize the release of retention 35 days after the filing.

Recording Requested By and Mail to:

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

EXEMPT PER GOVERNMENT CODE 6103

#### NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN, that the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California, as Owner with vested title in the property hereinafter described, caused improvements to be made to said property to wit: BARRANCA ENTRANCE PROJECT at IRVINE VALLEY COLLEGE, the contract for the doing of which was heretofore entered into the 16<sup>th</sup> day of May, 2016, which contract was made with Hillcrest Contracting, Inc., as Contractor; that said improvements were completed and accepted by formal action of the governing board of said District on the 15<sup>th</sup> day of May, 2017, that title to said property is vested in the SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT of Orange County, California; that the surety for the above-named Contractor is FEDELITY AND DEPOSIT COMPANY OF MARYLAND; that the property hereinafter referred to and on which said improvements were made is described as follows:

#### IRVINE VALLEY COLLEGE 5500 IRVINE CENTER DRIVE IRVINE CA 92618

	IRVINE, CA 92618	3
SOUTH ORANGE COUNTY COM	MUNITY COLLEGE D	DISTRICT OF ORANGE COUNTY, CA
Ву		
	ebra L. Fitzsimons aterim Chancellor	Dated
		nly the identity of the individual who signed the lness, accuracy, or validity of that document.
State of California County of Orange		
Subscribed and sworn to (or affirmed) before r	ne	
on this day of,	20	
by <u>Debra L. Fitzsimons</u> (Name of Signer)		
proved to me on the basis of satisfactory evide to be the person(s) who appeared before me.	nce	
Signature		
Signature of Notary Public		(Seal)

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 6.5 DATE: 5/15/17

**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:** Discussion and Approval

### **BACKGROUND**

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

### **STATUS**

Six board policies are presented to the Board of Trustees for discussion and approval. The new language to the board policies were 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 approval the board policies as shown in EXHIBIT A-F.

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

Page 1 of 1

## 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, <u>discipline</u>, 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.

Adopted: 12-11-06 Revised: 01-20-11 Reviewed: 11-16-16

## **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

Adopted: 5-24-10 Page 1 of 1

## **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. <u>Major Requirements</u>. 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. <u>Natural Sciences</u>. 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. <u>Humanities.</u> 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. <u>Language and Rationality</u>. 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 Freshmen 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. <u>Communication and Analytical Thinking.</u> 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

ITEM: 6.6 DATE: 5/15/17

**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.

Item Submitted by: Dr. Debra L. Fitzsimons, Interim Chancellor

## ACADEMIC PERSONNEL ACTIONS/RATIFICATIONS

## A. <u>NEW PERSONNEL APPOINTMENTS</u>

- 1. **ADMINISTRATIVE EMPLOYMENT** (Ratified Pursuant to Board Policy 4002.1)
  - a. HINKLE, CHRISTINA is to be employed as Interim Dean of Social and Behavioral Sciences, Pos #P0004612, Division of Social and Behavioral Sciences, Saddleback College, Academic & Classified Administrators/Classified Managers Salary Range 22, Step 2, effective May 1, 2017. This is a temporary replacement position for Cadence Wynter, who was transferred to Dean of Fine Arts and Media Technology.
  - a. MCDONALD, CHRISTOPHER, ID #18752, is to be employed as Vice President for Instruction, Pos #P0004581, Office of Instruction, Irvine Valley College, Academic & Classified Administrators/Classified Managers Salary Range 25, Step 7, effective January 16, 2017. This is a replacement position for Craig Justice, who retired. (Exhibit B, Attachment 1)
  - b. WOLZINGER, RENAH, ID #22925, is to be employed as Dean of Career Pathways and Dual Enrollment, Pos #P0010872, Office of Instructions, Saddleback College, Academic & Classified Administrators/Classified Managers Salary Range 22, Step 1, effective May 1, 2017. This is a new position approved by the Board of Trustees on December 12, 2016. (Exhibit B, Attachment 2)

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

- a. BARNETT, JEFFREY, is to be employed as Computer Science Instructor, Pos #P0001499, Division of Mathematics, Science, and Engineering, Saddleback College, effective August 14, 2017. Approximate Salary Placement: Range V, Step 1. This is a replacement position for Shannon Alfaro, who resigned. (Exhibit B, Attachment 3)
- b. DANIELS, BREANNA, is to be employed as DSPS Counselor, Pos #P0005013, School of Guidance and Counseling, Irvine Valley College, effective July 31, 2017. Approximate Salary Placement: Range V, Step 1. This is a replacement position for Mindi Wolf, who resigned. (Exhibit B, Attachment 4)
- c. SAHANI, NAVNEET, is to be employed as Political Science Instructor, Pos #P0001585, School of Social and Behavioral Sciences, Irvine Valley College, effective August 14, 2017. Approximate Salary Placement: Range III, Step 1. This is a replacement position for Traci Fahimi, who received a promotion. (Exhibit B, Attachment 5)
- d. VERNAZZA, DANIEL, is to be employed as English Composition Instructor, Pos #P0010703, School of Liberal Arts, Irvine Valley College, effective August 14, 2017. Approximate Salary Placement: Range IV, Step 1. This is a new position approved by the Board of Trustees on October 24, 2016. (Exhibit B, Attachment 6)

## A. <u>NEW PERSONNEL APPOINTMENTS</u> - Continued

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

			<u>Approx.</u> Salary	
Applicant	Highest Degree	Assignment	Placement	Start Date
Acker, Lauren	PhD/History	History/IVC	5	08/21/17
Ames, Travis	MA/Economics	Economics/SC	2	08/21/17
Calahane, Kacey	MA/History	History/SC	2	08/21/17
<sup>1</sup> Cayanan, Nathaniel	MA/Creative Writing	English/IVC	3	08/21/17
<sup>2</sup> Chuang, Rachelle	MFA/Printmaking	Graphic Design/SC	5	06/19/17
Feinstein, Rachel	PhD/Sociology	Women Studies/IVC	5	08/21/17
<sup>3</sup> Flaherty, Penny	MA/Deaf Education	Emeritus/SC	5	01/17/17
<sup>4</sup> Kapp, Lindsay	MS/Nursing	Nursing/SC	2	08/21/17
McKinney, Jennifer	MS/Coastal Sciences	Biology/IVC	5	05/30/17
Nilsen, Cara	MFA/Illustration	Emeritus/SC	2	05/30/17
<sup>5</sup> Preszler, Eric	PhD/Physical Therapy	Kinesiology/SC	5	05/30/17
Schwed, Kathryn	JD/Law	Emeritus/SC	5	08/21/17
Shah, Priya	PhD/English	Women Studies/SC	5	08/21/17
Shamloo, Ehsan	MA/Engineering	Engineering/IVC	2	05/30/17
<sup>6</sup> Takhsha, Mahsa	MS/Nursing	Nursing/SC	2	05/30/17
<sup>7</sup> Tamariz, Santiago	MA/Spanish	Spanish/SC	2	08/21/17

#### **EQUIVALENCY**

As outlined in the Academic Hiring Policies, Division 1, Part 4, Section 3B, Review of Equivalent Minimum Qualifications, members of the hiring committee, including faculty with discipline expertise, have met and rendered an affirmative decision that each recommended candidate possesses the educational background equivalent to the minimum qualifications for each respective position. As such, the following individuals are submitted for approval/ratification as part-time instructors under Equivalencies as outlined in the Title 5 Regulations and Minimum Qualifications, Article 2, Section 53430.

			Approx.	
			<u>Salary</u>	
<u>Applicant</u>	Highest Degree	<u>Assignment</u>	Placement	Start Date
Debniak, Kurt	<b>BA/Criminal Justice</b>	Kinesiology/SC	1	5/30/17

Equivalency is based on completion of a Bachelor of Science degree in Criminal Justice from San Diego State University. In addition, Mr. Debniak has been an adjunct faculty member at San Diego Mesa College from 2010-2016 where he has served as an Assistant Football Coach/Defensive Coordinator. Prior to that, Mr. Debniak coached at Westview High School from 2002-2010 and San Diego Law Enforcement Football Team from 1999 to present.

<sup>&</sup>lt;sup>1</sup> Current Adjunct Faculty – ESL

<sup>&</sup>lt;sup>2</sup> Current Adjunct Faculty – Fine Arts

<sup>&</sup>lt;sup>3</sup> Current Adjunct Faculty – DSPS

<sup>&</sup>lt;sup>4</sup> Current NBU Clinical Specialist-Health & Human Services

<sup>&</sup>lt;sup>5</sup> Current NBU Coaching Aide - Kinesiology

<sup>&</sup>lt;sup>6</sup> Current NBU Clinical Skills Specialist – Health Sciences & Human Services

<sup>&</sup>lt;sup>7</sup> Current NBU Tutor – Learning Resource Center

# B. ADDITIONAL COMPENSATION: GENERAL FUND

		Not to Exceed	
Name	Activity	Amount (\$)	Effective Date
Barrows, Morgan	Chair, Env Studies/Ecology/Marine	530.80	05/29/17-08/12/17
Beckham, Jack	Co-Chair, English	2,654.00	05/29/17-08/12/17
Blethen, Mark	SOCCCD FA President	3,981.00	05/29/17-08/12/17
Bowman, Donald	Chair, Accounting	1,061.60	05/29/17-08/12/17
Caggiano, Jodi	Co-Chair, Nursing/Health Science	1,998.49	05/29/17-08/12/17
Cavazzi, Deidre	Chair, Dance	530.80	05/29/17-08/12/17
Cesareo, Claire	One Book One College Coordinator	1,000.00	08/17/16-12/18/16
Chang, Sarah	Chair, Counseling	796.20	05/29/17-08/12/17
Cox, Barbara	Chair, Business	1,758.67	05/29/17-08/12/17
Crabb, Kerry	Chair, Intercollegiate Athletics	1,592.40	05/29/17-08/12/17
D'Arcy, Kim	Academic Senate Past President	2,654.00	05/30/17-08/12/17
Duffy, Michelle	Co-Chair, Reading	796.20	05/29/17-08/12/17
Duquette, Jan	Chair, Kinesiology & Recreation	1,592.40	05/29/17-08/12/17
Farnsworth, Robert	Co-Chair, Horticulture/Landscape	132.70	05/29/17-08/12/17
Fier, Scott	Chair, Chemistry	1,061.60	05/29/17-08/12/17
Fox, Lindsay	Chair, Fashion	1,061.60	05/29/17-08/12/17
Garcia, Renee	Chair, Anthropology/Ethnic Studies	1,061.60	05/29/17-08/12/17
Ghanbarpour, C.	Chair, History	2,123.20	05/29/17-08/12/17
Gravis, Esther	Co-Chair, Nursing/Health Science	1,998.49	05/29/17-08/12/17
Haeri, Mitch	Chair, Astronomy/Physics/Engin.	796.20	05/29/17-08/12/17
Hernandez-Bravo, C	Chair, International Languages	2,123.20	05/29/17-08/12/17
Hoolihan, Lori	Co-Chair, Fam & Consumer/Foods	530.80	05/29/17-08/12/17
Horlings, Jane	One Book One Coll Comm Member	1,000.00	01/17/17-05/21/17
Horlings, Jane	Flex Week Coordinator	3,981.00	05/30/17-08/12/17
Inlow, Lisa	Co-Chair, Fam & Consumer/Foods	530.80	05/29/17-08/12/17
Langrell, Jenny	Library Coordinator	1,327.00	05/29/17-08/12/17
Lee, Ken	Co-Chair, Horticulture/Landscape	132.70	05/29/17-08/12/17
Licavoli, Lisa	Chair, Emeritus	4,777.20	05/29/17-08/12/17
Major, Nicole	Gerontology Coordinator	1,327.00	05/29/17-08/12/17
McGirr, Julie	Chair, English as a Second Language	1,592.40	05/29/17-08/12/17
Meyer, Cliff	Chair, Automotive Technology	530.80	05/29/17-08/12/17
Murray, Pete	Chair, Humanities/Philosophy	796.20	05/29/17-08/12/17
Pakula, Jennifer	Chair, Economics	919.31	05/29/17-08/12/17
Perez, Larry	Chair, Computer Science	530.80	05/29/17-08/12/17
Posada, Tim	Chair, Journalism	530.80	05/29/17-08/12/17
Quade, Joyce	Chair, CIM/Admin Asst	1,592.40	06/05/17-08/12/17
Repka, Jim	Chair, Geology	530.80	05/29/17-08/12/17
Rosenberg, Alannah	Honors Chair	3,981.00	05/29/17-08/12/17
<sup>8</sup> Schermerhorn, B.	Co-Chair, Real Estate	859.35	05/29/17-08/12/17
Silveira, Lisa	Co-Chair, Mathematics	1,592.40	05/29/17-08/12/17
Smith, Christina	Chair, Educational Studies	530.80	05/29/17-08/12/17

<sup>&</sup>lt;sup>8</sup> Son-in-law of Martin Welc, Real Estate Instructor, SC

## B. ADDITIONAL COMPENSATION: GENERAL FUND - Continued

1. It is recommended that the following <u>Saddleback College</u> faculty members be compensated as indicated below for the 16/17 fiscal years.

		Not to Exceed	
<u>Name</u>	<u>Activity</u>	Amount (\$)	Effective Date
Smith, Jeanne	Co-Chair, Mathematics	1,592.40	05/29/17-08/12/17
Stankovich, Kim	Academic Senate Vice President	2,654.00	05/30/17-08/12/17
Stankovich, Kim	Chair, Speech	2,123.20	05/29/17-08/12/17
Steinriede, Lindsey	Chair, Health	530.80	05/29/17-08/12/17
Stephens, Blake	Academic Senate President Elect	2,654.00	05/30/17-08/12/17
Stephens, Blake	Chair, Architecture/Drafting	796.20	05/29/17-08/12/17
Stevenson, Bill	Co-Chair, English	2,654.00	05/29/17-08/12/17
Stevenson, Glen	Chair, Rapid Manufacturing	530.80	05/29/17-08/12/17
Tamara, Lydia	One Book One College Coordinator	1,000.00	08/22/16-12/18/16
Tamara, Lydia	One Book One College Coordinator	1,000.00	01/17/17-05/25/17
Tamialis, Barbara	Chair, Child Development	1,061.60	05/29/17-08/12/17
Taylor, Karen	Chair, Graphic Comm/Design	796.20	05/29/17-08/12/17
Teh, Steve	Chair, Biology/Oceanography	2,123.20	05/29/17-08/12/17
Tran, Aimee	Summer Articulation	3,981.00	05/29/17-08/12/17
Vogel, Jeff	Co-Chair, Reading	796.20	05/29/17-08/12/17
Walsh, Dan	Academic Senate President	3,981.00	05/30/17-08/12/17
Walsh, Dan	Chair, Geography/GIS	1,061.60	05/29/17-08/12/17
Wegenek, Amira	Chair, Psychology	2,123.20	05/29/17-08/12/17
<sup>9</sup> Welc, Martin	Co-Chair, Real Estate	859.35	05/29/17-08/12/17
<b>Total for Month: G</b>	eneral Fund/SC	91,217.46	
2016-2017 SC FISC	AL YEAR TOTAL TO DATE	\$711,756.04	

## C. <u>ADDITIONAL COMPENSATION: CATEGORICAL/NON-GENERAL FUND</u>

1. It is recommended that the following <u>Irvine Valley College</u> faculty members be compensated as indicated below for 16/17 fiscal years.

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Adams, Brittany	Discipline Faculty Mentor (DFM)	1,047.60	05/31/16-08/12/16
Boone, Rick	Discipline Faculty Mentor (DFM)	698.40	05/31/16-08/12/16
Bridges, Stephanie	Participant, WR399 Project	500.00	01/17/17-05/26/17
Chen, Joanne	Discipline Faculty Mentor (DFM)	155.20	05/31/16-08/12/16
Dingman, Jamie	Participant, WR399 Project	500.00	01/17/17-05/26/17
Doherty, Michelle	Participant, WR399 Project	500.00	01/17/17-05/26/17
Dunsmore, Pamela	Participant, WR399 Project	500.00	01/17/17-05/26/17
Erbas-White, Ilknur	Discipline Faculty Mentor (DFM)	659.60	05/31/16-08/12/16
Goward, Barbara	Participant, WR399 Project	500.00	01/17/17-05/26/17
Johnson, Shauna	Participant, WR399 Project	500.00	01/17/17-05/26/17
Kane, Chris	AESL Part Time Coordinator	4,595.40	05/30/17-06/30/17
Kil, Joon	Discipline Faculty Mentor (DFM)	659.60	05/31/16-08/12/16

<sup>&</sup>lt;sup>9</sup> Father-in-law of Brock Schermerhorn, Real Estate Instructor, SC

May 15, 2017

1. It is recommended that the following <u>Irvine Valley College</u> faculty members be compensated as indicated below for 16/17 fiscal years.

		Not to Exceed	
<u>Name</u>	<u>Activity</u>	Amount (\$)	Effective Date
Kussoy, Carolina	Pathways Alignment Project	1,700.00	01/10/17-05/26/17
McLaughlin, June	Discipline Faculty Mentor (DFM)	310.40	05/31/16-08/12/16
Melendez, Robert	DFM Coordinator	853.60	05/31/16-08/12/16
Meyer, Kurt	Participant, WR399 Project	500.00	01/17/17-05/26/17
Monacelli, Brian	NSF Planning Grant PI	3,632.00	05/30/17-08/11/17
Noroozi, Zahra	CTE Engin Pathways Alignment	2,500.00	01/10/17-05/26/17
Popescu, Anca	Discipline Faculty Mentor (DFM)	659.60	05/31/16-08/12/16
Rodriguez, Roland	Discipline Faculty Mentor (DFM)	659.60	05/31/16-08/12/16
Salviani, Michael	CIM Cyber Pat Pgrm Alignment	4,000.00	01/10/17-05/26/17
Schmeidler, Kathy	Discipline Faculty Mentor (DFM)	155.20	05/31/16-08/12/16
Schmitendorf, A.	Participant, WR399 Project	500.00	01/17/17-05/26/17
Titus, Jodi	Discipline Faculty Mentor (DFM)	659.60	05/31/16-08/12/16
Urell, Bob	Discipline Faculty Mentor (DFM)	310.40	05/31/16-08/12/16
Vaught, Karen	Participant, WR399 Project	500.00	01/17/17-05/26/17
Wolken, Matthew	NSF iUSE Grant PI	5,308.00	05/30/17-08/11/17
Zarei, Anahita	NSF iUSE Program Outreach	1,327.00	05/30/17-08/11/17
Total for Month: Ca	ategorical/Non-General Fund/IVC	34,391.20	
2016-2017 IVC FISC	CAL YEAR TOTAL TO DATE	\$427,726.05	

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Abbas, Sam	BSI ITL Workshop S17	159.84	03/03/17-03/30/17
Abbas, Sam	Week of Workshops Facilitator	200.00	01/09/17-01/13/17
Allah, Nancy	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Alston, William	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Aminzadeh, Roya	PT Counseling Institute Workshop	359.64	03/01/07-05/24/17
Anand, Preetha	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Argila, Carl	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Bagwell, Janet	BSI CPR Retreat	239.76	05/18/17-05/18/17
Barr, Doug	BSI AHE Practicum	79.92	04/07/17-04/07/17
Barr, Doug	BSI CPR Retreat	239.76	05/18/17-05/18/17
Beckham, Jack	BSI CPR Retreat	239.76	05/18/17-05/18/17
Benitez, Alma	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Berman, Robin	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Boccignone, A.	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Bodhanwala, Homi	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Boustani, Ladi	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Boustani, Ladi	BSI AHE Practicum	79.92	04/07/17-04/07/17
Boustani, Ladi	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Branch-Stewart, K.	HRSA Grant Project Manager	3,996.00	01/17/17-05/27/17

		Not to Exceed	
Name	Activity	Amount (\$)	Effective Date
Budica, Jessica	BSI PLC HS SS Visits S17	900.00	02/22/17-03/31/17
Butorac, Terri	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Caggiano, Jodi	Community Outreach Coordinator	4,035.96	03/01/17-04/01/17
Casil, Amy	BSI-Completing College Conference	75.00	02/10/17-02/10/17
Cesareo, Claire	BSI Coordinator Saddleback ITL	179.82	09/01/16-09/15/16
Chandler, Meghan	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Chang, Wayne	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Chatham, Lynne	Professional Dev. Workshop	79.92	03/31/17-03/31/17
	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Cooper, Karin	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Cosgrove, Robert	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
DeAngelis, Gail	BSI AHE Practicum	79.92	04/07/17-04/07/17
DeSaracho, Mariana	BSI CPR Retreat	239.76	05/18/17-05/18/17
Do, Tu	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Dorri, Ali	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Duffy, Michelle	BSI CPR Retreat	239.76	05/18/17-05/18/17
Dyer, Katy	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Eaton, George	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Engels, Michael	BSI CPR Retreat	239.76	05/18/17-05/18/17
Espinosa, Manuel	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Espinosa, Manuel	Professional Dev. Workshop	79.92	04/01/17-04/01/17
Fisher, Marni	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Fosdick, Melissa	BSI AHE Practicum	79.92	04/07/17-04/07/17
Gabdrakhmanova, F.	Interior Design Project Coordinator	3,436.56	04/17/17-05/25/17
Gabdrakhmanova, F.	Interior Design Project Coordinator	1,518.48	05/30/17-06/15/17
Gan, Nin	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Gates, Alana	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
George, Sarah	SSSP Assessment Reader & Trainer	319.68	01/17/17-05/17/17
George, Sarah	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Gilbert, Annie	BSI ESL Cert/SLO Align	749.25	01/17/17-05/14/17
Gilman, Bruce	BSI CPR Retreat	239.76	05/18/17-05/18/17
Giron, Michelle	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Go, Jane	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Gonsowski, Steven	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Gonzalez, Frank	BSI CPR Retreat	239.76	05/18/17-05/18/17
Gonzalez, Frank	Summer Support- NSF Grant Co-PI	823.20	05/29/17-07/04/17
Gonzalez, Sara	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Gonzalez, Sara	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Goodman, Richard	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Goss, Debbie	BSI ITL Workshop \$17	79.92	03/03/17-03/03/17
Goss, Debbie	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Goss, Debbie	BSI AHE Practicum	79.92	04/07/17-04/07/17
Goss, Debbie	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Goulding, Carrie	BSI Developmental Writing S17	1,678.32	01/17/17-05/17/17
Goulding, Carrie	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Goulding, Carrie	BSI Co-Presenter ITL S17	79.92	04/21/17-04/21/17
Goulding, Carrie	BSI CPR Retreat	239.76	05/18/17-05/18/17
Gregory, Eric	BSI ITL Workshop S17	159.84	03/03/17-03/30/17
Gregory, Eric	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Gronnerud, Kathleen	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Gronnerud, Kathleen	BSI ITL Workshop \$17	79.92	03/30/17-03/30/17
Gronnerud, Kathleen	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Gross, Cindy	Community Outreach Coordinator	3,196.80	03/01/17-04/01/17
Guerra, Ferdinando	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Gullotta, Elizabeth	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Haley, Edgar	BSI CPR Retreat	239.76	05/18/17-05/18/17
Hayter, Catherine	BSI Developmental Writing S17	559.44	01/17/17-05/17/17
Hayter, Catherine	BSI Presenter ITL S17	159.84	03/03/17-03/03/17
Hayter, Catherine	BSI CPR Retreat	239.76	05/18/17-05/18/17
Henderson, Geoffrey	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Hill, Douglas	BSI AHE Practicum	79.92	04/07/17-04/07/17
Homma, Mary	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Howell, Brian	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Howell, Brian	BSI ITL Workshop S17	79.92	03/30/17-03/30/17
Huggins, Barbara	Simulator Developer	2,397.60	03/01/17-04/01/17
Hurtado, Alejandra	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Hurtado, Alejandra	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Irwin, Tisha	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Jenkins, Tina	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Jenkins, Tina	Go2Knowledge Training Webinar	200.00	01/17/17-05/17/17
Jones, Steven	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Kaefer, Kenneth	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Kaefer, Kenneth	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Kath, John	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Kihyet, Connie	BSI AHE Practicum	79.92	04/07/17-04/07/17
Kind, Roxanne	BSI-Completing College Conference	75.00	02/10/17-02/10/17
King, Emily	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
King, Emily	BSI PLC HS SS Visits S17	600.00	02/27/17-03/13/17
King, Emily	BSI-Completing College Conference	75.00	02/10/17-02/10/17
King, Emily	BSI AHE Practicum	79.92	04/07/17-04/07/17
King, Emily	BSI Eng 390 Workshop	199.80	04/14/17-04/14/17
Klingbeil, Candice	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Kouritas, Georgios	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
Kuang, Shilong	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
Lam, Chin	BSI ESL Cert/SLO Align	749.25	01/17/17-05/14/17
Lamorena, Felix	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17

		Not to Exceed	
Name	Activity	Amount (\$)	Effective Date
Law, Dennis	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Leonardo, Rebecca	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Lively, Brian	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Long, Erin	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Long, Erin	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Luque, Jonathan	Spring 17 FAF Panel of Experts	250.00	02/24/17-05/19/17
Macasaet, Katrina	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Major, Nicole	Zero Textbook Cost Program- OER	3,500.00	01/17/17-05/25/17
Marchioni, Rachel	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Marshall, Cynthia	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
May, Carol	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Maynard, Linda	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
McCarthy, Mary	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
McCleave, Sumaya	BSI CPR Retreat	239.76	05/18/17-05/18/17
McGirr, Julie	BSI ESL Cert/SLO Align	2,653.34	01/17/17-05/25/17
McLaren, Brent	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
McMahon, Arnold	Professional Dev. Workshop	79.92	04/01/17-04/01/17
McMurtrey, Megan	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
McMurtrey, Megan	BSI Eng 390 Workshop	199.80	04/14/17-04/14/17
Meshkin, Nahid	Community Outreach Coordinator	4,675.32	03/01/17-04/01/17
MessinaKleinman, D	BSI AHE Practicum	79.92	04/07/17-04/07/17
Metcalf, Tiffany	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
Minassian, Eric	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Moir, Casey	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Monge, Michael	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Montoya, Jesus	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Morgan, Rebecca	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Mularski, Jedrek	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
Myhren, Brett	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Myhren, Brett	Week of Workshops Facilitator	500.00	01/09/17-01/13/17
Myhren, Brett	BSI ITL Workshop S17	159.84	03/03/17-03/30/17
Myhren, Brett	BSI CPR Retreat	239.76	05/18/17-05/18/17
Nastanski, Jennifer	Community Outreach Coordinator	2,797.20	03/01/17-04/01/17
Navarro, Jonathan	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Nin, Orlantha	BSI CPR Retreat	239.76	05/18/17-05/18/17
Nusbaum-Haines, L.	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Ochi, Shellie	BSI Eng 390 Workshop	199.80	04/14/17-04/14/17
Ochi, Shellie	BSI CPR Retreat	239.76	05/18/17-05/18/17
Ou, Mark	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Pakula, Jennifer	Go2Knowledge Training Webinar	100.00	08/15/16-12/18/16
Pakula, Jennifer	Zero Textbook Cost Program-OER	3,500.00	01/17/17-05/25/17
Pangborn, Lori	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Paquette, Chris	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17

		Not to Exceed	
Name	Activity	Amount (\$)	Effective Date
Petka, Kevin	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Pieri, Glenna	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Pinter, Gerald	Jazz Lab Band Concert	450.00	04/24/17-04/24/17
PlascenciaCarrizo B.	BSI AHE Practicum	79.92	04/07/17-04/07/17
Podolak, Mark	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Ranz, Joshua	Masterclass- Joshua Ranz	650.00	05/05/17-05/05/17
Rasch, Kaylan	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Reed, Mike	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Reed, Mike	Professional Dev. Workshop	79.92	04/01/17-04/01/17
Rios, Maria	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Roffel, Frank	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Roffel, Frank	Professional Dev. Workshop	79.92	04/01/17-04/01/17
Ruud, Amanda	PT Faculty Dinner Spring 2017	50.00	01/12/17-01/12/17
Sadeghipour, Allia	BSI Eng 390 Workshop	199.80	04/14/17-04/14/17
Sahranavard, Neda	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Sahranavard, Neda	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
SandovalMartinez,G	• • •	50.00	01/12/17-01/12/17
Schantz, Doris	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Schneider, Jay	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Schantz, John	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Shaw, Kat	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Shelton, Alison	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Silveira, Lisa	BSI CPR Retreat	239.76	05/18/17-05/18/17
Smith, Jeanne	BSI CPR Retreat	239.76	05/18/17-05/18/17
Sorensen, Cindy	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Sorensen, Cindy	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
•	BSI ITL Workshop S17	159.84	03/03/17-03/30/17
	Professional Dev. Workshop	79.92	04/01/17-04/01/17
Stephens, Blake	Manage NBU's & CAD Labs	2,500.00	01/17/17-05/18/17
Stephens, Blake	CTE Spring Articulation Workshops	159.84	04/01/17-04/30/17
Stillman, Denise	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Strobel, Jacqueline	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Strobel, Jacqueline	BSI ITL Workshop \$17	159.84	03/03/17-03/30/17
Strong, Peggy	Professional Dev. Workshop	79.92	03/31/17-03/31/17
Swain, Derek	Professional Dev. Workshop	79.92	04/01/17-04/01/17
Teregis, Tracy	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Toscano, Laura	BSI CPR Retreat	239.76	05/18/17-05/18/17
Tran, Lisa	BSI CPR Retreat	239.76	05/18/17-05/18/17
Vidal-Prudholme, L.	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Vogel, Jeff	BSI CPR Retreat	239.76	05/18/17-05/18/17
Voisard, Norbert	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Vu, Nam	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Wadley, Jonathan	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
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2. It is recommended that the following **Saddleback College** faculty members be compensated as indicated below for 16/17 fiscal years.

		Not to Exceed	
<u>Name</u>	Activity	Amount (\$)	Effective Date
Walker, Tina	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Watt, Deb	SSSP PT Counselors Workshop	959.04	02/01/17-05/25/17
Watt, Deb	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Weaver, Chris	SSSP Assessment Spring 17 Reader	319.68	01/17/17-05/17/17
Weaver, Chris	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Weaver, Chris	Professional Development Workshop	79.92	04/01/17-04/01/17
Webber, Kendralyn	BSI Presenter ITL S17	159.84	03/30/17-03/30/17
Weiss, Elizabeth	PT Counseling Institute Workshop	359.64	03/01/17-05/24/17
Wheelahan, Melissa	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Wheelahan, Melissa	Week of Workshops Facilitator	100.00	01/09/17-01/13/17
Whitson, Stephen	BSI- College Conference	75.00	02/10/17-02/10/17
Winslow, Scott	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Wood, Debra	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Wood, Debra	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
Woods, Wind	Professional Development Workshop	79.92	03/31/17-03/31/17
Woods, Wind	PT Faculty Dinner Spring 17	50.00	01/12/17-01/12/17
Zemanek, Erika	BSI Developmental Writing S17	1,118.88	01/17/17-05/17/17
Zemanek, Erika	AVID for Higher Education Trainee	79.92	04/07/17-04/07/17
<b>Total for Month: Ca</b>	ntegorical/Non-General Fund /SC	89,732.62	
2016-2017 SC FISC	AL YEAR TOTAL TO DATE	\$504,503.60	

# D. <u>AUTHORIZATION TO ELIMINATE ACADEMIC ADMINISTRATIVE POSITIONS AND/OR POSITION NUMBERS</u>

1. ASSOCIATE VICE CHANCELLOR OF ECONOMIC DEVELOPMENT, Pos #P0004625, Office of the Chancellor, District Services, seeks authorization to eliminate this full-time position from its staff complement, effective May 16, 2017. This position was approved by the Board of Trustees on May 21, 2012.

## E. RESIGNATION/RETIREMENT/CONCLUSION OF EMPLOYMENT

1. POLIZZI, VINCENT, ID #17572, Automotive Technology Instructor, Pos #P0001467, Division of Advanced Technology and Applied Science, Saddleback College, conclusion of employment effective May 26, 17. Payment is authorized for any compensated time off. (Start date: August 13, 2012)

NAME: CHRISTOPHER MCDONALD

POSITION: VICE PRESIDENT FOR INSTRUCTION

Office of Instruction Irvine Valley College

**EDUCATION:** 

Ed.D. Educational Leadership

University of Southern California

Los Angeles, CA

M.S. Applied Mathematics

California State University, Pomona

Pomona, CA

B.S. Applied Mathematics

California State University, Pomona

Pomona, CA

## **EXPERIENCE:**

Dr. McDonald joined the South Orange County Community College District (SOCCCD) in 2012 as the Dean of Mathematics, Science & Engineering at Saddleback College (SC). He also served as the Assistant Vice President for Institutional Effectiveness at SC beginning in 2015. Dr. McDonald has most recently served as the Interim Vice President for Instruction (VPI) at Irvine Valley College (IVC) beginning September 2016. In his roles, Dr. McDonald has demonstrated an extensive understanding of enrollment management, student success, participatory governance, faculty and staff professional development, grant management, articulation and transfer agreements, catalog and curriculum development, online education, strategic planning, and a host of other issues that are integral to success in the VPI position.

In the VPI role, Dr. McDonald will work with faculty, staff, and administrators to ensure institutional effectiveness with particular focus on areas involving student performance and outcomes; Accreditation status of the College; enrollment management; federal and state compliance; and the fiscal health of the College.

Prior to joining SOCCCD, Dr. McDonald was a mathematics professor and department chair at Mt. San Antonio College (Mt. SAC). During his time at Mt. SAC, he served as a director of the Faculty Association and as a senator-at-large for the Academic Senate. Preceding his tenure at Mt. SAC, Dr. McDonald was a lecturer at California State University, Pomona and a mathematics teacher at Centennial High School. Dr. McDonald earned a Bachelor of Science degree and a Master of Science degree, both in applied mathematics, at California State University, Pomona; and a doctorate in education from the University of Southern California where he serves annually as a panelist for the Rossier School of Education's Leadership Conference.

## PROFESSIONAL AFFILIATIONS:

- California Community Colleges Chief Instructional Officers
- STEM Core Network

NAME: RENAH WOLZINGER

POSITION: DEAN OF CAREER PATHWAYS AND DUAL ENROLLMENT

(Academic Administrator)

Office of the Vice President for Instruction

Saddleback College

**EDUCATION:** 

Ed.D. Educational Leadership

California State University, Fullerton

Fullerton, CA

M.A. Occupational Education

California State University, Long Beach

Long Beach, CA

B.S. Bioengineering

University of California, San Diego

La Jolla, CA

#### **EXPERIENCE:**

Dr. Renah Wolzinger has been a Research Associate at WestEd on full-time assignment to the CA Chancellor's office as the Statewide Technical Assistance Provider for Data Tools and Industry Credentials. She has been a Department Chair and a part-time instructor in Commercial Music and Digital Media at Golden West College for the past fourteen years. She also has a background in bioengineering where she holds several patents and published in the areas of cardiovascular design and early cancer detection. Her current research is in *Equity in Transfer for Career and Technical Education Students in the California Community College System*. Dr. Wolzinger is also a past student at Saddleback College playing clarinet in the wind ensemble, and taking courses in nursing and aviation.

#### **HONORS/AWARDS:**

- Outstanding Student Scholarly and Creative Activities Award for a Doctoral Student (2017), College of Education, California State University, Fullerton
- Excellence in Teaching Award (2012)–California Community College Association for Occupational Education (CCCAOE)

#### LICENSES AND CERTIFICATES:

 Multimedia Production and Performing Arts Occupations, California Commission on Teacher Credentialing (CCTC)

## PROFESSIONAL AFFILIATIONS:

- Phi Beta Delta Honor Society for International Scholars CSUF
- National Academy of Recording Arts and Sciences (NARAS)-Voting Member
- National Co-Chair of the Workforce Credentials Coalition

## **PUBLICATIONS:**

Wolzinger, R. (2017, April). *Equity in Transfer for Career and Technical Education Students in the California Community College System*. Presentation at Council for the Study of Community Colleges, Fort Worth, TX.

Wolzinger, R. (2017, April). *Non-Degree Credentials in state longitudinal data systems*. Presentation at Lumina Foundation, Indianapolis, IN.

May 15, 2017

NAME: JEFFREY BARNETT

POSITION: COMPUTER SCIENCE INSTRUCTOR

Math, Science, and Engineering

Saddleback College Full-Time, Tenure Track

## **EDUCATION:**

M.S. Computer Science

University of Tennessee

Knoxville, TN

B.S. Computer Science

East Tennessee State University

Johnson City, TN

#### **EXPERIENCE:**

Mr. Barnett has been a part-time instructor in the Computer Science Department at MiraCosta College since 2014, as well as a part-time instructor in the Computer Science Department at Saddleback College since 2016. Mr. Barnett recently retired from the USMC after 29 years of military service. In 2001, 1stLt Barnett was 1 of 6 USMC officers selected to participate in the Advance Degree Program where he attended the University of Tennessee and received his Master's degree in Computer Science specializing in robotics. In 2003, Capt Barnett served as the command computer scientist for Marine Corps Systems Command where he supervised the design and rollout of their Integrated Digital Environment.

#### **RESEARCH PROJECTS:**

- 2014 Applying Neocortical theories into ASPEN for Deep Space 4 comet surveyor NASA, Jet Propulsion Laboratories.
- 2003 University of Tennessee, Problem In Lieu of Thesis, Integration of the XScale Processor Board and WebCam for Object Tracking on a Mobile Robot http://www.jvbarnett.com/cv/MOV00099.MPG
- 2002 Oakridge National Laboratory, Hazard Prediction and Assessment Capability, assisted in the upgrade of code to include a capability for assessing atmospheric dispersions of chemical and biological materials as well as additional dispersal scenarios for radiological sources.

## PROFESSIONAL AFFILIATIONS:

- Member, Association for the Advancement of Artificial Intelligence (AAAI)
- Member, Association for Computing Machinery (ACM)
- Member, ACM SIGART -- ACM's special interest group on Artificial Intelligence

#### HONORS/AWARDS:

• 2003 – Upsilon Pi Epsilon, Honor Society in the Computing Sciences, University of Tennessee in Knoxville Chapter

NAME: BREANNA DANIELS

POSITION: DSPS COUNSELOR

Student & Counseling Services

Irvine Valley College Full-Time, Tenure Track

**EDUCATION:** 

Psy.D. & M.A. Clinical Psychology

Argosy University

Orange, CA

B.A. Psychology

California State University, Long Beach

Long Beach, CA

#### **EXPERIENCE:**

From 2012-2013, Dr. Daniels worked as a psychodiagnostic practicum student in the Disabled Students Programs and Services (DSPS) Department at Saddleback College. In 2013, she was hired on as part-time faculty, and began working as a Certified Learning Disabilities (LD) Specialist and DSPS Counselor in DSPS at Saddleback. Dr. Daniels has worked with students with a diverse range of disabilities, backgrounds, and academic goals. Throughout her doctorate program, she also gained clinical experience working in community mental health and high school settings. In 2015, Dr. Daniels chose to complete her APPIC pre-doctoral internship at Saddleback College's Student Health Center, as she sought to gain more experience in the community college setting while fulfilling this requirement of her doctoral program. She completed her internship and obtained her doctorate in 2016, and returned to working part-time in DSPS at Saddleback. Upon her return, Dr. Daniels undertook the training and supervision of the psychodiagnostic practicum students in the DSPS LD Center. In 2017, she pursued training in comprehensive academic counseling. Since early 2017, Dr. Daniels has worked part-time at a private practice conducting assessments (i.e., learning disabilities, ADHD, and psychological), and providing disability management and college transition services to individuals in the community. In early 2018, Dr. Daniels plans to have completed the requirements to become a licensed clinical psychologist.

## LICENSES AND CERTIFICATES:

- Learning Disabilities Eligibility and Services Model (LDESM) Training Certificate of Completion
- Board of Psychology Registered Psychological Assistant

## PROFESSIONAL AFFILIATIONS:

- Member of CAPED (California Association for Postsecondary Education and Disability).
- Member of APA (American Psychological Association).

NAME: NAVNEET SHIRIN SAHANI

<u>POSITION</u>: POLITICAL SCIENCE INSTRUCTOR

School of Social & Behavioral Sciences

Irvine Valley College Full-Time, Tenure Track

#### **EDUCATION:**

M.S. Foreign Service

Georgetown University

Washington, DC

B.S. Political Science & Comparative Literature

University of California, Irvine

Irvine, CA

#### **EXPERIENCE:**

Ms. Sahani has been a part-time instructor in the Political Science Department at Irvine Valley College since 2014 and at Golden West College since 2015. She has taught a wide variety of courses from American Government and International Relations to Comparative Politics and Middle East Politics. Prior to this, Ms. Sahani managed and implemented international development programs funded by the United States Agency for International Development (USAID), the U.S. Department of State, and the National Endowment for Democracy (NED). In this capacity she designed and oversaw projects to advance economic and political transitions in countries such as Afghanistan, Morocco, Tunisia, Egypt and East Timor. Ms. Sahani also has extensive experience working on marketing communications in the the private sector where she positioned companies in their respective marketplaces and assisted them in improving their market share.

#### LICENSES AND CERTIFICATES:

• Developing Evaluation Plans, CIPE

## **PROFESSIONAL AFFILIATIONS:**

- Member of APSA (American Political Science Association).
- Member of CTA (California Teachers Association).

#### HONORS/AWARDS:

- Certificate of Merit, International Republican Institute, 2012
- One Step Grant, 2005
- XXVI PROTOS (Orange County Public Relations Society of America) Award, Outstanding Direct Mail Program, 2001

NAME: DANIEL VERNAZZA

POSITION: ENGLISH COMPOSITION INSTRUCTOR

Liberal Arts

Irvine Valley College Full-Time, Tenure Track

**EDUCATION:** 

M.A. English

University of Arizona

Tucson, AZ

B.A. English

Middlebury College Middlebury, VT

## **EXPERIENCE**:

Daniel Vernazza has been a full-time instructor in the English department at Coastal Bend College, a Hispanic-serving, 2-year college in south Texas, since 2010. While at Coastal Bend, he also served one year as the Department Head of the Liberal Arts Division. Before teaching at Coastal Bend, Mr. Vernazza taught three years at The University of Arizona, while enrolled in the MA program in English, and two years at The Pennsylvania State University, while enrolled in the PhD program in English. In total, Mr. Vernazza has twelve years of diverse experience teaching transfer-level English and literature courses at the college level.

## PROFESSIONAL AFFILIATIONS:

- Member of TYCA (The Two-Year College English Association).
- Member of TCCTA (The Texas Community College Teaching Association).

ITEM: 6.7 DATE: 5/15/17

**TO:** Board of Trustees

**FROM:** Debra Fitzsimons, Interim Chancellor

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

**ACTION:** Approval

**AMENDED** 

# **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.

ITEM: 6.7 DATE: 5/15/17

**TO:** Board of Trustees

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

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

**ACTION:** Approval

## **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.

#### CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

## A. NEW PERSONNEL APPOINTMENTS

- 1. <u>CLASSIFIED EMPLOYMENT</u> (Information Items Pursuant to Board Policy 4002.1)
  - a. BURNS, JEFFREY is to be employed as Laboratory Technician, Automotive Technology, Pos. #P0004407, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 29 hours per week, 12 months per year, effective April 17, 2017. This is a replacement for David Marriott.
  - b. CHO, JULIE is to be employed as Admissions and Records Evaluator, Pos. #P0003482, Division of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective May 8, 2017. This is a replacement for Julie Pahan.
  - c. FONTENOT, EVELYN is to be employed as Senior Copy Center Technician, Pos. #P0003340, Department of Public Information and Marketing, Saddleback College, Classified Bargaining Unit Salary Schedule Range 124, Step 1, 40 hours per week, 12 months per year, effective May 1, 2017. This is a replacement for Karen Unruh.
  - d. GERVAIS, ELIZABETH is to be employed as Research Specialist, Categorical, Pos. #P0009046, Department of Research, Planning and Accreditation, Saddleback College, Classified Bargaining Unit Salary Schedule Range 130, Step 3, 40 hours per week, 12 months per year, effective May 1, 2017. This position was approved by the Board of Trustees on September 26, 2016, with employment contingent upon funding by the Student Equity Program (SEP).
  - e. LOVE, DONALD is to be employed as Public Safety Assistant, Pos. #P0010421, Department of Campus Safety and Security, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 20 hours per week, 12 months per year, effective May 2, 2017. This position was approved by the Board of Trustees on October 24, 2016.
  - f. <sup>1</sup>LOZANO, BRENDA is to be employed as Office Assistant, Pos. #P0003519, Career Center, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 19 hours per week, 11 months per year, effective May 1, 2017. This is a replacement for Diana Lloyd.
  - g. TRUONG, TRAN is to be employed as Program Research Analyst, Specially Funded, Pos. #P0009412, Department of Research, Planning and Accreditation, Saddleback College, Classified Bargaining Unit Salary Schedule Range 138, Step 1, 40 hours per week, 12 months per year, effective May 15, 2017. This position was approved by the Board of Trustees on August 26, 2016, with employment contingent upon funding by the Orange County Pathway, Career Pathways trust and Level Up grant.

<sup>&</sup>lt;sup>1</sup> Related to Yvonne Belardes, Office Assistant, Social and Behavioral Sciences, Saddleback College.

## A. <u>NEW PERSONNEL APPOINTMENTS</u>

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>Hourly</u>	
<u>Name</u>	Classification	Rate \$)	Start Date
Coll, Fernando	Assistant Director of Facilities/SC	47.07	04/17/17-06/30/17
Gomez Triana, Sara	Custodian/IVC	18.71	04/20/17-06/30/17
Jimeno, Carlos	Groundskeeper/IVC	21.18	03/15/17-06/30/17
Khezri, Jasmine	Office Assistant/SC	18.71	03/27/17-06/30/17
<sup>2</sup> LeBeau, Evan	Custodian/IVC	18.71	04/26/17-06/30/17
Matos, Arsenio	Network Systems Technician II/SC	33.04	04/03/17-06/30/17
Sanders Lamas, Tracey	Senior Administrative Assistant/IVC	26.45	03/13/17-06/30/17

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>Hourly</u>	
<u>Name</u>	<u>Position</u>	<u>Rate \$)</u>	Start/End Date
Beauchamp, Sandra	Project Specialist/SC	27.50	04/03/17-06/30/17
<sup>3</sup> Caldwell, Jessica	Project Specialist/SC	20.00	04/01/17-06/30/17
Debniak, Kurt	Coaching Aide/SC	25.00	05/30/17-06/30/17
Engel, Troy	Project Specialist/IVC	15.00	04/13/17-06/30/17
Farrand, Piper	Child Dev. Center Aide/SC	12.00	04/24/17-06/30/17
Gregory, Matthew	TMD Aide/IVC	14.00	04/25/17-06/30/17
Harris, Laura	Project Specialist/SC	32.50	07/01/17-06/30/18
Hughes, Marcus	Coaching Aide/SC	25.00	05/30/17-06/30/17
Keasberry-Vnuk, Jessica	TMD Aide/IVC	11.50	04/25/17-06/30/17
<sup>4</sup> Landingham, Lindsey	Project Specialist/SC	15.00	04/15/17-06/30/17
Medina-Olguin, Jailene	Project Specialist/SC	15.00	04/15/17-06/30/17
Miller, Alex	TMD Aide/IVC	16.00	04/18/17-06/30/17
Oyama, Janice	Project Specialist/DS	17.00	04/10/17-06/30/17
Perez, Lizbeth	Project Specialist/SC	11.50	04/10/17-06/30/17
Preszler, Eric	Coaching Aide/SC	25.00	04/05/17-06/30/17
Quezada Salgado, Mariela	Project Specialist/SC	11.50	03/20/17-06/30/17
Razo, Jorge	Project Specialist/SC	50.00	03/15/17-06/30/17
Reza, Nicholas	Project Specialist/SC	14.00	04/15/17-06/30/17
Romero, Patricia	Project Specialist/IVC	25.00	04/03/17-06/30/17
Russell, Allison	Coaching Aide/SC	25.00	04/03/17-06/30/17
Salloum, Sonia	Project Specialist/SC	20.00	04/24/17-06/30/17
Shekhalevich, Anton	Project Specialist/SC	15.00	03/15/17-06/30/17
Zinzun, Kathy	Child Dev. Center Aide/SC	12.00	04/24/17-06/30/17

<sup>&</sup>lt;sup>2</sup> Related to Dean LeBeau, Locksmith, Department of Physical Plant, Irvine Valley College.

<sup>&</sup>lt;sup>3</sup> Related to Jeanne Harris-Caldwell, Director of Student Health Center, Saddleback College.

<sup>&</sup>lt;sup>4</sup> Related to Gabriella Landingham, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

## A. <u>NEW PERSONNEL APPOINTMENTS</u>

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.

Name	Start/End Date
Al-Hatem, Tamarah	04/15/17-06/30/17
Alim, Hania	04/10/17-06/30/17
Bageant, Sara	04/17/17-06/30/17
Chau, Casey	04/20/17-06/30/17
Diniarian, Homa	04/15/17-06/30/17
Edwards, Aaron	04/10/17-06/30/17
El Nmeir, Julie	04/19/17-06/30/17
Espinosa, Ricardo	03/28/17-06/30/17
Farokh Siar, Farahnaz	03/15/17-06/30/17
Joslyn, Brianna	03/15/17-06/30/17
Kent, Alexander	04/05/17-06/30/17
Ku, Jimmy	04/12/17-06/30/17
Lewis, Lavonia	03/27/17-06/30/17
Marshall, Marvin	04/17/17-06/30/17
Meah, Sudmun	03/23/17-06/30/17
Paracha, Aliya	03/15/17-06/30/17
Rezvan, Melina	04/10/17-06/30/17
Rosenkrantz, Michael	03/15/17-06/30/17
Rostami, Mehrdad	03/28/17-06/30/17
Salazar, Juan	04/10/17-06/30/17
Tabuchi, Haruka	04/19/17-06/30/17
Torres, Brenda	05/15/17-06/30/17
Williams, Jeremy	03/27/17-06/30/17
Wyrick, Darryl	04/19/17-06/30/17

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)

		Not to	
<u>Name</u>	<u>Position</u>	Exceed (\$)	Start/End Date
An, Eunsoo	Tutor/IVC	12.00	03/27/17-06/30/17
Binley, Judd	Community Education Presenter/SC	11.50	04/03/17-06/30/17
Bosley, Alexis	Certified Test Proctor/IVC	11.50	05/01/17-06/30/17
Conover, Nancy	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Drexler, Ashley	Tutor/IVC	11.50	04/13/17-06/30/17
Geller, Matthew	Tutor/IVC	13.00	04/13/17-06/30/17
Gibson, Darren	Community Education Presenter/SC	30.00	04/10/17-06/30/17
Graham, Brian	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17
Hansen, Juliean	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Jepsen, Taylor	Recreation Aide/SC	11.50	04/24/17-06/30/17
Kapp, Lindsay	Clinical Skills Specialist/SC	30.00	04/04/17-06/30/17
Knabe, Travis	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17

#### A. NEW PERSONNEL APPOINTMENTS

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)

		Not to	
<u>Name</u>	<u>Position</u>	Exceed (\$)	Start/End Date
Kunkle, Jeremy	Clinical Skills Specialist/SC	20.00	04/03/17-06/30/17
Lightner, Elizabeth	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Manzo, Tony	Clinical Skills Specialist/SC	20.00	03/27/17-06/30/17
McLinn, Torrey	Captionist (Real-Time)/IVC	35.00	04/15/17-06/30/17
O'Connor, Sarah	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Orloff, Kristin	Community Education Presenter/SC	11.50	04/17/17-06/30/17
Quintino, Fernando	Community Education Presenter/SC	11.50	04/17/17-06/30/17
Reis, Matthew	Clinical Skills Specialist/SC	20.00	04/03/17-06/30/17
Samsel, Joelle	Clinical Skills Specialist/SC	20.00	03/27/17-06/30/17
Smyth, Steven	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17
Tamariz, Santiago	Tutor/SC	12.00	03/15/17-06/30/17
Williams, Tawana	Captionist (Real-Time)/IVC	45.00	04/15/17-06/30/17

# B. <u>AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS</u>

1. FINANCIAL ANALYST/AUDIT SUPERVISOR, Pos. #P0004576, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 11, Department of Fiscal Services, District Services seeks authorization to eliminate this full-time 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2017. (Position approved by the Board of Trustees on May 21, 2012)

#### C. CHANGE OF STATUS

- 1. <u>CLASSIFIED EMPLOYMENT</u> (Information Items Pursuant to Board Policy 4002.1)
  - a. <sup>5</sup>MAYNARD, EMILY, ID #020648, Student Development Office Assistant, Pos. #P0004481, Classified Bargaining Unit Salary Schedule Range 121, Step 4, 29 hours per week, 12 months per year, Department of Student Development, Saddleback College, is to be employed as Grant Project Manager, Categorical (Real Estate Education), Pos. #P0010416, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 8, Step 1, 20 hours per week, 12 months per year, Division of Business Sciences and Economic and Workforce Development, Saddleback College, effective May 15, 2017. This position was approved by the Board of Trustees on October 24, 2016.

<sup>&</sup>lt;sup>5</sup> Spouse of Daniel Predoehl, Assistant Dean of Division and Director of Emeritus Institute, Saddleback College.

## D. <u>VOLUNTEERS</u>

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Arts, Irvine Valley College

Beadle, Charlotte Beadle, Maddy Chan, Clarissa Christoffersen, Bryn Dirckze, Racquel Drinkward, Heidi Florkey, Alexandra Hansel, Susannah Matthews, Jana Pardini, Aaron Roberts, Gary Stein-Rand, Adam

Business Sciences, Irvine Valley College

Alkhafaf, Mukhalad Derry, Jason Lemus, Irvin McElfish, Brian Sakallah, Faten Sposato, Dwight Stuart, David Taghdissi Borhani, Farbad Tran, Tinh

Fine Arts and Media Technology, Saddleback College

Jones, Theresa

Guidance and Counseling, Irvine Valley College

Ortega, Vanessa

<u>Humanities and Languages, Irvine Valley College</u> Nakayama, Kokoro Nomura, Sakiko

<u>Kinesiology and Athletics, Saddleback College</u> Ramos, Jeremiah Wang, Lin Ling

Marketing and Creative Services, Irvine Valley College

Houshmand, Orchid

#### CLASSIFIED PERSONNEL ACTIONS/RATIFICATIONS

## A. NEW PERSONNEL APPOINTMENTS

- 1. <u>CLASSIFIED EMPLOYMENT</u> (Information Items Pursuant to Board Policy 4002.1)
  - a. BURNS, JEFFREY is to be employed as Laboratory Technician, Automotive Technology, Pos. #P0004407, Division of Advanced Technology and Applied Sciences, Saddleback College, Classified Bargaining Unit Salary Schedule Range 122, Step 1, 29 hours per week, 12 months per year, effective April 17, 2017. This is a replacement for David Marriott.
  - b. CHO, JULIE is to be employed as Admissions and Records Evaluator, Pos. #P0003482, Division of Admissions, Records and Enrollment Services, Saddleback College, Classified Bargaining Unit Salary Schedule Range 127, Step 1, 40 hours per week, 12 months per year, effective May 8, 2017. This is a replacement for Julie Pahan.
  - c. FONTENOT, EVELYN is to be employed as Senior Copy Center Technician, Pos. #P0003340, Department of Public Information and Marketing, Saddleback College, Classified Bargaining Unit Salary Schedule Range 124, Step 1, 40 hours per week, 12 months per year, effective May 1, 2017. This is a replacement for Karen Unruh.
  - d. GERVAIS, ELIZABETH is to be employed as Research Specialist, Categorical, Pos. #P0009046, Department of Research, Planning and Accreditation, Saddleback College, Classified Bargaining Unit Salary Schedule Range 130, Step 3, 40 hours per week, 12 months per year, effective May 1, 2017. This position was approved by the Board of Trustees on September 26, 2016, with employment contingent upon funding by the Student Equity Program (SEP).
  - e. LOVE, DONALD is to be employed as Public Safety Assistant, Pos. #P0010421, Department of Campus Safety and Security, Irvine Valley College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 20 hours per week, 12 months per year, effective May 2, 2017. This position was approved by the Board of Trustees on October 24, 2016.
  - f. <sup>1</sup>LOZANO, BRENDA is to be employed as Office Assistant, Pos. #P0003519, Career Center, Division of Transfer, Career and Special Programs, Saddleback College, Classified Bargaining Unit Salary Schedule Range 113, Step 1, 19 hours per week, 11 months per year, effective May 1, 2017. This is a replacement for Diana Lloyd.
  - g. TRUONG, TRAN is to be employed as Program Research Analyst, Specially Funded, Pos. #P0009412, Department of Research, Planning and Accreditation, Saddleback College, Classified Bargaining Unit Salary Schedule Range 138, Step 1, 40 hours per week, 12 months per year, effective May 15, 2017. This position was approved by the Board of Trustees on August 26, 2016, with employment contingent upon funding by the Orange County Pathway, Career Pathways trust and Level Up grant.

<sup>&</sup>lt;sup>1</sup> Related to Yvonne Belardes, Office Assistant, Social and Behavioral Sciences, Saddleback College.

## A. <u>NEW PERSONNEL APPOINTMENTS</u>

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>Hourly</u>	
<u>Name</u>	Classification	Rate \$)	Start Date
Coll, Fernando	Assistant Director of Facilities/SC	47.07	04/17/17-06/30/17
Gomez Triana, Sara	Custodian/IVC	18.71	04/20/17-06/30/17
Jimeno, Carlos	Groundskeeper/IVC	21.18	03/15/17-06/30/17
Khezri, Jasmine	Office Assistant/SC	18.71	03/27/17-06/30/17
<sup>2</sup> LeBeau, Evan	Custodian/IVC	18.71	04/26/17-06/30/17
Matos, Arsenio	Network Systems Technician II/SC	33.04	04/03/17-06/30/17
Sanders Lamas, Tracey	Senior Administrative Assistant/IVC	26.45	03/13/17-06/30/17

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>Hourly</u>	
<u>Name</u>	<u>Position</u>	<u>Rate \$)</u>	Start/End Date
Beauchamp, Sandra	Project Specialist/SC	27.50	04/03/17-06/30/17
<sup>3</sup> Caldwell, Jessica	Project Specialist/SC	20.00	04/01/17-06/30/17
Debniak, Kurt	Coaching Aide/SC	25.00	05/30/17-06/30/17
Engel, Troy	Project Specialist/IVC	15.00	04/13/17-06/30/17
Farrand, Piper	Child Dev. Center Aide/SC	12.00	04/24/17-06/30/17
Gregory, Matthew	TMD Aide/IVC	14.00	04/25/17-06/30/17
Harris, Laura	Project Specialist/SC	32.50	07/01/17-06/30/18
Hughes, Marcus	Coaching Aide/SC	25.00	05/30/17-06/30/17
Keasberry-Vnuk, Jessica	TMD Aide/IVC	11.50	04/25/17-06/30/17
<sup>4</sup> Landingham, Lindsey	Project Specialist/SC	15.00	04/15/17-06/30/17
Medina-Olguin, Jailene	Project Specialist/SC	15.00	04/15/17-06/30/17
Miller, Alex	TMD Aide/IVC	16.00	04/18/17-06/30/17
Oyama, Janice	Project Specialist/DS	17.00	04/10/17-06/30/17
Perez, Lizbeth	Project Specialist/SC	11.50	04/10/17-06/30/17
Preszler, Eric	Coaching Aide/SC	25.00	04/05/17-06/30/17
Quezada Salgado, Mariela	Project Specialist/SC	11.50	03/20/17-06/30/17
Razo, Jorge	Project Specialist/SC	50.00	03/15/17-06/30/17
Reza, Nicholas	Project Specialist/SC	14.00	04/15/17-06/30/17
Romero, Patricia	Project Specialist/IVC	25.00	04/03/17-06/30/17
Russell, Allison	Coaching Aide/SC	25.00	04/03/17-06/30/17
Salloum, Sonia	Project Specialist/SC	20.00	04/24/17-06/30/17
Shekhalevich, Anton	Project Specialist/SC	15.00	03/15/17-06/30/17
Zinzun, Kathy	Child Dev. Center Aide/SC	12.00	04/24/17-06/30/17

<sup>&</sup>lt;sup>2</sup> Related to Dean LeBeau, Locksmith, Department of Physical Plant, Irvine Valley College.

<sup>&</sup>lt;sup>3</sup> Related to Jeanne Harris-Caldwell, Director of Student Health Center, Saddleback College.

<sup>&</sup>lt;sup>4</sup> Related to Gabriella Landingham, Senior Administrative Assistant, Division of Counseling Services, Saddleback College.

## A. <u>NEW PERSONNEL APPOINTMENTS</u>

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.

Name	Start/End Date
Al-Hatem, Tamarah	04/15/17-06/30/17
Alim, Hania	04/10/17-06/30/17
Bageant, Sara	04/17/17-06/30/17
Chau, Casey	04/20/17-06/30/17
Diniarian, Homa	04/15/17-06/30/17
Edwards, Aaron	04/10/17-06/30/17
El Nmeir, Julie	04/19/17-06/30/17
Espinosa, Ricardo	03/28/17-06/30/17
Farokh Siar, Farahnaz	03/15/17-06/30/17
Joslyn, Brianna	03/15/17-06/30/17
Kent, Alexander	04/05/17-06/30/17
Ku, Jimmy	04/12/17-06/30/17
Lewis, Lavonia	03/27/17-06/30/17
Marshall, Marvin	04/17/17-06/30/17
Meah, Sudmun	03/23/17-06/30/17
Paracha, Aliya	03/15/17-06/30/17
Rezvan, Melina	04/10/17-06/30/17
Rosenkrantz, Michael	03/15/17-06/30/17
Rostami, Mehrdad	03/28/17-06/30/17
Salazar, Juan	04/10/17-06/30/17
Tabuchi, Haruka	04/19/17-06/30/17
Torres, Brenda	05/15/17-06/30/17
Williams, Jeremy	03/27/17-06/30/17
Wyrick, Darryl	04/19/17-06/30/17

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)

		Not to	
<u>Name</u>	<u>Position</u>	Exceed (\$)	Start/End Date
An, Eunsoo	Tutor/IVC	12.00	03/27/17-06/30/17
Binley, Judd	Community Education Presenter/SC	11.50	04/03/17-06/30/17
Bosley, Alexis	Certified Test Proctor/IVC	11.50	05/01/17-06/30/17
Conover, Nancy	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Drexler, Ashley	Tutor/IVC	11.50	04/13/17-06/30/17
Geller, Matthew	Tutor/IVC	13.00	04/13/17-06/30/17
Gibson, Darren	Community Education Presenter/SC	30.00	04/10/17-06/30/17
Graham, Brian	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17
Hansen, Juliean	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Jepsen, Taylor	Recreation Aide/SC	11.50	04/24/17-06/30/17
Kapp, Lindsay	Clinical Skills Specialist/SC	30.00	04/04/17-06/30/17
Knabe, Travis	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17

#### A. NEW PERSONNEL APPOINTMENTS

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)

		Not to	
<u>Name</u>	<u>Position</u>	Exceed (\$)	Start/End Date
Kunkle, Jeremy	Clinical Skills Specialist/SC	20.00	04/03/17-06/30/17
Lightner, Elizabeth	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Manzo, Tony	Clinical Skills Specialist/SC	20.00	03/27/17-06/30/17
McLinn, Torrey	Captionist (Real-Time)/IVC	35.00	04/15/17-06/30/17
O'Connor, Sarah	Community Education Presenter/SC	11.50	04/24/17-06/30/17
Orloff, Kristin	Community Education Presenter/SC	11.50	04/17/17-06/30/17
Quintino, Fernando	Community Education Presenter/SC	11.50	04/17/17-06/30/17
Reis, Matthew	Clinical Skills Specialist/SC	20.00	04/03/17-06/30/17
Samsel, Joelle	Clinical Skills Specialist/SC	20.00	03/27/17-06/30/17
Smyth, Steven	Clinical Skills Specialist/SC	20.00	03/28/17-06/30/17
Tamariz, Santiago	Tutor/SC	12.00	03/15/17-06/30/17
Williams, Tawana	Captionist (Real-Time)/IVC	45.00	04/15/17-06/30/17

# B. <u>AUTHORIZATION TO ELIMINATE CLASSIFIED POSITION AND/OR POSITION NUMBERS</u>

1. FINANCIAL ANALYST/AUDIT SUPERVISOR, Pos. #P0004576, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 11, Department of Fiscal Services, District Services seeks authorization to eliminate this full-time 40 hours per week, 12 months per year position from its staff complement, effective July 1, 2017. (Position approved by the Board of Trustees on May 21, 2012)

## C. 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 May 16, 2017. (Exhibit B, Attachment 1)

## D. CHANGE OF STATUS

- 1. <u>CLASSIFIED EMPLOYMENT</u> (Information Items Pursuant to Board Policy 4002.1)
  - a. <sup>5</sup>MAYNARD, EMILY, ID #020648, Student Development Office Assistant, Pos. #P0004481, Classified Bargaining Unit Salary Schedule Range 121, Step 4, 29 hours per week, 12 months per year, Department of Student Development, Saddleback College, is to be employed as Grant Project Manager, Categorical (Real Estate Education), Pos. #P0010416, a classified manager, Academic and Classified Administrator and Manager Salary Schedule Range 8, Step 1, 20 hours per week, 12 months per year, Division of Business Sciences and Economic and Workforce Development, Saddleback College, effective May 15, 2017. This position was approved by the Board of Trustees on October 24, 2016.

## E. <u>VOLUNTEERS</u>

1. The following individuals are to be approved as Volunteers for the 2016/2017 academic year.

Arts, Irvine Valley College

Beadle, Charlotte Beadle, Maddy Chan, Clarissa Christoffersen, Bryn Dirckze, Racquel Drinkward, Heidi Florkey, Alexandra Hansel, Susannah Matthews, Jana Pardini, Aaron Roberts, Gary Stein-Rand, Adam

Business Sciences, Irvine Valley College

Alkhafaf, Mukhalad Derry, Jason Lemus, Irvin McElfish, Brian Sakallah, Faten Sposato, Dwight Stuart, David Taghdissi Borhani, Farbad Tran, Tinh

Fine Arts and Media Technology, Saddleback College

Jones, Theresa

<u>Guidance and Counseling, Irvine Valley College</u> Ortega, Vanessa

Humanities and Languages, Irvine Valley College Nakayama, Kokoro Nomura, Sakiko

Kinesiology and Athletics, Saddleback College Ramos, Jeremiah Wang, Lin Ling

Marketing and Creative Services, Irvine Valley College

Houshmand, Orchid

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<sup>&</sup>lt;sup>5</sup> Spouse of Daniel Predoehl, Assistant Dean of Division and Director of Emeritus Institute, Saddleback College.

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.

<u>EXAMPLES OF DUTIES</u> – 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.

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

<u>EDUCATION AND EXPERIENCE GUIDELINES</u>: 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.

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, work 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.

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:

ITEM: 6.8 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Destruction of Class 3 Disposable Records

**ACTION:** Approval

## **BACKGROUND**

Title 5, Section 59022 of the California Administrative Code requires that each community college district establish an annual procedure by which the chief administrative officer, or the designee of that officer, shall review documents and papers received or produced during the prior academic year and classify them as Class 1-Permanent, Class 2-Optional, or Class 3-Disposable. Further, Section 59022(b) states that, if such records are three or more years old and classified as Class 3-Disposable, they may be destroyed without further delay.

## **STATUS**

The District has reviewed the classification of documents provided in Title 5, Section 59022 and has identified those documents listed in attached Exhibit A as those which may now be destroyed in compliance with the Code.

## RECOMMENDATION

The Interim Chancellor recommends that the Board of Trustees approve the destruction of documents detailed in Exhibit A.

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

# CLASS 3 – DISPOSABLE RECORDS DESTROY AFTER JULY 1, 2017

## <u>District Fiscal Services – Payroll</u>

Hourly Time Cards All Prior to Fiscal Year 2011-2012

## **District Fiscal Services - Accounting**

Vendor Account Payable Files	All Prior to Fiscal Year 2011-2012
Cash Receipts	All Prior to Fiscal Year 2011-2012
Grant Project Accounts	All Prior to Fiscal Year 2011-2012
Cash Disbursements	All Prior to Fiscal Year 2011-2012
Financial Aid Check Copies	All Prior to Fiscal Year 2011-2012
Student Refunds	All Prior to Fiscal Year 2011-2012
District Depository	All Prior to Fiscal Year 2011-2012
Warrant Registers	All Prior to Fiscal Year 2011-2012
Journal Entry	All Prior to Fiscal Year 2011-2012
Warrant Disbursements	All Prior to Fiscal Year 2011-2012

## **Human Resources**

Employment Applications	All Prior to Fiscal Year 2013-2014
Recruitment Files	All Prior to Fiscal Year 2012-2013
Subpoenas/Requests for Records	All Prior to Fiscal Year 2013-2014

## **Saddleback College Admissions & Records**

Add/Drop Cards	All Prior to Academic Year 2013-2014
AB 540 Affidavits	All Prior to Academic Year 2013-2014
Audit Requests	All Prior to Academic Year 2013-2014
Data Change Forms	All Prior to Academic Year 2013-2014
General Petitions	All Prior to Academic Year 2013-2014
K-12 Concurrent Enrollment Requests	All Prior to Academic Year 2013-2014
Positive Attendance Rosters	All Prior to Academic Year 2013-2014
Residency Reclassification Requests	All Prior to Academic Year 2013-2014

## Saddleback College Student Payment/Veteran's Office

Veterans' Education Benefit Files All Prior to Current Fiscal Year with No Activity

for 3 Years

## **Saddleback College Vice President for Student Services Office**

Student Disciplinary Files All Prior to Fiscal Year 2011-2012 except if

disciplinary action is suspension or expulsion, in which case records are maintained indefinitely.

ITEM: 6.9 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Adopt Resolution No. 17-15: Classified Employee/Position

Layoff

**ACTION**: Approval

## **BACKGROUND**

As a result of lack of funds and/or lack of work, it is necessary to reduce one classified position through layoff.

## **STATUS**

The classified position in Exhibit A shall be eliminated. 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. 17-15 to approve the reduction and/or discontinuance of classified service as shown in Exhibit A.

Item Submitted by: Dr. Debra L. Fitzsimons, Interim Chancellor

## GOVERNING BOARD RESOLUTION 17-15

## **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 position be eliminated, as of July 14, 2017 due to a lack of work and/or lack of funds:

Number of Positions	Job <u>Classification</u>	Assigned <u>Time</u>	<u>Disposition</u>
1	Program Student Service Specialist Specially Funded TAACCCT Grant Position ID# P0006575 Saddleback College	40 hours/week 12 months/year	Eliminate
BE I	Γ FURTHER RESOLVED by the Governin	g Board as follows:	
1.	That due to a lack of funds and/or lack of employees and the amount of service reabove, pursuant to Education Code Se Bargaining Agreement ("Agreement") Employees Association – Chapter 586.	endered shall be reduced by action 88127 and Article 1	layoff as specified 7 of the Collective
2.	That the Chancellor, or her designee, is affected classified employees (conside pursuant to the requirements of law and	ring displacement or bump	
3.	That said layoffs shall become effective to the extent required by law.	on July 14, 2017 subject to r	negotiations
4.	That employees laid off pursuant to this reemployment pursuant to Education Co Article 17.		
	g resolution is hereby ratified by the South 15 <sup>th</sup> day of May, 2017 by the following vot		College District Governing
Timothy Jem	al, President	James R. Wright, Vice Press	ident
David B. Lan	g, Clerk	T.J. Prendergast III, Membe	er
Marcia Milch	niker, Member	Barbara J. Jay, Member	

Debra L. Fitzsimons, Interim Chancellor and Secretary to the Governing Board

Terri Whitt, Member

ITEM: 7.1 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Trustee Marcia Milchiker - 2017 Marian Bergeson

**Award Recipient** 

**ACTION:** Information

## **BACKGROUND**

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

Marian C. Bergeson was a politician from California. She was the first woman ever to serve in both the California State Assembly and California State Senate, from 1978 to 1995. She served as a member of the Orange County Board of Supervisors from 1995 to 1996, and California State Secretary of Education from 1996 to 1999. Her legacy of service set the stage for many other women to enter into politics.

## **STATUS**

The award was presented on Wednesday, May 3, 2017 at the OCSBA dinner meeting at the Irvine Marriott Hotel. SOCCCD Trustee Marcia Milchiker was this year's recipient of the prestigious award. The district proudly acknowledges her accomplishments and contributions to our board and the Orange County community for the past 30 years.

Item Submitted by: Debra L. Fitzsimons, Interim Chancellor

ITEM: 7.2 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Status of Board Policies

**ACTION:** Information

## **BACKGROUND**

Trustee requests for staff reports may be submitted to the chancellor for reporting of information during a regularly scheduled board meeting.

Trustee David Lang, at the March 27, 2017 meeting, requested a list of current board policies which state that an administrative policy, process, or regulation will be developed, and for which such written administrative regulations do not currently exist, along with the date for anticipated completion of the written administrative regulation.

## <u>STATUS</u>

There are currently 228 active board policies. Only eight board policies have articulated a procedure for which a clearly defined process has not been published (EXHIBIT A). Five of these board policies are in the process of being revised by the interim chancellor, who chairs the Board Policy and Administrative Regulations Advisory Council. In some cases, there may not be a need to establish an accompanying administrative regulation. The remaining board policies will be reviewed by the interim chancellor and the shared governance representatives of the Board Policy and Administrative Regulations Advisory Council at their regularly scheduled meetings. A follow-up report will be provided to the Board of Trustees no later than January 2018.

Item Submitted By: Debra L. Fitzsimons, Interim Chancellor

Board Policy #	Title	Reference AR? Y/N	Reference	Existing AR? Y/N	Status
BP- 128	Board Agendas	Y	"The Chancellor shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service."	N	Revision of policy is currently under review by chancellor and will be submitted to the board for review.
BP- 138	Recording of Board of Trustee Meetings	Υ	"The Chancellor shall enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the taping or recording."	N	Revision of policy is currently under review by chancellor and will be submitted to the board for review.
<u>BP-</u> 146	Chancellor Succession	Y	"The Chancellor shall establish procedures for succession when the Chancellor is absent."	N	Revision of policy is currently under review by chancellor and will be submitted to the board for review.
<u>BP-</u> 1500	Naming of College Facilities	Y	"Procedures shall be established to assure that the name of campus buildings and other facilities will be consistent in style and application."	N	Draft of new administrative regulation is currently under review by chancellor and will be submitted to the board following review by BPARC.
<u>BP-</u> 3006	Sustainability	Y	"The South Orange County Community College District will develop practices and procedures that continue the legacy of leadership in sustainability in all areas of the colleges, including faculty and staff development, instruction, operations, construction, facilities, land use, energy conservation, and environmental integrity. The Energy and Sustainability Regulation will include goals and guidance for all facets of the college that ensure the evolution of best practices in sustainability."	N	Facilities Planning is in the midst of preparing a district-wide sustainability plan which will in turn inform a new administrative regulation.

Board Policy #	Title	Reference AR? Y/N	Reference	Existing AR? Y/N	Status
<u>BP-</u> 3101.6	Real Property Management	Υ	"The Chancellor shall establish such procedures as may be necessary to assure compliance with all applicable laws relating to the sales, lease, use or exchange of real property by the District."	N	Draft of new administrative regulation is currently under review by chancellor and will be submitted to the board following review by BPARC.
<u>BP-</u> 3206	Security for District Property	N	"The Chancellor or designee shall maintain a Property Control Manual to manage, control, and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment, and information from theft, loss, or significant damage."	N	Revision of language to reflect current procedures using the Workday asset management function is being introduced to BPARC for review, prior to being submitted to board for review, study and approval.
<u>BP-</u> 4210	Employee Outstanding Service Awards	Y	The colleges and district services will develop their own appropriate processes for selection of outstanding service awards that will be defined and made available.	N	The colleges and district services will be submitting their written procedures to chancellor for review.

ITEM: 7.3 DATE: 5/15/17

**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.

ITEM: 7.4 DATE: 5/15/17

**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**

Presentation Date/Time	Location	Faculty Member	Course Title/Activity	Speaker	Торіс

## **IRVINE VALLEY COLLEGE**

Presentation Date/Time	Location	Faculty Member	Course Title/Activity	Speaker	Topic
4/25/17 9:30am	BSTIC 118	Liz Burkhalter	SOC 2 Social Problems	Jen Piccotti	Corporate Responsibility
5/10/17 3:00pm	BSTIC 101	John Russo	Business Leader Society Club	Steve Brown	Networking Skills
5/15 and 5/17 12:30pm	A311	Dr. Stephen Rochford	Music 53 Applied Music Workshop	Jonathan Gerrard	Present his paper from the UCI Graduate Conference in Music "Haydn, Zappa, and the Importance of Being Earnings Driven"

ITEM: 7.5 DATE: 5/15/17

**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 April 30, 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 April, 2017 Board report.

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

## South Orange County Community College District Expenditure History for Approved Basic Aid Projects May 15, 2017

Project Description	Approved Amount	1999/2012 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Actual	Balance Remaining for 2016/17
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	2,234,413	103,023	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	10,903,743	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	1,004,745	38,437
ATEP Utilities/Infrastructure Phase I (2016)	9,475,000	029,139	7,700	14,204	2,020	547,695	8,927,305
IVC A200 Success Center (2014)	505,005	-				547,095	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	20,100	000,333	955,102	5,095,412	4.257	3,509,555
IVC B400 Labs and Entrance Controls (2015)	410,000	-			1,600	4,237	404,067
IVC Defects Performing Arts Center (2014)	1.400.000	-+		2,611	54,736	4,333	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		25,074	07,032	30,323	92,072	2,366,303
		61,278					
IVC Health Center/Concessions Building (2016)  IVC Life Sciences Project (2004)	5,738,000	153,475	693,544	2,416,169	(1,120,532)	14,207	5,670,867
IVC New Parking Lot (2013)	2,490,000 6.755.000	153,475	693,544	2,410,109	(1,120,532)	18.950	333,138
IVC New Parking Lot (2013)  IVC Peforming Arts Center Waterproofing (2013)	-,,	-				18,930	6,736,050
	470,000					<u> </u>	470,000
IVC Upgrade Exterior & Entries to B300 (2013)	680,000	-	40.000	44.000	4 700 050	400.007	680,000
SC Building Repairs - LRC Comm Arts Renovation (2013)	3,839,073	- 004 004	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	-	0.754	70.004	040 004		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		225 742	7.004.500	00.445.004		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					<u> </u>	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	-				<u> </u>	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

EXHIBIT A

## South Orange County Community College District Expenditure History for Approved Basic Aid Projects May 15, 2017

Project Description	Approved Amount	1999/2012 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Actual	Balance Remaining for 2016/17
IT PROJECTS	1						
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	_	040,100	040,001	- 1,010,000	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	_			00,000	- 100,002	115.600
SOCCCD Awards Management System (2013)	500,000	_	303,641	154,230		-	42,129
SOCCCD Blackboard Plug-ins (2013)	150.000	_	2.000	101,200	15,400	30,950	101.650
SOCCCD Classroom Technology and Audio Visual Refresh (2016)	3,500,000	_	2,000		-	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	_	200,110	000,010	222,000	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	_			022,101	10,000	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	0,100,001	2,210,712	7,500	111,114
SOCCCD Faculty and Staff Email Infrastructure Refresh (2016)	355,000	_	01,000			7,000	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	- 10,101	100,400	1,071,200	0,000,000	- 0,000,00	54,500
SOCCD 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	7,017,001	000,020	58,500	677	101,070	240.823
SOCCCD MySite Security (2014)	302,000	_		47,280	164,662	67,732	22,326
SOCCCD New Student Print Solution (2016)	238,921	_		+1,200	104,002	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	_				5,155	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	_	34,032		02,010	195,340	804,660
SOCCCD Server and Storage Scheduled Maintenance (2016)	925,000				_	316,411	608,589
SOCCD Student Early Alert System (2016)	226.800					310,711	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 Milothiation System Ethianicement (2013-2013) SOCCCD Student Success Dashboard (2014)	550,000	<u>-</u> }	1,047,013	52.324	382,882	107,632	7.162
SOCCCD Support Multiple Prerequisites (2015)	302,400			32,324	12,584	150,559	139,257
SOCCCD System Testing and Stability (2016)	377,000	-			12,304	46,465	330,535
SOCCCD Tableau for Data Visualization (2016)	270.000	<u> </u>				192,434	77.566
SOCCCD Unified Student ID Card (2016)	452.000					132,434	452.000
SOCCCD Unified Student ID Card (2016) SOCCCD Waitlist Modification (2014)	514,600	-		249,920			
SOCCCD Waltist Modification (2014) SOCCCD Wireless Coverage Expansion (2015)	738,000	-		243,320	30,452	7,649	264,681 699,899
SOCCCD Wireless Coverage Expansion (2015) SOCCCD Wireless Upgrade (2016)	1.907.990	-			30,432	1,049	1,907,990
SOCCCD Writeless Opgrade (2016) 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		7 224 022	2 047 702	0.100.404	10 204 005		
II PROJECTO TOTAL	63,718,716	7,334,032	3,847,703	9,123,431	12,384,825	9,295,307	21,733,418

EXHIBIT A

## South Orange County Community College District Expenditure History for Approved Basic Aid Projects May 15, 2017

Project Description		Approved Amount	1999/2012 Actual	2012/13 Actual	2013/14 Actual	2014/15 Actual	2015/16 Actual	Balance Remaining for 2016/17
	I		1 10 10101	1 10 10 10 1	1101001	1 10 10 10 1		
OTHER ALLOCATIONS		[		- · I				
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	n (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 (2	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
_								
	Commitments		380,742,189	70,406,108	54,193,413	45,306,580	61,387,393	59,909,924
Cumulative C Receipts Cumulative R Cumulative R Cumulative E Uncommitted		mmitments	380,742,189	451,148,297	505,341,710	550,648,290	612,035,682	671,945,606
			433,256,612	46,888,399	43,788,270	51,659,425	52,672,948	58,510,948
		ceipts	433,256,612	480,145,011	523,933,281	575,592,706	628,265,654	686,776,602
		penses	269,258,478	297,068,584	334,543,831	391,531,191	463,814,898	671,945,606
		Basic Aid Funds	163,998,134	183,076,427	189,389,450	184,061,515	164,450,756	14,830,996
		Approved						
Change from April 2017 Report:		Approved Amount						
Total Change from April 2017 Report			_	_ [	_ [	_	_	
Total Ghange Holli April 2017 Nepolt						-		-

## SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT ITEM: 7.6 DATE: 5/15/17

**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. EXHIBIT B is a new feature of the Facilities Status Report which highlights a project each month. This month the status of certified and uncertified projects with the Division of State Architect's will be featured.

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

## FACILITIES PLAN STATUS REPORT *May 15, 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: <a href="http://www.socced.edu/about/about\_planning.html">http://www.socced.edu/about/about\_planning.html</a>. The next EFMP process is scheduled for FY 2016-2017.

## SADDLEBACK COLLEGE

## 1. SCIENCES BUILDING

<u>Project Description:</u> 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	<b>June 2016</b>
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.

<u>In Progress</u>: 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

<u>Project Description:</u> The existing stadium will be replaced with a new 8,000 seat multisport 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

<u>Budget Narrative</u>: 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 phase: Prepare 50% Construction Documents

<u>In Progress</u>: Develop 50% Construction Documents, preliminary discussions with college regarding design-build entity staging and laydown area and potential impact to college operations.

Recently Completed: Returned 100% design development review comments to design-build entity.

<u>Focus</u>: Draft preliminary furniture, fixtures and equipment (FF&E) list for project. *Selection of exterior colors and finishes for the stadium.* 

## 3. TECHNOLOGY AND APPLIED SCIENCE (TAS) RENOVATION PROJECT

<u>Project Description:</u> 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 replaces 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

<u>Status</u>: The Board of Trustees approved a project pause to consider alternate building approaches.

<u>In Progress</u>: *Discuss WSCH capacity findings and options with college administration and faculty.* 

Recently Completed: Performed WSCH assessment to determine capacity needs for the programs.

<u>Focus Issue</u>: 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

<u>Project Description:</u> 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	June 2017
Start Working Drawings	May 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

<u>Budget Narrative</u>: 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. Prepare Construction Documents.

In Progress: Issue contracts to environmental consultant, architect and mover.

Recently Completed: Coordinate follow-up move to Sciences Building. Defined IT & AV scope. Obtain environmental, architectural and move services.

<u>Focus</u>: Execute contracts, perform environmental study, and prepare construction documents.

## 6. FINE ARTS HVAC UPGRADES AND INTERIOR RENOVATION PROJECT

<u>Project Description:</u> 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
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<u>Budget Narrative</u>: 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.

<u>In Progress</u>: DSA Certification. Warranty period. Final change order on this month's Board agenda for ratification.

<u>Recently Completed</u>: Final punch list. Negotiate final change order. Obtained BIM As-Built.

<u>Focus</u>: Ensure DSA submittals are complete for certification.

#### 7. GATEWAY PROJECT

<u>Project Description</u>: 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.

	Original	Revision	<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

<u>Status</u>: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in November's election.

<u>In Progress</u>: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these 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 *is expected to* 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. The Department of Finance requested additional input from colleges on the first year list and accepted four additional projects for the funding recommendation. Enrollments and space inventory have been reviewed and project points are maximized.

<u>Focus</u>: Increase understanding of the 'new' selection process initiated this year for project selection.

## IRVINE VALLEY COLLEGE

#### 1. PERFORMING ARTS CENTER AND PARKING LOT 5 EXTENSION

<u>Project Description:</u> 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	<b>June 2007</b>
Complete Working Drawings	Dec 2004	Advertise for FF&E	Jan 2007
DSA Final Approval	Aug 2005	DSA Close Out	Pending

<u>Budget Narrative</u>: Budget reflects Board agenda action on 4/30/2001, 10/28/2002, 1/20/2004, 2/23/2004, 12/13/2004, and 1/31/2006. Budget also reflects reporting as shown on State Chancellor's Office FUSION report FY 2003-2004 and FY 2007-2008.

	Original	Revision	Total
Project Budget:	\$16,304,000	\$17,309,000	\$33,613,000
District Funding Commitment:	\$16,304,000	\$ 2,837,000	\$19,141,000
Anticipated State Match:	\$14,472,000	\$0	\$14,472,000
Basic Aid Allocation:	\$ 1,832,000	\$17,309,000	\$19,141,000

<u>Status:</u> Close Out: The final Notice of Completion was filed on September 24, 2007. Original Architectural firm is re-engaged to address pending items.

<u>In Progress</u>: All final documentation for certification has been submitted.

<u>Recently Completed</u>: Final project costs and Final Verified Reports have been submitted to DSA.

<u>Focus</u>: Awaiting DSA acceptance of final documentation and issuance of Certification letter.

## 2. LIFE SCIENCES PROJECT

<u>Project Description:</u> 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	<b>March 2014</b>
Complete Working Drawings	June 2010	Advertise for FF&E	Sept 2013
DSA Final Approval	Dec 2010	DSA Close Out	May 2014

<u>Budget Narrative</u>: 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.

<u>In Progress</u>: Developing scope of work descriptions for bid.

Recently Completed: Review with college facilities group for best value project approach.

<u>Focus</u>: Completion of "first year discovery" items. Final closeout of project budget.

## 3. BARRANCA ENTRANCE

<u>Project Description:</u> 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	<b>March 2011</b>	Complete Construction	Apr 2017
Complete Working Drawings	March 2011	Advertise for FF&E	N/A
DSA Final Approval	Dec 2012	DSA Close Out	Pending

<u>Budget Narrative</u>: 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 is complete and the new entrance has been opened.* 

In Progress: Project close-out.

<u>Recently Completed</u>: Completion of traffic signal, pavement striping, signage and street lighting.

Focus: Final project close-out.

## 4. LIBERAL ARTS BUILDING PROJECT

<u>Project Description:</u> 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

<u>Budget Narrative</u>: 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

<u>Status</u>: Construction Phase: 100% complete. Substantial completion reached on July 29, 2016.

<u>In Progress</u>: 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

<u>Project Description:</u> 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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<u>Budget Narrative</u>: 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.

	Original	Revision	<u>Total</u>
Project Budget:	\$35,703,000	\$422,000	\$36,125,000
District Funding Commitment:	\$10,562,000	\$7,755,000	\$18,317,000
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	\$33,670,261

<u>Status</u>: Voters approved a \$9 billion state school bond with \$2 billion allocated to community colleges in November's election.

<u>In Progress</u>: Community college projects were identified for the first and second year funding release. The State Chancellor's office recommended that these 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 *is expected to* 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. The Department of Finance requested additional input from colleges on the first year list and accepted four additional projects for the funding recommendation. Enrollments and space inventory have been reviewed and project points are maximized.

<u>Focus</u>: *Increase understanding of the 'new' selection process initiated this year for project selection.* 

#### 6. PARKING LOT PHASE IA AND SOLAR SHADE PROJECT

<u>Project Description:</u> 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

<u>Budget Narrative</u>: 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

<u>Status</u>: Programming and Planning phase: 80% complete. Integration of Solar Shade Structure scope.

<u>In Progress</u>: Develop Design-Build criteria including demand versus solar capacity assessment. Economic feasibility study to maximize return on solar power installation.

<u>Recently Completed</u>: Award Design-Build Consultant agreement. Verify electrical service and capacities.

<u>Focus</u>: Complete economic analysis and solar power distribution alternatives. *Verification with Southern California Edison that all incoming electrical service can be aggregated so that solar power generated can be credited to the entire campus.* 

#### 7. HEALTH CENTER/CONCESSION PROJECT

<u>Project Description:</u> 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
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Status: Programming and Planning phase: Complete.

<u>In Progress</u>: *Schematic design phase*.

<u>Recently Completed</u>: Award of architectural design services for design-bid-build procurement.

Focus: Complete schematic design.

#### **ATEP**

#### 1. ATEP DEMOLITION

<u>Project Description</u>: 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	\$ 6,7000,000	\$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

<u>Status</u>: Between demolition phases: Six demolition projects, which include removal of all ATEP building foundations, roads, parking lots and utility infrastructure are complete.

<u>In Progress</u>: Negotiations with the City and the Navy to transfer county land to district so the last phase of demolition can be completed.

<u>Recently Completed</u>: Land exchange between District and the County of Orange.

<u>Focus</u>: 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 50kV of solar electric power and will be a LEED Gold Equivalent building.

Start Preliminary Plans	Oct 2014	Award Design-Build Contract	<b>June 2015</b>
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

<u>Budget Narrative</u>: 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: 27% complete.

<u>In Progress</u>: *Install metal decking and frame exterior building walls.* 

Recently Completed: Steel Erection.

<u>Focus</u>: Final review of project Audio Visual and IT components. Begin furniture selection process.

## 3. ATEP – UTILITIES AND INFRASTRUCTURE

<u>Project Description:</u> 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

<u>Budget Narrative</u>: 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: 10% complete

In Progress: Utility pipeline installations.

<u>Recently Completed</u>: Rough grading of new roads. Approval of utility plans by Irvine Ranch Water District and final design from Southern California Edison.

<u>Focus</u>: Construction coordination between Infrastructure, IVC First Building and City of Tustin Victory Road contractors.

#### **DISTRICT WIDE**

## 1. SUSTAINABILITY/ENERGY PLAN

<u>Project Description:</u> 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

<u>Budget Narrative</u>: 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: 80% Complete.

In Progress: Incorporate steering committee feedback into plan. .

<u>Recently Completed</u>: Steering committee visioning meeting #3. Review draft plan and discuss next steps.

Focus: Finalize plan.

#### 2. ADA TRANSITION PLAN

<u>Project Description:</u> 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

<u>Budget Narrative</u>: 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.

<u>In Progress</u>: Finalizing training agendas from campus staff.

Recently Completed: ADA Transition Plan is complete.

<u>Focus</u>: Scheduling staff training to manage Transition Plan database, project planning and basics of accessible construction.

#### 3. TECHNOLOGY CONSULTANT FOR CAPITAL CONSTRUCTION

<u>Project Description</u>: 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.

Kick Off	Pending	Start Report Development	Pending
Start Research/Analysis	Pending	Complete Report	Pending
Complete Research/Analysis	Pending	Final Report	Pending

Budget Narrative: Budget reflects Board action on 8/22/2016.

	Original	Revision	Total
Project Budget:	\$460,000	\$0	\$460,000
District Funding Commitment:	\$460,000	\$0	\$460,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$460,000	\$0	\$460,000

Status: Bidding: Proposals received.

<u>In Progress</u>: *Evaluate proposals*.

Recently Completed: Preproposal conference and issue addenda.

<u>Focus</u>: *Interview and select consultant.* 

#### 5. MAPPING AND CONDITION ASSESSMENT

<u>Project Description:</u> 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.

Kick Off	April 2017	Start Report Development	August 2017
Start Research/Analysis	April 2017	Complete Report	Nov 2017
Complete Research/Analysis	June 2016	Final Report	Dec 2017

Budget Narrative: Budget reflects Board action on 8/22/2016.

	Original	Revision	Total
Project Budget:	\$400,000	\$0	\$400,000
District Funding Commitment:	\$400,000	\$0	\$400,000
Anticipated State Match:	\$N/A	\$N/A	\$N/A
Basic Aid Allocation:	\$400,000	\$0	\$400,000

<u>Status</u>: Programming Phase: *Establish scope using feedback from both colleges' Maintenance and Operations departments.* 

<u>In Progress</u>: *IVC Maintenance and Operations meetings to review underground utilities and As-Builts.* 

<u>Recently Completed</u>: Field walk IVC power houses. Meet with Saddleback Information & Technology Department to define low voltage requirements. Collect underground utilities As-Builts.

<u>Focus</u>: Write and issue the RFQ & P for mapping services.

Project updates for active projects may be viewed at:

http://www.socccd.edu/businessservices/ProjectUpdates2014.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.

DIVISION OF THE STATE ARCHITECT (DSA)

## Project Certification

**CLOSE OUT** 

Report to Board of Trustees May 15, 2017



#### CA Education Code, Section 81147(a), 81147

(a) When a school building constructed in accordance with plans and specifications approved by the Department of General Services (DGS) is completed, ..., the department shall issue a certification that the school building complies with the requirements of this article. Nothing in this article shall prevent beneficial occupancy by a community college district prior to the issuance of this certification.

### DSA Certification

- 525 Community College projects were uncertified in 2013
- DSA identified 16 uncertified projects for SOCCCD
- After addressing "low hanging fruit" nine uncertified projects remained

















## Why is Certification Important

- Provides a method to determine the safety of school construction
- Uncertified projects within the vicinity of new improvements can create delay until older project gets certified
- Board Members may be personally liable for projects until they are certified















## 2013 Uncertified SOCCCD Projects

Saddleb	ack College const	ruction completed year
1.	Technology and Applied Science	1989
2.	Construction of Visitor Center	1990
3.	Construction of Monopole Antenno	1995
4.	Construction of Chemical Storage	1996
5.	Alterations to BGS	1999

ne Va	lley College	construction completed year
1.	Relocations of Portables	2001
2.	Alterations to Student Services	2003
3.	Ballfield Dugouts	2007
4.	Performing Arts Center	2007



#### SOUTH DRANGE COUNTY COMMUNITY COLLEGE DISTRICT

SADDLEBACK COLLEGE + IRVINE VALLEY COLLEGE + ATEP

# IVC Performing Arts Center

- No member of the Architect's team was still employed
- 19 unresolved change orders, 19 different contractors
- Construction Management Firm could not find back-up documents
- District files were incomplete
- DSA had established a "mock" change order, hence our inability to find back up
- After 10 years, all items are complete and the project is certified







## Moving Forward

DSA

- Certification begins with 90 Day letter around substantial completion
- Streamlined process using phased permit cards, reducing the potential for lost back up

SOCCCD

- Close out activities start when the project does
- Architectural Agreements include payment related to close out
- Resident DSA inspector leads each close out

## Current Active Projects

College	Project	To DSA	Closed?
Saddleback College	FA HVAC and Interior	11/10/14	Submitted
Irvine Valley College	Construct Access Road	6/14/16	Submitted
Irvine Valley College	Alterations to B200	2/1/16	5/30/17
Irvine Valley College	Construct Generator, Enclosure	3/3/16	6/30/17
Irvine Valley College	Alterations to existing Portable	3/17/17	8/30/17
Saddleback College	Alterations to PE 200, Bleachers	4/26/16	8/30/17
Irvine Valley College	Construction of Marquee signs	6/27/16	11/30/17
Irvine Valley College	Site Alterations (ATEP)	6/7/16	12/30/17
ATEP	Construct Classroom Bldg.	3/3/16	12/30/17
Irvine Valley College	Life Sciences Alterations	2/8/16	1/30/18
Irvine Valley College	Alter Gym, Health flooring	1/21/16	12/30/18
Saddleback College	Alterations to TAS Building	12/3/14	On Hold

EXHIBIT B Page 7 of 8

## **Project Certification**

**Questions?** 















#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.7 DATE: 5/15/17

**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 April 30, 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 April 30, 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	1,786,373	34.97%
State Sources	8600-8699		46,456,156	55,588,589	41,340,746	74.37%
Local Sources	8800-8899		224,530,310	226,159,718	223,969,074	99.03%
Other Financing Sources	8900-8912	_	0	0	0	
Total Revenue			275,219,049	286,856,323	267,096,193	93.11%
INCOMING TRANSFERS	8980-8989		4,107,009	4,107,009	3,656,082	89.02%
TOTAL SOURCES OF FUNDS		\$	338,666,873	350,304,147	330,093,090	94.23%
USES OF FUNDS						
EXPENDITURES:						
Academic Salaries	1000-1999	\$	86,730,335	90,348,469	73,599,108	81.46%
Other Staff Salaries	2000-2999		54,253,223	56,190,302	38,482,081	68.49%
Employee Benefits	3000-3999		50,476,683	51,259,737	37,831,347	73.80%
Supplies & Materials	4000-4999		7,659,548	7,138,650	2,880,266	40.35%
Services & Other Operating	5000-5999		30,037,802	34,797,432	16,255,864	46.72%
Capital Outlay	6000-6999		16,595,642	17,211,458	4,809,877	27.95%
Payments to Students	7500-7699	_	1,046,089	2,164,071	1,663,320	76.86%
Total Expenditures		\$	246,799,322	259,110,119	175,521,863	67.74%
OTHER FINANCING USES:						
Debt Service	7100-7199		0	0	0	
Inter Fund Transfers Out	7300-7399	\$	750,000	750,000	750,000	100.00%
Basic Aid Transfers Out	7300-7399		56,129,557	56,129,557	56,129,557	100.00%
Intra Fund Transfers Out	7400-7499	_	0	0		0.00%
Total Other Uses			56,879,557	56,879,557	56,879,557	100.00%
TOTAL USES OF FUNDS		_	303,678,879	315,989,676	232,401,420	73.55%
ENDING FUND BALANCE		\$_	34,987,994	34,314,471	97,691,670	
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	7,743,673		
TOTAL RESERVES		\$_	34,987,994	34,314,471		

NOTE: As of April 30, 2016 actual revenues to date were **97.36%** and actual expenditures to date were **73.26%** of the revised budget to date.

#### SADDLEBACK COLLEGE

General Fund Income and Expenditure Summary As of April 30, 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     Restricted Budget Allocation     Total Revenue		_	100,636,449 28,755,407 129,391,856	100,636,449 34,167,913 134,804,362	97,267,307 24,876,103 122,143,410	96.65% 72.81% 90.61%
INCOMING TRANSFERS	8980-8989		3,302,005	3,302,005	2,985,355	90.41%
TOTAL SOURCES OF FUNDS		\$	148,502,064	153,914,570	140,936,968	91.57%
USES OF FUNDS						
EXPENDITURES: Academic Salaries Other Staff Salaries Employee Benefits Supplies & Materials Services & Other Operating Capital Outlay Payments to Students Total Expenditures	1000-1999 2000-2999 3000-3999 4000-4999 5000-5999 6000-6999 7500-7699	\$	54,263,994 27,571,323 28,347,162 5,434,219 13,670,310 11,020,064 694,992 141,002,064	55,830,889 28,457,870 28,803,826 4,590,652 16,396,504 11,044,593 1,290,236	44,238,632 18,980,316 21,073,845 1,704,930 7,471,244 2,610,921 871,207 96,951,095	79.24% 66.70% 73.16% 37.14% 45.57% 23.64% 67.52% 66.22%
OTHER FINANCING SOURCES/(USES Debt Service Transfers Out Other Transfers Total Other Uses  TOTAL USES OF FUNDS	): 7100-7199 7300-7399 7400-7499	\$	0 500,000 0 500,000 141,502,064	0 500,000 0 500,000 146,914,570	0 500,000 0 500,000 97,451,095	100.00% 100.00% 66.33%
LOCATION OPERATING BALANCE		\$_	7,000,000	7,000,000	43,485,873	
RESERVES Reserve for Economic Uncertainties		\$ <u>_</u>	7,000,000	7,000,000		

NOTE: As of April 30, 2016 actual revenues to date were **91.70%** and actual expenditures to date were **66.14%** of the revised budget to date.

#### **IRVINE VALLEY COLLEGE**

General Fund Income and Expenditure Summary As of April 30, 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 Restricted Budget Allocation Total Revenue		\$	60,296,673 15,087,393 75,384,066	61,796,673 19,751,270 81,547,943	58,336,688 15,500,202 73,836,890	94.40% 78.48% 90.54%
INCOMING TRANSFERS	8980-8989		610,004	610,004	547,327	89.73%
TOTAL SOURCES OF FUNDS		-	82,613,736	88,777,613	81,003,883	91.24%
USES OF FUNDS						
EXPENDITURES:    Academic Salaries    Other Staff Salaries    Employee Benefits    Supplies & Materials    Services & Other Operating    Capital Outlay    Payments to Students    Total Expenditures  OTHER FINANCING SOURCES/(USES Debt Service    Transfers Out	1000-1999 2000-2999 3000-3999 4000-4999 5000-5999 6000-6999 7500-7699 ): 7100-7199 7300-7399	-	30,666,733 17,795,118 17,446,749 2,107,824 7,572,826 5,256,193 351,097 81,196,540	32,717,972 18,850,142 17,773,572 2,418,714 9,529,542 5,870,163 873,835 88,033,940	28,451,240 13,045,691 13,753,889 1,093,506 4,522,133 2,102,070 792,113 63,760,642	86.96% 69.21% 77.38% 45.21% 47.45% 35.81% 90.65% 72.43%
Other Transfers	7400-7499	-	0	0	0	
Total Other Uses			0	0	0	
TOTAL USES OF FUNDS		-	81,196,540	88,033,940	63,760,642	72.43%
LOCATION OPERATING BALANCE		=	1,417,196	743,673	17,243,241	
RESERVES Reserve for Economic Uncertainties		=	1,417,196	743,673		

NOTE: As of April 30, 2016 actual revenues to date were **91.01%** and actual expenditures to date were **69.05%** of the revised budget to date.

#### SOUTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

ITEM: 7.8 DATE: 5/15/17

**TO:** Board of Trustees

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

**RE:** SOCCCD: Quarterly Investment Report

**ACTION:** Information

#### **BACKGROUND**

Senate Bill Number 564 added Government Code Section 53646 requiring the local agencies in California, including educational institutions, to render a statement of investment policy to their local governing Board on an annual basis. In addition, a quarterly report in compliance with the investment policy is to be rendered to the governing Board with respect to the agency's investments. The Board approved the District's investment policy on September 16, 1996, and since then, quarterly reports have been rendered for the Board's information.

#### **STATUS**

As of the quarter ending on March 31, 2017, our cash balances were \$271,432,265.02 in the Orange County Investment Pool (OCIP), and the OCIP investment pool is yielding an average of 0.91% compared to prior quarter of 0.81%.

The cash balances for the Local Agency Investment Fund (LAIF) Pooled Investment were \$26,282,608.13, and the LAIF investment pool is yielding an average of 0.78% compared to prior quarter of 0.68%.

Both pools are highly liquid, with overnight wire transfers available upon request.



TO: Members of the Board of Trustees
FROM: Debra L. Fitzsimons, Interim Chancellor

SUBJECT: District Services Report for May 15, 2017 Board of Trustees Meeting

#### **Chancellor's Office**

Coffees with the Chancellor and Board of Trustees were held on Tuesday, April 25<sup>th</sup> at the Irvine Valley College Performing Arts Center, and Wednesday, April 26<sup>th</sup> at the Saddleback College Health Sciences Lawn. Both events were well attended and questions and comments were made regarding multiple issues, including the PARS Supplemental Retirement Plan, chancellor search, training for employees, child development center, benefits, staffing plans, and employee onboarding. Two additional Coffees with the Chancellor and Board of Trustees are scheduled for Tuesday, May 16<sup>th</sup>: 11:00 am to 12:30 pm at the Irvine Valley College Performing Arts Center, and 2:00 pm to 3:30 pm at Saddleback College, SSC 212.

The District Services Staff Professional Development Workshop was held on Wednesday, April 26<sup>th</sup>. Presenters from the RP Group and the Employee Assistance Program provided information on contributing to student success and the importance and benefits of positivity. The District Services Planning Workshop was held on Tuesday, May 2<sup>nd</sup>, and focused on the strategic plan, administrative unit reviews, and departmental functions. A guest speaker from the Employee Assistance Program made a presentation on managing under pressure.

A district-wide survey to assess the climate in our district was distributed electronically to all employees on May 2<sup>nd</sup>. As part of our strategic planning evaluation, over the past five years the district has conducted a survey to assess the climate and measure progress in our district. Surveys are asked to be completed by Friday, May 19<sup>th</sup>. After this year, we will be reviewing the survey instrument and working on improved measures to gather data and conduct timely assessment of our district-wide climate.

#### **Business Services**

Development of College and Districtwide IT Standards and Technical Specifications: Facilities Planning is requesting proposals from technology consultants interested in working with the three information technology departments to develop college and districtwide standards and technical specifications. This information will be used for individual projects as well as the larger capital improvement projects. Components include infrastructure, audio visual, distribution frames and pathways, wireless access, and electronic locks.

Document Review Improvements: The Division of the State Architect is taking their document review to new heights, employing electronic files to transfer and update information. At the latest plan review

meeting, our team was able to make corrections and obtain sign off before leaving the DSA office at noon. Prior to the electronic review this was a seven to ten day effort. We are hoping this will reduce backlog which is expected to be on the rise with all the approved bond measures.

#### **Human Resources**

Full-time Faculty Recruitment Update: Human Resources is happy to announce that of the 20 full-time faculty recruitments advertised for the 2017-2018 academic year, a total of eight have been offered and accepted the positions for various disciplines. These new faculty are the "best of the best" and we are pleased to have them join the South Orange County Community College District and they will be a great asset for our students. Ten more recruitments are at various stages of completion; two recruitments did not result in a finalist being selected.

Camp Pendleton Job Fair Update: Human Resources attended the Career Expo at Camp Pendleton-South on Thursday, March 23<sup>rd</sup>. The event was a successful effort for the District to increase our recruitment numbers for full-time and part-time faculty, classified positions as well as managerial positions, while also making our presence known in the community. Overall, the event was a great opportunity for the District to connect with our service members and their families.

Human Resources also attended the Young Adult Job Fair at Camp Pendleton- North on Saturday, April 29<sup>th</sup>. There were a lot of young adults interested in NBU positions along with potentially attending classes at Saddleback College and Irvine Valley College. Many military spouses attended the event and showed a great interest in our current listings for Senior Administrative Assistant, Administrative Assistant, and Program Outreach Specialist positions.

HR Recruiting, Reports, Contract and New Functionality: Workday Recruiting, HR is working on transitioning recruiting from People Admin 7 to Workday beginning with the implementation of NBU's and part-time faculty.

HR continues to make improvements in Workday by creating a series of reports to help managers track their employee's performance evaluations, an employee self-service report for employees to track their own vacation balances, as well as streamlining some key business processes such as the hire and job requisition processes. Also, have completed the implementation of salary schedule changes for the Police Officers Association Master Agreement.

HR is in the process of implementing some new functionality: a newly designed recruitment process that will give the financial aid departments better visibility of their student workers, and a new system to track compliance investigations.

#### **Public and Government Affairs**

As this year's chair of the OC Community Colleges Legislative Task Force (OCCCLTF), the department participated in the planning of a Women in Politics Symposium on April 28<sup>th</sup> co-sponsored by OCCCLTF and California Women Lead. The nonpartisan event was held to motivate and support the next generation of female politicians and public servants, and \$5,250 was raised to enable students from the county's nine community colleges to participate. Saddleback College Associated Student Government President Luci Hendrix, Vice President Rei Kamiko, and students from both our colleges attended.

The department is monitoring approximately 100 state legislative bills which recently passed through

the House's policy committee and now require cost estimates as they head to their Appropriations Committees. On the federal side, year round PELL was included in the Fiscal Year 17 Appropriations agreement and many projected higher education cuts were spared, ensuring stable funding for grants for this fiscal year in Departments of Education, Labor, National Science Foundation and Health.

District Public Affairs won a bronze award at the Community College Public Relations Organization conference on April 20<sup>th</sup> for its three-dimensional illustration of the Saddleback College Sciences Building used on marketing collateral for the grand opening celebration of the new building. Kudos to Scott Brown, senior graphic designer/publications editor, for his excellent work on this project!



#### IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T 949-451-5100 | www.ivc.edu

TO:

Debra L. Fitzsimons, EdD, Interim Chancellor, and Members of the Board of

Trustees

FROM:

Glenn R. Roquemore, PhD, President

DATE:

May 4, 2017

SUBJECT: President's Report for the May 15, 2017 Board of Trustees Meeting

#### 14th Annual Jazz Picnic

On May 6, the Irvine Valley College Music Department and Foundation celebrated jazz in the Live Oak Terraces. The afternoon featured music from the IVC Jazz Ensemble, directed by Dan St. Marseille; special guest artist Kevin Richardson, trumpet; and the El Toro High School Jazz Ensemble conducted by Brandon Miller. Donations were accepted to benefit music scholarships and matched by the IVC Foundation PROIVC Campaign.

#### President Roquemore Honored by Vital Link

On April 20, Orange County's Vital Link, an organization with a mission to link business and education to prepare students for the successful transition to a meaningful career, recognized President Glenn Roquemore at the kickoff dinner of its 6<sup>th</sup> Annual STEM and the Arts Career Showcase. President Roquemore received the "Implementing A Vision" award honoring his leadership in the development of the Advanced Technology Education Park. IVC and the South Orange County Community College District are building a campus to support the education of Career Technical Education for Orange County students. The award also recognized IVC's ongoing partnership with Vital Link.

#### **Campus Community Recognition Celebration**

On May 11, IVC recognized students, faculty, staff and administrators for their successes, achievements and contributions to their areas of study and the campus community. Students were recognized for their participation and accomplishments in different clubs and extra-curricular activities, athletics and academics. Retirees were also recognized and commended for their years of service to the college.

#### Student Services Areas End-of-Year Celebrations

Many student services departments held end-of-year celebrations to recognize students' academic achievements and contributions to the programs over the past year. Among those who held celebrations include the Transfer Center, the Extended Opportunity Programs and Services (EOPS) office, the Student Life and Associated Student Government and the Student Ambassador Program.

President's Report to the Board of Trustees May 4, 2017 Page 2

#### **Leadership Matters Summit**

On May 24, President Roquemore, Vice President for Instruction Chris McDonald, Academic Senate President Kathy Schmeidler, Interim Dean of Liberal Arts Brook Choo, Articulation Specialist Tiffany Tran, and Research and Planning Analyst Loris Fagioli will attend the Leadership Matters: Re-Imagining Leadership to Sustain Transformative Change Through Guided Pathways Summit at Bakersfield College. This event is part of the California Guided Pathways Project, led by IVC, Bakersfield and Mt. San Antonio College. The summit's speakers included California Community Colleges District Chancellor Eloy Oakley; Bakersfield College President Sonya Christian; and Chaffey College Dean of Instructional Support Laura Hope. President Roquemore served as a panelist at the summit.

#### Robotics Activity Group Wins Second Place at Robotics Competition

On April 23, the IVC Robotics Activity Group took home second place at the Rescue Robotics Competition held at the University of California, Irvine (UCI). The eleven-member Robotics Activity Group is part of IVC's Applied Science and Engineering Club The group won a second place award for their ground rover robot design. The group worked on their design for over eight months. Their search and rescue automaton device named SARA, weighs 10 pounds and is capable of rapidly moving into a collapsed building using lasers and cameras to identify and assess trapped victims in situations such as an earthquake or explosion. The Robotics Activity Group is led by Haidon Shultz and Amal Eldick and includes Ben Choi, Farhan Chowdhuty, Brooke Healey, Steve Ikemura, Andrew Pham, Chirs Torres, Alan Yuen, Sherin Stephen and Said Bassem. Professor Jack Appleman and Nick Farrell mentor the group. They will compete at UCI's field trials competition on May 20, where the prototype robot will be judged on its actual performance in a simulated disaster situation.

#### **UCI Recognizes IVC Faculty Members**

On May 23, the University of California, Irvine (UCI) will honor IVC Biology Instructor Meredith Dorner, Mathematics Instructor Sanjai Gupta, Economics Instructor Mark McNeil, Psychology Instructor Michael Cassens, Mathematics Instructor Miriam Castroconde, and Social and Behavioral Sciences Associate Faculty Diane Chang at the Educator Recognition Reception. Each year, UCI asks their most academically successful students to name the instructor or counselor at their community college who had the most significant impact on their academic performance and successful transfer to UCI. Each instructor was identified by IVC transfer students who now attend UCI for helping them succeed.

TO: Members of the Board of Trustees

Dr. Debra L. Fitzsimons, Interim Chancellor

FROM: Dr. Tod A. Burnett, President

SUBJECT: Report for May 15, 2017 Board of Trustees Meeting

The spring 2017 One Book, One College reading program featuring the book, *The Immortal Life of Henrietta Lacks*, culminated on Wednesday, May 3<sup>rd</sup> with an event that featured food prepared by the culinary arts program, an art display of projects inspired by the book, a dialogue with members of the Lacks' family, and a book signing.

The Transfer Celebration and Honors Recognition was held on Friday, May 5<sup>th</sup>. The celebration was attended by over 250 students and their families. Speakers included Dr. Burnett, transfer student Gal Kohav, and alumna Chantelle Gil.

#### **Upcoming Events**

Awards and Recognition Ceremony: The Awards and Recognition Ceremony will be held on Wednesday, May 17<sup>th</sup> 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.

VETS Program End of Year Recognition Dinner: The VETS Program will hold their End of Year Recognition Dinner on Wednesday, May 17<sup>th</sup> from 4-6 pm in SSC 212.

Scholarship Ceremony: The annual Saddleback College Scholarship Ceremony will be held on Friday, May 19<sup>th</sup> 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 26<sup>th</sup> 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.

#### Fine Arts & Media Technology

It was another busy month of student performances. The Department of Theatre Arts presented Tennessee Williams' One Acts, which opened the end of April and continued through May 7<sup>th</sup> in the Studio Theatre. On May 1<sup>st</sup>, the Saddleback Jazz Combos performed in the McKinney Theatre. The Annual Juried Student Art Exhibition was presented in the Saddleback Art Gallery from May 3rd through the 17th. An artist's reception and award ceremony took place on May 9<sup>th</sup>. On May 5<sup>th</sup> and 12<sup>th</sup>, Yorgos

Kouritas' student chamber music concert was held in FA 101. Also on May 5th, the Wind Ensemble presented a concert, conducted by Yorgos Kouritas. On May 6th, composition students presented a recital of original music at 2:30 p.m. in the McKinney Theatre. On May 7th a piano recital was presented by Nadia Shpachenko, The Poetry of Places: Piano Music Inspired by Architecture, in the McKinney Theatre. On May 8th, speech students performed in the Speech & Debate Fundraiser Showcase in the McKinney Theatre. The Commercial Music Ensemble performed in the Fine Arts Courtyard on May 10th. Admission was free. On May 12th, Vocal Music, under the direction of Dr. Scott Farthing, held a masterworks concert in the McKinney Theatre. On May 13th, the advanced piano and piano ensemble student recital was presented in FA 101 at 2:30 pm. Also on May 13th at 7:30 p.m. the Symphony Orchestra, conducted by Yorgos Kouritas, performed in the McKinney Theatre at 7:30 pm. On May 11th Saddleback voice, instrumental, piano, and jazz students performed in the McKinney Theatre at 2 pm. Admission was free. On May 16th, the Angels for the Arts presented Student Success Showcase featuring student scholarship winners and honoring students completing degrees or transferring. On May 19th, vocal students performed 1980s musical theatre tunes in FA 101. And rounding out the month, KSBR's Birthday Bash was held in a new location this year: The Grove of Anaheim, on May 28th.

TO: Members of the Board of Trustees

SADDLEBACK

Dr. Debra L. Fitzsimons, Interim Chancellor

FROM: Saddleback College Classified Senate

SUBJECT: Report for May 15, 2017 Board of Trustees Meeting

Saddleback Classified Senate sponsored and coordinated the following professional development events.

Classified staff professional development for April:

- Thursday, April 13<sup>th</sup> Chief Higa provided a presentation about Title IX and the Clery Act.
  - o Title IX originated with the Education Amendments act of 1972, however, the Chief's presentation primarily focused on the responsibilities that classified staff have as mandatory reporters regarding sex discrimination, harassment, or violence under Title IX.
  - o Clery Act consumer protection law aiming to provide transparency involving campus crime, policy, and statistics.
- Thursday, April 27<sup>th</sup> Group to Team Training, Part II provided by a consultant contracted through President Burnett's office; sponsored by Classified Senate.
  - o This was the second part of a motivational and team building seminar series http://www.grouptoteam.com/about/

Classified staff professional development for June:

 Thursday, June 15<sup>th</sup> - Cardiopulmonary resuscitation training provided by Brad McReynolds. Classified staff will be able to receive CPR certification after completing this session.

The *Title IX* and *CPR training* are part of a series that Saddleback's Classified Senate would like to continue offering on a rotating basis each year. In addition to these, we have a few other professional development ideas we will be exploring in the coming academic year.